

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, AUGUST 31, 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 August 10, 2020 A - 4

B. COMMITTEE REPORTS - None

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2) Transfer of Funds C - 2
- 3.) Establish an appropriation for the Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for the FY 20-22 in the amount of \$1,836,908 C - 3
- 4.) Establish an appropriation for the IDEA 619 grant for the FY 20-22 in the amount of \$65,420 C - 4
- 5.) Establish an appropriation for the Federal Head Start Coronavirus Aid, Relief, and Economic Security (CARES) funding for the FY 19-21 in the amount of \$210,914 C - 5
- 6.) Establish an appropriation for the United Way Community Investment Grant for the FY 20-21 in the amount of \$90,000 C - 6
- 7.) Establish an increase in the appropriation for a Cost of Living and Quality Improvement adjustment for the Enfield Head Start Program for the FY 20-21 in the amount of \$42,887, bringing the total amount to \$900,633 C - 7
- 8.) Establish an increase the appropriation for a Cost of Living and Quality Improvement adjustment for the Manchester Head Start Program for the FY 20-21 in the amount of \$63,514, bringing the total amount to \$1,333,828 C - 8

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) Update on Opening Of School: Mr. Matthew Geary, Superintendent of Schools

- MPS Health and Wellness Protocols
- Athletics
- Professional Development

[E - 1](#)

[E - 2](#)

[E - 3](#)

F. UNFINISHED BUSINESS - None

1) Policy Recommendation:

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

[F - 1 A](#)

[F - 1 B](#)

Recommended Motion:

Move to approve Policy # C19, Temporary Additions and Revisions Related to the COVID-19 Pandemic Policy

G. NEW BUSINESS

1) Resolution on Promoting Equity and Antiracism:

[G - 1](#)

Recommended Motion:

Move to Approve the Resolution on Promoting Equity and Antiracism which establishes a Board of Education Diversity, Equity and Inclusion Committee, which is charged with:

- supporting development of instructional activities, extracurricular opportunities, and field experiences that promote a richer awareness of culture and racial diversity;
- reviewing and monitoring policies on diversity, inclusion, and equity;
- reviewing curriculum in grades PK-12 through the lens of multicultural and diverse perspectives;
- establishing a clear protocol that records and reports incidents of racism occurring within the schools and holds all staff and students accountable for their actions;
- reviewing and employing mechanisms (e.g., anonymous tips, trusted adults) to allow students and staff to share sensitive or confidential information that will help in the investigation of acts of bullying, harassment, and racism;
- continuing to research and implement best practices and social/emotional programs and resources to ensure that every student feels safe in a supportive environment;
- determining where our schools may be falling short in promoting understanding, respect, caring, problem solving, conflict resolution, anti-bullying, etc.
- providing training for all staff aimed at maintaining a safe, inclusive, and equitable learning environment for all students, including students of color; and,
- supporting the Superintendent's initiatives in creating community conversations in diversity and equity that will lead to systemic improvements.

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, September 14, 2020

District Improvement Plan Update
Professional Development Highlights

Monday, September 28, 2020

Update on Technology

Wednesday, October 14, 2020

Bennet School Improvement Plan

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

Special Meeting

August 10, 2020

Lincoln Center/Virtual Meeting

PRESENT: Gundersen, Heinrich, Hughes, Meggers, 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:

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Thames called the meeting to order at 7:07 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 special 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 special meeting of the Board to discuss the reopening of school. The meeting is open for public input, however signing up prior to the meeting is required. If a member of the public did not sign up to speak prior to this meeting, they are welcome to reach out to the Superintendent via email. Mr. Pattacini stated he is

proud of Manchester Public Schools, especially during this pandemic, and he is looking forward to the updates from Superintendent Geary.

A.4. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of July 13, 2020. Secretary Pattacini moved and Mr. Scappaticci seconded the motion.

9/0 - Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

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

C.1. Personnel Action

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

C.2. Transfer of Funds

- **Transfer from Plant Operations System-wide Other Purchased Services account to Plant Operations System-wide Computer Supplies and Materials account in the amount of \$2,000.**
- **Transfer from Plant Maintenance System-wide Maintenance Capital Repair account to Plant Maintenance System-wide Maintenance Contracted Services account in the amount of \$29,787.**
- **Transfer from Plant Maintenance System-wide Maintenance Data Bases account to Plant Maintenance System-wide Maintenance Software Licenses and Fees account in the amount of \$23,348.**
- **Transfer from System Information Services Other Purchased Services account to System Information Services Computer Supplies and Materials account in the amount of \$6,500.**

- **Transfer from Manchester High School Interscholastic Sports Other Purchased Services account to Manchester High School Interscholastic Sports Software account in the amount of \$6,050.**

C.3. Permission to Apply for the Alliance District Grant FY 20/21 in the amount of \$7,632,367

C.4. Permission to Apply for the Priority School District Grant FY 20/21 in the amount of \$848,228

C.5. Permission to Apply for the Priority School District Summer School Grant FY 20/21 in the amount of \$155,832

C.6. Permission to Apply for the Priority School District - Extended School Hours Grant FY 20/21 in the amount of \$131,930

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.

9/0 - Voted in favor.

D. PUBLIC COMMENTS

None.

E. SUPERINTENDENT'S REPORT

E.1. Opening of School Update

Mr. Geary reviewed the plans for the 2020-2021 school year. His full presentation is available on the website. Some highlights include the school year being pushed off until September 8, 2020, adding three additional planning and

training days for staff. September 8 will be the first day of school for those students in grades K, 5, 7 and 9 as they are new to their buildings this year.

We are starting the year with two options for parents: They may choose to keep their children home and participate in fully remote learning. The other option is to participate in a hybrid plan, which will include two half days in school and assignments and remote learning the rest of the week. Specials will still take place every five days. Intervention will still take place, whether in person or remotely.

Mr. Geary reviewed the very generous donation from the Dalio Foundation to all Alliance districts of laptops for students in grades 9-12. Lego also donated about a grade and a half worth of Chromebooks. Hotspots are available for families without internet access.

Students will have mask breaks every 45 minutes. Tents were purchased for about \$160,000 so that outside breaks can take place even in inclement weather.

Students will be able to take a grab and go breakfast into their class in the morning. For grades 5-12, they will take a grab and go lunch to eat at home.

Mr. Geary noted that some districts are doing a different type of hybrid plan, where students go to school for a week and then are home for a week, or one where they go two consecutive days and then are home, instead of the Monday/Thursday or Tuesday/Friday plan Manchester has adopted. He noted we considered many options, but at this time about 30% of the families are keeping their students home for remote learning. That leaves about 70% to participate in the hybrid, which means that about 35% of students will be in the building at any one time. About 46% of students that regularly take a bus will be doing so, but with only half those students in school on a given day, buses will have far fewer students than normal. We will keep the same number of buses we typically use. Masks will be worn on buses and in schools.

For those families with working parents, childcare during typical school hours will be provided and about a quarter of the families will require this.

Ms. Patterson asked about masks, wondering if families would need to provide their students with masks from home. Mr. Geary stated that each student will be provided with two washable masks and he encouraged families to buy more as desired. There will be a small supply of disposable masks available for anyone that forgets their mask.

Ms. Stefanovicz thanked Mr. Geary for the comprehensive and thoughtful approach to the plan. She asks about substitute teachers. Mr. Geary noted they are still working through that plan and will be meeting with ESS. He may consider limiting subs to particular schools. Mr. Geary noted that we do already employ building subs in all schools as well.

Mr. Pattacini felt the plan was well thought out and comprehensive. He thanked all the staff who have been preparing for this opening. While he knows some people want the students in school full time, this hybrid is a much better option. He wondered if we might move to a different type of hybrid if numbers start to rise, such as one week on and one week off. Mr. Geary noted that all businesses that have reopened have done so in a limited capacity in a structured, limited and narrow way and none are 100% open and that seems to be working. If we get to 10-25 new community cases per 100,000, which is "level orange", we may move to one week on and one week off Monday-Thursday with Friday off for cleaning. Mr. Geary reviewed the protocol when a student or community member tests positive, the State Department of Public Health contacts our Health Department, who then contacts Manchester Public Schools, although he noted that the family in question would have already more than likely informed the school. We would alert families in contact with that person of the exposure.

Mr. Heinrich asked about how the mask breaks will be structured. Mr. Geary noted they will take place outside if at all possible, utilizing social distancing. For grades K-8 students will have access to 3-sided plexiglass dividers at their desks for inside time (meals, etc.). Reading, PE, Art, STEM are all encouraged to teach outside if at all possible. There will be tents for inclement weather.

Mr. Gundersen felt this was a thoughtful presentation. He asked about the remote learning plan. Mr. Geary noted we learned a lot from the spring remote learning. This year will include more direct/live teaching and will take place during the same hours as in-person learning. There will be some independent work, one-on-one reading intervention, and online programs.

Mr. Gundersen asked about a budget impact. Mr. Geary stated we are using Federal Cares money for the PPE and tent purchases. Right now the budget looks okay. There may be more State funding coming and half way through the year he plans to purchase about \$40,000 in new masks. If we could find 57 bus monitors that would greatly impact the budget, but finding monitors is difficult and he does not predict that will occur. There is about \$1.5 million in Covid funds going to Manchester, and of that about \$277,000 goes to parochial schools, leaving about \$1.2 million left for MPS.

Mr. Thames commended the Superintendent and administration for their plan and reworking the plan as we get data. He noted flexibility is a must. Mr. Thames wondered if we need to vote on this plan. Mr. Geary stated that we do not need a vote as we are following the state guidelines.

F. UNFINISHED BUSINESS

None.

G. NEW BUSINESS

G.1. School Calendar Revision 2020-2021

Secretary Pattacini moved that the Board adopt a revised school calendar for 2020-2021, which includes 177 student school days and a revised first day of school of September 8, 2020. Ms. Patterson seconded the motion.

9/0 - Voted in favor.

G.2. Policy Recommendation

Mr. Pattacini noted this is a first read of these revisions and they will be adopted at the next meeting. Mr. Geary noted there are multiple changes related to Covid19 and they elected to make them all in one space. The highlights of these revisions include:

- Green cleaning as approved by Federal law.
- 1330 - Suspending the use of school buildings (inside) by the community for six weeks.
- 1300 - Limiting visitors and requiring compliance with health and safety protocols.
- 1401 - Volunteers are suspended at this time.
- 4307 - District computer systems - adds remote monitoring.
- 5110 - Details how to return after a Covid absence.
- 5141.3 - Health Assessment - at this time is will be allowed to provide an appointment card for a physical as doctor offices are behind, however vaccinations will still be required.
- 5144 - Discipline for failure to comply with health and safety protocols.
- 3541 - Buses will be available but we are asking parents to drive their students if at all possible.
- 5148 - Notes that student use of computers, even in their own home or on their own devices, is still regulated.
- 9000 - Allows the Board of Education to continue to meet virtually and restrict public attendance and comment if necessary.

Mr. Pattacini noted these will all go into effect at the same time and will lapse at the end of the school year.

Mr. Geary noted that Board council recommended the policies lapse at the end of the year and if we want to keep any we can then follow the regular process to add them permanently at that time.

H. PUBLIC COMMENTS

None.

I. COMMUNICATIONS

None.

J. ITEMS FOR FUTURE AGENDAS

August 31 - Opening of School Update

September 14 - District Improvement Plan; Professional Development Highlights

September 28 - Update on Technology

K. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

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

9/0 - Voted in favor.

Adjournment 8:33 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary

PERSONNEL ACTIONS**APPOINTMENTS**

Mr. Markeith Cirinna to be the On-Track Coordinator at Manchester High School. Mr. Cirinna received his Master's Degree in School Counseling from Central Connecticut State University and he currently resides in New Britain. It is recommended that his appointment be approved effective August 24, 2020 (Master's +30 / Step 2, \$56,780.00).

Mr. Ricky N. Clark, Jr., to be a School Counselor at Illing Middle School. Mr. Clark received his Master's Degree in School Counseling from Central Connecticut State University and he currently resides in New Britain. It is recommended that his appointment be approved effective August 24, 2020 (Master's +30 / Step 2, \$56,780.00).

Mr. Bradley Campbell to be a Social Studies Teacher at Bentley Alternative Education. Mr. Campbell received his Bachelor's Degree from the University of South Florida and he currently resides in Manchester. It is recommended that his appointment be approved effective August 24, 2020 (Bachelor's / Step 5, \$54,544.00).

Ms. Jessica Guzman to be a Special Education Preschool Teacher at the Manchester Preschool Center. Ms. Guzman received her Master's Degree in Education from the University of Hartford and she currently resides in Glastonbury. It is recommended that her appointment be approved effective August 24, 2020 (Master's / Step 7, \$63,933.00).

Ms. Leah Smith to be a Math Teacher at Illing Middle School. Ms. Smith received her Master's of Education in Middle school Mathematics from Walden University and she currently resides in Bristol. It is recommended that her appointment be approved effective August 24, 2020 (Master's +30 / Step 8 \$71,533.00).

Ms. Brittany Bousquet to be an ELA Teacher (Enrichment) at Illing Middle School. Ms. Bousquet received her Master's of Education from Sacred Heart University and currently resides in Mystic. It is recommended that her appointment be approved effective August 24, 2020 (Master's / Step 2, \$52,309.00).

Ms. Shakira Lugo to be a School Counselor at Manchester High School. Ms. Lugo received her Master's Degree from Central Connecticut State University and she currently resides in Hartford. It is recommended that her appointment be approved effective August 24, 2020 (Master's +30 / Step 2, \$56,780.00).

Ms. Kathrine Grant to be an English Teacher at Manchester High School. Ms. Grant received her Master's Degree from the University of Connecticut and she currently resides in Groton. It is recommended that her appointment be approved effective August 24, 2020 (Master's +30 / Step 2, \$56,780.00).

RESIGNATIONS

Ms. Meaghan McKeone, Grade 6 English/Language Arts Teacher at Bennet Academy, has submitted her letter of resignation effective August 24, 2020. Ms. McKeone has been with Manchester Public Schools since August 29, 2018. It is recommended that her resignation be accepted.

Mr. Georgios Giannios, Music Teacher at Bennet Academy, has submitted his letter of resignation effective August 14, 2020. Mr. Giannios has been with Manchester Public Schools since February 14, 2011. It is recommended that his resignation be accepted.

Mr. Peter Braddock, English Teacher at Bentley Alternative Education, has submitted his letter of resignation effective August 19, 2020. Mr. Braddock has been with Manchester Public Schools since October 13, 2015. It is recommended that his resignation be accepted.

Ms. Amy Doyle, PreKindergarten Teacher at the Head Start Program, has submitted her letter of resignation effective August 24, 2020. Ms. Doyle has been with Manchester Public Schools since August 29, 2016. It is recommended that her resignation be accepted.

Mr. Ronald Suraci, Grade 4 Teacher at Verplanck Elementary School, has submitted his notice of resignation effective August 24, 2020. Mr. Suraci has been with Manchester Public Schools since August 24, 2015. It is recommended that his resignation be accepted.

Ms. Colleen McMahon, Special Education Teacher at Keeney Street School, has submitted her letter of resignation effective September 4, 2020. Ms. McMahon has been with Manchester Public Schools since August 29, 2018. It is recommended that her resignation be accepted.

Ms. Lauren Bynon, Social Studies Teacher at Manchester High School, has submitted her letter of resignation effective August 21, 2020. Ms. Bynon has been with Manchester Public Schools since August 29, 2016. It is recommended that her resignation be accepted.

LEAVE OF ABSENCES

FY 2019-2020 Budget

In accordance with Board of Education Policy 3160, Transfer of Funds between Categories and End of Year close out, I am requesting that the Board of Education approve the following transfers to the FY 2019-2020 Budget as outlined below.

From Object Code:

Purchased Professional Services	\$ 621,354.04
Contracted Services	\$ 463,017.29
Supplies/Utilities	\$ 501,809.56
Property/Equipment	\$ 256,054.59
Dues/Fees	<u>\$ 59,882.12</u>
Total	\$1,902,117.60

To Object Code:

Employee Salaries	\$ 641,868.93
Employee Benefits	\$ 384,605.41
Other Purchased Services	<u>\$ 875,643.26</u>
Total	\$1,902,117.60

Submitted by: Matthew Geary
 Matthew Geary
 Superintendent of Schools

August 24, 2020

2019-2020 BUDGET STATUS REPORT FOR THE PERIOD JULY 1, 2019 THROUGH JUNE 30, 2020

24-Aug-20	ORIGINAL APPROPRIATION	TRANSFERS ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AND PROJECTIONS	AVAILABLE BUDGET
<u>SALARIES</u>						
5110 CERTIFIED ADMINISTRATORS	\$4,947,830		\$4,947,830	\$4,980,326	\$0	(32,496)
5111 CERTIFIED SALARIES	42,142,197	100,000	42,242,197	42,358,361	0	(116,164)
5112 NON-CERTIFIED SALARIES	11,888,088		11,888,088	12,080,493	0	(192,405)
5113 GRANT DATA SPECIALIST	10,530		10,530	9,869	0	661
5114 GRANT FACILITATORS	40,860		40,860	36,831	0	4,029
5115 HOURLY EMPLOYEES	2,200,713		2,200,713	2,575,227	0	(374,514)
5117 TUTORS	759,017		759,017	707,504	0	51,513
5118 PARAPROFESSIONALS	4,137,365		4,137,365	3,991,998	0	145,367
5120 STUDY HALL MONITORS	182,159		182,159	222,320	0	(40,161)
5122 BUILDING SUBSTITUTES	240,000		240,000	397,537	0	(157,537)
5124 CERTIFIED DEGREE CHANGES	100,000	(100,000)	0	0	0	0
5126 WORKPLACE ED/BUSINESS COOR	19,331		19,331	23,253	0	(3,922)
5130 OVERTIME	<u>355,000</u>	<u>0</u>	<u>355,000</u>	<u>281,241</u>	<u>0</u>	<u>73,759</u>
TOTAL-- SALARIES	\$67,023,090	\$0	\$67,023,090	\$67,664,959	\$0	-\$641,869
<u>BENEFITS</u>						
5210 LIFE INSURANCE	\$142,592		\$142,592	\$121,886	\$0	\$20,706
5220 SOCIAL SECURITY	2,259,674		2,259,674	2,243,775	0	15,899
5230 TOWN PENSION	1,918,815		1,918,815	1,918,815	0	0
5235 DEFINED CONTRIBUTION	582,112		582,112	586,316	0	(4,204)
5240 TUITION REIMBURSEMENT	50,000		50,000	95,403	0	(45,403)
5250 UNEMPLOYMENT COMP.	60,000		60,000	139,476	0	(79,476)
5270 HEALTH & MAJ. MED.	18,351,800		18,351,800	17,997,092	0	354,708
5280 MAN. SELF INS. PROG. MSIP	945,791		945,791	945,791	0	0
5290 CERTIFIED-ACCUM. SICK	256,089		256,089	328,508	0	(72,419)
			Page 1			

24-Aug-20	ORIGINAL APPROPRIATION	TRANSFERS ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AND PROJECTIONS	AVAILABLE BUDGET
5291 NON-CERT. ACCUM. SICK	110,000		110,000	265,399	0	(155,399)
5292 CERTIFIED LONGEVITY	280,435		280,435	702,959	0	(422,524)
5293 NON-CERT. LONGEVITY	<u>42,850</u>	<u>0</u>	<u>42,850</u>	<u>39,345</u>	<u>0</u>	<u>3,505</u>
TOTAL--BENEFITS	\$25,000,158	\$0	\$25,000,158	\$25,384,763	\$0	-\$384,605
<u>PURCHASED PROFESSIONAL SERVICES</u>						
5320 CONSULTANTS	\$394,145	(75,837)	\$318,308	\$238,252	\$0	\$80,056
5330 PROFESSIONAL DEVELOPMENT	145,377	5,820	151,197	55,426	0	95,771
5335 LEGAL FEES	150,500		150,500	245,703	0	(95,203)
5340 OTHER PROFESSIONAL SERV	127,000	1,961,457	2,088,457	1,133,384	0	955,073
5341 SPORTS OFFICIALS	55,470		55,470	38,760	0	16,710
5342 SPECIAL ED RELATED SRVCS	0	128,738	128,738	559,791	0	(431,053)
5421 DISPOSAL SERVICES	140,000		140,000	134,163	0	5,837
5430 CONTRACTED SERVICES	311,955	34,853	346,808	321,973	0	24,835
5431 CONTRACTED REPAIRS	0	30,000	30,000	40,080	0	(10,080)
5432 CONTRACTED SUBS	1,200,000	(6,962)	1,193,038	700,258	0	492,780
5435 REPAIR OF EQUIPMENT	98,038	12,689	110,727	121,939	0	(11,212)
5440 RENTALS	<u>359,006</u>	<u>(4,704)</u>	<u>354,302</u>	<u>393,444</u>	<u>0</u>	<u>(39,142)</u>
TOTAL--PURCHASE PROF SERVICES	\$2,981,491	\$2,086,054	\$5,067,545	\$3,983,174	\$0	\$1,084,371
<u>OTHER PURCHASED SERVICES</u>						
5510 REGULAR TRANSPORTATION	\$2,712,272	(100,000)	\$2,612,272	\$2,400,849	\$0	211,423
5511 SPECIAL TRANSPORTATION	2,519,520	100,000	2,619,520	2,304,806	0	314,714
5512 FIELD & ATHLETIC TRIPS	304,347	(24,922)	279,425	77,692	0	201,733
5513 HOMELESS TRANSPORTATION	104,545		104,545	175,674	0	(71,129)
5529 INTERSCHOLASTIC INSURANCE	29,500		29,500	29,501	0	(1)
5530 TELEPHONE/COMMUN.	124,128	(50)	124,078	149,759	0	(25,681)
5532 COMM RELATED EQUIP	16,532	850	17,382	3,265	0	14,117
5535 SOFTWARE LICENSES/FEES	67,130	(31,769)	35,361	32,530	0	2,831

24-Aug-20	ORIGINAL APPROPRIATION	TRANSFERS ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AND PROJECTIONS	AVAILABLE BUDGET
5540 PRINTING/ADVERTISING	59,725	(5,056)	54,669	14,565	0	40,104
5541 POSTAGE	38,770	300	39,070	61,828	0	(22,758)
5561 TUITION-CT. DISTRICTS	4,702,500	(1,663,333)	3,039,167	3,595,019	0	(555,852)
5563 TUITION-PRIVATE	2,845,440	(432,499)	2,412,941	2,234,272	0	178,669
5564 INSTRUCTIONAL SERVICES	0	74,437	74,437	1,240,426	0	(1,165,989)
5580 TRAVEL/LODGING	109,361	808	110,169	79,770	0	30,399
5590 OTHER PURCHASED SERV.	<u>1,361,628</u>	<u>(16,778)</u>	<u>1,344,850</u>	<u>1,373,074</u>	<u>0</u>	<u>(28,224)</u>
TOTAL--OTHER PURCHASE SERV	\$14,995,398	-\$2,098,012	\$12,897,386	\$13,773,029	\$0	-\$875,643
SUPPLIES/UTILITIES						
5608 CAPITAL REPAIR	\$358,305	(76,639)	\$281,666	\$117,354	\$0	\$164,312
5610 GENERAL SUP. & MAT.	338,409	(8,471)	329,938	239,105	0	90,833
5611 INSTRUCTIONAL SUP. & MAT.	695,147	72,109	767,256	553,528	0	213,728
5612 COMPUTER SUP. & MAT.	228,594	(8,394)	220,200	204,587	411,600	(395,987)
5613 MAINTENANCE SUPPLIES	371,921		371,921	265,222	0	106,699
5615 TESTING	54,120	524	54,644	44,953	0	9,691
5616 ATHLETIC SUPPLIES	54,650	7,500	62,150	57,647	0	4,503
5617 CUSTODIAL SUP. & MAT.	319,568		319,568	307,529	0	12,039
5618 GROUNDS BEAUTIFICATION S/M	0	10,000	10,000	8,630	0	1,370
5621 HEAT ENERGY	499,849		499,849	482,342	0	17,507
5622 ELECTRICITY	1,417,641		1,417,641	1,262,670	0	154,971
5623 WATER	106,105		106,105	95,007	0	11,098
5626 GASOLINE	245,165		245,165	269,901	0	(24,736)
5641 TEXTBOOKS	65,000	(27,717)	37,283	3,069	0	34,214
5642 LIBRARY BOOKS	79,101	2,765	81,866	70,299	0	11,567
5643 PERIODICALS	25,950	(9,242)	16,708	7,725	0	8,983
5650 MEDICAL SUPPLIES	33,000	446	33,446	48,804	0	(15,358)
5651 SOFTWARE LIC/FEES	43,130	36,363	79,493	62,066	0	17,427
5680 OFFICE SUPPLIES	<u>200,887</u>	<u>1,061</u>	<u>201,948</u>	<u>122,996</u>	<u>0</u>	<u>78,952</u>
TOTAL--SUPPLIES/UTILITIES	\$5,136,542	\$305	\$5,136,847	\$4,223,437	\$411,600	\$501,810

24-Aug-20	ORIGINAL APPROPRIATION	TRANSFERS ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AND PROJECTIONS	AVAILABLE BUDGET
EQUIPMENT/OTHER						
5732 VEHICLES	\$185,000		\$185,000	\$92,843	\$0	\$92,157
5734 COMPUTER EQUIP.	483,703		483,703	340,924	0	142,779
5735 CAPITAL PROJECTS	600,000		600,000	328,881	0	271,119
5739 SECURITY UPGRADES	0	0	0	0	0	0
5810 DUES & FEES	<u>125,855</u>	<u>11,653</u>	<u>137,508</u>	<u>77,626</u>	<u>0</u>	<u>59,882</u>
TOTAL--EQUIPMENT/OTHER	\$1,394,558	\$11,653	\$1,406,211	\$840,274	\$0	\$565,937
GRAND TOTAL	\$116,531,237	\$0	\$116,531,237	\$115,869,637	\$411,600	\$250,000

Page 4

TOWN OF MANCHESTER



YEAR-TO-DATE BUDGET REPORT

FOR 2020-13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD. EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5110 CERTIFIED ADMINISTRATORS	4,947,830	32,496	4,980,326	4,980,326.39	.00	.00	100.0%
5111 CERTIFIED SALARIES	42,142,197	216,164	42,358,361	42,358,361.05	.00	.00	100.0%
5112 NON-CERTIFIED SALARIES	11,888,088	192,405	12,080,493	12,080,492.88	.00	.00	100.0%
5113 GRANT DATA SPECIALIST	10,530	-661	9,869	9,869.15	.00	.00	100.0%
5114 GRANT FACILITATORS	40,860	-4,029	36,831	36,830.84	.00	.00	100.0%
5115 HOURLY EMPLOYEES	2,200,713	-267,355	1,933,358	2,575,226.68	.00	-641,868.93	133.2%
5117 TUTORS	759,017	-51,513	707,504	707,503.59	.00	.00	100.0%
5118 PARAPROFESSIONALS	4,137,365	-145,367	3,991,998	3,991,997.59	.00	.00	100.0%
5120 HALL MONITORS	182,159	40,161	222,320	222,320.10	.00	.00	100.0%
5122 BUILDING SUBSTITUTES	240,000	157,537	397,537	397,536.67	.00	.00	100.0%
5124 CERT. DEGREE CHANGES	100,000	-100,000	0	.00	.00	.00	.0%
5126 WORKPLACE ED/BUSINESS COOR	19,331	3,922	23,253	23,252.81	.00	.00	100.0%
5130 OVERTIME	355,000	-73,759	281,241	281,241.18	.00	.00	100.0%
5210 LIFE INSURANCE	142,592	-20,706	121,886	121,886.00	.00	.00	100.0%
5220 SOCIAL SECURITY	2,259,674	-15,899	2,243,775	2,243,774.63	.00	.00	100.0%
5230 TOWN PENSION	1,918,815	0	1,918,815	1,918,815.00	.00	.00	100.0%
5235 DEFINED CONTRIBUTION	582,112	4,204	586,316	586,315.65	.00	.00	100.0%
5240 TUITION REIMBURSEMENT	50,000	45,403	95,403	95,402.50	.00	.00	100.0%
5250 UNEMPLOYMENT COMP.	60,000	79,476	139,476	139,475.62	.00	.00	100.0%
5270 HEALTH & MAJ. MED.	18,351,800	-354,708	17,997,092	17,997,092.40	.00	.00	100.0%
5280 MAN. SELF INS. PROG. MSIP	945,791	0	945,791	945,791.00	.00	.00	100.0%
5290 CERTIFIED-ACCUM. SICK	256,089	72,419	328,508	328,508.09	.00	.00	100.0%
5291 NON-CERT. ACCUM. SICK	110,000	155,399	265,399	265,398.92	.00	.00	100.0%
5292 CERTIFIED LONGEVITY	280,435	37,918	318,353	702,958.55	.00	-384,605.41	220.8%
5293 NON-CERT. LONGEVITY	42,850	-3,505	39,345	39,345.05	.00	.00	100.0%
5320 CONSULTANTS	394,145	-155,893	238,252	238,252.19	.00	.00	100.0%
5330 PROFESSIONAL DEVELOPMENT	145,377	-89,951	55,426	55,426.26	.00	.00	100.0%
5335 LEGAL FEES	150,500	95,203	245,703	245,703.03	.00	.00	100.0%
5340 OTHER PROFESSIONAL SERVICES	127,000	1,627,738	1,754,738	1,133,383.58	.00	621,354.04	64.6%
5341 SPORTS OFFICIALS	55,470	-16,710	38,760	38,760.04	.00	.00	100.0%
5342 SPED RELATED SERVICES	0	559,791	559,791	559,790.86	.00	.00	100.0%
5421 DISPOSAL SERVICES	140,000	-5,837	134,163	134,163.09	.00	.00	100.0%
5430 CONTRACTED SERVICES	311,955	10,018	321,973	321,973.38	.00	.00	100.0%
5431 CONTRACTED REPAIRS	0	40,080	40,080	40,079.89	.00	.00	100.0%
5432 CONTRACTED SUBS	1,200,000	-36,724	1,163,276	700,258.33	.00	463,017.29	60.2%
5435 REPAIR OF EQUIPMENT	98,038	23,901	121,939	121,938.53	.00	.00	100.0%
5440 RENTALS	359,006	34,438	393,444	393,444.49	.00	.00	100.0%
5510 REGULAR TRANSPORTATION	2,712,272	-311,423	2,400,849	2,400,848.99	.00	.00	100.0%
5511 SPECIAL TRANSPORTATION	2,519,520	-214,714	2,304,806	2,304,805.62	.00	.00	100.0%
5512 TRANSPORTATION FIELD/ATHLETICS	304,347	-226,655	77,692	77,691.77	.00	.00	100.0%
5513 HOMELESS TRANSPORTATION	104,545	71,129	175,674	175,674.00	.00	.00	100.0%
5529 INTERSCHOLASTIC INSURANCE	29,500	1	29,501	29,501.00	.00	.00	100.0%
5530 TELEPHONE/COMMUN.	124,128	25,631	149,759	149,758.70	.00	.00	100.0%
5532 COMM RELATED EQUIP	16,532	-13,267	3,265	3,264.95	.00	.00	100.0%

TOWN OF MANCHESTER

YEAR-TO-DATE BUDGET REPORT

FOR 2020-2021

5535	LIBRARY DATA BASES	ORIGINAL APPROP.	TRANSFERS/ ADJUSTMENTS	(REVISED) BUDGET	YTD. EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCI USED
5535	LIBRARY DATA BASES	67,130	-34,600	32,530	32,530.44	.00	.00	100.0%
5540	PRINTING/ADVERTISING	59,725	-45,160	14,565	14,565.09	.00	.00	100.0%
5541	POSTAGE	38,770	23,058	61,828	61,828.19	.00	.00	100.0%
5561	TUITION-PUBLIC	4,702,500	-1,107,482	3,595,019	3,595,018.50	.00	.00	100.0%
5563	TUITION-PRIVATE	2,845,440	-611,168	2,234,272	2,234,271.89	.00	.00	100.0%
5564	INSTRUCTIONAL SERVICES	0	364,783	364,783	1,240,426.42	.00	-875,643.26	340.0%
5580	TRAVEL/LODGING	109,361	-29,591	79,770	79,769.62	.00	.00	100.0%
5590	OTHER PURCHASED SERV	1,361,628	11,446	1,373,074	1,373,074.08	.00	.00	100.0%
5608	CAPITAL REPAIR	358,305	260,859	619,164	117,354.23	.00	501,809.56	19.0%
5610	GENERAL SUP & MAT	338,409	-99,304	239,105	239,105.34	.00	.00	100.0%
5611	INSTRUCTIONAL SUP & MAT	695,147	-141,619	553,528	553,528.06	.00	.00	100.0%
5612	COMPUTER SUP & MAT	228,594	387,593	616,187	204,587.21	411,600.00	.00	100.0%
5613	MAINTENANCE SUPPLIES	371,921	-106,699	265,222	265,221.70	.00	.00	100.0%
5615	TESTING	54,120	-9,167	44,953	44,953.38	.00	.00	100.0%
5616	ATHLETIC SUPPLIES	54,650	2,997	57,647	57,646.82	.00	.00	100.0%
5617	CUSTODIAL SUP & MAT	319,568	-12,039	307,529	307,529.22	.00	.00	100.0%
5618	GROUNDS BEAUTIFICATION S/M	0	8,630	8,630	8,630.00	.00	.00	100.0%
5621	HEAT ENERGY	499,849	-17,507	482,342	482,342.05	.00	.00	100.0%
5622	ELECTRICITY	1,417,641	-154,971	1,262,670	1,262,670.49	.00	.00	100.0%
5623	WATER	106,105	-11,098	95,007	95,007.47	.00	.00	100.0%
5626	GASOLINE	245,165	24,736	269,901	269,901.43	.00	.00	100.0%
5641	TEXTBOOKS	65,000	-61,931	3,069	3,068.78	.00	.00	100.0%
5642	LIBRARY BOOKS	79,101	-8,802	70,299	70,299.17	.00	.00	100.0%
5643	PERIODICALS	25,950	-18,225	7,725	7,725.12	.00	.00	100.0%
5650	MEDICAL SUPPLIES	33,000	15,804	48,804	48,804.29	.00	.00	100.0%
5651	SOFTWARE LIC/FEES	43,130	18,936	62,066	62,066.29	.00	.00	100.0%
5680	OFFICE SUPPLIES	200,887	-77,891	122,996	122,996.39	.00	.00	100.0%
5732	VEHICLES	185,000	-92,157	92,843	92,842.74	.00	.00	100.0%
5734	COMPUTER EQUIP.	483,703	-142,779	340,924	340,924.44	.00	.00	100.0%
5735	CAPITAL PROJECTS	0	4	4	3.90	.00	.00	100.0%
5736	CAP PROJ	600,000	234,932	834,932	328,877.33	.00	506,054.59	39.4% → 250,000
5810	DUES/FEES	125,855	11,653	137,508	77,625.88	.00	59,882.12	56.5%
GRAND TOTAL		116,531,237	0	116,531,237	115,869,637.00	411,600.00	250,000.00	99.8%

** END OF REPORT - Generated by Karen Clancy **

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: 08/21/2020

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 Bennet Academy School Administration General Supplies and Materials in the amount of \$500. Transfer to Bennet Academy Library/Media Databases in the amount of \$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 31, 2020

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Bennet Academy

Date of Request: 08/21/2020

Approver: Joseph Chella

Date Approved: 08/21/2020

JUSTIFICATION (Required Field): Database subscription price increase.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 500.00 **Account #42351240 5610**

Description: Bennet Admin Gen. Supplies

\$ **Account #**

Description:

\$ **Account #**

Description:

\$ 500.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 500.00 **Account #31851222 5535**

Description: Bennet Library Databases

\$ **Account #**

Description:

\$ **Account #**

Description:

\$ 500.00 **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: August 19, 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 Illing Middle School Interscholastic Sports Field and Athletic Trips in the amount of \$1,000. Transfer to Illing Middle School Physical Education Instructional Supplies and Materials in the amount of \$1,000.

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 31, 2020

TO: Accounting Department	School/Department: Illing Middle School
Date of Request: 08/19/2020	Approver: Iris Gomero
	Date Approved: 08/19/2020

<u>SUBJECT:</u>		
<u>TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER</u>		
DECREASE - In whole dollars only:		
<u>\$ 1,000.00</u>	Account #<u>31453270 5512</u>	Description: <u>IMS Athletics Transportation</u>
\$	Account #	Description:
\$	Account #	Description:
<u>\$ 1,000.00</u>	TOTAL DECREASE	
INCREASE - In whole dollars only:		
<u>\$ 1,000.00</u>	Account #<u>13453100 5611</u>	Description: <u>IMS PE Instructional Supplies</u>
\$	Account #	Description:
\$	Account #	Description:
<u>\$ 1,000.00</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: August 24, 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-wide World Languages Professional Development in the amount of \$3,255. Transfer to System-wide Language Arts Instructional Supplies and Materials in the amount of \$3,255.

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 31, 2020

TO: Accounting Department	School/Department: Language Arts
Date of Request: 08/24/2020	Approver: Amy Radikas
	Date Approved: 08/25/2020

<u>SUBJECT:</u>		
<u>TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER</u>		
DECREASE - In whole dollars only:		
\$ <u>3,255.00</u>	Account #<u>15499100 5330</u>	Description: <u>World Lang PD</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>3,255.00</u>	TOTAL DECREASE	
INCREASE - In whole dollars only:		
\$ <u>3,255.00</u>	Account #<u>12899100 5611</u>	Description: <u>LA Instructional Supplies</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>3,255.00</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: August 24, 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-wide Language Arts Contracted Substitutes in the amount of \$6,000. Transfer to System-wide Language Arts Professional Development in the amount of \$6,000.

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 31, 2020

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Language Arts

Date of Request: 08/24/2020

Approver: Amy Radikas

Date Approved: 08/25/2020

JUSTIFICATION (Required Field): To support Hybrid/Integrated Learning Plans

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 6,000.00 **Account #12899100 5432**

Description: LA Contracted Substitutes

\$ Account #

Description:

\$ Account #

Description:

\$ 6,000.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 6,000.00 **Account #12899221 5330**

Description: LA Professional Development

\$ Account #

Description:

\$ Account #

Description:

\$ 6,000.00 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: August 3, 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-wide Social Studies Instructional Supplies and Materials in the amount of \$11,750. Transfer to System-wide Language Arts Professional Development in the amount of \$11,750.

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 31, 2020

TO: Accounting Department	School/Department: Languages Arts
Date of Request: 08/03/2020	Approver: Matthew Geary
	Date Approved: 08/11/2020

<u>SUBJECT:</u>		
<u>TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER</u>		
DECREASE - In whole dollars only:		
\$ <u>11,750.00</u>	Account #<u>14299100 5611</u>	Description: <u>SS Instructional Supplies</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>11,750.00</u>	TOTAL DECREASE	
INCREASE - In whole dollars only:		
\$ <u>11,750.00</u>	Account #<u>12899221 5330</u>	Description: <u>LA Professional Development</u>
\$	Account #	Description:
\$	Account #	Description:
\$ <u>11,750.00</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: August 6, 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-wide Language Arts Contracted Substitutes in the amount of \$4,530. Transfer to System-wide Language Arts Instructional Supplies and Materials in the amount of \$4,530.

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 31, 2020

Manchester Public Schools
Manchester, Connecticut

TO: Accounting Department

School/Department: Languages Arts

Date of Request: 08/06/2020

Approver: Matthew Geary

Date Approved: 08/11/2020

JUSTIFICATION (Required Field): Transfer to cover cost of F&P Online Data Management System Access.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 4,530.00 Account #12899100 5432

Description: LA Contracted Substitutes

\$	Account #
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Description:

\$	Account #
100	100
200	200
300	300
400	400
500	500
600	600
700	700
800	800
900	900
1000	1000
1100	1100
1200	1200
1300	1300
1400	1400
1500	1500
1600	1600
1700	1700
1800	1800
1900	1900
2000	2000
2100	2100
2200	2200
2300	2300
2400	2400
2500	2500
2600	2600
2700	2700
2800	2800
2900	2900
3000	3000
3100	3100
3200	3200
3300	3300
3400	3400
3500	3500
3600	3600
3700	3700
3800	3800
3900	3900
4000	4000
4100	4100
4200	4200
4300	4300
4400	4400
4500	4500
4600	4600
4700	4700
4800	4800
4900	4900
5000	5000
5100	5100
5200	5200
5300	5300
5400	5400
5500	5500
5600	5600
5700	5700
5800	5800
5900	5900
6000	6000
6100	6100
6200	6200
6300	6300
6400	6400
6500	6500
6600	6600
6700	6700
6800	6800
6900	6900
7000	7000
7100	7100
7200	7200
7300	7300
7400	7400
7500	7500
7600	7600
7700	7700
7800	7800
7900	7900
8000	8000
8100	8100
8200	8200
8300	8300
8400	8400
8500	8500
8600	8600
8700	8700
8800	8800
8900	8900
9000	9000
9100	9100
9200	9200
9300	9300
9400	9400
9500	9500
9600	9600
9700	9700
9800	9800
9900	9900
10000	10000

Description:

\$ 4,530.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 4,530.00 Account #12899100 5611

Description: LA Instructional Supplies

\$	Account #
----	-----------

Description:

\$	Account #
100	100
200	200
300	300
400	400
500	500
600	600
700	700
800	800
900	900
1000	1000
1100	1100
1200	1200
1300	1300
1400	1400
1500	1500
1600	1600
1700	1700
1800	1800
1900	1900
2000	2000
2100	2100
2200	2200
2300	2300
2400	2400
2500	2500
2600	2600
2700	2700
2800	2800
2900	2900
3000	3000
3100	3100
3200	3200
3300	3300
3400	3400
3500	3500
3600	3600
3700	3700
3800	3800
3900	3900
4000	4000
4100	4100
4200	4200
4300	4300
4400	4400
4500	4500
4600	4600
4700	4700
4800	4800
4900	4900
5000	5000
5100	5100
5200	5200
5300	5300
5400	5400
5500	5500
5600	5600
5700	5700
5800	5800
5900	5900
6000	6000
6100	6100
6200	6200
6300	6300
6400	6400
6500	6500
6600	6600
6700	6700
6800	6800
6900	6900
7000	7000
7100	7100
7200	7200
7300	7300
7400	7400
7500	7500
7600	7600
7700	7700
7800	7800
7900	7900
8000	8000
8100	8100
8200	8200
8300	8300
8400	8400
8500	8500
8600	8600
8700	8700
8800	8800
8900	8900
9000	9000
9100	9100
9200	9200
9300	9300
9400	9400
9500	9500
9600	9600
9700	9700
9800	9800
9900	9900
10000	10000

Description:

\$ 4,530.00 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: The Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation – IDEA 611 Grant FY 2020-2022
Date: August 6, 2020

Background:

The Manchester Board of Education was awarded grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2020-2022. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

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

Financial Impact:

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total grant award for FY 2020-2022 is for the amount of **\$1,836,908**.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish the appropriation for the grant award amount **\$1,836,908**, under the Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2020-2022.

Attachments:

Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 31, 2020

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756**4 Award Information****Grant Type:** FEDERAL**Statute:** P.L. 108-446**CFDA #:** 84.027A**SDE Project Code:** CSDE000000000002**Grant Number:** 077-000 12060-20977-2021-82032-170002**2 Grant Title**

IDEA 611

5 Award Period

7/1/2020 - 6/30/2022

3 Education Staff**Program Manager:**

Tom Boudreau (860) 713-6919

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding**Grant Amount:** \$1,836,908.00**Funding Status:** Final**7 Terms and Conditions of Award**

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2020 and June 30, 2021 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2021. For grants awarded for two-year periods beginning July 1, 2020, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2022. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

5/21/2020

Tom Boudreau - CSDE Grant Contact

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation – IDEA 619 Grant FY 2020-2022
Date: August 6, 2020

Background:

The Manchester Board of Education was awarded grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2020-2022. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

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

Financial Impact:

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total grant award for FY 2020-2022 is for the amount of **\$65,420**.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for the grant award amount of **\$65,420** under the Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2020-2022.

Attachments:

Award letter and budget

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 31, 2020

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: FEDERAL

Statute: P.L. 108-446

CFDA #: 84.173A

SDE Project Code: CSDE000000000002

Grant Number: 077-000 12060-20983-2021-82032-170002

2 Grant Title

IDEA 619

5 Award Period

7/1/2020 - 6/30/2022

3 Education Staff**Program Manager:**

Tom Boudreau (860) 713-6919

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$65,420.00

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2020 and June 30, 2021 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2021. For grants awarded for two-year periods beginning July 1, 2020, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2022. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

5/21/2020

Tom Boudreau - CSDE Grant Contact

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 19/21 Federal Head Start Coronavirus Aid, Relief, and Economic Security Funding

Date: August 17, 2020

Background: The Manchester Board of Education has received a percentage of a Non-Competitive Supplement of \$250 million for every Head Start program to deal with the response and general preparedness for COVID19.

Discussion/Analysis: The funding will be based on a formula derived by the enrollment in our Head Start program.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors to create an appropriation for the FY 19/21 Federal Head Start Coronavirus Aid, Relief, and Economic Security funding in the amount of \$210,914.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 31, 2020

**Town of Manchester
Board of Education**

To: The Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation United Way Community Investment Grant for FY 20/21

Date: August 13, 2020

Background:

Illing Middle School is home to a diverse community of learners. Our goal is to prepare each and every student with the knowledge, skills and habits they need in order to be successful in school and beyond.

Discussion/Analysis:

These funds will assist with the cost of having a Multi-Tiered System of Supports (MTSS) in order to provide academic supports while also addressing the unique social-emotional needs of students in this age group.

Components of the MTSS include a math intervention component with tiered interventions and math tutoring.

The Behavioral and Social-Emotional Supports component is comprised of the implementation of a Positive Behavior Interventions and Supports system as well as the development of a continuum of Behavioral and Social-Emotional Supports.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors establish an appropriation for the FY20-21 United Way Community Investment Grant in the amount of \$90,000.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 31, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Increase in Appropriation Enfield Head Start
FY 20/21

Date: August 6, 2020

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

Discussion/Analysis: This grant action awards the prorated amount of the FY2020 Cost-Of-Living Adjustments (COLA) of 2% and Quality Improvement allocation based on funded program slots for Enfield Head Start in the amount of \$42,887.

Financial Impact: None.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the appropriation for the Manchester Head Start for FY20/21 \$42,887, bringing the total amount to \$900,633.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 31, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Increase in Appropriation Manchester Head Start
FY 20/21

Date: August 6, 2020

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

Discussion/Analysis: This grant action awards the prorated amount of the FY2020 Cost-Of-Living Adjustments (COLA) of 2% and Quality Improvement allocation based on funded program slots for Manchester Head Start in the amount of \$63,514.

Financial Impact: None.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the appropriation for the Manchester Head Start for FY20-21 \$63,514, bringing the total amount to \$1,333,828.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 31, 2020



Manchester Area COVID-19 Testing Sites

Main Entrance

Procedures

- Please note that MPS has always valued a collaborative effort between school and home however at this time, we are asking that all visitors make every attempt to contact schools to handle situations remotely. If you need to stop at the school (drop off paperwork, etc.), please schedule these visits in advance.
- Visitors *must* wear face masks and social distance while in the building and on school grounds.
- Please note visitors may be asked to wait to come into the school to ensure proper social distancing.

Main Office

Procedures

- *All visitors must pre-schedule visits to schools.*
- Visitors *must* wear face masks and social distance while in the building and on school grounds.
- In places where social distancing can not occur schools should consider moving staff mailboxes and instead deliver mail to the classroom/area.
- To ensure proper social distancing:
 - office staff will limit the number of staff/visitors to the main office, 1-2 families/staff at a time.
 - visitors may be asked to wait to come into the main office.

Classrooms

Procedures

- All desks will be positioned to face the same direction and be physically distanced as feasible. *Desks will be generally set up by custodians.*
- Occupied classroom doors may remain open, in locked position, as long as the door can be opened 180 degrees and does not block an egress pathway. When not occupied or vacating the classroom, doors must be closed and latched.
- Area rugs, beanbags, and pillows and additional “alternative seating,” will be removed.
- Shared supplies/high touch materials will be limited to the extent possible.
- Fans are not allowed in classrooms.

Students

- Students should be at least 6 feet apart.
- Students should have access to water - their own water bottles or paper cups for use at designated water coolers/bubblers.
- Students will hang their coats/backpacks on their chair and not utilize coat hangers/coat rooms or lockers.
- Students will wash their hands/use hand sanitizer following the schedule below:
 - Upon entering and exiting the classroom
 - After having close contact with others
 - After used shared surfaces or tools
 - Before and after using the restroom
 - After blowing nose, coughing, sneezing



- Before and after eating and preparing food
- Before and after recess

Bathrooms

Procedures

- Each bathroom door may remain open, excluding small bathrooms (1-2 stalls for example). In the event of an emergency, the nearest staff will close the door.
- Bathrooms will be set up to maximize social distance, including the use of sinks and urinals.
- Hand blowers will be taken off-line and replaced with paper towels.
- To the best of a school's ability, the number of students using the bathroom will be limited.
- For the purpose of cohorting, classrooms will identify bathrooms for class use.
- All schools should follow the [CDC handwashing](#) guidelines and regularly review them with students.

Handwashing

Procedures

Students will wash their hands/use hand sanitizer following the schedule below:

- Upon entering and exiting the classroom
- After having close contact with others
- After used shared surfaces or tools
- Before and after using the restroom
- After blowing nose, coughing, sneezing
- Before and after eating and preparing food
- Before and after recess

If visibly soiled, hands washing with soap and water should occur.

If the classroom has a sink, handwashing should be utilized first.

Classroom Mask Breaks

Procedures

- Classroom teachers will thoughtfully provide classroom mask breaks throughout the day.
 - Outside spacing 6 ft apart.
 - Inside, possibly during:
 - Silent reading
 - Silent independent activities
 - Snack/Lunch

Hallways/Stairwells

Procedures

- Signage will be displayed in all schools providing reminders for social distancing and new traffic patterns (staying right).
- Where feasible, schools should consider using one way stairwells and hallways.
- All students/staff should keep moving when in hallways and stairwells.



Water Bottles

- All students will be able to have a water bottle and access to refill.

Buses

Procedures

Arrival:

- All students must wear a face covering while on the bus.
- Students will board the bus and begin sitting from the back to front.
- Students will exit one bus at a time (from the front to back)
- Designated entrances will be assigned (i.e., by grade level, team, etc.)
- Schools should make every attempt to maintain physical distancing.

Dismissal:

- Students will be dismissed by bus number and/or grade level (ex. Bus 6 grade 1, then grade 2, etc.)
- Mini buses/specialized transportation will be dismissed, one bus at a time, by bus number.

Note: MHS will follow their bus procedures.

Breakfast (K-12)

Procedures

- Students will pick up a “grab and go” breakfast as they enter their school. Grab and go stations will be located in multiple areas in each building. Students in K-8 will eat breakfast in their classroom.

Note: MHS will follow their “grab and go” procedures.

Lunch/Snacks

Procedures

- **All classrooms will be nut free.**
- Elementary schools will provide lunch in the classroom supervised by noon time aides.
- Bennet Academy/Middle School/High School will utilize their lunch plans.
- MMA and MRA will utilize their lunch plans.

Isolation Rooms

Procedures

- Each school will identify an isolation room. Please see link identifying all isolation rooms: [Isolation Rooms](#)
- A staff person will be available at all times to monitor a student/s in the isolation room.
- If more than one student, the students will be seated 6 feet apart.
- The staff person in the room will be equipped with the proper PPE.
- As a requirement of the state, each school is to have plans in place for which there is an immediate response if a student or staff member has signs or symptoms, known exposure or tests positive for COVID. [Containment Plan](#) / [Protocol for positive COVID case](#)

Face coverings

Procedures

- All staff and students must wear a cloth facial covering during the school day and on the school bus. Extra disposable mask will be available if needed;



- Please note the following exceptions; anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Staff working with students who are not wearing a cloth facial covering due to one of the exceptions and also cannot maintain physical distance will be provided increased protective equipment, including but not limited to medical grade masks and disposable gowns.
- A medical note from a licensed medical professional must be provided if the student is unable to wear a cloth facial covering due to a medical condition. [Mask exemption form](#)
- The mask/face covering should fit snug around nose and cheeks and avoid gaps
- **The fabric should be thick enough not to see the sun/light through**
 - **No neck gaiters**
 - **No bandanas**
 - **No exhalation valves or vents**

Student refusal to wear a cloth facial covering

Procedures

1. Reminder to student regarding the policy to wear a mask and why it is important.
2. After the reminder, the teacher calls for administration assistance or a designee.
3. Administrator/Designee will reiterate policy.
4. If student refusal continues, Administration/Designee calls parent/guardian for assistance. Student is provided the opportunity to return to class with facial covering.
5. If the student continues to not wear their mask, the parent/guardian is contacted again for student dismissal.
6. Administration/Designee and parent/guardian will discuss other options for learning.

Cleaning-High Touch Areas

Procedure

- Cleaning will occur frequently and consistently utilizing green products.
- Special attention will be made to *High Touch* areas such as door knobs, handles, rails, copiers, appliances.
- Playscapes will be cleaned *daily*

Playground/Recess

Procedures

- Each elementary school will hold outdoor recess - weather permitting. The following procedures should be used:
 1. Students should be spread out during recess utilizing physical distancing.
 2. Masks do not have to be worn during outdoor recess.
 3. When using playscapes/playground equipment,
 - a. Only 1 classroom cohort can use the equipment each recess.
 - b. Schools will rotate classes to use the playscape/equipment.
 - c. Hand washing/sanitizing must be done before and after recess.
 4. During recess, schools will utilize all fields to ensure physical distancing.

Please Note: Playscapes will be cleaned *daily*.



Attendance

Procedures

Students:

- Each school will monitor attendance on a daily basis and report potential or verified COVID-19.
- Each school will use the district message for the attendance line. All schools will utilize the [Absentee message](#)
- Families will call the school and be asked to report illness and accompanying symptoms on the attendance line. The messages will be given to the school nurse to record on the daily [COVID/Flu tracking form](#).
 - Remote learning attendance protocol will be forthcoming.

Staff:

- Staff will input absences in the on-line system.
- If absent with COVID symptoms, the staff person will call their respective school nurse.
- Staff will adhere to the [COVID travel procedures](#).

Other:

- Families who notify the school of a positive COVID-19 test, will be referred to the school nurse. The nurse will notify Marney Reardon, Coordinator of Health Services and Matt Daly, COVID Liaison. The Manchester Health Department will be consulted and contact tracing will begin.
- Building administration will be notified immediately (by Marney or Matt D) if a student or staff member tests positive for COVID-19

Students absent due to illness

- Parent/guardian to call the absentee line at their respective school
- Parent/guardian asked to give specifics as to symptoms the student is experiencing.
- Parent/guardian may receive a call back from a school nurse requesting additional information.

Common Areas (where do teachers go for lunch/prep)

Procedures

- Building administration will identify an area(s) for staff to have their prep/break and/or lunch.
 - Area must allow for physical distancing. (Ex. library, each teacher has their own table)

Health Rooms

Policies/Protocols

- [Staff nursing guidelines/return to school](#)
- [Student nursing guidelines/return to school](#)

Staff:

- [When to send students to the nurse](#)

Families:

- Can my child go to school today? [COVID checklist of questions](#)

Special Education / Related Services

Procedures

Students who receive services outside of the general education classrooms will follow these guidelines:

- Wash/sanitize their hands upon arriving to their assigned classroom
- Masks will continue to be worn, as appropriate



- Students will have plexiglass dividers as needed. For example, if more than one student is working with the teacher/staff member, a divider will be used between students.
- A plexiglass divider will be used between service provider and student(s), as appropriate.
- Provider and students will wash/sanitize their hands upon leaving the space.
- Other PPE will be available as needed.

Students who transition to a general education classroom will follow these guidelines:

- Wash/sanitize their hands upon arriving at their inclusion setting.
- Masks will continue to be worn, as appropriate
- Students will participate in one mainstreamed cohort ONLY.
- All classroom protocols will be adhered to.

Itinerant Staff/Outside Agencies:

- Wash/sanitize their hands upon arriving to their classroom
- Masks will continue to be worn, as appropriate
- Students will have plexiglass dividers as needed. For example, if more than one student is working with the teacher/staff member, a divider will be used between students.
- A plexiglass divider will be used between service provider and student(s) as appropriate.
- Provider and students will wash/sanitize their hands upon leaving the space.
- Other PPE will be available as needed.
- All classroom protocols will be adhered to.

Physical Management Training (PMT)

- All regular seclusion/restraint protocols will be utilized with the following updates:
 - Staff will don a face shield in addition to their mask when entering into a physical hold of a student.
 - "Jump bags" Bags with additional PPE will be provided in spaces in which they are necessary.
 - Areas used for seclusion/restraints will be cleaned immediately after use.
 - A nurse must be present at all physical holds.
 - Upon the nurse's assessment, the student's mask may be removed during a hold.
 - Staff will wash/sanitize their hands following a PMT hold
 - Staff should have a change of clothing for use after a hold and/or seclusion

Employees are asked to properly care for all products provided to them and to use them most efficiently and effectively in order to maximize inventory in the event future supply is limited.



Sitios de prueba COVID-19 del área de Manchester

Entrada principal a los

Procedimientos de

- Tenga en cuenta que MPS siempre ha valorado un esfuerzo de colaboración entre la escuela y el hogar; sin embargo, en este momento, pedimos que todos los visitantes hagan todo lo posible por comunicarse con las escuelas para manejar situaciones de forma remota. Si necesita pasar por la escuela (dejar papeleo, etc.), programe estas visitas con anticipación.
- Los visitantes *deben* usar máscaras faciales y distancia social mientras estén en el edificio y en los terrenos de la escuela.
- Tenga en cuenta que se les puede pedir a los visitantes que esperan para entrar a la escuela para garantizar un distanciamiento social adecuado.

Oficina Principal

Procedimientos de la

- *Todos los visitantes deben programar previamente las visitas a las escuelas.*
- Los visitantes *deben* usar máscaras faciales y distancia social mientras estén en el edificio y en los terrenos de la escuela.
- En los lugares donde el distanciamiento social no puede ocurrir, las escuelas deben considerar mover los buzones de correo del personal y, en su lugar, entregar el correo al aula / área.
- Para asegurar el distanciamiento social adecuado:
 - personal oficina limitará el número de personal / visitantes a la oficina principal, familias 1-2 / personal a la vez.
 - Se puede pedir a los visitantes que esperan para entrar a la oficina principal.

Clases

Procedimientos de

- Los salones de todos los escritorios se colocarán de cara a la misma dirección y estarán físicamente distanciados como sea posible. *Generalmente, los conserjes instalarán los escritorios.*
- Las puertas de los salones de clase ocupados pueden permanecer abiertas, en posición bloqueada, siempre que la puerta se pueda abrir 180 grados y no bloquee una vía de salida. Cuando no esté ocupado o esté desocupando el salón de clases, las puertas deben estar cerradas y aseguradas.
- Se quitarán las alfombras, las bolsas de frijoles y las almohadas y los "asientos alternativos" adicionales.
- Los suministros compartidos / materiales de alto contacto se limitarán en la medida de lo posible.
- No se permiten ventiladores en las aulas.

Estudiantes

- Los estudiantes deben estar separados por al menos 6 pies.
- Los estudiantes deben tener acceso a agua: sus propias botellas de agua o vasos de papel para usar en los enfriadores de agua / burbujeadores designados.
- Los estudiantes colgarán sus abrigo / mochilas en su silla y no utilizarán perchas / vestidores o casilleros.
- Los estudiantes se lavarán las manos / usarán desinfectante de manos siguiendo el siguiente horario:



- Al entrar y salir del aula
- Después de tener contacto cercano con otros
- Después de usar superficies o herramientas compartidas
- Antes y después de usar el baño
- Después de sonarse la nariz, toser, estornudar
- Antes y después de comer y preparar la comida
- Antes y después del recreo

Baños

Procedimientos

- Cada puerta de baño puede permanecer abierta, excluyendo los baños pequeños (1-2 puestos, por ejemplo). En caso de emergencia, el personal más cercano cerrará la puerta.
- Los baños se configurarán para maximizar la distancia social, incluido el uso de lavabos y urinarios.
- Los sopladores de mano se desconectarán y se reemplazarán con toallas de papel.
- En lo mejor de la capacidad de la escuela, la cantidad de estudiantes que usan el baño será limitada.
- Para el propósito de la cohorte, los salones identificarán los baños para uso de la clase.
- Todas las escuelas deben seguir el [lavado de manos de CDC](#) directrices y revísalas periódicamente con los estudiantes.

El lavado de manos

Procedimientos

Los estudiantes se laven las manos / uso desinfectante de manos siguiendo el siguiente esquema:

- Al entrar y salir del salón de clases
- después de tener contacto cercano con otras personas
- Después de superficies comunes utilizados o herramientas
- antes y después de ir al baño
- Después de sonarse la nariz, toser, estornudar
- Antes y después comer y preparar la comida
- Antes y después del recreo

Si está visiblemente sucio, debe lavarse las manos con agua y jabón.

Si el salón de clases tiene un fregadero, primero se debe lavar las manos.

de clase Breaks Máscara

procedimientos

- Los maestros de la clase estarán cuidadosamente proporcionando un descanso de la máscara de aula durante todo el día.
 - Espacio exterior de 6 pies de distancia.
 - En el interior, posiblemente durante:
 - Lectura en
 - silencio Actividades independientes en silencio
 - Refrigerio / Almuerzo



Pasillos / Escaleras

Procedimientos

- Se exhibirán letreros en todas las escuelas para recordar el distanciamiento social y los nuevos patrones de tráfico (mantenerse a la derecha).
- Cuando sea posible, las escuelas deberían considerar el uso de escaleras y pasillos de un solo sentido.
- Todos los estudiantes / personal deben seguir moviéndose cuando estén en pasillos y escaleras.

Botellas de agua

- Todos los estudiantes podrán tener una botella de agua y acceso para recargar.

Autobuses

Procedimientos de los

Llegada:

- Todos los estudiantes deben usar una cubierta facial mientras están en el autobús.
- Los estudiantes abordarán el autobús y comenzarán a sentarse de atrás hacia adelante.
- Los estudiantes saldrán de un autobús a la vez (de adelante hacia atrás)
- Se asignan entradas designadas (es decir, por nivel de grado, equipo, etc.). Las
- Las escuelas deben hacer todo lo posible para mantener la distancia física.

Salida:

- Los estudiantes serán despedidos por número de autobús y / o nivel de grado (por ejemplo, autobús 6 grado 1, luego grado 2, etc.)
- Los minibuses / transporte especializado serán despedidos, un autobús a la vez, por número de autobús.

Nota: MHS seguirá sus procedimientos de autobús.

Desayuno (K-12)

Procedimientos para el

- Los estudiantes recogerán un desayuno para llevar al entrar a la escuela. Las estaciones para tomar y llevar estarán ubicadas en múltiples áreas en cada edificio. Los estudiantes de K-8 desayunaron en su salón de clases.

Nota: MHS seguirá sus procedimientos de “agarrar y listo”.

Para el almuerzo / refrigerios

Procedimientos

- **Todos los salones estarán libres de nueces.**
- Las escuelas primarias proporcionarán el almuerzo en el salón de clases supervisado por asistentes del mediodía.
- Bennet Academy / Middle School / High School utilizará sus planes de almuerzo.
- MMA y MRA utilizarán sus planes de almuerzo.

Salas de aislamiento

Procedimientos de las

- Cada escuela identificará una sala de aislamiento. Consulte el enlace que identifica todas las salas de aislamiento: [Habitaciones de aislamiento](#)



- Un miembro del personal estará disponible en todo momento para monitorear a los estudiantes en la sala de aislamiento.
- Si hay más de un estudiante, los estudiantes se sentarán a 6 pies de distancia.
- El miembro del personal en la sala estará equipado con el PPE adecuado.
- Como requisito del estado, cada escuela debe tener planes establecidos para los cuales hay una respuesta inmediata si un estudiante o miembro del personal tiene signos o síntomas, exposición conocida o pruebas positivas para COVID. [Plan de contención](#) / [confirmados Covid-19 caja de la](#)

Cara revestimientos

Procedimientos

- Todo el personal y los estudiantes deben usar una cubierta facial de tela durante el día escolar y en el autobús escolar. Habrá mascarilla desechable adicional disponible si es necesario;
 - Tenga en cuenta las siguientes excepciones; cualquier persona que tenga problemas para respirar, o cualquier persona que esté inconsciente, incapacitada o que no pueda quitarse la máscara sin ayuda.
 - El personal que trabaje con estudiantes que no estén usando una cubierta facial de tela debido a una de las excepciones y que tampoco puedan mantener la distancia física recibirá un mayor equipo de protección, que incluye, entre otros, máscaras de grado médico y batas desechables.
- Se debe proporcionar una nota médica de un profesional médico con licencia si el estudiante no puede usar una cubierta facial de tela debido a una condición médica. [Formulario de exención de](#)
- mascarilla La mascarilla / cubierta facial debe ajustarse bien alrededor de la nariz y las mejillas y evitar espacios
- **La tela debe ser lo suficientemente gruesa para que no vea el sol / luz a través conductos de**
 - **Sin polainas para el cuello**
 - **Sin bandanas**
 - **Sin válvulas de exhalación ni ventilación Rechazo del**

Estudiante a usar una cubierta facial de tela

Procedimientos

1. Recordatorio al estudiante sobre la política de usar una máscara y por qué es importante.
2. Después del recordatorio, el maestro llama a la asistencia administrativa o una persona designada.
3. El administrador designado reiteró la política.
4. Si el estudiante se niega a hacerlo, la Administración / Designado llama al padre / tutor para solicitar ayuda. El estudiante tiene la oportunidad de regresar a clase con una cubierta facial.
5. Si el estudiante continúa sin usar su máscara, el padre / tutor es contactado nuevamente para la salida del estudiante.
6. La administración / designado y el padre / tutor discutirán otras opciones para el aprendizaje.

Áreas de alto contacto La

Procedimiento de

- La limpieza se realizará de manera frecuente y constante utilizando productos ecológicos.



- Se prestará especial atención a las *High Touch* áreas, como pomos de puertas, manijas, rieles, fotocopadoras, electrodomésticos.
- Los espacios de juego se limpiarán a *diario*

Recreo / patio de recreo

Procedimientos de

- Cada escuela primaria tendrá recreo al aire libre, si el clima lo permite. Se deben usar los siguientes procedimientos:
 1. Los estudiantes deben estar separados durante el recreo utilizando distancia física.
 2. máscaras No es necesario usar durante el recreo al aire libre.
 3. Cuando se usan áreas de juego / equipo de patio de recreo,
 - a. solo 1 grupo de aula puede usar el equipo en cada recreo.
 - b. Las escuelas rotaran las clases para usar el espacio de juego / equipo.
 - c. Se debe lavar / desinfectar las manos antes y después del recreo.
 4. Durante el recreo, las escuelas utilizarán todos los campos para asegurar el distanciamiento físico.

Tenga en cuenta: Los espacios de juego se limpiarán a *diario*.

Asistencia

Procedimientos de

Estudiantes:

- Cada escuela monitorea la asistencia a diario e informará el COVID-19 potencial o verificado.
- Cada escuela utilizará el mensaje del distrito para la línea de asistencia. Todas las escuelas utilizarán el [mensaje de ausencia](#).
- Las familias llamarán a la escuela y se les pedirá que informen sobre la enfermedad y los síntomas que la acompañan en la línea de asistencia. Los mensajes se entregarán a la enfermera de la escuela para que los registre en el diario de [formulario de seguimiento COVID / Flu](#).
 - Próximamente se publicará el protocolo de asistencia al aprendizaje remoto.

Personal: El

- personal ingresará las ausencias en el sistema en línea.
- Si está ausente con síntomas de COVID, el miembro del personal llamará a su enfermera escolar respectiva.
- El personal se adherirá a los [procedimientos de viaje de COVID](#).

Otro:

- Las familias que notifiquen a la escuela de una prueba COVID-19 positiva serán referidas a la enfermera de la escuela. La enfermera notificará a Marney Reardon, Coordinadora de Servicios de Salud y Matt Daly, Enlace de COVID. Se consultará al Departamento de Salud de Manchester y se iniciará el rastreo de contactos.
- La administración del edificio será notificada de inmediato (por Marney o Matt D) si un estudiante o miembro del personal da positivo por COVID-19

Estudiantes ausentes debido a una enfermedad

- Padre / tutor debe llamar a la línea de ausencia en su escuela respectiva El



- padre / tutor pidió dar detalles como los síntomas que está experimentando el estudiante.
- Los padres / tutores pueden recibir una llamada de una enfermera escolar solicitando información adicional.

Áreas comunes (a dónde van los maestros para el almuerzo / preparación)

Procedimientos

- La administración del edificio identificará un área (s) para que el personal tenga su preparación / descanso y / o almuerzo.
 - El área debe permitir el distanciamiento físico. (Ej. Biblioteca, cada maestro tiene su propia mesa)

Salones de salud

Políticas / Protocolos

- [Pautas de enfermería para estudiantes / regreso a la escuela](#)
- [Pautas de enfermería del personal / regreso a la escuela](#)

Personal:

- [Cuándo enviar a los estudiantes a la enfermera](#)

Familias:

- ¿Puede mi hijo ir a la escuela hoy? [COVID lista de preguntas](#)

de Educación /Relacionados especiales de Servicios

Procedimientos

los estudiantes que reciben servicios fuera de las aulas de educación general va a seguir estas pautas:

- Lavar / desinfectar sus manos al llegar a su salón asignado
- Máscaras continuará para ser usados, como apropiadas
- Los estudiantes tendrán plexiglás divisores según sea necesario. Por ejemplo, si más de un estudiante está trabajando con el maestro / miembro del personal, se usará un divisor entre los estudiantes.
- Se utilizará un divisor de plexiglás entre el proveedor de servicios y los estudiantes, según corresponda.
- El proveedor y los estudiantes se lavan / desinfectan sus manos al salir del espacio.
- Otros PPE estarán disponibles según sea necesario.

Los estudiantes que hagan la transición a un aula de educación general seguirán estas pautas:

- Lavarse / desinfectarse las manos al llegar a su entorno de inclusión.
- Se seguirán usando máscaras, según corresponda.
- Los estudiantes participarán ÚNICAMENTE en una cohorte integrada.
- Se seguirán todos los protocolos del aula.

Personal itinerante / Agencias externas

- Lavarse / desinfectarse las manos al llegar a su salón de clases. Se
- seguirán usando máscaras, según corresponda.
- Los estudiantes tendrán divisores de plexiglás según sea necesario. Por ejemplo, si más de un estudiante está trabajando con el maestro / miembro del personal, se usará un divisor entre los estudiantes.
- Se utilizará un divisor de plexiglás entre el proveedor de servicios y los estudiantes, según corresponda.



- El proveedor y los estudiantes se lavan / desinfectan sus manos al salir del espacio.
- Otros PPE estarán disponibles según sea necesario.
- Se seguirán todos los protocolos del aula.

Entrenamiento de Manejo Físico (PMT)

- Se utilizarán todos los protocolos regulares de reclusión / restricción con las siguientes actualizaciones: El
 - personal se pondrá un protector facial además de su máscara cuando ingrese a la bodega física de un estudiante.
 - “Sacos de salto” Se proporcionarán bolsas con PPE adicional en los espacios en los que sean necesarios.
 - Las áreas utilizadas para reclusión / restricciones se limpiarán inmediatamente después de su uso.
 - Una enfermera debe estar presente en todas las detenciones físicas.
 - Tras la evaluación de la enfermera, la máscara del estudiante se puede quitar durante una espera.
 - El personal se lavará / desinfectar las manos después de una espera de PMT El
 - personal debe tener una muda de ropa para usar después de una espera y / o aislamiento

Se les pide a los empleados que cuiden adecuadamente todos los productos que se les proporcionen y que los utilicen de la manera más eficiente y efectiva para maximizar el inventario en caso de que el suministro futuro sea limitado.



MANCHESTER HIGH SCHOOL

134 EAST MIDDLE TURNPIKE, MANCHESTER, CT 06040

Ms. Katelyn Miner, Principal
 860.647.3529
 b1lkamin@mpspride.org



8/27/20

E -2

MHS Athletic Department Fall Sports Update

As you may have heard, the CIAC and the state Department of Public Health have cleared high schools to hold a modified fall season. We are excited for our student athletes, families and others who have been patient with this process and we look forward to a safe and meaningful experience.

There is information below about when practices and competition will begin but we also need to be clear that the situation with the COVID virus remains unpredictable. We have safeguards in place for our student athletes but plans could once again change if data and health metrics change.

Here's the timeline for the Manchester High fall teams:

On Monday Aug. 31 returning players will begin practicing. Players will be separated in cohorts of 10 and remain in these groups until Sept. 20. Freshman and incoming students will begin their training on Sept. 10. Full team practices are scheduled to begin on Sept. 21. Competition is scheduled to begin in early October. Fall athletes should, by now, have completed and returned the required [medical and permission forms](#). Students athletes will not be permitted to participate unless these forms are complete and returned to Mrs. Carderelli. Please continue to check manchesterathletics.org for updated information. The CIAC fall plan can be reviewed [here](#).

Our fall sports are:

- **Football**
- **Boys Soccer**
- **Girls Soccer**
- **Girls Swim**
- **Girls Cross Country**
- **Boys Cross Country**
- **Girls Volleyball**
- **Cheerleading**

The tentative start date for fall RETURNING ATHLETES will be Monday, Aug. 31 with practice times will be posted on the [website](#).

Tentative start dates for fall FRESHMAN AND INCOMING STUDENTS will be Thursday, Sept. 10.

As noted above, during this unprecedented time the athletic department and coaches are committed to providing a safe and positive experience for our student athletes. **It is impossible to predict the future of this fall season, and beyond, but we will work day to day to support the needs of our student athletes and their families.** Attached, [here](#), is a document that outlines our safety plan for this fall season. Please review these guidelines as it is extremely important that we work together.

I want to thank you in advance for your patience as this is a difficult process for everyone involved. We must remain flexible and safe in order to have a successful season.

If you have any questions or concerns, please feel free to reach out to me.

Thank you,

Lindsey Boutilier | Athletic Director

Manchester High School

134 East Middle Turnpike | Manchester, CT | 06040 Phone 860.647.3521 ext. 5 | Fax 860.646-3727



All staff will participate in every day of professional learning, beginning August 27, 2020. The hours will be 8:00 - 3:30. The meetings and sessions will be virtual but staff who are returning to work are expected to be in the building. Below is a draft schedule of the six days. All staff will participate in the planned activities listed in the chart on 8/27, 8/28, 9/2 and 9/3. Specific plans for Related service providers, Behavior Technicians, Hall Monitors, Paraprofessionals, Nurses, and Non-instructional staff for 8/31 and 9/1 will be forthcoming.

Thursday 8/27	Morning Message: 8:00 - 9:00 Matt Geary, Superintendent of Schools Darryl Thames, Board Chair Kate Dias, MEA President Matt Daly, COVID Coordinator Marney Reardon, School Health Coordinator Click here to view the livestream of the Morning Message. <i>Times for the rest of the day will be shared by schools.</i> Staff Meeting Building Based Professional Development Time in Classrooms
Friday 8/28	Morning Message: 8:00 - 8:30 Diane Kearney, Director of Equity and Adult Education Click here to view the livestream of the Morning Message. AM: District Equity PD 8:30 - 11:00 Click here to view the livestream of the District Equity PD. <i>Times for the rest of the day will be shared by schools.</i> PM: Equity Book Discussion - Remote teachers will join their home school.
Monday 8/31	Morning Message: 8:00 - 9:00 Karen Clancy, Dir of Finance and Mgmt, Presentation of Above and Beyond Award Jessica Williams, Teacher of the Year Click here to view the livestream of the Morning Message. <i>Schedules for the rest of the day for PK - 8 teachers and tutors, including special education, will be coming from the Office of Teaching and Learning; Schedules for high school teachers and tutors will be coming from building administration.</i> Teaching and Learning (Teachers and Tutors) AM: Learning Plans AM - Focus on launch units & content PM: Teaching and Learning - Technology PD PM

Tuesday 9/1	Morning Message: 8:00 - 8:30 Amy Radikas, Deputy Superintendent <i>Schedules for the rest of the day for PK - 8 teachers and tutors, including special education will be coming from the Office of Teaching and Learning; Schedules for high school teachers and tutors will be coming from building administration.</i> Teaching and Learning (Teachers and Tutors) AM: Learning Plans - focus on instructional strategies and delivery in the hybrid model PM: Teaching and Learning - Technology PD PM
Wednesday 9/2	Morning Message: 8:00 - 8:30 Sinthia Sone-Moyano, Director of Human Resources Latasha Easterling- Turnquest, Director of Family Partnerships Planning for Family Outreach 8:30 - 9:30 <i>Staff spends the rest of the day engaged in the following</i> Modules-HR Required Covid Protocols - Required Parent Outreach - Grades K, 5, 7, 9 Parent outreach for all other grades will happen on Tuesday, September 8 and Wednesday, September 9.
Thursday 9/3	Morning Message: 8:00 - 8:30 Matt Geary, Superintendent of Schools Staff Resilience 8:30 - 10:30 Renise Washington, Restorative Practices Coord. Christa Perkins, SEL Coordinator Trauma Module <i>Staff spends the rest of the day engaged in the following</i> Staff Meeting Time in Classrooms and Buildings

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)

FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE (New)

This new language summarizes leaves of absences available to staff members under the Families First Coronavirus Response Act

This entire policy is a temporary policy effective April 1, 2020 through December 31, 2020. Accordingly, the proposed policy language has not been highlighted or written in bold italics.

STATEMENT OF POLICY

In light of the global pandemic, and pursuant to the recently passed Families First Coronavirus Response Act ("FFCRA"), the Manchester Board of Education (the "Board") is amending its policy on FMLA and adopting a sick leave policy as explained below. These amendments relate to the Emergency Paid Sick Leave Act ("EPSLA") and the Emergency Family and Medical Leave Expansion Act ("EFMLEA"), and are effective from April 1, 2020 through December 31, 2020, or until further notice from the Board.

EPSLA & EFMLEA LEAVES

Qualifying Reasons for EPSLA and EFMLEA Leaves

Under the FFCRA, an employee qualifies for leave under the EPSLA if the employee is unable to work (or unable to telework) because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms *and* is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. The first two (2) weeks of EFMLEA leave are unpaid, while the remaining ten (10) weeks are paid as set forth below.

Duration of EPSLA and EFMLEA Leaves

For Qualifying Reasons (1)-(4) and (6): A full-time employee (individual working forty (40) hours per week) is eligible for eighty (80) hours of EPSLA leave. A part-time employee is eligible for the number of hours of EPSLA leave that the employee works on average over a two (2) week period.

For Qualifying Reason (5): A full-time employee (individual working forty (40) hours per week) is eligible for an aggregate total of up to twelve (12) weeks of EFMLEA leave, so long as the childcare need exists for the duration of leave. A part-time employee is eligible for such leave for the number of hours that the employee is normally scheduled to work over that period. Employees may use their EPSLA leave concurrently with the first two (2) weeks of unpaid EFMLEA leave.

Calculation of Pay for of EPSLA and EFMLEA Leaves

For EPSLA Leave Reasons (1), (2), or (3): Employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate.

For EPSLA Leave Reasons (4) or (6): Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

For EPSLA leave reason (5) and EFMLEA leave: Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate. While the first two (2) weeks of EFMLEA leave is unpaid, an employee may use paid EPSLA leave to receive compensation during that period. If the employee opts *not* to use EPSLA leave for this purpose, the employee would be eligible to receive \$200 per day and \$10,000 in the aggregate for weeks 3 through 12 of EFMLEA leave.

Determination of Eligibility Under a Qualifying Reason

Determination of an employee's eligibility for leave, including intermittent leave, will be made on a case-by-case basis and in accordance with the FFCRA, implementing regulations, and additional guidance provided by the United States Department of Labor.

EPSLA & EFMLEA COORDINATION WITH OTHER LEAVE

Sequence of Available Leaves

An employee may, but is not required to, use EPSLA leave during the first two (2) weeks of the unpaid portion of the EFMLEA leave period.

EPSLA Leave Adds to Existing Leave Benefits

EPSLA leave is in addition to other accrued leave provided pursuant to the relevant collective bargaining agreement or Board policy.

Effect of Use of Prior Federal FMLA Qualifying Leave on Eligibility for EFMLEA Leave

An employee's eligibility for EFMLEA leave depends on how much FMLA leave the employee has already taken during the twelve (12) months immediately preceding the start of EFMLEA. Any employee employed by the Board for at least thirty (30) days may take a total of 12 workweeks for EFMLEA leave during the applicable period. If an eligible employee has taken some, but not all, of twelve (12) workweeks under the federal FMLA during the 12-month period immediately preceding a request for EFMLEA, the employee may take the remaining portion of leave available. If the eligible employee has already taken twelve (12) workweeks of federal FMLA leave during this 12-month period, the employee may not take additional EFMLEA leave.

REQUIRED DOCUMENTATION FOR EPSLA, EFMLEA, AND FMLA LEAVES

EPSLA Leave

- All employees seeking EPSLA leave must provide the following:
 - Employee's name;
 - Date(s) for which leave is requested;
 - Qualifying reason for leave; and
 - A statement that the employee is unable to work because of the qualified reason for leave. This statement may be oral or written.

- In addition, employees must provide the following depending on the reason for taking EPSLA leave:
 - If an employee is taking EPSLA leave due to a quarantine or isolation order, the employee must identify the governmental entity that issued the order.
 - If an employee is taking EPSLA leave because a health care provider advised the employee to self-quarantine, the employee must identify the health care provider.
 - If an employee is taking EPSLA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

EFMLEA Leave

- If an employee is taking EFMLEA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

Other FMLA Qualifying Leave

All existing certification requirements under the federal FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the federal FMLA. For example, if an employee is taking leave beyond the two (2) weeks of EPSLA leave because the employee's medical condition for COVID-19-related reasons rises to the level of a serious health condition, the employee must continue to provide medical certifications under the federal FMLA as required by the Board.

Legal References:

Families First Coronavirus Response Act, Pub. L. 116-127 §§3102, 5102, 134 Stat. 178 (2020).

Paid Leave Under the Families First Coronavirus Response Act, 29 CFR § 826 (2020).

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.

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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:

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Meeting Conduct #9000

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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:

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This entire policy is a temporary policy effective April 1, 2020 through December 31, 2020. Accordingly, the proposed policy language has not been highlighted or written in bold italics.

STATEMENT OF POLICY

In light of the global pandemic, and pursuant to the recently passed Families First Coronavirus Response Act ("FFCRA"), the Manchester Board of Education (the "Board") is amending its policy on FMLA and adopting a sick leave policy as explained below. These amendments relate to the Emergency Paid Sick Leave Act ("EPSLA") and the Emergency Family and Medical Leave Expansion Act ("EFMLEA"), and are effective from April 1, 2020 through December 31, 2020, or until further notice from the Board.

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1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms *and* is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. The first two (2) weeks of EFMLEA leave are unpaid, while the remaining ten (10) weeks are paid as set forth below.

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For Qualifying Reasons (1)-(4) and (6): A full-time employee (individual working forty (40) hours per week) is eligible for eighty (80) hours of EPSLA leave. A part-time employee is eligible for the number of hours of EPSLA leave that the employee works on average over a two (2) week period.

For Qualifying Reason (5): A full-time employee (individual working forty (40) hours per week) is eligible for an aggregate total of up to twelve (12) weeks of EFMLEA leave, so long as the childcare need exists for the duration of leave. A part-time employee is eligible for such leave for the number of hours that the employee is normally scheduled to work over that period. Employees may use their EPSLA leave concurrently with the first two (2) weeks of unpaid EFMLEA leave.

Calculation of Pay for of EPSLA and EFMLEA Leaves

For EPSLA Leave Reasons (1), (2), or (3): Employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate.

For EPSLA Leave Reasons (4) or (6): Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate.

For EPSLA leave reason (5) and EFMLEA leave: Employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate. While the first two (2) weeks of EFMLEA leave is unpaid, an employee may use paid EPSLA leave to receive compensation during that period. If the employee opts *not* to use EPSLA leave for this purpose, the employee would be eligible to receive \$200 per day and \$10,000 in the aggregate for weeks 3 through 12 of EFMLEA leave.

Determination of Eligibility Under a Qualifying Reason

Determination of an employee's eligibility for leave, including intermittent leave, will be made on a case-by-case basis and in accordance with the FFCRA, implementing regulations, and additional guidance provided by the United States Department of Labor.

EPSLA & EFMLEA COORDINATION WITH OTHER LEAVE

Sequence of Available Leaves

An employee may, but is not required to, use EPSLA leave during the first two (2) weeks of the unpaid portion of the EFMLEA leave period.

EPSLA Leave Adds to Existing Leave Benefits

EPSLA leave is in addition to other accrued leave provided pursuant to the relevant collective bargaining agreement or Board policy.

Effect of Use of Prior Federal FMLA Qualifying Leave on Eligibility for EFMLEA Leave

An employee's eligibility for EFMLEA leave depends on how much FMLA leave the employee has already taken during the twelve (12) months immediately preceding the start of EFMLEA. Any employee employed by the Board for at least thirty (30) days may take a total of 12 workweeks for EFMLEA leave during the applicable period. If an eligible employee has taken some, but not all, of twelve (12) workweeks under the federal FMLA during the 12-month period immediately preceding a request for EFMLEA, the employee may take the remaining portion of leave available. If the eligible employee has already taken twelve (12) workweeks of federal FMLA leave during this 12-month period, the employee may not take additional EFMLEA leave.

REQUIRED DOCUMENTATION FOR EPSLA, EFMLEA, AND FMLA LEAVES

EPSLA Leave

- All employees seeking EPSLA leave must provide the following:
 - Employee's name;
 - Date(s) for which leave is requested;
 - Qualifying reason for leave; and
 - A statement that the employee is unable to work because of the qualified reason for leave. This statement may be oral or written.

- In addition, employees must provide the following depending on the reason for taking EPSLA leave:
 - If an employee is taking EPSLA leave due to a quarantine or isolation order, the employee must identify the governmental entity that issued the order.
 - If an employee is taking EPSLA leave because a health care provider advised the employee to self-quarantine, the employee must identify the health care provider.
 - If an employee is taking EPSLA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or

childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

EFMLEA Leave

- o If an employee is taking EFMLEA leave to care for a child whose school or place of care is closed, the employee must identify the name of the child being cared for, the name of the school or childcare provider that is closed or unavailable, and represent that no one else will be taking care of the child.

Other FMLA Qualifying Leave

All existing certification requirements under the federal FMLA remain in effect if an employee is taking leave for one of the existing qualifying reasons under the federal FMLA. For example, if an employee is taking leave beyond the two (2) weeks of EPSLA leave because the employee's medical condition for COVID-19-related reasons rises to the level of a serious health condition, the employee must continue to provide medical certifications under the federal FMLA as required by the Board.

Legal References:

Families First Coronavirus Response Act, Pub. L. 116-127 §§3102, 5102, 134 Stat. 178 (2020).

Paid Leave Under the Families First Coronavirus Response Act, 29 CFR § 826 (2020).

Manchester Board of Education
Resolution on Promoting Equity and Antiracism
Proposed August 31, 2020

WHEREAS, our mission is to engage all students in the highest quality 21st century education preschool through graduation through an active partnership with students, school personnel, families and community;

WHEREAS the Manchester Board of Education seeks to create safe, inclusive schools where equity is the norm and excellence is the goal so that all students will be prepared to be lifelong learners and contributing members of society;

WHEREAS we believe equity is achieved when student outcomes are not predicated by gender, race, ethnicity, class, or special needs and where all students reach a level of efficacy and competence that supports a rewarding and productive life

WHEREAS we believe this requires the elimination of the inequities that contribute to disproportionate learning and achievement by students of certain social groups while ensuring students are prepared for a productive and meaningful life

WHEREAS, we support the District Improvement Plan, intended to encourage the achievement of all of our students;

WHEREAS, we know that every student in our care has the right to an equitable educational experience - regardless of race, religion, ability, ethnicity, identity, socioeconomic status, or gender;

WHEREAS, we agree that institutional racism and bias promote barriers to student learning, create academic gaps, and directly conflict with the core values and beliefs of Manchester Public Schools;

WHEREAS we reject all forms of racism and acknowledge that it is harmful to the mission, vision, values, and goals of Manchester Public Schools.

WHEREAS, we must vow to confront all incidents of inherent bias and racism in our schools and hold all individuals accountable for their actions;

WHEREAS, we value differences in others' beliefs, intellectual ideas, and backgrounds;

WHEREAS, we promote an appreciation of diverse cultures, groups, people, and perspectives;

WHEREAS, we celebrate the individual academic, social, and civic contributions of individuals within our school community;

WHEREAS, student, parent, staff, and community voices are integral in building a climate of trust, respect, and dignity while creating opportunities that minimize disparities in educational outcomes;

WHEREAS, we believe that continuous improvement requires the courage to change long-standing biases and institutional norms;

WHEREAS, we must review all policies and practices and commence dismantling institutionalized racism in Manchester Public Schools.

Now, therefore the Manchester Board of Education establishes a Diversity, Equity and Inclusion Committee, which is charged with:

- supporting development of instructional activities, extracurricular opportunities, and field experiences that promote a richer awareness of culture and racial diversity;
- reviewing and monitoring policies on diversity, inclusion, and equity;
- reviewing curriculum in grades PK-12 through the lens of multicultural and diverse perspectives;
- establishing a clear protocol that records and reports incidents of racism occurring within the schools and holds all staff and students accountable for their actions;
- reviewing and employing mechanisms (e.g., anonymous tips, trusted adults) to allow students and staff to share sensitive or confidential information that will help in the investigation of acts of bullying, harassment, and racism;
- continuing to research and implement best practices and social/emotional programs and resources to ensure that every student feels safe in a supportive environment;
- determining where our schools may be falling short in promoting understanding, respect, caring, problem solving, conflict resolution, anti-bullying, etc.
- providing training for all staff aimed at maintaining a safe, inclusive, and equitable learning environment for all students, including students of color; and,
- supporting the Superintendent's initiatives in creating community conversations in diversity and equity that will lead to systemic improvements.

While the Board recognizes that it is difficult to develop quantifiable metrics for the results of all the work of this Committee, these are indicators of progress made:

- Lessening or elimination of the student achievement gap between students of different races, socio-economic backgrounds;
- Cultural competency throughout the school system, especially in communications between students, Staff and members of the community;
- Results of surveys of students and staff, modeled after questions from the Equity Informed School Climate Assessment, on whether they feel valued and supported in the system

Modified from Brookfield Board of Education