

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, AUGUST 10, 2020
Lincoln Center - Virtual Meeting**

Board of Education Meeting

7:00 P.M. - Virtual

Public access to view meeting :

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

Live at Silk City TV: <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>

On demand after the meeting: <http://www.channel16.org/CablecastPublicSite/?channel=1>

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes July 13, 2020 A - 4

B. COMMITTEE REPORTS - None

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2) Transfer of Funds C - 2
- 3.) Permission to Apply for the Alliance District Grant FY 20/21 in the amount of \$7,632,367. C - 3
- 4.) Permission to Apply for the Priority School District Grant FY 20/21 in the amount of \$848, 228. C - 4
- 5.) Permission to Apply for the Priority School District Summer School Grant FY 20/21 in the amount of \$155,832. C - 5
- 6.) Permission to Apply for the Priority School District - Extended School Hours Grant FY 20/21 in the amount of \$131,930. C - 6

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

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

E. SUPERINTENDENT'S REPORT

- 1) Opening of School Update, Mr. Matthew Geary [E - 1](#)

F. UNFINISHED BUSINESS - None

G. NEW BUSINESS

1) 2020-21 School Calendar Revision

[G-1](#)

Recommended Motion:

Move to adopt the revised school calendar for 2020-21 which includes 177 student school days and a revised first day of school of September 8, 2020.

2) Policy Recommendation:

[G -2 A](#)

The Superintendent submits to the full Board the Temporary Additions and Revisions Related to the COVID-19 Pandemic Policy, # C19 to the full Board for a first reading in accordance with its policy on policy changes.

[G- 2 B](#)

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

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

I. COMMUNICATIONS

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

Monday, August 31, 2020

Opening of School

Monday, September 14, 2020

District Improvement Plan Update
Professional Development Highlights

Monday, September 28, 2020

Update on Technology

K. ADJOURNMENT

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

- 1) *Print your name and address on the sign-in sheet at the podium for accurate record keeping.*
- 2) *State your name and address for the record. Students state name only.*
- 3) *First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.*
- 4) *Second Session: Comments must be limited to items on the Board's agenda for this meeting. The Board Chair has the discretion to limit comment time.*
- 5) *Written statements may be substituted for Board members if time runs out for speaker.*
- 6) *Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).*
- 7) *Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.*

MANCHESTER BOARD OF EDUCATION

Regular Meeting

July 13, 2020

Lincoln Center/Virtual Meeting

PRESENT: Gundersen, Heinrich, Hughes, Pattacini, Patterson, Scappaticci, Stefanovicz, Thames

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

ABSENT: Meggers

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Thames called the meeting back to order at 7:04 p.m. following an executive session that took place at 5:30 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

A.3. Secretary's Welcome

Mr. Pattacini stated that as Secretary of the Board of Education, he wished to welcome the online viewers to this regular meeting of the Board of Education. He, along with the Board and the Superintendent, were pleased to be joined in celebrating the achievement, reviewing information, and discussing areas for growth, along with making policy decisions related to the effective operation of the Manchester Public Schools. Mr. Pattacini explained that this is a regular meeting of the Board and all items that will be discussed or voted on this evening have been posted, as required by state law. For the public speak section, speakers are asked to sign up in advance. If a member of the public is not able to virtually attend this meeting, they are welcome to reach out to the Superintendent via email.

Mr. Pattacini thanked the public for their interest in this evening's meeting and the Manchester Public Schools. He is proud of the work happening in Manchester.

A.4. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of June 22, 2020. Secretary Pattacini moved and Mr. Heinrich seconded the motion.

8/0 - Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

Mr. Geary presented two 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. Establish an appropriation for the Elementary and Secondary School Education Relief (ESSER) funding for the FY 19-21 in the amount of \$1,540,831

The Chairman called for a motion.

Secretary Pattacini moved and Mr. Scappaticci seconded the recommendation to adopt the Consent Calendar as outlined in the evening's agenda.

8/0 - Voted in favor.

D. PUBLIC COMMENTS

None.

E. SUPERINTENDENT'S REPORT

E.1. Buckley Elementary School Renovation Update

Mr. Geary reviewed that the Buckley School Project is on schedule. He introduced Randall Luther from TSKP Studio to review the current status. Mr. Luther showed drawings of the changes to the Buckley site and building being submitted to the state for approval. He reviewed that the bidding should happen at the end of the year and in the spring or summer of 2021 we will start construction, with the project finishing up in summer 2022.

Mr. Scappaticci asked about a huge area, larger than a crawl space, that runs under the upper floor. Mr. Luther noted that the large area, which is about 6 feet high, is not habitable for classrooms, but works in our favor anyway. This project is required to be Net Zero (or as close as possible) per the referendum, and that area is the perfect place to put the heat pumps and duct work that will be needed to achieve that net zero status.

Mr. Scappaticci asked about the large tree and memorial that is in front of the school. At this time, Mr. Luther believes we will be able to keep that area untouched. However, he pointed out that because the school entrance is being relocated, the area the memorial is in will no longer be public space, being located in the bus loop/staff parking area. It is possible the memorial will be relocated after discussion with the family.

Mr. Pattacini loves the design. He wondered if there was a process for staff and community input. Mr. Luther stated that there has not been a lot of community input due to the current pandemic. He has worked with staff and administration. Mr. Luther stated that this is the time to be getting input. He noted that the superintendent may need to put together some groups to discuss this. Mr. Pattacini likes the open design and the new front, which is sharp and inviting. However, he feels the current front (which is the view that faces the street) looks a bit industrial and empty. He wondered if we could make that

area more interesting to match the rest of the welcoming building. Mr. Luther agreed it was difficult on that side as the library is in that area so there are no windows on that front wall.

Ms. Stefanovicz thought the design was fantastic. She agreed with Mr. Pattacini about the current front needing to be more visually interesting. Ms. Stefanovicz wondered if we had surveyed the staff currently at Verplanck and Waddell to see if there are things they wish they could change in their newly renovated buildings. Mr. Luther thought that was a great idea.

Mr. Gundersen asked about the rear parent parking lot, wondering why that was kept. It was explained by Mr. Luther that the rear lot is accessed from a different neighborhood and primarily used for Parks & Rec parents on the weekends and evenings. It is not a lot that would be used by people trying to access the school in general.

Mr. Geary reminded us that this project goal is a net zero building and many decisions made were to achieve that goal, which is listed in the referendum language.

F.2. Fall Planning Update

Mr. Geary reviewed the schools will open in late August. Currently the Governor has stated that all students will return to school, with a remote learning option offered to families that do not feel comfortable with in-person learning. Mr. Geary's full report is available on the website.

Mr. Pattacini appreciated the thoughtfulness of the report and plan. He feels it is important to deliver effective education for all of our children and it is a daunting task in these times. Mr. Pattacini acknowledged that having students wear masks and maintain social distance will be problematic. He wondered if the state had provided perspective on how flexible we will be and who monitors Manchester in terms of deciding whether we will revert to all remote learning at any point. Mr. Geary anticipates further state guidance to be forthcoming and noted that some decisions may be left to towns to determine, while some decisions will remain dictated by the state. We have to have our draft plans to

the state by July 24th. Mr. Pattacini wants our staff and students to remain safe and would like access to data for real-time decision making.

Mr. Geary reviewed that parents are being asked to choose in-person or remote learning for their student and maintain that decision for the first half of the school year, although special circumstances can change that. Remote learning will look different this year than last and more live sessions with required attendance will be achieved. There will be more of a schedule this year.

Mr. Geary reviewed he had gotten a lot of feedback from parents wondering why they needed to make a decision so soon. He understands some people are still unsure about whether they want to send their children back to school but we need some idea of how many students will be in person versus remote learners so we can plan.

Mr. Geary reviewed that we will not be checking all student's temperatures and he hopes families will keep their children home if they are unwell. Some parents suggested the need for bus monitors to help maintain social distance and mask compliance, but Mr. Geary stated it is unlikely we would be able to staff all buses as it is difficult to find bus monitors to work.

Mr. Geary noted he is looking into tents to use during inclement weather for outdoor mask breaks.

There is currently no definitive plan regarding sports or afterschool activities. For those families that choose remote learning but do not have internet access we do have some hotspots available. If sports programs run, students who are doing remote learning are still eligible to participate in sports.

Currently the responses indicate about 67% of students will be participating in person and 32% remotely. Of those students who will be in buildings, those that qualify for bussing show that about half will provide their own transportation and half will take the bus. Mr. Pattacini wondered if parents were told the expectations of in-person learning and remote learning in their survey request. Mr. Geary stated he painted an accurate picture for families to make informed

decisions. He stated that even though only about half the eligible students will be riding buses, he will keep the number of buses the same so hopefully many will run at half capacity.

Mr. Pattacini wondered about a hybrid model and why that has not been offered as an option to towns. Mr. Geary had originally started planning in his mind that a hybrid would be the best option, with a childcare component. However, the Governor has stated that the only options currently are full time in person or remote learning. There is currently no plan to waive the 180 day/900 hour school requirement, so we cannot currently reduce the number of days of instruction.

Mr. Pattacini wondered about the impact of the pandemic to our budget. Mr. Geary reviewed there is \$1.5 million in Cares money that we will apply for to help with needed supplies for the coming year. We are currently looking into how much of this money needs to go to parochial schools in town. We also may have staffing issues if there are medical reasons staff may not return. We are hoping to pre-purchase some needed supplies with current year-end funds, though we are still waiting on some billing to come in so those funds are not currently available.

Mr. Hughes liked the flexibility of remote learning in the spring, allowing families to sleep in and make up their own hours. Mr. Geary noted that this fall learning will look different, with set hours, though he did note they may start a little later in the morning than live school. Attendance in the spring was sporadic so attendance will be required in the fall with more live teaching and more structure.

Mr. Geary suggested we have an extra Board meeting August 10th to discuss the status at that time, prior to the start of the school year. He will get back to the Board with a confirmation that the meeting can be scheduled.

F.3. U.S.D.A. Community Eligibility Provision Program

Mr. Geary reviewed the eligibility for a town-wide free breakfast/lunch program. At the current time the state would reimburse Manchester for 84% of the meals,

and that number may rise a bit. With the typical unpaid lunch amounts, it seems feasible to make the whole district free with this community eligibility. Mr. Aldi, Director of Food & Nutrition Services, noted the certification is good for four years.

F. UNFINISHED BUSINESS

None.

G. NEW BUSINESS

G.1. Superintendent's Evaluation

Mr. Thames read parts of the Superintendent's evaluation, in which Mr. Geary scored efficient or highly efficient across the board.

Secretary Pattacini moved that the Board of Education adopt the written evaluation of the Superintendent of Schools for the 2019-2020 School Year. Mr. Scappaticci seconded the motion.

8/0 - Voted in favor.

Mr. Pattacini thanked Mr. Geary for ensuring every child in Manchester receives a quality education and for his transparent communication with parents.

G.2. Superintendent's Contract

Secretary Pattacini moved for the Board to authorize the Board Chair to enter into a contract for the Superintendent from July 1, 2020-June 30, 2023. Mr. Scappaticci seconded the motion.

8/0 - Voted in favor.

G.3. U.S.D.A. Eligibility Provision

Secretary Pattacini moved to allow Mr. Nick Aldi, Director of Food & Nutrition Services, to apply for district-wide USDA's Eligibility Provision for all Manchester Public Schools. Mr. Scapaticci seconded the motion.

8/0 - Voted in favor.

H. PUBLIC COMMENTS

Ms. Sarah Siameh, 171 Wetherell Street, has three students at Keeney and expressed her disappointment that there are no teachers of color at the school. She acknowledged there are several staff members of color at Keeney, who are great, but her children have had no teachers of color all through elementary school and she is concerned about a teaching staff who does not represent the student body and may have implicit bias because of that. Ms. Siameh felt it would be beneficial to institute a racial and ethnic socialization curriculum to students.

Mr. Thames acknowledged the deficit of diversity at Keeney and noted they are aware of the situation and are discussing it and are actively looking to resolve the deficiencies across the board.

I. COMMUNICATIONS

None.

J. ITEMS FOR FUTURE AGENDAS

August 10 - Possible meeting -

August 31 - Opening of School Update

September 14 - District Improvement Plan; Professional Development Highlights

K. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

Secretary Pattacini moved and Mr. Scappaticci seconded the motion to adjourn the meeting.

8/0 - Voted in favor.

Adjournment 8:49 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary

PERSONNEL ACTIONS

APPOINTMENTS

Mr. Ryan Courey to be an Art Teacher at Bennet Academy. Mr. Courey received his Bachelor's Degree in Fine Arts from the University of Hartford and currently resides in South Windsor. It is recommended that his appointment be approved effective August 24, 2020 (Bachelor's +30 / Step 2, \$52,309.00).

Ms. Arlene Martin to be a Special Education Teacher at Bowers Elementary School. Ms. Martin received her Master of Education with Special Education Degree from Cambridge College and currently resides in East Hartford. It is recommended that her appointment be approved effective August 24, 2020 (Master's +30 / Step 10, \$75,557.00).

Ms. Holly Longobardi to be a Special Education Teacher at Manchester High School. Ms. Longobardi received her Master of Education in Special Education from the University of Hartford and currently resides in Durham. It is recommended that her appointment be approved effective August 24, 2020 (Master's / Step 4, \$56,332.00).

Ms. Tajae Stringer to be a School Social Worker at Iling Middle School. Ms. Stringer received her Master's in Social Work from State University of Florida and Florida Atlantic University and currently resides in Vernon. It is recommended that her appointment be approved effective August 24, 2020 (Master's +30 / Step 2, \$56,780.00)

Ms. Kali Sims to be a Grade 1 Teacher at Verplanck Elementary School. Ms. Sims received her Masters of Science in Elementary Education from Eastern Connecticut State University and currently resides in Manchester. It is recommended that her appointment be approved effective August 24, 2020 (Master's / Step 2, \$53,209.00)

RESIGNATIONS

Ms. Ashley Hyatt, Grade 1 Teacher at Keeney Street Elementary School has submitted her letter of resignation, effective immediately. Ms. Hyatt has been with Manchester Public Schools since March 14, 2016. It is recommended that her resignation be accepted.

LEAVE OF ABSENCES

Ms. Stefanie Grande, Physical Education Teacher, Manchester High School. It is recommended that the Board grant an unpaid leave of absence to Ms. Grande for the 2020-2021 school year.

Ms. Jaclyn Gottier, Special Education Preschool Teacher at Keeney Elementary. It is recommended that the Board grant an unpaid leave of absence to Ms. Gottier for the 2020-2021 school year.

Ms. Rachel Hahn, Special Education Teacher at Keeney Elementary. It is recommended that the Board grant an unpaid leave of absence to Ms. Hahn for the 2020-2021 school year.

Ms. Mhairi-Kate McKeegan, Special Education Teacher at Manchester Regional Academy. It is recommended that the Board grant an unpaid leave of absence to Ms. McKeegan for the 2020-2021 school year.

Ms. Amanda Tierinni, Grade 1 Teacher, Buckley Elementary. It is recommended that the Board grant an unpaid leave of absence to Ms. Tierinni from the first day of the 2020/2021 school year through November 9, 2020.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: July 23, 2020

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2020-2021 Budget.

Discussion/Analysis: Transfer from Plant Operations System-wide Other Purchased Services in the amount of \$2,000. Transfer to Plant Operations System-wide Computer Supplies and Materials in the amount of \$2,000.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2020-2021 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Buildings & Grounds

Date of Request: 07/23/2020

Approver: Lindsey Boutilier

Date Approved: 07/23/2020

JUSTIFICATION (Required Field): For the purchase of laptop computers for each of the 5 HVAC mechanics for COVID related remote monitoring of heating and cooling mechanicals in each building.

SUBJECT:
TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ <u>2,000.00</u>	Account #<u>42099260 5590</u>	Description: <u>System Ops Purchased Srvcs</u>
\$	Account #	Description:
\$	Account #	Description:

\$ 2,000.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ <u>2,000.00</u>	Account #<u>42099260 5612</u>	Description: <u>System Ops Computer Supplies</u>
\$	Account #	Description:
\$	Account #	Description:

\$ 2,000.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: July 20, 2020

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2020-2021 Budget.

Discussion/Analysis: Transfer from Plant Maintenance System-wide Maintenance Capital Repair in the amount of \$29,787. Transfer to Plant Maintenance System-wide Maintenance Contracted Services in the amount of \$29,787.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2020-2021 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

TO: Accounting Department	School/Department: Buildings & Grounds
Date of Request: 07/17/2020	Approver: Lindsey Boutilier
	Date Approved: 07/20/2020

SUBJECT:
TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

\$ 29,787.00 TOTAL INCREASE (Must match total decrease)

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: July 21, 2020

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2020-2021 Budget.

Discussion/Analysis: Transfer from Plant Maintenance System-wide Maintenance Data Bases in the amount of \$23,348. Transfer to Plant Maintenance System-wide Maintenance Software Licenses and Fees in the amount of \$23,348.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2020-2021 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

TO: Accounting Department	School/Department: Buildings & Grounds
Date of Request: 07/21/2020	Approver: Lindsey Boutilier
	Date Approved: 07/21/2020

<u>SUBJECT:</u> <u>TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER</u>		
DECREASE - In whole dollars only:		
\$ <u>23,348.00</u>	Account #<u>41799260 5535</u>	Description: <u>System Maint Databases</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>23,348.00</u>	TOTAL DECREASE	
INCREASE - In whole dollars only:		
\$ <u>23,348.00</u>	Account #<u>41799260 5651</u>	Description: <u>System Maint Software Licenses</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>23,348.00</u>	TOTAL INCREASE (Must match total decrease)	

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: Name:

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: July 16, 2020

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2020-2021 Budget.

Discussion/Analysis: Transfer from System Information Services Other Purchased Services in the amount of \$6,500. Transfer to System Information Services Computer Supplies and Materials in the amount of \$6,500.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2020-2021 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: July 28, 2020

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2020-2021 Budget.

Discussion/Analysis: Transfer from Manchester High School Interscholastic Sports Other Purchased Services in the amount of \$6,050. Transfer to Manchester High School Interscholastic Sports Software in the amount of \$6,050.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2020-2021 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

TO: Accounting Department	School/Department: MHS Athletics
Date of Request: 07/28/2020	Approver: Katelyn Miner
	Date Approved: 07/28/2020

<u>SUBJECT:</u>		
<u>TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER</u>		
DECREASE - In whole dollars only:		
\$ <u>6,050.00</u>	Account #<u>31461320 5590</u>	Description: <u>MHS Athletics Other Prch Srvs</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>6,050.00</u>	TOTAL DECREASE	
INCREASE - In whole dollars only:		
\$ <u>6,050.00</u>	Account #<u>31461320 5651</u>	Description: <u>MHS Athletics Software</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>6,050.00</u>	TOTAL INCREASE (Must match total decrease)	

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: Name:

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for the Alliance District Grant FY 20/21

Date: July 22, 2020

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

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

Financial Impact: None

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the FY 20/21 Alliance District Grant in the amount of \$7,632,367.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

**Town of Manchester Board of
Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for the Priority School District Grant FY 20/21

Date: July 22, 2020

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

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

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the FY 20/21 Priority School District Grant in the amount of \$848,228.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for the Priority School District Summer School Grant
FY20/21

Date: July 22, 2020

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

Discussion/Analysis: School Accountability – Summer School Priority School District funding will be used to assist funding of Summer Academy Advantage of Manchester (SAAM). SAAM is a summer program that is held for students in need of reading acceleration. The program is an effort to reduce the summer reading slide.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the FY20/21 Priority School District Summer School Grant in the amount of \$155,832.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for Priority School District Extended School Hours
Grant FY20/21

Date: July 22, 2020

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

Discussion/Analysis: This grant will contribute to Manchester Early Learning Centers (MELCs) after school care/extended school hour component to include an hour of academics delivered by district elementary teachers.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the FY20/21 Priority School District Extended School Hours Grant in the amount of \$131,930.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
August 10, 2020

School Calendar

Manchester Public Schools will schedule three (3) additional planning and training days. The total number of student days will be reduced to 177. The addition of those days will push the start of the student school year to Tuesday, September 8, 2020. Professional development days for teachers will commence on Thursday, August 27, 2020. A full draft revised calendar will be shared in early August. The calendar will be pending approval of the Manchester Board of Education on August 10, 2020. Moving back the start date avoids holding class in late August and early September when temperatures are still quite high which poses a problem in schools not climate controlled.

Options

As required by the state, Manchester Public Schools has developed plans for full in-person learning, hybrid learning, and full remote learning. In developing this plan, the district followed all state requirements and guidelines. The district also has plans for a hybrid model and voluntary full remote learning model. **The district will open in a hybrid model.** If there is a surge of COVID-19, an increase of local cases, or the occurrence of in-school cases, the learning scenarios may be adjusted. Full remote learning scenarios may be utilized by Manchester Public Schools if required by the State of Connecticut or local health officials.

Parents will also have the opportunity to select the full remote option.

Full Time In Person

- Schools will operate up to 100% capacity though students/staff with underlying medical conditions may consider remote learning.
- Buses will operate up to full capacity with face coverings/masks in place during transit and controlled loading/unloading of riders.
- Face coverings/masks required for all students and staff while inside school buildings; except when prevented due to a documented medical condition.
- Students or staff members who are sick are isolated in a designated medical isolation room.
- Cohorts of students used, particularly in Grades K-8, with restrictions on group activities.
- Seating in classrooms is maximized to the extent possible.
- Cleaning and sanitization protocols in place.

Hybrid Model

- Schools will operate at reduced capacity (50%), with reliance on a hybrid model of A-B day or A-B week.
- Buses will operate at reduced capacity (50%) with face coverings/masks in place during transit, controlled loading/unloading of riders, and socially distanced seating for riders.
- Face coverings/masks required for all students and staff while inside school buildings; except when prevented due to a documented medical condition.
- Students or staff members who are sick are isolated in a designated medical isolation room.
- Cohorts of students used, particularly in Grades K-8, with restrictions on group activities.
- Seating in classrooms is up to six feet or more when feasible with reduced class sizes.
- Specific and increased cleaning and sanitization protocols are in place.
- Indoor extracurricular activities are suspended. Sports and other outdoor activities may continue with restrictions.

Mandatory Remote - All Learners

- Schools are closed with 100% of students engaged in remote learning.
- Bus transportation suspended.
- All extracurricular activities, including sports suspended.

Opening of School 2020-21

Last week Governor Lamont indicated districts now have the option to reopen in a hybrid model, combining online and in-school classes, rather than bringing all students back to school at once this fall. On Monday, August 10, 2020, I will be recommending to the Manchester Board of Education that we open the [20-21 school year](#) on Tuesday, September 8, 2020 in a hybrid model for all students Grades PK - 12.

All of us would like students and staff back in school full time, but we also must be mindful of the health and safety of all members of our school community. We must also consider the best way to thoughtfully reacclimate students and staff to schools that will look and operate very differently than the ones they left in March. Most Connecticut industries that have reopened have done so successfully at half capacity and Connecticut has maintained one of the lowest infection rates in the country. A hybrid reopening model allows schools to reopen in a fashion similar to other sectors in the state.

Learning from home will be better this fall with more direct remote instruction and the ability to meet in person with students at least a few times each week. This option best balances our desire to ensure all students receive a quality educational experience with our responsibility to keep students and staff safe and healthy. We will continue to monitor the local and statewide health data, as well as how students and staff adjust to being back at school. Our plan is to run the hybrid schedule for at least the first six weeks of school (through October 16, 2020) and then reevaluate the situation in Manchester and across the state at that time.

Voluntary Full Time Remote

Any families who are not comfortable with their students being in school buildings may still elect the remote learning option. In the remote option, students do all of their coursework at home in a mix of direct teaching and independent work.

Hybrid

In the hybrid model, students each week will receive two in person days (4 - 5 hours per day) and three (3) remote experiences (1 ½ - 2 hours per day). Essentially, a student would be in school on either Monday / Thursday or Tuesday / Friday. All students would take part in remote learning on Wednesday so all buildings can be deep cleaned. [Draft schedules for the hybrid model](#) will be determined by last name / address so we ensure all members of the same household are at school on the same days. The district understands there are cases where neighbors and friends work together to share childcare responsibilities so we will make every effort to ensure students who are cared for by the same people are in school on the same day.

Students at the PK - 8 levels would remain in cohorts of approximately 8 -10 students while in the building. At MHS, we cannot cohort students and there will still be transitions between classes. But, significantly reducing the number of students in the building will allow us to better keep students spaced apart during classroom and transition times.

Before School

Students must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19. In order to prevent transmission among the school population, parents are instructed to screen students before leaving for school; checking to ensure temperature is below 100.0 degrees Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials.

Transportation

Buses will be available for students eligible for transportation. Buses will run at half capacity making social distancing at least possible. Masks must be worn at all times on the bus unless a student is not able to wear a mask for medical reasons documented in a note from a doctor. The district is pursuing monitors for buses, but we are not able to determine whether all buses will have monitors at this time. Families are encouraged to transport students to school if possible.

Arrival

Each school will clearly designate separate entrances for bus students, walkers, and parent/ guardian drop off. Entrances will be marked and monitored to encourage social distancing.
Breakfast Breakfast will be free for all students at all schools this year. All students will be served a grab and go breakfast upon arrival. For students who are not attending school, breakfast will still be available.
Hand Washing and Sanitizing Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing. At the secondary level, students will also hand wash or sanitize after cleaning their work space prior to leaving the classroom. Hand sanitizer will be available in classrooms, hallways, and in entry ways.
Learning Learning priorities have been identified for each course and grade level, taking into account lost instructional time from last year, as well as the potential need to move to a hybrid learning model or full remote learning in the event of increased COVID-19 cases. We expect far less in person student collaboration due to social distancing needs. Students will be provided with individual learning materials to limit sharing.
Special Education and Intervention Students will work within a set cohort as much as possible; in which classroom teachers will provide differentiated instruction with the support of specialists and interventionists. It also may be necessary for students to experience at least one transition during the day in order to attend a specific class or experience. Students in need of special education, intervention, or EL services would come into school more frequently and have access to remote services. Schedules for those students will be determined based on individual student needs. Some opportunities may also be available remotely.
Specials and Electives Students will still engage in specials (elementary) and electives (middle and high schools). Schedules are still being determined at the school level and material sharing will be limited. In the event that materials (for example microscopes) need to be shared, they will be sanitized by students between uses.
Technology and Devices Provide devices to all students Grades PK - 12. iPads Grades PK - 1, Chromebooks Grades 2 - 8, and laptops Grades 9 - 12. Students enrolled in adult education may borrow a district device as needed. Teachers will teach routines and procedures for use of technology, including apps, websites, and online tools and will use 1:1 technology for independent practice so students are comfortable with technology in the event full remote learning is needed.
Face Coverings Students must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions. Mask breaks will be provided during the day. The district will provide a set of cloth masks to each student and parents are encouraged to secure additional masks. Schools will have backup disposable masks available for students who forget them.
Social Distancing Students must maintain social distancing to the greatest extent possible. There will be spaces, including on buses, in hallways, and in some classrooms, where staying six (6) feet apart will not be possible. Students are expected to practice social distancing when entering and exiting the building, in classrooms, and moving throughout the school. Signs and markings will be installed at all locations to promote social distancing.
Transitions

Transitions between rooms will be limited at all levels. PK-8 educators will move between classrooms to instruct students rather than students moving. At the high school level, students will transition between classes (four (4) classes per day) with transitions staggered to the extent possible and hallway traffic flowing one way.

Lunch

Lunch will be free for all students at all schools this year and provided in classrooms or alternate locations. For students who are not attending school, lunch will still be available.

Nurse Visits

If a student is exhibiting symptoms of COVID-19 during the school day, the student will report to the designated medical isolation room. Parents will be contacted and the student will be sent home and remain home dependent upon illness/symptoms. If a student or staff member has been present in school and has [confirmed diagnosis of COVID-19](#), the school nurse and the building principal will contact the Covid Compliance Officer and the Superintendent of Schools. The Superintendent of Schools will notify local health officials and local health officials will assess risk of further transmission according to the district [containment plan](#).

Dismissal

Each school will clearly designate separate exits for bus students, walkers, and parent / guardian pick up of students. Exits will be marked to encourage social distancing and monitored.

Before and After Care

The following childcare options will be available K-6 for families. In order to qualify for childcare services parents / guardians must be working, be able to provide necessary documentation and provide transportation.

- Before and after school childcare will be provided by MELC.
- MPS childcare for families who are working on days when their students are not scheduled for in person learning.
- MPS childcare on Wednesday when all buildings will be closed for deep cleaning (We are exploring this option based on family needs).

The before and after childcare provider will be required to follow all MPS policies and practices related to COVID-19.

Extracurricular Activities

We expect to have some extracurricular activities and athletics this year. More information will follow after consultation with the Connecticut Interscholastic Athletic Conference (CIAC)

Visitors

To help ensure the health and safety of students and staff, visitors will be restricted for 2020-2021 school year. Meetings will happen virtually when possible.

Option Selection

Accurate information from families is needed as soon as possible. Parents/Guardians have been asked to complete the official Return to School form by Friday, August 7, 2020. A form must be completed for each child.

Race / Equity

We know that the extreme racial violence across the country has caused stress and trauma to our school community members of color. As we return in the fall, we are committed to a reopening that emphasizes community building, healing, social emotional learning, improved mental and physical health, and actual time to pause and reflect regularly. We will plan for appropriate time and space for regular learning and reflection on race and equity throughout the year. Please see the [Manchester Public Schools Reopening Plan](#) for more information.

Hybrid Schedule and Cleaning

Most Common Question: Have you considered having one group of students go to school Monday and Tuesday while the second group attends on Thursday and Friday or alternating weeks instead of the current plan?

We considered both of those models. At this time, given where we are with respect to COVID-19 data in Manchester, our primary reason for implementing the hybrid model is to keep cohorts small and limit the number of students in the classrooms / buildings to ensure social distancing which cannot occur with all students in classrooms / buildings at the same time. In terms of student learning, the planned hybrid model allows students to receive an in person experience at both the beginning and end of each week which will help with engagement in the learning process.

In our current model, students leave earlier than usual on days they are in school buildings. We are confident that each afternoon / evening we can clean and disinfect high touch areas (as recommended by the CDC) including but not limited to:

- tables
- doorknobs
- light switches
- countertops
- handles
- desks
- phones
- keyboards
- toilets
- faucets and sinks
- touch screens
- copy machines

Having the buildings empty on Wednesday allows us to clean all the high touch areas listed above plus areas the following areas:

- floors (mop)
- windows
- lights
- light coverings
- stall walls
- shelving units
- baseboards
- light painting

In addition all cleaning and sanitizing stations, soap dispensers, classroom cleaning products etc. will be filled.

Should the COVID-19 data in Manchester or the region increase, we would consider alternating days (M/T and R/F) or by weeks.

Last Names A - M

Monday	Tuesday	Wednesday	Thursday	Friday
9:10 - 2:10 In Person Learning At School	9:10 - 2:10 Independent Work Assigned by teacher At home	9:10 - 10:40 Independent Work Assigned by teacher At home	9:10 - 2:10 In Person Learning At School	9:10 - 2:10 Independent Work Assigned by teacher At home
2:40 - 3:40 Independent Work Assigned by teacher At home	2:10 - 3:40 Remote Learning Online with teacher At home	10:40 - 3:40 Remote Learning Online with teacher At home	2:40 - 3:40 Independent Work Assigned by teacher At home	2:10 - 3:40 Remote Learning Online with teacher At home

K - 4 Hybrid Schedule
Last Names N - Z

Monday	Tuesday	Wednesday	Thursday	Friday
9:10 - 12:10 Independent Work Assigned by teacher At home	9:10 - 2:10 In Person Learning At School	9:10 - 10:40 Independent Work Assigned by teacher At home	9:10 - 2:10 Independent Work Assigned by teacher At home	9:10 - 2:10 In Person Learning At School
2:10 - 3:40 Remote Learning Online with teacher At home	2:40 - 3:40 Independent Work Assigned by teacher At home	10:40 - 3:40 Remote Learning Online with teacher At home	2:10 - 3:40 Remote Learning Online with teacher At home	2:40 - 3:40 Independent Work Assigned by teacher At home

K- 4 Full Remote Schedule
Last Names A - Z

Monday	Tuesday	Wednesday	Thursday	Friday
9:10 - 2:10 Remote Learning Online with Teacher At home	9:10 - 2:10 Remote Learning Online with Teacher At home	9:10 - 10:40 Independent Work Assigned by teacher At home	9:10 - 2:10 Remote Learning Online with Teacher At home	9:10 - 2:10 Remote Learning Online with Teacher At home
2:10 - 3:40 Independent Work and Teacher Check in At home	2:10 - 3:40 Independent Work and Teacher Check in At home	10:40 - 3:40 Remote Learning Online with teacher At home	2:10 - 3:40 Independent Work and Teacher Check in At home	2:10 - 3:40 Independent Work and Teacher Check in At home

5 - 8 Hybrid Schedule

Last Names A - M

Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 12:25 In Person Learning At School	8:15 - 12:25 Independent Work Assigned by teacher At home	9:10 - 10:40 Independent Work Assigned by teacher At home	8:15 - 12:25 In Person Learning At School	8:15 - 12:25 Independent Work Assigned by teacher At home
1:00 - 3:00 Independent Work Assigned by teacher At home	1:00 - 3:00 Remote Learning Online with teacher At home	10:40 - 3:00 Remote Learning Online with teacher At home	1:00 - 3:00 Independent Work Assigned by teacher At home	1:00 - 3:00 Remote Learning Online with teacher At home

5 - 8 Hybrid Schedule
Last Names N - Z

Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 12:25 Independent Work Assigned by teacher At home	8:15 - 12:25 In Person Learning At School	9:10 - 10:40 Independent Work Assigned by teacher At home	8:15 - 12:25 Independent Work Assigned by teacher At home	8:15 - 12:25 In Person Learning At School
1:00 - 3:00 Remote Learning Online with teacher At home	1:00 - 3:00 Independent Work Assigned by teacher At home	10:40 - 3:00 Remote Learning Online with teacher At home	1:00 - 3:00 Remote Learning Online with teacher At home	1:00 - 3:00 Independent Work Assigned by teacher At home

5 - 8 Full Remote Schedule
Last Names A - Z

Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 1:15 Remote Learning Online with Teacher At home	8:15 - 1:15 Remote Learning Online with Teacher At home	9:10 - 10:40 Independent Work Assigned by teacher At home	8:15 - 1:15 Remote Learning Online with Teacher At home	8:15 - 1:15 Remote Learning Online with Teacher At home
1:45 - 3:00 Independent Work and Teacher Check in At home	1:45 - 3:00 Independent Work and Teacher Check in At home	10:40 - 3:00 Remote Learning Online with teacher At home	1:45 - 3:00 Independent Work and Teacher Check in At home	1:45 - 3:00 Independent Work and Teacher Check in At home

9 - 12 Hybrid Schedule

Last Names A - M

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 11:35 In Person Learning At School	7:30 - 11:35 Independent Work Assigned by teacher At home	7:30 - 9:00 Independent Work Assigned by teacher At home	7:30 - 11:35 In Person Learning At School	7:30 - 11:35 Independent Work Assigned by teacher At home
12:15 - 2:30 Independent Work Assigned by teacher At home	12:15 - 2:30 Remote Learning Online with teacher At home	9:00 - 2:05 Remote Learning Online with teacher At home	12:15 - 2:30 Independent Work Assigned by teacher At home	12:15 - 2:30 Remote Learning Online with teacher At home

9 - 12 Hybrid Schedule
Last Names N - Z

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 11:35 Independent Work Assigned by teacher At home	7:30 - 11:35 In Person Learning At School	7:30 - 9:00 Independent Work Assigned by teacher At home	7:30 - 11:35 Independent Work Assigned by teacher At home	7:30 - 11:35 In Person Learning At School
12:15 - 2:30 Remote Learning Online with teacher At home	12:15 - 2:30 Independent Work Assigned by teacher At home	9:00 - 2:05 Remote Learning Online with teacher At home	12:15 - 2:30 Remote Learning Online with teacher At home	12:15 - 2:30 Independent Work Assigned by teacher At home

9 - 12 Full Remote Schedule
Last Names A - Z

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 11:35 Remote Learning Online with Teacher At home	7:30 - 11:35 Remote Learning Online with Teacher At home	7:30 - 9:00 Independent Work Assigned by teacher At home	7:30 - 11:35 Remote Learning Online with Teacher At home	7:30 - 11:35 Remote Learning Online with Teacher At home
1:45 - 3:00 Independent Work and Teacher Check in At home	1:45 - 3:00 Independent Work and Teacher Check in At home	9:00 - 2:05 Remote Learning Online with teacher At home	1:45 - 3:00 Independent Work and Teacher Check in At home	1:45 - 3:00 Independent Work and Teacher Check in At home

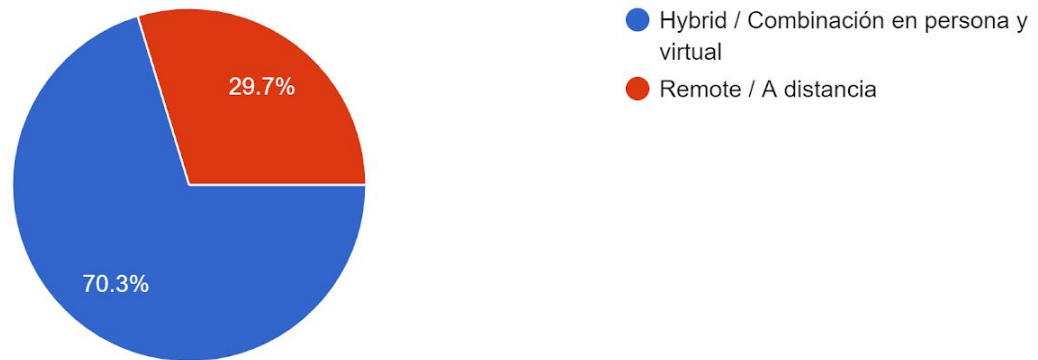
Sample - Detail Elementary

<u>Monday</u> <u>Group 1</u> <u>In Person</u> <u>Group 2</u> <u>Remote</u>	<u>Monday</u> <u>Intervention</u>	<u>Tuesday</u> <u>Group 2</u> <u>In Person</u> <u>Group 1</u> <u>Remote</u>	<u>Tuesday</u> <u>Intervention</u>
9:10 - 9:25 Morning message		9:10 - 9:30 Morning message	
<u>Reading</u> 9:25 - 10:10 Group 1	Intervention / Childcare Camp Group 2	<u>Reading</u> 9:25 - 10:10 Group 2	Intervention / Childcare Camp Group 1
<u>SEL/ Equity</u> 10:15-11:00	Intervention / Childcare Camp Group 2	<u>SEL/ Equity</u> 10:15-11:00	Intervention / Childcare Camp Group 1
<u>Writing</u> 11:05: - 11:50 Group 1	Intervention / Childcare Camp Group 2	<u>Writing</u> 11:05: - 11:50 Group 2	Intervention / Childcare Camp Group 1
<u>Math</u> 11:55 - - 12:40 Group 1	Intervention / Childcare Camp Group 2	<u>Math</u> 11:55 - - 12:40 Group 2	Intervention / Childcare Camp Group 1
<u>Special</u> 12:45 - 1:30 Group 1	Intervention / Childcare Camp Group 2	<u>Special</u> 12:45 - 1:30 Group 2	Intervention / Childcare Camp Group 1
1:30 - 2:05 Student Lunch Teacher Lunch	Intervention / Childcare Camp Group 2	1:30 - 2:05 Student Lunch Teacher Lunch	Intervention / Childcare Camp Group 1
<u>Reading</u> 2:05 -2:35 Group 2	<u>Virtual Intervention</u> Group 1	<u>Reading</u> 2:05 -2:35 Group 1	<u>Virtual Intervention</u> Group 2
<u>Writing</u> 2:35-3:05 Group 2		<u>Writing</u> 2:35-3:05 Group 1	
<u>Math</u> 3:05 - 3:35 Group 2		<u>Math</u> 3:05 - 3:35 Group 1	

Data

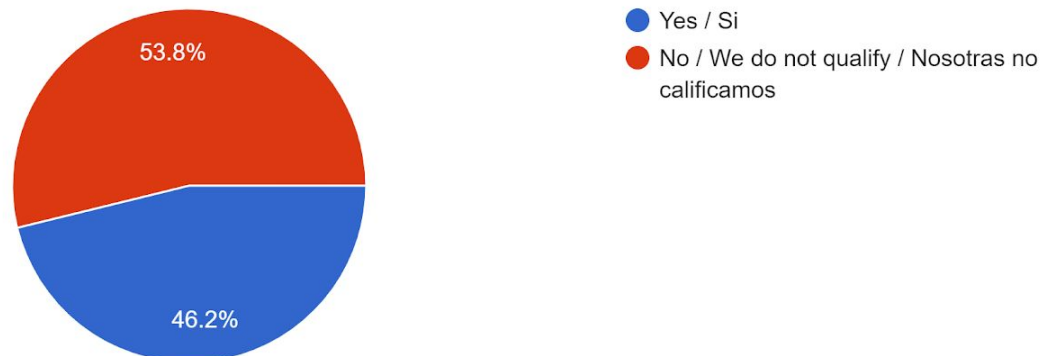
Choice for Fall:

2,770 responses



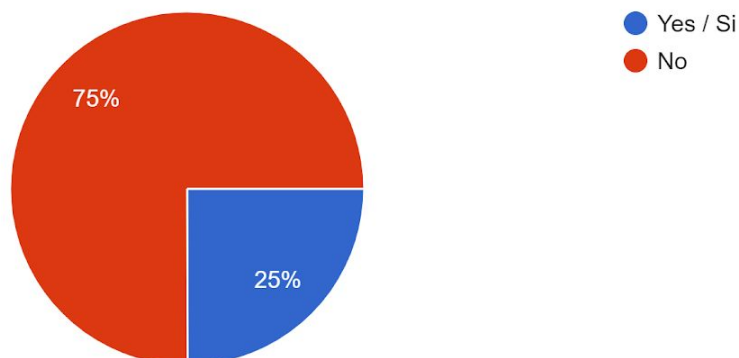
If you are eligible for bus transportation do you plan to send your student on the bus on the days when they are scheduled for in-person learning?

1,947 responses



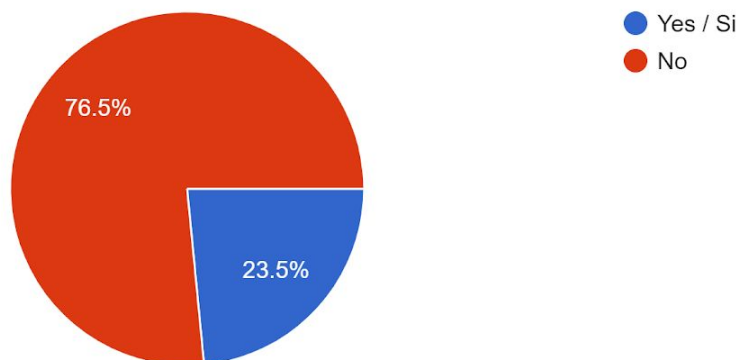
Will you need childcare during school hours on the days your student is not scheduled to be in the building? (No cost, provided by the school district, f...s. Transportation is the responsibility of families.)

1,947 responses



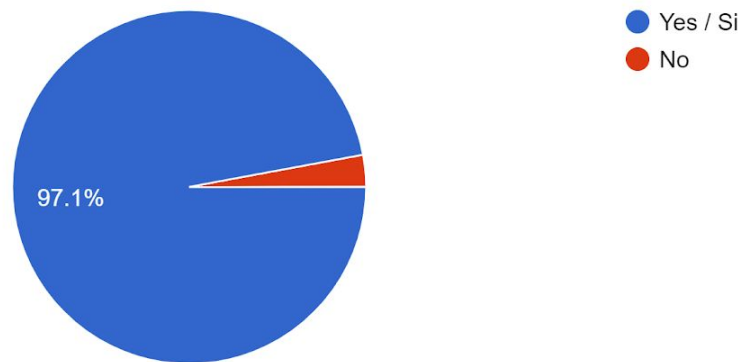
If available, will you need childcare on Wednesdays? (No cost, provided by the school district, for working families. Transportation is the responsibility of families.)

1,947 responses



Do you have access to the internet?

1,947 responses



Safely Reopening Schools

Indicators for Learning Models

Risk Level	Leading Indicator	Secondary Indicators		
	New COVID-19 Cases (7 day avg. per 100k pop.)	Percent Test Positivity	New COVID-19 Hospital Admissions (7 day avg. per 100k pop.)	Percent COVID-like illness hospital ED visits
Low (Favors more in-person learning)	<10	Trending down to flat No statistically significant changes		
Moderate (Favors hybrid learning)	10 - 25	Trending flat to upward Any statistically significant changes		
High (favors remote learning)	>25	Trending upward Consistent statistically significant changes upward		

Current Status of Indicators by County

County	Leading Indicator	Secondary Indicators		
	New COVID-19 Cases (7 day avg. per 100k pop.)	Percent Test Positivity	New COVID-19 Hospital Admissions (7 day avg. per 100k pop.)	Percent COVID-like illness hospital ED visits
Connecticut	● 2.0	● 1.0%	● 0.4	● 1.3%
Fairfield	● 2.5	● 1.4%	● 0.6	● 1.8%
Hartford	● 1.6	● 1.0%	● 0.5	● 0.5%
Litchfield	● 1.3	● 0.5%	● 0.3	● 0.6%
Middlesex	● 1.1	● 0.6%	● 0.4	● 0.9%
New Haven	● 2.0	● 1.0%	● 0.5	● 1.3%
New London	● 1.8	● 0.8%	● 0.1	● 0.7%
Tolland	● 1.5	● 0.9%	● 0.0	● 0.6%
Windham	● 2.9	● 1.3%	● 0.1	● 0.4%

G - 1

School Begins: September 8, 2020						Draft - Proposed at BOE MTG - 8/10/2020						School Ends: June 15, 2021									
2020	M	T	W	Th	F	2020-2021 School Year						2021	M	T	W	Th	F				
August	3	4	5	6	7	First Day of School: Grades K - 5, Grade 7, and Grade 9: September 8 Grade 6, Grade 8, and Grades 10 - 12: September 9 Head Start:	 New Teacher Orientation: (school not in session) August 24, 25, and 26	 District Professional Development Days: (school not in session) August 27, 28, 31, September 1, 2, and 3, January 19	Wednesdays - Delayed Openings All schools follow a 90 minute delayed opening schedule every Wednesday to support collaboration, equity, professional learning and wellness	 Remote Learning Days November 3	Virtual School Conferences Week of November 16 (teachers will schedule) Week of March 22 (teachers will schedule)	 Abbreviated Day for Students and Staff November 25, December 23, and June 15, or last day of school	 Holiday/Vacation Period September 4 - 7 Labor Day October 12 Indigenous Peoples Day November 11 Veterans Day November 26 - 27 Thanksgiving Recess December 24 - January 1 Vacation Period January 6 Three Kings Day January 18 Martin Luther King, Jr. February 15 - 16 Presidents' Day April 2 Good Friday April 12 - 16 Vacation Period May 13 Eid al-Fitr May 31 Memorial Day	 School not in session due to weather	January					 1	
	10	11	12	13	14												4	5	 6	7	8
	17	18	19	20	21												11	12	13	14	15
	 24	 25	 26	 27	 28												 18	 19	20	21	22
	 31																25	26	27	28	29
0																17					
September		 1	 2	 3	 4																
	 7	8	9	10	11																
	14	15	16	17	18																
	21	22	23	24	25																
	28	29	30														18				
17																					
October				1	2																
	5	6	7	8	9																
	 12	13	14	15	16																
	19	20	21	22	23																
	26	27	28	29	30												23				
21																					
November	2	 3	4	5	6											1	 2				
	9	10	 11	12	13																
	16	17	18	19	20																
	23	24	 25	 26	 27																
	30																16				
18																					
December		1	2	3	4																
	7	8	9	10	11																
	14	15	16	17	18																
	21	22	 23	 24	 25																
	 28	 29	 30	 31													19				
17																					
When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations: WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM In addition, automated notification of school closings are sent via Blackboard.						June		1	2	3	4										
							7	8	9	10	11										
						14	 15	16	17	18											
						21	22	23	24	25											
						28	29	30													11
						Total days =						177									
						Adopted:						1/13/2020									
						Revised:						1/27/2020									
						Updated for Weather Closings:															
						Tentative High School Graduation Date						TBD									
Please see reverse for additional information.																					

School Bell Times 2020-2021

	Regular Day		Abbreviated Day or Conference Day		Emergency Dismissal		Wednesday Delayed Openings		Delayed Opening - 2 Hour Delay		Delayed Opening - 3 Hour Delay	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Manchester High School, Grades 9 – 12	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:00 a.m.	2:00 p.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Bentley Alternative Education	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:00 a.m.	2:00 p.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Manchester Regional Academy	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:00 a.m.	2:00 p.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Illing Middle School, Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	9:45 a.m.	2:45 p.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Manchester Middle Academy, Grades 5 - 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	9:45 a.m.	2:45 p.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Bennet Academy, Grades 5 - 6	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	9:45 a.m.	2:45 p.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Preschool (all locations) Monday – Thursday												
AM Program	8:15 a.m.	11:00 a.m.	8:15 a.m.	11:00 a.m.	8:15 a.m.	10:45 a.m.	No AM PreK	No AM PreK	No AM PreK	No AM PreK	No AM PreK	No AM PreK
PM Program	12:00 p.m.	2:45 p.m.	No PM	No PM	No PM	No PM	12:00 p.m.	2:45 p.m.	12:00 p.m.	2:45 p.m.	12:00 p.m.	2:45 p.m.
Friday – AM Program	8:15 a.m.	11:00 a.m.	8:15 a.m.	11:00 a.m.	8:15 a.m.	10:45 a.m.	No PreK	No PreK	No PreK	No PreK	No PreK	No PreK
Elementary Schools, Grades K – 4	9:10 a.m.	3:40 p.m.	9:10 a.m.	12:40 p.m.	9:10 a.m.	11:40 a.m.	10:40 a.m.	3:40 p.m.	11:10 a.m.	3:40 p.m.	12:10 p.m.	3:40 p.m.
Head Start	9:10 a.m.	3:40 p.m.	9:10 a.m.	12:40 p.m.	9:10 a.m.	11:40 a.m.	10:40 a.m.	3:40 p.m.	11:10 a.m.	3:40 p.m.	12:10 p.m.	3:40 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School, Grades 9 - 12	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021 (exams January 21 - 26); March 24, 2021; June 4, 2021 (exams June 7 - 10)
Illing Middle School, Grades 7 - 8	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021; March 24, 2021; June 4, 2021
Manchester Middle Academy, Grades 5 - 8	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021; March 24, 2021; June 4, 2021
Bennet Academy, Grades 5 - 6	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021; March 24, 2021; June 4, 2021
Elementary Schools, Grades K - 4	October 9, 2020; January 21, 2021; April 27, 2021	November 25, 2020; March 8, 2021; June 10, 2021

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 14 through June 25, 2021. If there are three (3) or more snow days prior to January 31, 2021, school will be held on Tuesday, February 16, 2021. If more than 10 (ten) days are needed, days will be taken from April vacation starting with Friday, April 16, 2021.

Temporary Additions and Revisions Related to the COVID-19 Pandemic

C19

The Manchester Board of Education (the “Board”) recognizes that the COVID-19 pandemic (the “COVID-19 Pandemic”) has prompted changes in laws, rules, and guidance affecting Board policy and school district operation, and requiring the Board and the administration of the Manchester Public Schools (the “Administration”) to implement certain changes consistent with such laws, rules, and guidance. The Board further recognizes that the circumstances surrounding the COVID-19 Pandemic are continually changing, and that the Board and the Administration must be prepared to adapt and evolve as appropriate and/or required. In all circumstances, the Board prioritizes safeguarding the health and safety of students and staff while continuing to educate students in accordance with state law.

In light of these circumstances, it is the policy of the Board to provide for temporary amendments to certain existing Board policies and administrative regulations, and to enact or authorize Board policies and administrative regulations on new topics, to the extent appropriate and/or required by applicable laws, rules, and guidance regarding the COVID-19 Pandemic (the “COVID-19 Policies and Regulations”). Such amendments and additions are guided by the need to (1) safeguard the health and safety of students and staff while continuing to educate students in accordance with state law; (2) adhere to all applicable laws, rules, and guidance; and (3) preserve flexibility for the Board and the Administration to account for further changes related to the COVID-19 Pandemic.

All changes to COVID-19 Policies and Regulations are identified here. To the extent any conflict exists between a COVID-19 Policy and Regulation and an existing Board policy or administrative regulation, the COVID-19 Policy and Regulation shall control during any period in which the COVID-19 Policy and Regulation is in effect.

The COVID-19 Policies and Regulations shall remain in effect up to and including June 30, 2021, unless otherwise noted in the individual policy or unless the Board or the Administration (as appropriate) shortens or extends the term of any COVID-19 Policy and Regulation through appropriate Board or administrative action. Absent any further Board or administrative action (as appropriate), effective July 1, 2021, the COVID-19 Policies and Regulations shall be repealed automatically and the Board’s policies and administrative regulations in effect prior to the enactment of the COVID-19 Policies and Regulations shall be reinstated.

The Board and/or the Administration (as appropriate) shall provide for further amendments to existing Board policies and administrative regulations, further additions to Board policies and administrative regulations, and revisions to any previously adopted COVID-19 Policies and Regulations to the extent appropriate, required, and/or warranted. In addition, the Board and the Administration shall have the authority to follow all applicable laws, rules, and guidance to the extent any such laws, rules, and guidance are not incorporated into any existing Board policy and/or administrative regulation. To the extent any conflict exists between any such laws, rules, and/or guidance and an existing Board policy or administrative regulation, the law, rule, and/or guidance shall control during any period in which the Board and the Administration exercise their authority to follow such law, rule, and/or guidance.

Legal References:

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together, Connecticut State Department of Education (June 29, 2020)

ADOPTED: _____

REVISED: _____

Green Cleaning Programs (Guidelines)

The temporary revision clarifies that disinfectants and sanitizer may be used by the schools in accordance with the green cleaning statute and a recent memorandum from the Department of Administrative Services.

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Manchester Board of Education.

Legal References:

Guidance Regarding 'Green Cleaning' Requirements and Coronavirus/COVID 19," Department of Administrative Services (March 5, 2020), <https://portal.ct.gov/-/media/SDE/Digest/2019-20/2020-COVID-19-Green-Cleaning-Guidance.pdf>

Use of School Facilities #1330

In accordance with the recent state guidance, the temporary revisions provide flexibility to the administration to limit or restrict the use of school facilities by private and community organizations. These revisions also require compliance with health and safety protocols by any private or community organization that is permitted to use school facilities.

Due to the COVID-19 pandemic, the Superintendent may limit or restrict the use of school facilities by community and other groups based on the guidance of federal, state, and local health authorities and consistent with applicable law.

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

Legal References:

"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together," Connecticut State Department of Education (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Visitors # 1300

The temporary revisions allow the administration flexibility to limit or restrict non-essential visitors into the school buildings, and require any visitors to comply with the school's health and safety protocols.

All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 pandemic, the Board may limit or restrict visitors based on the guidance of federal, state, and local health authorities.

Legal References:

"Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together," Connecticut State Department of Education (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

Volunteers #1401

The temporary revisions allow the administration flexibility to limit or restrict non-essential volunteers into the school buildings, and require any volunteers to comply with the school's health and safety protocols.

All volunteers must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 pandemic, the Board may limit or restrict volunteers based on the guidance of federal, state, and local health authorities.

Legal References:

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

4000 Series: Personnel

Use of District Computer Systems #4307

The policy and regulations were revised to clarify the board’s responsibility relative to computer systems. Specifically, the revisions clarify that the board has installed computers and a computer network (including Internet access) on board premises and may provide other electronic devices that can access the network, but does not necessarily provide computers and Internet access in locations other than the board premises. The regulations and notice regarding electronic monitoring were also revised to specify that employees are expected to exercise appropriate judgment and may be monitored electronically when engaged in remote teaching or use of a digital teaching platform.

Electronic Communications

The Board expects that all employees will comply with all applicable Board policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using the district’s computer system, or through the use of any electronic device or mobile device owned, leased, or used by the Board. As with any form of communication, the Board expects district personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee’s job-related responsibilities, [including when engaging in remote teaching or use of a digital teaching platform](#).

[Electronic monitoring may be used by the Board to monitor employees when employees are engaging in remote teaching or use of a digital teaching platform.](#)

5000 Series: Students

Attendance, Truancy and Chronic Absenteeism #5110

The temporary revisions to this policy require schools to actively monitor student absences and collect data concerning medical absences to allow the district to identify trends that would suggest the spread of illness, such as COVID-19, in accordance with state guidance. Note that we anticipate receiving additional guidance from the State Department of Education concerning attendance and students who do not attend school during the COVID-19 pandemic. We may revise this policy in accordance with that guidance. We further recommend that boards review any policies linking receipt of graduation credits to class attendance, in accordance with the impending state guidance.

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. [For any absence due to student illness, the signed note must include the specific symptom\(s\) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19.](#)

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 and including the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19; 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 and including the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19.

Evolving State Department of Education Guidance

The Board will comply with any and all guidance issued by the State Department of Education regarding attendance requirements, including during periods of blended learning, and regarding attendance requirements of students who choose not to participate.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Health Assessments #5141.3

The Health Assessments policy has been temporarily revised to address recent Department of Public Health guidance. Specifically, the revisions implement flexibilities in the timing for required health assessments upon initial entry to school, in either 6th or 7th grade, and in either 9th or 10th grade. Of note, the Department of Public Health has not at this time relaxed or otherwise amended the immunization requirements for school attendance.

The Board is permitted to deny attendance to a student who fails to obtain health assessments required by law and Board policy. However, during the 2020-2021 school year given the unavailability of Health Appointments due to the COVID-19 pandemic, the Board is prioritizing keeping students in school where possible. The Board recognizes that being present in the classroom is especially important during the 2020-2021 school year due to the cancellation of classes in the spring of the 2019-2020 school year. Accordingly, the District administration, when appropriate, will work with parents and guardians to have a Health Appointment scheduled as soon as possible rather than deny attendance to a student. In addition, as set forth herein, the Board has provided for temporary flexibility regarding the submission of required health assessments in light of the COVID-19 pandemic.

Legal Reference:

State of Connecticut Department of Education, Memorandum from Dr. Miguel A. Cardona, Commissioner of Education, to Superintendents of Schools, regarding "Health Assessments for 2020-2021 School Year."

Student Discipline #5144

The temporary revisions to this policy clarify that students may be disciplined, including suspended or expelled, for failing to comply with the school's health and safety protocols developed as a result of the COVID-19 pandemic. The revisions further provide that expulsion hearings may be held virtually if physical presence in school is limited or restricted.

A. For purposes of this policy, references to "school" and "classroom" shall include physical educational environments, as well as virtual educational environments, whether synchronous or asynchronous, which occur on Internet-based platforms that allow students to engage in remote learning.

- Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols developed in connection with the COVID-19 pandemic, such as, but not limited to, physical distancing and mask-wearing requirements.
- Using computer systems, including email, distance learning platforms, instant messaging, text messaging, blogging, or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Transportation #3541

This policy was temporarily revised to provide that the district will request that parents volunteer to transport their children to school, in accordance with state guidance. The revisions further clarify that parents are responsible for the safety of their children while walking to and at the bus stop, which includes following health and safety rules.

III. Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. ~~If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.~~ The Board will request that parents volunteer to transport eligible students, without reimbursement, in order to reduce the number of students transported on buses to protect the health and safety of students and staff.

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building, compliance with COVID-19 related safety precautions at the bus stop and along walking routes, and the provision of supervision that is appropriate to the student's age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time. Bus pick up/drop off times and routes may change during the school year in connection with the COVID-19 pandemic and changing public health conditions. The Board will notify all parents and guardians in advance of such changes.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Use of District Computer Systems #5148

The policy and regulations were revised to clarify the board's responsibility relative to computer systems. Specifically, the revisions clarify that the board has installed computers and a computer network (including Internet access) on board premises and may provide other electronic devices that can access the network, but does not necessarily provide computers and Internet access in locations other than the board premises. Similarly, the policy was amended to clarify that the board will implement technology protection measures (e.g., filtering technology) for board-owned computers or devices and board-provided Internet access, to the extent practicable. Finally, the regulations were amended to reflect current federal and state statutory definitions unrelated to COVID-19.

Access to District Computer Systems When Students are Engaged in Remote Learning

During the COVID-19 pandemic, the Board and the Administration recognize that technology is integral to the delivery of instruction if the district implements any form of digital or remote learning. The district may therefore provide students with remote access to some or all of the district's computer systems so that students may access the district's virtual learning environment. Such access, if granted, is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who comply with district policies and procedures concerning computer system use, and demonstrate the ability to use the computer systems in a considerate and responsible manner.

These computer systems are expensive to purchase, install and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Use of Privately Owned Technological Devices by Students #5148

The policy was revised to reflect that privately owned technological devices, including desktop computers, may be used during instructional time if specifically permitted by instructional staff or necessary to access a digital learning platform or remote learning. The policy was also revised to reflect that the improper use of such technology is prohibited when utilized for school or at a school-sponsored activity, that searches of privately owned devices can only occur if such devices are on school property, and that reports of theft, loss or damage to such devices can be made if the suspected incident occurred on school property or at a school-sponsored activity.

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the district's digital learning platform or otherwise engage in remote learning during the COVID-19 pandemic.

On school property, at a school-sponsored activity, while in use for a remote learning activity, or while being used to access or utilize the Board's technology resources, the use of any such device for an improper purpose is prohibited.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

9000 Series: Bylaws

Meeting Conduct #9000

This bylaw has been temporarily revised to permit a board of education to convene virtually and to limit or restrict public comment during virtual board meetings.

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act, the adopted bylaws of the Board, and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic.

Smoking will not be permitted in any physical location in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.

The Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.

Legal References:

Connecticut General Statutes

1-200	Definitions
1-206	Denial of access of public records or meeting. Notice. Appeal.
1-225	Meetings of government agencies to be public.
1-232	Conduct of meetings. (re: disturbances)

Health and Safety Protocols Related to the COVID-19 Pandemic (New)

This new language directs the administration to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

The Manchester Board of Education (the "Board") recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 pandemic. The Board thus directs the administration of the Manchester Public Schools (the "Administration") to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

Legal References:

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together, Connecticut State Department of Education (June 29, 2020)

Temporary Additions and Revisions Related to the COVID-19 Pandemic

C19

The Manchester Board of Education (the “Board”) recognizes that the COVID-19 pandemic (the “COVID-19 Pandemic”) has prompted changes in laws, rules, and guidance affecting Board policy and school district operation, and requiring the Board and the administration of the Manchester Public Schools (the “Administration”) to implement certain changes consistent with such laws, rules, and guidance. The Board further recognizes that the circumstances surrounding the COVID-19 Pandemic are continually changing, and that the Board and the Administration must be prepared to adapt and evolve as appropriate and/or required. In all circumstances, the Board prioritizes safeguarding the health and safety of students and staff while continuing to educate students in accordance with state law.

In light of these circumstances, it is the policy of the Board to provide for temporary amendments to certain existing Board policies and administrative regulations, and to enact or authorize Board policies and administrative regulations on new topics, to the extent appropriate and/or required by applicable laws, rules, and guidance regarding the COVID-19 Pandemic (the “COVID-19 Policies and Regulations”). Such amendments and additions are guided by the need to (1) safeguard the health and safety of students and staff while continuing to educate students in accordance with state law; (2) adhere to all applicable laws, rules, and guidance; and (3) preserve flexibility for the Board and the Administration to account for further changes related to the COVID-19 Pandemic.

All changes to COVID-19 Policies and Regulations are identified here. To the extent any conflict exists between a COVID-19 Policy and Regulation and an existing Board policy or administrative regulation, the COVID-19 Policy and Regulation shall control during any period in which the COVID-19 Policy and Regulation is in effect.

The COVID-19 Policies and Regulations shall remain in effect up to and including June 30, 2021, unless otherwise noted in the individual policy or unless the Board or the Administration (as appropriate) shortens or extends the term of any COVID-19 Policy and Regulation through appropriate Board or administrative action. Absent any further Board or administrative action (as appropriate), effective July 1, 2021, the COVID-19 Policies and Regulations shall be repealed automatically and the Board’s policies and administrative regulations in effect prior to the enactment of the COVID-19 Policies and Regulations shall be reinstated.

The Board and/or the Administration (as appropriate) shall provide for further amendments to existing Board policies and administrative regulations, further additions to Board policies and administrative regulations, and revisions to any previously adopted COVID-19 Policies and Regulations to the extent appropriate, required, and/or warranted. In addition, the Board and the Administration shall have the authority to follow all applicable laws, rules, and guidance to the extent any such laws, rules, and guidance are not incorporated into any existing Board policy and/or administrative regulation. To the extent any conflict exists between any such laws, rules, and/or guidance and an existing Board policy or administrative regulation, the law, rule, and/or guidance shall control during any period in which the Board and the Administration exercise their authority to follow such law, rule, and/or guidance.

Legal References:

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together, Connecticut State Department of Education (June 29, 2020)

ADOPTED: _____

REVISED: _____

Green Cleaning Programs (Guidelines)

Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Manchester Board of Education.

Legal References:

Guidance Regarding ‘Green Cleaning’ Requirements and Coronavirus/COVID 19,” Department of Administrative Services (March 5, 2020), <https://portal.ct.gov/-/media/SDE/Digest/2019-20/2020-COVID-19-Green-Cleaning-Guidance.pdf>

Use of School Facilities #1330

Due to the COVID-19 pandemic, the Superintendent may limit or restrict the use of school facilities by community and other groups based on the guidance of federal, state, and local health authorities and consistent with applicable law.

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

Legal References:

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Visitors # 1300

All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 pandemic, the Board may limit or restrict visitors based on the guidance of federal, state, and local health authorities.

Legal References:

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

Volunteers #1401

All volunteers must comply with all school health and safety protocols in place at the time, including any health screening protocols. Due to the COVID-19 pandemic, the Board may limit or restrict volunteers based on the guidance of federal, state, and local health authorities.

Legal References:

“Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,” Connecticut State Department of Education (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

Use of District Computer Systems #4307

Electronic Communications

The Board expects that all employees will comply with all applicable Board policies and standards of professional conduct when engaging in any form of electronic communication, including texting, using the district's computer system, or through the use of any electronic device or mobile device owned, leased, or used by the Board. As with any form of communication, the Board expects district personnel to exercise caution and appropriate judgment when using electronic communications with students, colleagues and other individuals in the context of fulfilling an employee's job-related responsibilities, including when engaging in remote teaching or use of a digital teaching platform.

Electronic monitoring may be used by the Board to monitor employees when employees are engaging in remote teaching or use of a digital teaching platform.

5000 Series: Students

Attendance, Truancy and Chronic Absenteeism #5110

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. For any absence due to student illness, the signed note must include the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19.

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 and including the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19; 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 and including the specific symptom(s) exhibited by the student so that the District can monitor trends that would suggest the spread of COVID-19.

Evolving State Department of Education Guidance

The Board will comply with any and all guidance issued by the State Department of Education regarding attendance requirements, including during periods of blended learning, and regarding attendance requirements of students who choose not to participate.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Health Assessments #5141.3

The Board is permitted to deny attendance to a student who fails to obtain health assessments required by law and Board policy. However, during the 2020-2021 school year given the unavailability of Health Appointments due to the COVID-19 pandemic, the Board is prioritizing keeping students in school where possible. The Board recognizes that being present in the classroom is especially important during the 2020-2021 school year due to the cancellation of classes in the spring of the 2019-2020 school year. Accordingly, the District administration, when appropriate, will work with parents and guardians to have a Health Appointment scheduled as soon as possible rather than deny attendance to a student. In addition, as set forth herein, the Board has provided for temporary flexibility regarding the submission of required health assessments in light of the COVID-19 pandemic.

Legal Reference:

State of Connecticut Department of Education, Memorandum from Dr. Miguel A. Cardona, Commissioner of Education, to Superintendents of Schools, regarding "Health Assessments for 2020-2021 School Year."

Student Discipline #5144

A. For purposes of this policy, references to "school" and "classroom" shall include physical educational environments, as well as virtual educational environments, whether synchronous or asynchronous, which occur on Internet-based platforms that allow students to engage in remote learning.

- Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols developed in connection with the COVID-19 pandemic, such as, but not limited to, physical distancing and mask-wearing requirements.
- Using computer systems, including email, distance learning platforms, instant messaging, text messaging, blogging, or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Transportation #3541

III. Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. The Board will request that parents volunteer to transport eligible students, without reimbursement, in order to reduce the number of students transported on buses to protect the health and safety of students and staff.

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building, compliance with COVID-19 related safety precautions at the bus stop and along walking routes, and the provision of supervision that is appropriate to the student's age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time. Bus pick up/drop off times and routes may change during the school year in connection with the COVID-19 pandemic and changing public health conditions. The Board will notify all parents and guardians in advance of such changes.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Use of District Computer Systems #5148

Access to District Computer Systems When Students are Engaged in Remote Learning

During the COVID-19 pandemic, the Board and the Administration recognize that technology is integral to the delivery of instruction if the district implements any form of digital or remote learning. The district may therefore provide students with remote access to some or all of the district's computer systems so that students may access the district's virtual learning environment. Such access, if granted, is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who comply with district policies and procedures concerning computer system use, and demonstrate the ability to use the computer systems in a considerate and responsible manner.

These computer systems are expensive to purchase, install and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Use of Privately Owned Technological Devices by Students #5148

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the district's digital learning platform or otherwise engage in remote learning during the COVID-19 pandemic.

On school property, at a school-sponsored activity, while in use for a remote learning activity, or while being used to access or utilize the Board's technology resources, the use of any such device for an improper purpose is prohibited.

Legal Reference:

Connecticut State Department of Education, Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together (June 29, 2020), <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>

Meeting Conduct #9000

Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act, the adopted bylaws of the Board, and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic.

Smoking will not be permitted in any physical location in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.

The Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.

Legal References:

Connecticut General Statutes

1-200	Definitions
1-206	Denial of access of public records or meeting. Notice. Appeal.
1-225	Meetings of government agencies to be public.
1-232	Conduct of meetings. (re: disturbances)

Health and Safety Protocols Related to the COVID-19 Pandemic (New)

The Manchester Board of Education (the “Board”) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 pandemic. The Board thus directs the administration of the Manchester Public Schools (the “Administration”) to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

Legal References:

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together, Connecticut State Department of Education (June 29, 2020)