**2) MANCHESTER BOARD OF EDUCATION**
**REGULAR MEETING**
**Monday, November 9, 2020**
**Lincoln Center - Virtual Meeting**

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|---|---|
| **Building and Sites Committee** | **5:45 P.M. - Virtual** |
| **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) Recognition of Departing Board Member
4) Introduction of New Board Member
5) Election of New Board Chair and Board Secretary
6) Reaffirmation of Board of Education Bylaws — A - 6
7) Board of Education Minutes - October 14, 2020 — A - 7

**B.** ***COMMITTEE REPORTS***

1) Curriculum & Instruction Committee Meeting Minutes - October 14, 2020 — B - 1
2) Diversity, Equity, and Inclusion Committee Meeting Minutes - October 21, 2020 — B - 2

**C.** ***CONSENT CALENDAR***

1) Personnel Actions — C - 1
2) Transfer of Funds — C - 2
3) Permission to Apply for the Manchester Head Start Services Grant for the FY 20/21 in the amount of $145,127 — C - 3
4) Permission to Apply for the Enfield Head Start Innovative Enhancement Grant for the FY 20/21 in the amount of $100,000 — C - 4
5) Establish an appropriation for the Title I, Part A - Improving Basic Programs Grant for the FY 20/22 in the amount of $2,072,452 — C - 5
6) Establish an appropriation for the Title II, Part A - Supporting Effective Instruction Grant for the FY 20/22 in the amount of $259,222 — C - 6
7) Establish an appropriation for the Bilingual Grant for the FY20/21 in the amount of $11,367 — C - 7
8) Establish an appropriation for the Adult Education - Program Enhancement Project (PEP) Grant for the FY20/21 in the amount of $40,000 — C - 8
9) Establish an appropriation for the General Improvements to Alliance Districts' School Buildings Grant Program for the FY 20/22 in the amount of $1,079,152 — C - 9
10) Permission to Participate in Connecticut Association of Boards of Education (CABE) Trial Membership (reduced rate) — C - 10

**D.** ***REPORT FROM STUDENT REPRESENTATIVE***

Tiffany Henry

**E.** ***PUBLIC COMMENTS*** **-** Request to Speak Form
Residents that would like to speak during public comments session must complete the Request to Speak Form

**F.** ***SUPERINTENDENT'S REPORT***

1) Update on Human Resources, Ms. Sinthia-Sone-Moyano, Director of Human Resource F - 1
2) Update on Covid-19, Mr. Matthew Geary, Superintendent of Schools

**G.** ***UNFINISHED BUSINESS*** **-** ***None***

**H.** ***NEW BUSINESS*** **-** ***None***

**I.** **PUBLIC COMMENTS** - Request to Speak Form
Residents that would like to speak during public comments session must complete the Request to Speak Form

**J.** ***COMMUNICATIONS***

**K.** ***ITEMS FOR FUTURE AGENDAS***

**Topics for Superintendent's Report**

| | |
|---|---|
| Wednesday, November 18, 2020 | Update on STEM<br>Update on Humanities |
| Monday, December 14, 2020 | Fall Data Update |
| Monday, January 11, 2021 | Budget Presentation |

**L.** ***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 the 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.***

**BYLAWS** **9000**

## Article I

**ROLE OF THE BOARD OF EDUCATION AND ITS MEMBERS**

Section 1 - General Duties

A. The Manchester Board of Education (the "Board") represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.

B. The Board shall establish policy to be employed in the conduct of the schools. Such policies shall be broad enough to indicate a plan of action to be taken by the Superintendent in meeting a variety of problems of a similar nature.

C. The Board shall concern itself with questions of policy and not with administrative details.

D. In determining school policy it shall:

(1) hear and consider facts and recommendations, (2) adopt a plan, policy or course of action, and (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

Section 2 - Specific Powers and Duties

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

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

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

## Article II

## ORGANIZATION AND MEETINGS OF THE BOARD OF EDUCATION

### Section 1 - Membership of the Board of Education

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

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

### Section 2 - Annual Organizational Meeting of the Board

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

### Section 3 - Election of Officers

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

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

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

### Section 4 - Duties of Board Officers

The Chair is the presiding officer at all Board meetings and may exercise such additional powers as are granted by the General Statutes, the Charter, and these bylaws. The Secretary shall maintain a record of all Board proceedings, and may attest to any action taken by the Board. The Secretary shall, in the absence of the Chair, preside at Board meetings.

Section 5 - Regular Meetings of the Board

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

Section 6 - Special Meetings of the Board

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

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

Section 7 - Executive Session Meetings of the Board

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

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

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

finally adjudicated or otherwise settled.

iii. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

iv. Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.

v. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

No votes shall be taken at an executive session meeting.

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

Section 8- Electronic Mail [Email Communications]

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

Section 9 - Board Actions

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

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

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

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

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

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

Section 11 - Quorum and Voting Procedures

1. A majority of the members of the Board shall constitute a quorum. A quorum is necessary for the transaction of business at any regular or special meeting of the Board.

2. Voting Procedures:
    a. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
    b. Members may vote for themselves for any office or other position.
    c. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
    d. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
    e. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
    f. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

3. Procedures for Participation By Means of Electronic Equipment

    A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

        I. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
        II. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
        III. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

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

Section 12- Method of Filling Vacancies

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

Section 13 - Committees

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

a. Standing Committees.

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

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

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

The standing committees are:

1) Buildings and Sites

2) Community Relations

3) Curriculum and Instruction

4) Personnel and Finance

5) Policy

6) Transportation and Residency

Building and Sites Committee

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

Specific responsibilities of this committee include:

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

Community Relations Committee

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

Specific responsibilities of this committee include:

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

Curriculum and Instruction Committee

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

Specific responsibilities of this committee include:

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

Personnel and Finance Committee

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

Specific responsibilities of this committee include:

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

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

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

Transportation and Residency Committee

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

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

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

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

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

Section 14- Meeting Conduct

Meetings of the Board shall be conducted by the Chair in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board. All meetings of the Board of Education for the official transaction of business shall be open to the public except

that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225, as described in Section 7 above.

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

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

Construction and Posting of Agenda

1. Construction of Agenda
    a. The Superintendent in cooperation with the Chairperson of the Board of Education and Minority Leader shall prepare an agenda for each meeting.
    b. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
        i. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
        ii. At least 3 Board members must agree to the additional agenda item before it will be placed on the agenda.
    c. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
        i. Take their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
        ii. The Secretary of the Board will present the written request to the Board at its next regular meeting.
        iii. If at least three Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
        iv. The Board of Education will decide at which future regular meeting date the item will appear on the agenda.
2. Posting of Agenda
    a. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
    b. An agenda will be posted at [Town Hall and] the Administrative Offices of the Board of Education.
    c. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

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

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, or during the time immediately prior to the meeting. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

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

Section 15 - Minutes

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

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

The minutes shall include the following:

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

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

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

Section 16 - Pledge of Allegiance

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

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

Formulation, Adoption, Amendment, or Deletion of Policies

In the absence of any written policy, administrative regulations will be used to guide and

administer the effective operation of the school district.

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

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

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

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

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

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

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

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

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

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

Formulation, Adoption, Amendment, or Deletion of Administrative Regulations

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.

2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.

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

Suspension of Bylaws, Policies, and Administrative Regulations

1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time by:
    a. A majority vote of all members of the Board in attendance at a meeting, and
    b. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.

2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.

3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.

4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
    a. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
    b. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Section 18 - Removal of Board Officers

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

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

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

- specifically relates *to* and affects the administration of the office in a manner deemed *to* be deleterious *to* Board operations;
- negatively and directly affects the rights and interests of the public;
- violates Board policies, rules and regulations; or
- conduct that interferes with the orderly and efficient operation of the
- Board.

Procedures for Removal:

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

1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action.

2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).

3) Upon the written request of the Board officer within 7 days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal.

4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal:

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

Section 19 - Code of Conduct for Board Members

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

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

5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session; and
6. refrain from engaging in slanderous, discriminatory, obscene or threatening conduct or communications toward any student and/or any school district official, in any manner and/or using any medium.

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

**Procedures for Censure:**

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

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

Section 20 - Board of Education Updates and Self-Evaluation

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

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

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

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

## Article Ill

**DUTIES AND AUTHORITY OF THE SUPERINTENDENT**

Section 1 - General Duties

The Superintendent shall be the chief executive officer of the Board and shall serve as its

professional advisor. In accordance with the policies of the Board and the General Statutes, the Superintendent shall be responsible for administering and supervising the schools and all other activities under the control of the Board.

Section 2 -Authority

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

Section 3 - Delegation of Authority

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

Section 4 - Duties in Relation to Board Meetings

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

Section 5 - Specific Duties and Responsibilities

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

**ARTICLE IV**

**Standards of Ethical Conduct For Members of the Board of Education**

Section 1 - Purpose.

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

Section 2 - Definitions.

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

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

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

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

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

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

1) Has a Financial Interest or Personal Interest in any sale, purchase or lease of real estate, materials, supplies or services to the Board of Education or by the Board of Education;

2) Is an employee, officer, partner, director or consultant of any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;

3) Has a Substantial Ownership Interest in any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;

4) Has a Financial Interest or Personal Interest in any legislation or other matters coming before the Board of Education.

5) Has a Financial Interest or Personal Interest in any real property located within the Town (excluding a personal residence), the use or development of which may be subject to regulation by the Town for purposes related to use by the Board of Education.

6) Has accepted any service, gift or favor from any person or business having any dealings with the Board of Education.

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

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

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

1) Any item, regardless of value, which is offered to the Town or the Board of Education, is accepted on behalf of the Town or the Board of Education, and becomes and remains the property of the Town or the Board of Education.

2) Any item, regardless of value, received from a Close Relative.

3) Items, including cash, with a value not to exceed $100.00, which are customarily tendered on gift-giving occasions, including Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmation or bar/bat mitzvahs, provided the total value of such gifts in any calendar year received from any one individual do not exceed $250.00.

4) Items received by individuals at the time of departure from office or at public occasions held to honor a Member of the Board of Education.

5) A certificate, plaque or other ceremonial award or recognition costing less than one hundred ($100.00) dollars.

6) An honorary degree bestowed upon a Member of the Board of Education by a public or private university or college.

7) The waiver or payment of a registration or entrance fee to attend a civic or philanthropic event to which a Member of the Board of Education has been invited to participate in his or her official capacity.

8) A complimentary meal provided at a civic or philanthropic event to which

Member of the Board of Education has been invited to participate in his or her official capacity.

9) A meal provided in the home by an individual.

10) Contributions or donations to a charitable cause made in the name of a Member of the Board of Education.

11) A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.

12) A political contribution otherwise reported as required by law. g.

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

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

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

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

Section 3- Conflicts of Interest.

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

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

a) Any Member of the Board of Education having a Conflict of Interest with respect to any matter to be acted upon or coming before the Board of Education shall make a full disclosure of that interest and shall consider whether the Conflict of Interest rises to the level that the Member feels that he or she cannot render an objective and impartial decision and therefore shall disqualify himself or herself from participating in any deliberation and decision making with respect to that matter.

b) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the delivery of any Board of Education service, nor attempt to influence anyone concerning the delivery of services, to that particular person or Business that gives rise to the Conflict of Interest.

c) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the awarding of Board of Education contracts, nor attempt to influence anyone concerning the awarding of Board of Education contracts, to that particular person or Business that gives rise to the Conflict of Interest.

d) No Member of the Board of Education shall appear on behalf of a private concern or otherwise represent a private concern (other than himself or herself or except as a witness under subpoena) in any state or federal litigation or administrative proceeding to which the Board of Education is a party, where such representation would be against the interest of the Board of Education.

Section 4- Preferential Treatment Prohibited.

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

Section 5- Soliciting or Accepting Inducements Prohibited.

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

Section 6 - Gifts.

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

Section 7 - Incompatible Employment.

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

Section 8- Doing Business with the Board of Education.

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

Section 9 - Disclosure or Use of Confidential Information.

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

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

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

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

Section 11 - Former Members of the Board of Education.

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

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

A person who has served at any time as a Member of the Board of Education shall not represent

anyone other than the Board of Education concerning any particular matter in which he or she participated personally and substantially while serving as a Member of the Board of Education.

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

Section 12 - Censure

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

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

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

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

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

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

1. The devices are the property of the Manchester Board of Education. Accordingly, the devices may only be used for Board-related business. Board members should not have any expectation of personal privacy with regard to the use of the devices. Personal and/or private use of the devices is prohibited. The devices are to be used only by Board members, and not by any other persons. Board members may not download and/or utilize any applications, software or any program onto the devices for personal and/or private use.

2. All information contained on any device (including, but not limited to e-mails or other interactive communications) is subject to disclosure under the FOIA, unless a specific

statutory exemption applies to such information.

3. The devices should not be used for the transmission and/or storage of confidential or privileged materials (including, but not limited to, materials that will be discussed in executive session).

4. Personal and/or private e-mail accounts are not to be loaded onto or accessed through the devices. Any and all emails sent by way of an device must be sent through the Manchester Board of Education email system. In addition, Board members should not use private email accounts to conduct public business, whether through use of the device or otherwise.

5. Any type of interactive communications or series of communications (including in person communications, telephonic communications and electronic communications of any sort) relating to school district business and involving a quorum of the Board or a committee of the Board will likely be deemed to constitute a "meeting" under the FOIA. Such communications violate the provisions of the FOIA for several reasons, including the failure to post notice of the meeting and the failure to allow access to the meeting by members of the public. Accordingly, Board members must take care to ensure that their interactive communications, via device or otherwise, do not constitute a meeting under the FOIA.

6. Board members are prohibited from sending or receiving electronic messages through the device or otherwise during Board meetings and committee meetings.

7. Board members must take care to safeguard the devices. Board members may be held financially responsible for the loss of or damage to an device.

8. In order to protect the security of information contained in the device, each Board member shall be issued a password by the district for the use of the device. Such passwords will not be modified by Board members.

<u>Section 14 - Reimbursement of Board Members' Expenses</u>

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

i. Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
ii. Meals --Reasonable expenditures are allowed for meals [IRS recommended guidelines]. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
iii. Taxi or Bus Fare
iv. Parking Fees or Toll Charges (when applicable)

3. Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Revised: January 9, 1995
December 13, 1999
November 27, 2000
December 12, 2007
September 22, 2008
May 27, 2014
February, 2019

# MANCHESTER BOARD OF EDUCATION

## Regular Meeting
## October 14, 2020
Lincoln Center/Virtual Meeting

**PRESENT:** Heinrich, Hughes, Meggers, Pattacini, Patterson, Thames

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

**ABSENT:** Gundersen, Scappaticci, Stefanovicz

## A. OPENING

### A.1. & 2. Meeting Called to Order

**Chairperson Thames** called the meeting to order at 7:02 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led virtually by Mr. Thames.

### A.3. Secretary's Welcome

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

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

### A.4. Approval of Minutes of Previous Meeting

**APPROVED – Minutes Regular Meeting of the Board of Education of September 28, 2020. Secretary Pattacini moved and Mr. Heinrich seconded the motion.**

**6/0 - Voted in favor.**

## B. COMMITTEE REPORTS

### B.1. Policy Committee

**Mr. Thames** reviewed the last Personnel & Finance Committee meeting took place September 28 with Mr. Hughes, Mr. Thames, Ms. Patterson, Mr. Geary and Ms. Clancy in attendance.

The committee reviewed the status of the 2020-2021 budget. The budget is on target and stable and will continue to be monitored and tracked carefully. The district is the recipient of $1.5M in Elementary & Secondary School Emergency Relief Funds and $860K in Coronavirus Relief Funds to support unanticipated expenditures related to the pandemic.

Ms. Clancy provided committee members with a listing of COVID-19 related expenditures since 7/1/2020 totaling $1.1M. These expenditures include over $600K in PPE such as hand sanitizer, plexiglass, masks, signage, tents, desk shields, air purifiers, disinfectant sprays, microfiber wipes, and vinyl gloves. Other expenditures are student hotspots, software licenses for student access to online programs, online book licenses, webcams and digital textbooks. These expenditures will be shifted to the Relief grants described above.
Manchester has been notified of a grant available to Alliance districts for the purpose of General Improvements to School Buildings. We are in the process of compiling a list of eligible projects, focusing on Manchester High School, that will

be included in the application. Manchester could receive up to $1,080,000 from this grant.

The 2021-2022 Budget Development Calendar was distributed and reviewed with the committee. The budget process will start with a Pre-Budget Workshop that is scheduled for November 18th. It is important to note that this will likely be one of the most challenging budget years to date due to many unknowns.

Ms. Clancy updated members on transportation. With the hybrid model in place, transportation services are provided for only four days per week. DATTCO still expects that we pay 100% of the contract although we are not receiving 100% of the services. The Board's legal counsel is working with DATTCO's legal counsel to resolve the situation.

## C. CONSENT CALENDAR

**Mr. Geary** presented 14 items on the Consent Calendar for Board approval.

### C.1. Personnel Action

Details were provided to Board Members in their packet.

### C.2. Transfer of Funds

- **Transfer from Bennet School Administration General Supplies and Materials account Bennet School Administration Printing and Advertising account in the amount of $1,900.00.**

### C.3. Establish an appropriation for the Title IV, Part A, Student Support and Academic Enrichment Grant for the FY 20/22 in the amount of $133,979

### C.4. Establish an appropriation for Release Time for the MEA President for the FY 20/21 in the amount of $28,575

### C.5. Permission to apply for the National School Lunch Program Equipment Assistance Grant for the FY 20/21 in the amount of $18,293

**C.6. Permission to apply for the Nellie Mae Education Foundation Supporting Districts Addressing Two Pandemics Grant for the FY 20/21in the amount of $250,000**

**C.7. Permission to apply for the General Improvements to Alliance Districts' School Buildings Grant Program for the FY 20/22 in an amount not to exceed $1,080,000**

**C.8. Permission to apply for the Title I, Part A - Improving Basic Programs Grant for the FY 20/22 in the amount of $2,072,452**

**C.9. Permission to apply for the Title II, Part A - Supporting Effective Instruction Grant for the FY 20/22 in the amount of $259,222**

**C.10. Permission to apply for the Title III, Part A - Language Instruction for English Learners Grant for the FY 20/22 in the amount of $59,834**

**C.11. Permission to apply for the Bilingual Education Program Grant for the FY 20/21 in the amount of $11,367**

**C.12. Permission to apply for the Immigrant Students and Youth Grant for the FY 20/22**

**C.13. Establish an appropriation for the Board of Education Community Use of Schools - Bailey Auditorium account for the FY 20/21 in the amount of $5,760.00**

**C.14. Permission to apply for the Rethink Adult Ed Challenge Competition FY 20/21**

**The Chairman called for a motion.**

**Secretary Pattacini moved and Mr. Heinrich seconded the recommendation to adopt the Consent Calendar as outlined in the evening's packet.**

**6/0 - Voted in favor.**

## D. STUDENT REPRESENTATIVE

Tiffanie Henry, our Student Representative, noted that in September MHS seniors celebrated their last, first day of school with a senior sunrise on the football field. There was a great turnout and seeing friends off schedule, 6 feet apart of course, was wonderful. Students seem to be slowly acclimating to the new hybrid schedule with more independent time than before. After school activities are now opening up with modified meetings and online applications and try-outs.

## E. PUBLIC COMMENTS

Stephanie Knybel, 185 East Center Street, read an email she previously sent Board members in response to the plan to have elementary students return to full time, in-person learning next month. Ms. Knybel feels we should keep the current Monday/Thursday and Tuesday/Friday schedules as they are working with a low number of cases impacting the MPS community, while the state numbers are rising. This is flu season and with spending over $1million to outfit our classrooms, why would we risk our K-4 population. Is this equity? Why are only elementary schools returning full-time? Ms. Knybel was worried about there being enough social distancing space and enough staff for this plan. Ms. Knybel was worried about when the intense cleaning will be done which is now done on Wednesdays. She suggested possibly waiting until January to reevaluate the current situation and make a change then. If this change is made, she hopes that the Board of Education will be meeting in person and no longer virtually.

**Mr. Geary** read public comments that were sent in via email or the new public comment form, or seen on social media. Here is a sampling:

Tom Stringfellow, 183 Hillstown Road, sent in the following concerns/suggestions:
1.) Census ends on 10/15/2020 - last date to collect names - not being extended.

2.) Trump pushing back about diversity training or critical race theory - anything critical of U.S.History - will this affect funding for schools? He claims it's unamerican and Marx's teaching - Trump is also targeting books - such as Blue is I
3.) How is home school going - is this different from remote learning?
4.) PPS Student MentalPhysical Health - last done by Retired Nurse Lynn Gustafson in April or Oct 1995.
5.) Problems about student safety and stranger danger with students being at home.

Suzanne Szumowski, 735 Lydall Street, via email stated: I am a grandmother to a 1st grader and 4th grader in town. We have witnessed the hybrid school in our home for 4 weeks now and I have to say it is extremely difficult for kids, parents, grandparents and teachers! These children miss school and cannot wait to go back to a more normal education. I hope that will happen much sooner than later. Thank you for all you have done thus far and for allowing comments here.

Gentiana Vjesto, via phone, Please let our kids to go to school every day. Our kids are falling behind because they are not going to school full time. We need to have our kids back to school because the coronavirus is not going to go anywhere. This is our future life. What are we going to do for the future for our kids? Kids have higher risk to get the coronavirus out of school than in school. They go to friends house without the mask and they socialize with each other. This has been a very difficult time for parents and teachers. We as parents have been struggling with this coronavirus for everything. So please we are begging you to open the school at least 4 days a week and you can keep Wednesday for cleaning. Vernon and Ellington are opening schools full time. Why is Manchester not opening the schools full time??????? PLEASE, PLEASE, PLEASE OPEN OPEN the school for kids. We and the kids are struggling so HELP HELP US make our life easy and better please.

Ashton Henry, via email: My concern, as the mother of a second grade student at Martin, is that children and parents/guardians have gotten used to the present schedule which has been in place since the beginning of the academic year. Is it really in everyone's best interests to return to a full time in-person learning experience after child care and transportation adjustments have been made to coincide with the present learning model? I wholeheartedly support children being in school full time; however, I feel it should be implemented following a break in the calendar to allow caregivers time

to adjust and make necessary arrangements. I believe it would make more sense to have K-4 students return to the schools full time at the conclusion of holiday break as this not only provides ample time for everyone to plan for the change, but also allows for the district to revert to the hybrid model should COVID cases continue to proliferate. I wouldn't like to see the students return full time in November only to be sitting at home learning 2-3 weeks later again because illnesses increased.

Izaura Negron via phone: Since the district is changing k-4 schedules in November, can parents have a chance to change their child from hybrid to distance learning? This is very concerning due to changes being made right before the flu season! Why can't school resume full time after the new year?

Cheryl no last name given via phone: Before school started there was talk about mask breaks for the kids being during Art, science, music etc. and that those classes would try to be outdoors as much as possible … but my kids have stated the only mask break is recess and lunch. If school resumes back to 5 days, which I am very much in favor of, I'm wondering if more mask breaks will be discussed and can be followed through with now that it is a longer/fuller week?

Melanie Michaud via email: Why try and send the kids back to school full time when flu season is about to start and the infectivity rate in CT has doubled? The number of cases are staying low in the schools because there is a limited amount of exposure. Why change this now?

Mary LeRoux via email: I believe it would be a bad idea to resume full time in person classes in November. Many parents are reluctant to keep their hybrid students at home if the child doesn't feel well. The state count has increased to 2.4%. This will only increase more if precautions are not kept in place.

Christy Driscoll via email: We have seen a huge increase in the use of technology in education as a result of the pandemic, at home but also in the classroom. As a parent, the amount of time the kids are spending on the ipads and chromebooks is troubling, especially for the little ones. They are easily distracted by all the bells and whistles of the technology, and they are little guys who are just learning to write and are now being asked to type or use their fingers instead. I know that this is necessary given the

current state of the world, but do you see this as being a permanent change when we get back to normal? What do you see as the benefits and also the downsides of such an increase of the use of and time in front of screens? Are there discussions being had in the district about the relative benefits and detriments of the large increase in the use of technology in education? Thank you!

Carmen I. Llano Mendoza via email: The Ipads are a great source for the children, but there is a problem with that. We had to exchange the Ipad 3 times and we can still doing that, but that problem challenged us during class. Are you working on fixing that? What are your plans for that, if you have one?

## F. SUPERINTENDENT'S REPORT

### F.1. Bennet School Improvement Plan

**Mr. Geary** introduced Joe Chella, Principal of Bennet Academy. Mr. Chella, along with Assistant Principals Joan Charnas, Cathy Amadasun, and Megan Thompson, gave a presentation that included a typical day of a student and teacher.

### F.2. Update on Elementary Equity Work

**Mr. Geary** introduced Ryan Parker, from the Equity Team, who spoke about the Read Alouds being taped for engagement with elementary students. These books are being read by staff and community members of color and feature authors of color and characters of color so the students of color see themselves represented.

**Mr. Thames** noted that his mother nurtured his love of reading early. He loved that Mr. Parker's message was powerful and positive with no negative words and no racism references. Mr. Thames felt this was a great initiative and he is excited to be one of the first readers.

**Mr. Pattacini** thanked Mr. Parker for his inspirational update. He appreciates his work. Mr. Pattacini wondered what the Board can do to further this activity? Mr. Parker was excited to know the support is available and he will be thoughtful about his response and get back to the Board at a later date. Mr. Pattacini

stated we need to become comfortable with the uncomfortable and he feels good about working to do that and notes it is critical that we get it right.

**Mr. Meggers** felt this was a moving presentation and he supports and appreciates the efforts.

**Ms. Patterson** thanked Mr. Parker and echoed her fellow board members offers of support. She loves the contagious energy and appreciates what Mr. Parker offers the team.

**Mr. Heinrich** thanked Mr. Parker for a phenomenal presentation and stated he is completely behind the work that is making a difference.

**Mr. Geary** expressed his appreciation for the Equity Team work.

**F.3. <u>Update on Opening of School</u>**

**Mr. Geary** noted that even with the positive cases that have impacted schools this year, there has been no spread within the school. Supplies, technology and PPE have all been distributed to staff and students. The Corona Virus Relief Fund provided $855,575 from the state. The ESSER Fund, Elementary and Secondary School Emergency Relief Fund, provided for $1,540,381 in funding.

Mr. Geary reviewed his plan to have elementary school students that are not remote return to school Monday-Friday from 9:10-2:10. The classes will have less than 13 students each, to allow for continued social distancing. In order to accommodate the small class sizes, elementary STEM teachers will be reassigned to become classroom teachers and four temporary teachers will be hired. The start date for this new schedule will be November 2. Mr. Geary acknowledged that while many parents are in favor of this change, not everyone is. Mr. Geary feels that due to the number of elementary student families choosing to be remote, we can safely get the rest of the elementary school kids back in the buildings full time.

One issue Mr. Geary acknowledged is bussing. While many families have chosen to drive their children this year, that is not possible for everyone. Having the full

cohort of Hybrid students come full time means that buses may have 20+ students on them, which means social distancing may fall to less than ideal, though students are still required to wear their masks on the bus.

Mr. Geary acknowledged that some students will have to be shifted to a new teacher, with the addition of the STEM and four new temporary teachers having full classes.

**Mr. Hughes** wondered if families that are currently Hybrid can change to fully Remote if they are not in favor of this schedule change. Mr. Geary stated that anyone that was approved to make the switch prior would be accommodated and beyond that changes will be made on a limited basis.

**Mr. Pattacini** appreciated the thoughtfulness of this decision and the flexibility. He noted that the lack of transmission through schools shows we are doing the right things. In Manchester over the last several weeks there have been 119 COVID cases and only about 10 of those impacted our schools. Mr. Pattacini wondered about keeping Wednesday remote for deep cleaning and having a four day return. Mr. Geary noted he considered that but that ending the elementary day at 2:10 is significantly earlier than in the past and allows extra time for cleaning in the late afternoon/evening. Typically Wednesday cleaning is for less used areas and for refilling PPE, soap, hand sanitizer, etc. Those duties will be shifted across the week and if needed overtime can be authorized on Saturday mornings. In trying to best support parents, Mr. Geary feels a five day return is the best option.

Mr. Pattacini wondered about changes to the lunch program with this new schedule. Mr. Geary noted that the time of elementary school is not changing this year and has ended at 2:10 since the start. Students will continue to eat lunch in their classrooms instead of the cafeteria.

Mr. Pattacini noted that at any time the numbers in the state could warrant a return to the original Hybrid model or even to remote learning and then back in buildings again. If this happens, would students who are about to have their teachers change be made to go back to their original teachers? Mr. Geary stated

it would be unlikely to make any further changes and STEAM and temporary teachers will remain with their new student cohorts.

Mr. Pattacini feels it is important to get elementary age students back into the classrooms, even if it winds up being only for a few weeks. He appreciated the request to hold board meetings in person, however as a community we have to decide what in-person interactions we choose to participate in. A virtual meeting is one way to continue to keep Covid cases low.

**Mr. Geary** added that health and safety is our first priority. A board meeting in person would require masks, which makes speakers inaudible and unable to see each other's faces. The conversation about in-person students and in-person board meetings is not the same.

**Mr. Meggers** echoed Mr. Geary's sentiment that we have to be flexible. Nothing is set in stone. We are subject to state guidelines. He appreciated the comment about virtual meetings if elementary returns full-time, but agreed that those are unrelated to each other.

**Mr. Geary** also pointed out that many other communities felt pressure from their Boards of Education to return students to school full time. This Board has always put students and staff safety first and has not pressured the district.

**Ms. Patterson** also respected the community's comments and thoughts. As a parent you worry when they go to school and there are tough decisions to be made. She supports the work and due diligence involved in making these decisions. As a full time working parent, who works in the home, this has not been easy to balance. Many parents and children do not have the right supports at home and have potentially been left behind. Ms. Patterson applauds the leadership team and supports the return 100%.

**Mr. Thames** supports the return as well. He currently has grandchildren in the Manchester system and he worries about them. He knows we did a good job with remote learning but there is no substitute for in-person learning. All precautions are being taken. Mr. Thames pointed out the state chart about

number of cases per 100,000 people. Mr. Geary noted the chart is intended to help local Boards of Education with guidance around when classes should go hybrid or fully remote.

## G. UNFINISHED BUSINESS

### G.1. Policy Recommendation

**Mr. Thames** reported that the Policy Subcommittee submits to the full Board the proposed revisions to the Temporary Additions and Revisions Related to the COVID-19 Pandemic Policy, # C19 for a second reading and adoption in accordance with its policy on policy changes.

**Secretary Pattacini moved to approve the revision to Policy # C19, Temporary Additions and Revisions Related to the COVID-19 Pandemic Policy. Mr. Meggers seconded the motion.**

**6/0 - Voted in favor.**

## H. NEW BUSINESS

None.

## I. PUBLIC COMMENTS

**Mr. Geary** read some public comments that had been submitted during the meeting.

Katia Rivera via email - I support Superintendent Geary's plan to move forward with opening elementary schools up the entire week. It is so difficult for working parents. I cannot keep track of all of the work online or if it is being submitted so I am constantly emailing teachers. I think opening them 4 days and keeping Wednesdays off for cleaning would be helpful. I have yet to figure out childcare for off days.

Connie Anglin via email - NO! Do not support going 5 days. I signed up for hybrid knowing it was going to be twice a week, not in person every day.
Will students be moved from their current classroom/teacher if we go back 5 days and but it goes over the allowed number of students per classroom?
So No STEM the rest of the year regardless?

Terry Vallieres Berube (posted on Facebook): Students (K-8) who can cohort should return to school full time. Young students learn best in person in my opinion. MHS should remain on the hybrid schedule. HS students mostly can handle the hybrid learning plus cannot cohort especially for lunch.

Sheri Myers (posted on FB): I definitely want to see younger children return to full in person. PreK through 4th would be wonderful. This has been very difficult. The teachers are doing amazing but it's hard for everyone involved

Danielle Barnett (posted on FB): I support manchester in hybrid from they're doing amazing but I would support full schedule if it was enacted.

Amanda Buckingham (posted on FB): Hybrid students should be in school full days for the 2 days. Currently, This is not enough in-school time. It boils down to one full day in person.

Lisa Marie (posted on FB): I just don't understand why towns next to us have gone back to school full time but we haven't. What is the hesitation? I'm burnt out as are many other parents.

Tanya Lynn Harmon (posted on FB): That's my concern- Manchester hasn't gone a week without kids in quarantine. I would like to see a month without a case before we move forward.

Ted Fravel - I'm for keeping in the hybrid 2 days a week BUT have them go the normal school day.. 9-3:30pm (K-4) We're all trying to juggle schedules and having them released at 2pm just doesn't work.

Lori Klar (posted on FB): smaller schools have gone back just hope if k-4 go back they can be with their same cohort they have been with some consistency. The younger kids struggle more than middle school and high school some still confused about what normal school actually is.since they have not had one yet

Kate Papsun (posted on FB): What about classes that have more than ten students? Will those students be reassigned randomly?

---- the following were "live" during the meeting:

Mr. Tom Stringfellow, 183 Hillstown Road, spoke about teaching tolerance and civil rights. He recommended the book *Words of Change* which is antiracism. Mr. Stringfellow mentioned Indiginous People's Day and recommended an article in *American Archeology.* He also mentioned the Italian Renaissance and black explorers. Last, Mr. Stringfellow mentioned this is the 75th anniversary of the end of World War II, of which his father was involved.

Stephanie Knybel, 185 E. Center Street, pointed out that while the new schedule for elementary students is said to start November 2nd, election day is November 3rd and we vote in many of the schools. She wondered if voting would be impacted. Ms. Knybel noted she does not always agree with Mr. Geary and his plans, but she thinks that he is doing a wonderful job!

Mr. Geary acknowledged that 11/3 is election day and therefore a remote school day for the entire district, so the first week of the elementary students going back to school five days a week will in fact be only four days. The following week will also wind up being a four day week, as Veteran's Day falls mid-week.

## J. COMMUNICATIONS

**Mr. Geary** announced the state will allow virtual snow days.

**Mr. Thames** pointed out an African American Black Affairs Commission voter registration and kid mask/coat drive happening at Squire Village Community Center on October 24, 11:30 to 2:30.

## K. ITEMS FOR FUTURE AGENDAS

October 26 - Board of Ed Retreat
November 9 - Update on Human Resources
November 18 -Update on STEAM and Humanities

## L. ADJOURNMENT

**Mr. Thames called for a motion to adjourn.**

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

**6/0 - Voted in favor.**

**Adjournment 9:06 p.m.**

Respectfully submitted,

Christopher Pattacini
Board Secretary

C&I Subcommittee Minutes
October 14, 2020

In attendance: Mark Gundersen, Peter Meggers, Amy Radikas , Diane Burns, Pari Ghetia, Beth Hayes, Josh Steffenson, and Tracy Ariel (MCC).

Items discussed:

MHS / MCC Manufacturing Update: Josh Steffenson, Assistant Principal at Manchester High School (STEM admin), Beth Hayes, Manchester's Supervisor of Career and Technical Education/Business Partnerships, and Tracy Ariel, Director of Manufacturing at Manchester Community College (MCC) provided an update of new course offerings at MHS. New courses included: Manufacturing, UConn - Allied Health Professional, and CNA/EMT certification. Partnership with MCC allows MHS students course offerings and pathways for authentic, engaging learning experiences while simultaneously fulfilling graduation requirements and preparing students for post high school opportunities. Federal funds through Carl D. Perkins grant are used to support these opportunities and some items in the new manufacturing room at MHS.

Curriculum and Instruction Update: Diane Sheehan-Burns and Pari Ghetia, Directors of Teaching and Learning, gave an update on teaching and learning in the pandemic, including but not limited to, teaching through technology, connecting with students and families, engaging students on and off the screen, pacing of curriculum implementation in remote/hybrid experiences and reflecting upon shifts in systems, structures and strategies we may consider keeping to support teaching and learning.

Meeting adjourned at 6:55 p.m.
Respectfully submitted,
Dr. Amy F. Radikas

**Manchester Public Schools**
**Board of Education**
Diversity, Equity, and Inclusion Subcommittee
Minutes
October 21, 2020
6:00 PM

The meeting was held virtually and began at 6:00 PM.

Members Present: Peter Meggers, Tracy Patterson, Darryl Thames Sr.
Others Present: Diane Clare-Kearney, Matt Geary, Sophia Krisch

The members reviewed the Board of Education resolution on Promoting Equity and Antiracism.

Dr. Clare-Kearney, Director of Equity and Adult Education have an overview of the district equity work to date. Below are some key priorities:

- Create a strategic plan to promote a culture of anti-racism, diversity, and inclusion.
- Establish and facilitate a district-wide Equity Leadership Team, composed of administrators, teachers, support staff, students, parents, and community members.
- Strengthen school based Equity Leadership Teams.
- Engage all staff in professional learning related to cultural competence, anti-bias training and conversations about race.
- Identify community partners and develop a collaborative body to engage in community conversations that will lead to systemic improvements.
- Center student voices in matters related to anti-racism, diversity, and inclusion.

Mr. Meggers expressed that we should put an emphasis on parental communication. Programming or professional development that engages parents in conversations around race to get them talking and to get them comfortable without being judged would be good.

Ms. Patterson echoed the same thoughts. She suggested that perhaps we can connect with families through zoom or google meets or provide resources and/or videos about racial equity to help parents get comfortable and to inform.

Mr. Thames said he would like some time to reflect on what he thinks an actionable step should be. He is concerned about the perceptions and the messages that are being conveyed politically.

Mr. Geary shared that future meetings will include community organizations who have an interest in racial equity work. This meeting was organizational to brainstorm thoughts and ideas from Board members about what the goal and focus of the committee will be.

Respectfully Submitted,
Matt Geary

# PERSONNEL ACTIONS

## APPOINTMENTS

Ms. Corina Hayes to be a Grade 3 Teacher at Verplanck Elementary School for the 2020-2021 School Year. Ms. Hayes received her Bachelor's Degree in English from Delaware Statue University and currently resides in West Hartford. It is recommended that her appointment be approved effective November 2, 2020 (Bachelor's / Step 2, $49,180.00).

Ms. Stephanie Nguyen to be a Kindergarten Teacher at Bowers Elementary School for the 2020-2021 School Year. Ms. Nguyen received her Bachelor's Degree in Elementary Education and Interdisciplinary Studies from Massachusetts College of Liberal Arts and currently resides in Manchester. It is recommended that her appointment be approved effective November 2, 2020 (Bachelor's +30 / Step 2, $52,309.00).

Town of Manchester
Board of Education

**To:** **Manchester Board of Education**

**From:** **Mr. Matthew Geary, Superintendent of Schools**

**Subject:** **Transfer of Funds**

**Date:** **October 14, 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 Plant Maintenance Capital Repair in the amount of $2,911.00. Transfer to System-wide Plant Maintenance Contracted Services in the amount of $2,911.00.

**Financial Impact:** None

**Other Board/Commission Action:** None

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

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

**Manchester Public Schools**
**Manchester, Connecticut**

**TO: Accounting Department** **School/Department: Buildings & Grounds-Maintenance**

**Date of Request: 10/14/2020** **Approver: Lindsey Boutilier**

**Date Approved: 10/14/2020**

**JUSTIFICATION (Required Field):** for water treatment services at Verplanck Elementary School.

**SUBJECT:**
**TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER**

**DECREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 2,911.00** | **Account #41799260 5608** | **Description: Plant Maint. Capital Repair** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 2,911.00** | **TOTAL DECREASE** | |

**INCREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 2,911.00** | **Account #41799260 5430** | **Description: Plant Maint. Contracted Srvcs** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 2,911.00** | **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:** **October 7, 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 $4,470.00. Transfer to System-wide Language Arts Instructional Supplies and Materials in the amount of $4,470.00.

**Financial Impact:** None

**Other Board/Commission Action:** None

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

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

**Manchester Public Schools**
**Manchester, Connecticut**

**TO: Accounting Department** **School/Department: Language Arts**

**Date of Request: 10/07/2020** **Approver: Amy F. Radikas**

**Date Approved: 10/08/2020**

**JUSTIFICATION (Required Field):** Transfer to cover cost digital licenses and instructional supplies.

**SUBJECT:**
**TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER**

**DECREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 4,470.00** | **Account #12899100 5432** | **Description: Language Arts Substitutes** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 4,470.00** | **TOTAL DECREASE** | |

**INCREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 4,470.00** | **Account #12899100 5611** | **Description: LA Instructional Supplies** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 4,470.00** | **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:** **October 28, 2020**

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

**Discussion/Analysis:** Transfer from Manchester High School Classroom Instruction Other Purchased Services in the amount of $2,820.00. Transfer to Manchester High School School Administration Dues and Fees in the amount of $2,820.00.

**Financial Impact:** None

**Other Board/Commission Action:** None

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

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

**Manchester Public Schools**
**Manchester, Connecticut**

**TO: Accounting Department** **School/Department: Manchester High School**

**Date of Request: 10/28/2020** **Approver: Idelisa Torres**

**Date Approved: 10/28/2020**

**JUSTIFICATION (Required Field):** To cover the cost of the NEASC Decennial Virtual Visit Fee.

**SUBJECT:**
**TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER**

**DECREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 2,820.00** | **Account #11061100 5590** | **Description: MHS CI Other Purchased Srvs** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 2,820.00** | **TOTAL DECREASE** | |

**INCREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 2,820.00** | **Account #42361240 5810** | **Description: MHS School Adm Dues/Fees** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 2,820.00** | **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:** **October 9, 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 Science Contracted Substitutes in the amount of $20,000.00. Transfer to System-wide Science Consultants in the amount of $20,000.00.

**Financial Impact:** None

**Other Board/Commission Action:** None

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

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

**Manchester Public Schools**
**Manchester, Connecticut**

**TO: Accounting Department** **School/Department: Science**

**Date of Request: 10/09/2020** **Approver: Amy F. Radikas**

**Date Approved: 10/13/2020**

**JUSTIFICATION (Required Field):** Transfer to cover cost of Science Center Consultant.

**SUBJECT:**
**TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER**

**DECREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 20,000.00** | **Account #14099100 5432** | **Description: Science Substitutes** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 20,000.00** | **TOTAL DECREASE** | |

**INCREASE - In whole dollars only:**

| | | |
|---|---|---|
| **$ 20,000.00** | **Account #14099221 5320** | **Description: Science Consultants** |
| **$** | **Account #** | **Description:** |
| **$** | **Account #** | **Description:** |
| **$ 20,000.00** | **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:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY 20/21 Manchester Head Start Services Grant

**Date:** October 8, 2020

**Background:** Manchester Head Start receives an annual grant from the State Department of Education for the expansion of its services to low-income families.

**Discussion/Analysis**: These funds will be used to expand services to an additional class of 15 low-income preschoolers, in a full-day, full-year model.

**Financial Impact**: Grant funds cover 75% of the cost of implementation for this program expansion, with the remaining 25% coming from parent fees and State day care subsidies to parents.

**Other Board/Commission Action**: None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY 20/21 Manchester Head Start, State Department of Education Services Grant in the amount of $145,127.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

Town of Manchester
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY 20/21 Enfield Head Start Innovative Enhancement Grant

**Date:** October 20, 2020

**Background:** Enfield Head Start receives an annual grant from the State Department of Education for the enhancement of its services to low-income families.

**Discussion/Analysis**: These funds are used to enhance services for preschoolers, for the Enfield extended day full year program and continuation summer program.

**Financial Impact**: Grant funds cover 100% of the cost of implementation for this program enhancement.

**Other Board/Commission Action**: None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY20/21 Enfield Head Start, State Department of Education Innovative Enhancement Grant in the amount of $100,000.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

# Town of Manchester
# Board of Education

**To:** Manchester Board of Education
**From:** Matthew Geary, Superintendent of Schools
**Subject:** Item for Appropriation, Title I, Part A – *Improving Basic Programs* Grant FY 2020-2022
**Date:** November 3, 2020

**Background:**
The Connecticut State Department of Education has awarded funding under Title I, Part A - *Improving Basic Programs* Grant FY 2020-2022. This grant will be used to support district and school improvement efforts.

**Discussion/Analysis:**
The Title I, Part A – *Improving Basic Programs* Grant FY 2020-2022 grant will support programs to ensure that all students demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in the Connecticut's Core Standards. Strategies will be implemented to increase the level of students ready for learning in school and beyond, particularly those in underperforming subgroups, as measured by state and local assessments.

**Financial Impact:**
None

**Other Board/Commission Action:**
None

**Recommendations:**
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for $2,072,452.00 under Title I, Part A – *Improving Basic Programs* Grant FY 2020-2022, to be funded by the Connecticut State Department of Education.

**Attachments:**
Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

# STATE OF CONNECTICUT

## *DEPARTMENT OF EDUCATION*

## GRANT AWARD NOTIFICATION

**1 Grant Recipient**

Manchester School District

**DUNS Number:** 789457756

**2 Grant Title**

Title I Part A

**3 Education Staff**

**Program Manager:**

Marlene Padernacht (860) 713-6568

**Payment & Expenditure Inquiries:**

Jeff Lindgren (860) 713-6624

**4 Award Information**

**Grant Type:** FEDERAL

**Statute:** P.L. 107-110

**CFDA #:** 84.010A

**SDE Project Code:** CSDE000000000002

**Grant Number:** 077-000 12060-20679-2021-82070-170002

**5 Award Period**

7/1/2020 - 6/30/2022

**6 Authorized Funding**

**Grant Amount:** $2,072,452.00

**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. 10/30/2020

Melissa Hickey - CSDE Management Approver

# Town of Manchester
# Board of Education

**To:** Manchester Board of Education
**From:** Matthew Geary, Superintendent of Schools
**Subject:** Item for Appropriation, Title II, Part A – *Supporting Effective Instruction* Grant FY 2020-2022
**Date:** November 3, 2020

**Background:**
The Connecticut State Department of Education has awarded funding under Title II, Part A – *Supporting Effective Instruction* Grant FY 2020-2022. This grant will be used to ensure that all students are performing at or above grade level.

**Discussion/Analysis:**
The Title II, Part A – *Supporting Effective Instruction* Grant FY 2020-2022 grant will support programs to ensure that all students identified as not reaching goal receive intensive intervention that will significantly accelerate their academic progress. As a result of these targeted interventions in numeracy and science instruction, regular instruction and additional services such as tutoring, fewer students will need referrals for special education services and more students will meet their fullest learning potential. Methods implemented for this approach include, but are not limited to: numeracy/literacy training and ongoing professional development, as well as a focused attention on quality Tier I instruction for all students.

**Financial Impact:**
None

**Other Board/Commission Action:**
None

**Recommendations:**
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for $259,222.00 under Title II, Part A –*Supporting Effective Instruction* Grant FY 2020-2022, to be funded by the Connecticut State Department of Education.

**Attachments:**
Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

# STATE OF CONNECTICUT

## *DEPARTMENT OF EDUCATION*

## GRANT AWARD NOTIFICATION

**1 Grant Recipient**

Manchester School District

**DUNS Number:** 789457756

**2 Grant Title**

Title II Part A

**3 Education Staff**

**Program Manager:**

Marlene Padernacht (860) 713-6568

**Payment & Expenditure Inquiries:**

Jeff Lindgren (860) 713-6624

**4 Award Information**

**Grant Type:** FEDERAL

**Statute:** P.L. 107-110

**CFDA #:** 84.367A

**SDE Project Code:** CSDE000000000002

**Grant Number:** 077-000 12060-20858-2021-84131-170002

**5 Award Period**

7/1/2020 - 6/30/2022

**6 Authorized Funding**

**Grant Amount:** $259,222.00

**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. 10/30/2020

Melissa Hickey - CSDE Management Approver

**Town of Manchester**
**Board of Education**

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation Bilingual Grant for Fiscal Year 20/21

**Date:** October 22, 2020

**Background:** The Connecticut State Department of Education has awarded funding under the Bilingual Education Grant FY 2020-2021. This grant will be used to support children identified as English Language Learners (ELL) in our schools.

**Discussion/Analysis**: The FY 2020-2021 Bilingual Education Grant will be used to purchase materials to support the language and transition needs of Bilingual students at each school and support parental activities for ELL students and families.

**Financial Impact**: None

**Other Board/Commission Action**: None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish an appropriation for the FY20-21 Bilingual Education grant in the amount of $11,367.

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**Attachments:** Award Letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

# STATE OF CONNECTICUT

## *DEPARTMENT OF EDUCATION*

## GRANT AWARD NOTIFICATION

**1 Grant Recipient**

Manchester School District

**DUNS Number:** 789457756

**2 Grant Title**

State Bilingual Grant

**3 Education Staff**

**Program Manager:**

Megan Alubicki Flick (860) 713-6786

**Payment & Expenditure Inquiries:**

Jeff Lindgren (860) 713-6624

**4 Award Information**

**Grant Type:** STATE

**Statute:** C.G.S.10-17a-h

**CFDA #:**

**SDE Project Code:** CSDE000000000002

**Grant Number:** 077-000 11000-17042-2021-82079-170002

**5 Award Period**

7/1/2020 - 6/30/2021

**6 Authorized Funding**

**Grant Amount:** $11,367.00

**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. 10/21/2020

Melissa Hickey - CSDE Management Approver

Town of Manchester
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation FY 20/21 Adult Education Program Enhancement Project Grant

**Date:** October 21, 2020

**Background:** The Manchester Board of Education received the State Department of Education's Program Enhancement Project Grant for The Manchester Adult Education Program. This grant is designed to promote the self-sufficiency of Adult Education students and to strengthen their response to the needs of a rapidly changing labor market; to provide exposure to and experience in, relevant industry sectors/career pathways as identified in the Capital Workforce Partners Workforce Development Board's local WIOA plans; and to ensure that Connecticut has workers with the necessary skills, competencies and credentials to be successful in the 21st century workplace.

**Discussion/Analysis:** This grant will be used to suppmi individuals that lack sufficient mastery of basic skills, do not have a secondary diploma or its equivalent, are limited English proficient and who would benefit from exposure to, and experience in, the exploration of, and anticipation in, a number of cm·eer pathways as a way to enhance employability and/or further their education.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create an appropriation for the FY 20/21 Adult Education Program Enhancement Project Grant in the amount of $40,000.

**Attachments:** Award letter.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

# STATE OF CONNECTICUT

***DEPARTMENT OF EDUCATION***

## GRANT AWARD NOTIFICATION

**1 Grant Recipient**

Manchester School District

**DUNS Number:** 789457756

**2 Grant Title**

Federal Adult Education - PEP Comprehensive (Continuation 1)

**3 Education Staff**

**Program Manager:**

Susan Pierson

**Payment & Expenditure Inquiries:**

Jeff Lindgren (860) 713-6624

**4 Award Information**

**Grant Type:** FEDERAL

**Statute:** P.L.113-128

**CFDA #:** 84.002A

**SDE Project Code:** CSDE000000000002

**Grant Number:** 077-000 12060-20784-2021-84002-

**5 Award Period**

7/1/2020 - 6/30/2021

**6 Authorized Funding**

**Grant Amount:** $40,000.00

**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. 10/15/2020

Glen Peterson - CSDE Management Approver

Town of Manchester
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation FY20-22 General Improvements to Alliance Districts' School Buildings Grant Program

**Date:** November 3, 2020

**Background:** Public Act 15-1 created the General Improvements to Alliance Districts' School Buildings Grant Program to help maintain or repair school buildings in Alliance Districts. The program goal is to assist districts unable to keep up with ongoing demands of maintaining and updating their facilities.

**Discussion/Analysis**: This grant is intended to fund projects in FY20-22 that would not otherwise qualify as school construction grant projects under Chapter 173 of the Connecticut General Statutes. All projects must be completed by August 31, 2021.

**Financial Impact**: None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for an award for FY20/22 General Improvements to Alliance Districts' School Building Grant Program in the amount of $1,079,152.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 9, 2020

Connecticut Association of Boards of Education
81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • www.cabe.org

Donald Harris
President
Bloomfield

Elizabeth Brown
First Vice President
Waterbury

Michael Purcaro
Vice President
for Government Relations
Ellington

Bryan Hall
Vice President
for Professional Development
East Hartford

John Prins
Secretary/Treasurer
Branford

Robert Mitchell
Immediate Past President
Montville

Christopher Wilson
Executive Committee
Member at Large
Bristol

Lydia Tedone
NSBA Director
Simsbury

Robert Rader
Executive Director

Patrice A. McCarthy
Deputy Director
and General Counsel

Rebecca Adams
Senior Staff Attorney

Nicholas D. Caruso, Jr.
Senior Staff Associate
for Field Services

Sheila McKay
Senior Staff Associate
for Government Relations

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

Lisa M. Steimer
Senior Staff Associate
for Professional Development
and Communications

Teresa Costa
Coordinator of Finance
and Administration

November 9, 2020

Mr. Darryl Thames
27 Philips Road
Manchester, CT 06040

Dear Mr. Thames:

CABE exists to serve **you.** But, you need to take advantage!

As your board has not been a member of CABE, there are three new developments of which you should be aware:

First, because of the threat that this pandemic poses to school districts, CABE offered support in multiple ways to EVERY school district in the State, including nonmembers such as your school district. Considering the gravity of what's facing every district, we believe it was the right thing to do.

We do not yet know whether our schools will reopen for this school year, but, even if they do, it will not be a return to the "normal" routine. In addition to those services, we have added to what we provide through extensive provision of materials on the pandemic, monitoring of latest developments, Friday afternoon Board Chair Check-Ins and Updates, as well as other webinars or teleconferences as appropriate.

We hope you have taken advantage of these opportunities this Spring.

Second, historically, a district needed to be out of CABE for four years to become a trial member. This year, for the first time, we are extending this opportunity to districts that have been out for only three years. Trial membership allows a district, such as yours, to *pay one-half of your regular dues for fiscal year 2020-21. As a trial member, your district will be considered a full member of CABE, with the exception of voting privileges at our Delegate Assembly.*

Third, because of their commitment to supporting boards, on April 22, the Board of Directors extended its dues freeze for a fifth year in a row.

These decisions were not taken lightly by the Board. While CABE faces uncertainty over the effects of the crisis and fiscal pressures, we believe we have adequate reserves to continue to provide the services and activities that our members have come to expect and rely upon: Advocacy, Policy, Professional Development and Communications. No other organization is better equipped to help you in all of these critical areas.

Our Board and staff are committed to meeting your needs in ways that are safe and effective.

You might feel, as one chair told us, that CABE is her "lifeline!"

CABE is a membership organization, with approximately 90% of all Connecticut school boards as members. We work together to stay informed on issues, provide our members with valuable resources, best practices, and help fulfill boards' governance and management responsibilities.

Our success is dependent on Boards being involved in our organization and providing their local perspectives.

Should you join, your membership will provide you with an expanded network with more resources to tap, allows you to have a voice in our work representing the needs of boards statewide, gives you the strength found in numbers, and allows us to better influence legislators with regard to making decisions that are in the best interest of your board and public education.

CABE assists you to have a more effective board, allows your district to better focus on student achievement and potentially saves your district money.

We ask you to rejoin us as a trial member for the 2020-21 year to strengthen the most valuable resource for Connecticut's school boards. Your trial membership dues for fiscal year 2020-2021 are $10,524.

Here are additional advantages of CABE membership. Your Board will:

- receive many of CABE's services at no additional cost or at greatly discounted rates;
- have the opportunity to participate in professional development opportunities that are offered throughout the year at greatly reduced member rates;
- allow us to be your advocates at the Legislature testifying on key issues, following all bills and influencing legislators;
- receive information both on paper and digitally on many educational issues; and
- provide you, as Board Chair, with the opportunity to participate on our email "listserv and Board Chair Roundtables," learning and sharing information with fellow Board Chairs.

We hope you will rejoin CABE and become a member of our Association.

We know all school boards are dealing with difficult and uncertain financial situations, but it is precisely at times like these that it is more important than ever to band together. By doing so we can share solutions and take advantage of economies of scale in many areas, but we also speak with a louder, firmer voice to the state and national policy makers who ultimately determine the viability of local public education.

We want to help every student in Connecticut succeed, and we need your support and involvement to accomplish that.

Thank you for your time and consideration.

Sincerely yours,



Donald Harris
President



Robert Rader
Executive Director

Connecticut Association of Boards of Education
81 Wolcott Hill Road
Wethersfield, CT 06109

# INVOICE

## Manchester Public Schools

| | | |
|---|---|---|
| **DISTRICT MEMBERSHIP DUES:**<br>**July 1, 2020 – June 30, 2021** | | **$21,048** |
| **Trial Member Dues** | | **$10,524** |
| **Services Available** | **Cost** | **Current Services:** |
| **CABE Policy Services**<br>• Policy Update Publication Subscription with CD | $350.00 | |
| • Customized Policy Update (Renewal Fee)<br>*(Price based on District)* | | |
| **CABE Negotiations Service**<br>• Data Service | $350.00 | |
| **The CABE Connection** | $350.00 | |
| **CABE Express Program** | $400.00 | |
| **CABE Meeting** (Renewal Fee) | | |
| **CABE Administrator Option** | $195.00 | |
| **TOTAL CURRENT SERVICES** | | |
| **TOTAL DUE (Current Services + Dues):** | | **$10,524** |
| ***(Due by July 1, 2020)*** | | |
| **ADD NEW ADDITIONAL SERVICES FROM ABOVE:** | | |
| **TOTAL REMITTANCE:** | | |

## *Thank you for your membership*

**Contact CABE for Further Information on These Services:**

- CORE Policies, Regulations, and Bylaws Manual on CD ($400.00)
- Customized Policy Service (Develop New Manual)
- Policy Audit Service
- Connecticut Online Policy Service (C.O.P.S.)
- CABE Insurance (Unemployment Cost Control Service)
- CABE-Meeting
- CABE Search Services
- Communications Services (Provides tailored media advice through Baldwin Communications)

**CABE Vision**

**CABE is passionate about strengthening public education through high-performing transformative local school board/superintendent leadership teams that inspire success for each child.**

# Explanation of CABE For Fee Services

## POLICY SERVICES

- ***Core Policies, Regulations & Bylaws Manual*** ($400) – This service is a CD reference manual of school board policies, regulations and bylaws to provide guidance for boards of education in formulating policy, and for superintendents and their staff in carrying out their administrative functions. After two years, updates may be purchased for $150 per school year.

- ***Annual Policy Update Service*** ($350) – This service provides districts with updates for existing policy manuals reflecting changes in the state and federal law and any judicial action affecting policy and current policy topics of importance and interest.

- **Contact CABE for more information on the following policy services:**
  - ***Customized Policy Service*** ($800) – This service tailors a policy manual for a subscribing board of education that reflects the specific needs and priorities of that community.
  - ***Customized Update Service*** – This service helps a district keep its policy manual up-to-date. Periodic updates are provided in a customized format. Ideal for districts which have just revised their manuals.
  - ***Policy Audit Service*** ($1,800-$3,000) – This service reviews an existing policy manual resulting in a report of its strengths, needs and recommendations for needed action.
  - ***Connecticut Online Policy Service (C.O.P.S.)*** This services offers school districts an economical way to post its policy manual online providing instant, current and "searchable" access to board policies.

## NEGOTIATIONS SERVICE

***Data Service*** ($350) – This service is especially useful for districts involved in negotiations. Members can request individualized data analysis, salary comparisons, contract clauses and economic factors.

## CABE-MEETING

This service is a user-friendly, web-based service specifically designed to assist the board, superintendent and central office staff in preparing for and running board of education meetings. Contact the CABE Office for pricing information.

## THE CABE CONNECTION

The *CABE CONNection* ($350) is published ten times a year. It provides hundreds of public relations tips, ideas and articles on dozens of topics, including board relations, school-community relations, media relations, crisis communication, health news, parenting tips, statistics and surveys, publications, and interpersonal communications.

## CABE EXPRESS

CABE Express ($400) provides your board members, superintendent and up to five central office administrators can attend CABE workshops offered this year without any hassle and additional cost (when the program includes a meal, a charge of $20 per person will apply to partially offset food cost).

## ADMINISTRATOR OPTION

This service ($195) is available to principals and/or other supervisors in the school district, as identified by the local board of education, to receive: the *CABE Journal, Legislative Hotline, Action Alert* and *Legislative Report.* It also permits them to attend workshops at member prices.

## CABE FIELD SERVICES

CABE's field services relating directly to board activities are provided free of charge as part of district membership. We also, provide customized workshops for boards of education and district staff on a fee basis.

**The prices listed above for fee services reflect CABE Member rates.**
**Contact CABE for more information – 800-317-0033 or 860-571-7446**

07/31/19







# The Benefits of Membership

- CABE is the only statewide organization devoted solely to representing the needs of boards of education.
- In this time of increased fiscal stress and uncertainty, it is more important than ever that school boards stick together to protect public education.
- CABE provides advocacy on behalf of local boards at the Legislature, the State Board of Education and other state and federal organizations by testifying on key issues, following all bills and providing legislators with needed information.
- Membership allows your board chair to participate in the board chair listserv which engages participants in thought-provoking conversations about current issues and allows board chairs statewide to exchange ideas.
- Membership provides boards with an expanded network with more resources to tap and allows them to have a voice in the work of representing the needs of boards statewide.
- Membership gives boards the strength found in numbers, and allows us to better influence legislators with regard to making decisions that are in the best interest of school boards and public education.
- CABE helps in professionally educating boards so that they are more effective. Tailored workshops, such as on FOIA, roles and responsibilities and goal-setting, are provided as a member benefit to local boards (there is no fee).
- Advice on many educational issues is available with a call to our office. If we don't know the answer, we point the caller, a board member or superintendent, in the right direction.
- CABE helps districts better focus on student achievement by helping board members to understand more clearly their role in this critical area.
- CABE can potentially save your district money with our services, as well as the information provided at workshops and the Convention.
- Receive many of CABE's services at greatly discounted rates from what nonmembers can receive.
- Participate in regional or statewide professional development opportunities that are offered throughout the year at greatly reduced member rates.
- Receive timely *Advocacy Highlights, Policy Highlights* and other emailed updates, as well as the highly-regarded *CABE Journal* with information on current issues and best practices.
- We provide legal and negotiations information that covers issues that board members and superintendents need to understand. And, we're only a phone call away should you need a quick response.

81 Wolcott Hill Rd., Wethersfield, CT 06109 • 800-317-0033; 860-571-7446; 860-571-7452 (f) • www.cabe.org

Connecticut Association of Boards of Education
81 Wolcott Hill Road
Wethersfield, CT 06109

2020-2021

# CABE Staff Speaker Resources

Connecticut Association of Boards of Education
*The Leading Voice for Connecticut Public Education*

# A Benefit of CABE Membership

Among your CABE membership benefits is the opportunity to call upon CABE's professional staff to provide you and your Board with a no-cost workshop, discussion or even just a phone call on important educational issues.

This brochure provides you with the names of our staff and the issues on which they have particular expertise. Feel free to contact any of them to inquire how to bring our knowledge right to your Board.

Should there be subjects not listed here that you would like to learn about, please free to call the office and we will do our best to address your inquiry.






Connecticut Association of Boards of Education
860.571.7446 / 800-317.0033 • Fax 860.571.7452
www.cabe.org

# About CABE

## Our Purpose:

*The Connecticut Association of Boards of Education (CABE) is a statewide non-profit organization that advocates for public schools and school board leadership in Connecticut. CABE is dedicated to strengthening public education through advocacy, education and service to our member boards of education. It's our belief that providing high-quality education for all Connecticut children begins with effective leadership. CABE exists solely to support our school boards so the future of public education continues to be a bright one.*

## Mission:

*To assist local and regional boards of education in providing high quality education for all Connecticut children through effective leadership.*

## Vision:

*CABE is passionate about strengthening public education through high-performing, transformative local school board/superintendent leadership teams that inspire success for each child.*

Connecticut Association of Boards of Education
860.571.7446 / 800-317.0033 • Fax 860.571.7452
www.cabe.org

# CABE Speaker Resources



## Robert Rader

Executive Director

rrader@cabe.org

Board Goal Setting
Board Leadership
Demographics/Diversity
Retreat Facilitation
Roles and Responsibilities
School Boards of the Future
School Governance Councils
Superintendent Search Process



## Patrice A. McCarthy

Deputy Director and General Counsel

pmccarthy@cabe.org

Board Goal Setting
Board Leadership
Civility in Our Communities
Freedom of Information
Legislative Update
Retreat Facilitation
Robert's Rules of Order
Roles and Responsibilities
School Governance Councils



## Nicholas Caruso

Senior Staff Associate for Field Services and Coordinator of Technology

ncaruso@cabe.org

Board Goal Setting
Board Governance
Board Self-Evaluation
Board/Superintendent Relations
Community Leadership
Connecticut Lighthouse Project
Custom Board Workshops
Effective Meetings
Leadership/Team Building
Retreat Facilitation
Roles and Responsibilities



## Sheila McKay

Senior Staff Associate for Government Relations

smckay@cabe.org

How to Lobby
How to Target Your Lobbying
Legislative Update

Connecticut Association of Boards of Education
860.571.7446 / 800-317.0033 • Fax 860.571.7452



## Vincent Mustaro

Senior Staff Associate for Policy Service

vmustaro@cabe.org

Policy



## Lisa Steimer

Senior Staff Associate for Professional Development and Communications

lsteimer@cabe.org

CABE-Meeting
Public Relations

Connecticut Association of Boards of Education
860.571.7446 / 800-317.0033 • Fax 860.571.7452

# 2020-2021 CABE Board of Directors

Representing you from all corners of the state

81 Wolcott Hill Rd, Wethersfield CT 06109

## Executive Committee

**President:** ***Donald Harris***
(Bloomfield) 6 Bear Ridge Drive, Bloomfield, CT 06002 (h) 860-243-3611 (b) 860-878-1403
(email) dharris@blmfld.org

**First Vice President:** ***Elizabeth Brown***
(Waterbury) 225 Alexander Avenue, Waterbury, CT 06705 (h) 203-754-7136 (c) 203-560-7028
(email) ebrown@waterbury.k12.ct.us

**VP for Government Relations:** ***Michael Purcaro***
(Ellington) 15 Quarter Horse Drive, Ellington, CT 06029 (h) 860-993-5878 (b) 860-870-3601
(c) 860-595-2141
(email) mpurcaro@gmail.com

**VP for Professional Development:** ***Bryan Hall***
(East Hartford) 7 Heritage Lane, East Hartford, CT 06118 (c) 860-982-7600
(email) educationfirst27@yahoo.com

**Secretary/Treasurer:** ***John Prins***
(Branford) 63 Parish Farm Road, Branford, CT 06405 (h) 203-481-6279
(c) 203-623-6191
(email) jrprins@gmail.com

**Immediate Past President:** ***Robert R. Mitchell***
(Montville) 262 Moxley Road, Uncasville, CT 06382 (h) 860-447-8882 (c) 860-639-3709
(email) rrmitch01@gmail.com

**Member at Large:** ***Christopher Wilson***
(Bristol) P.O. Box 569, Bristol, CT 06010
(h) 860-582-5002 (c) 860-681-8274
(email) cwilson@cvmco.com

## Committee Chairs

**Resolutions Chair:** ***Leonard Lockhart*** (Windsor)
57 Columbia Road, Windsor, CT 06095
(h) 860-243-2155 (c) 860-883-3344
(email) llockhart@windsorct.org

**Federal Relations Chair:** ***Becky Tyrrell***
(Plainville) 174 West Main Street, #1, Plainville, CT 06062 (h) 860-793-0615 (c) 860-978-2477
(email) becka59@comcast.net

**State Relations Chair:** ***Michelle Embree Ku***
(Newtown) 28 Platts Hill Road, Newtown, CT 06470 (h) 203-364-9862 (c) 401-439-0710
(email) kum_boe@newtown.k12.ct.us

## City Representatives

**Hartford:** ***Ayesha Clarke*** (Hartford)
960 Main Street, Hartford CT 06103
(c) 860-985-5530 (w) 860-695-8870
(email) Ayesha.Clarke@hartfordschools.org

**New Haven:** ***Yesenia Rivera*** (New Haven)
54 Meadow Street, New Haven CT 06519
(c) 203-988-0774
(email) yesenia.rivera@new-haven.k12.ct.us

**Waterbury:** ***Charles Stango*** (Waterbury)
136 Arden Road, Waterbury, CT 06708
(h) 203-575-0411
(email) charlesstango@sbcglobal.net

## NSBA Director

***Lydia Tedone*** (Simsbury) 32 Lincoln Lane, Simsbury, CT 06089 (h) 860-658-1173 (c) 860-543-1523
(email) lydiatedone@yahoo.com

## CABE Area Directors

**Area 1: Vacant**

**Area 2:** ***Bryan Hall*** (East Hartford) 7 Heritage Lane, East Hartford, CT 06118 (c) 860-982-7600
(email) educationfirst27@yahoo.com

**Area 2:** ***Leonard Lockhart*** (Windsor) 57 Columbia Road, Windsor, CT 06095 (h) 860-243-2155
(c) 860-883-3344
(email) llockhart@windsorct.org

**Area 3:** ***Vacant***

**Area 4:** ***Joan Trivella*** (Woodstock Academy)
71 Fairway Drive, Brooklyn, CT 06234 (h) 860-774-3589 (b) 860-779-3770 (c) 860-608-2673
(email) trivella@brooklynschools.org

**Area 5:** ***Michelle Embree Ku*** (Newtown)
28 Platts Hill Road, Newtown, CT 06470
(h) 203-364-9862 (c) 401-439-0710
(email) kum_boe@newtown.k12.ct.us

**Area 6:** ***Karen Kleine*** (Westport) 64 Old Hill Road, Westport, CT 06880 (c) 203-858-4010
(email) kkleine@westport.k12.ct.us

**Area 7:** ***George Kurtyka*** (Derby) 46 Mohawk Avenue, Derby, CT 06418 (h) 203-732-4673
(email) kurtyka@sbcglobal.net

**Area 7:** ***Robert Guthrie*** (West Haven)
11 Spruce Peak Lane, West Haven, CT 06516
(h) 203-934-7565 (c) 203-996-2382
(email) rjgwh911@yahoo.com

**Area 8:** ***Lon Seidman*** (Essex) 76 Bushy Hill Road, Ivoryton, CT 06442 (h) 860-577-0566
(email) lseidman@reg4.k12.ct.us

**Area 9:** ***Sean Nugent*** (Preston) 164 Watson Road, Preston, CT 06365 (h) 860-204-0824 (c) 860-625-3162
(email) s.t.nuge@gmail.com

## Associate Directors

**Associate:** ***Julie Auseré*** (Canton) 21 Pheasant Hill, Canton , CT 06019 (c) 972-816-0611
(email) julie.ausere@gmail.com

**Associate:** ***Eileen Baker*** (Old Saybrook) 4 West View Circle, Old Saybrook, CT 06475
(c) 860-304-4635 (fax) 860-395-0640
(email) ebaker@snet.net

**Associate:** ***Ethel Grant*** (Naugatuck) 451 Tawny Thrush Road, Naugatuck, CT 06770
(h) 203-723-2428
(email) ethel.grant@naugatuck.k12.ct.us

**Associate:** ***Ann Gruenberg*** (Hampton) P.O. Box 162, Hampton, CT 06247 (h) 860-455-1211
(c) 860-465-7486
(email) agruenberg1211@charter.net

**Associate:** ***Robert Trefry,*** (CT Technical High School System) 190 Chatham Road, Fairfield, CT 06825 (c) 203-521-8371
(email) rjtrefry@gmail.com

**Associate:** ***Elaine Whitney,*** (Westport) 12 Colony Road, Westport, CT 06880 (h) 203-221-7335
(c) 203-673-6896
(email) ewhitney@westportps.org

## CABE Staff Members

To email us follow this format: **firstinitial lastname@cabe.org**
**example**: rrader@cabe.org. or call us at **860-571-7446**

*Robert Rader* (ext 112)
Executive Director

*Patrice A. McCarthy* (ext. 113)
Deputy Director and General Counsel

*Nicholas D. Caruso* (ext. 103)
Sr. Staff Associate for Field Services

*Sheila McKay* (ext 114)
Sr. Staff Associate for Government Relations

*Vincent A. Mustaro* (ext 109)
Sr. Staff Associate for Policy Service

*Lisa Steimer* (ext 105)
Sr. Staff Associate for Professional Development and Communications

*Teresa Costa* (ext. 102)
Coordinator of Finance and Administration

*Pamela Brooks* (ext. 110)
Sr. Administrative Associate for Policy Services/Search Serv.

*Terry DeMars* (ext 108)
Administrative Associate for Policy Services

*Gail Heath* (ext. 111)
Administrative Associate for Government Relations

*Wilmarie Newton* (ext. 106)
Administrative Associate for Labor Relations

*Nancy Propfe* (ext. 115)
Administrative Assistant for Membership Services

*Corliss Ucci* (ext.100)
Receptionist/Assistant to the Executive Director

## CABE Areas

**AREA 1**

Barkhamsted, Canaan, Colebrook, Cornwall, Hartland, Kent, Litchfield, Naugatuck, New Hartford, Norfolk, North Canaan, Oxford, Plymouth, Region 1, Region 6, Region 7, Region 10, Region 14, Region 15, Region 16, Salisbury, Sharon, Thomaston, Torrington, Waterbury, Watertown, Winchester, Wolcott

**AREA 2**

Avon, Berlin, Bloomfield, Bristol, Canton, East Granby, East Hartford, East Windsor, Enfield, Farmington, Glastonbury, Granby, Hartford, Manchester, Meriden, New Britain, Newington, Plainville, Rocky Hill, Simsbury, Southington, South Windsor, Suffield, West Hartford, Wethersfield, Windsor, Windsor Locks

**AREA 3**

Ashford, Andover, Bolton, Chaplin, Colchester, Columbia, Coventry, Ellington, Hampton, Hebron, Lebanon, Mansfield, Marlborough, Region 8, Region 11, Region 19, Scotland, Somers, Stafford, Tolland, Vernon, Willington, Windham

**AREA 4**

Brooklyn, Canterbury, Eastford, Griswold, Killingly, Plainfield, Pomfret, Putnam, Sprague, Sterling, Thompson, Union, Woodstock

**AREA 5**

Bethel, Brookfield, Danbury, Easton, New Fairfield, New Milford, Newtown, Redding, Region 9, Region 12, Ridgefield, Sherman

**AREA 6**

Bridgeport, Darien, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Shelton, Stamford, Stratford, Trumbull, Weston, Westport, Wilton

**AREA 7**

Ansonia, Bethany, Branford, Cheshire, Derby, East Haven, Hamden, Milford, New Haven, North Branford, North Haven, Orange, Region 5, Seymour, Wallingford, West Haven, Woodbridge

**AREA 8**

Chester, Clinton, Cromwell, Deep River, East Haddam, East Hampton, Essex, Guilford, Madison, Middletown, Old Saybrook, Portland, Region 4, Region 13, Region 17, Region 18, Westbrook

**AREA 9**

Bozrah, East Lyme, Franklin, Groton, Ledyard, Lisbon, Montville, New London, North Stonington, Norwich, Preston, Salem, Stonington, Voluntown, Waterford

# Human Capital Development

Sinthia Soñe-Moyano, HR Director
Cindy Martinez, Talent Development Specialist

# Old ways

*Limited structures & events*



encoura
Eduventures Research



# New ways

## “Rooted in equity”

# New role

- Instrumental in new partnership with RELAY & Grow your own initiatives for non-certified staff
- Enhance screening & admin collaborative practices for centralized hiring
- Collaborate in wellness and equity planning and implementation.
- Collect & analyze staff feedback  to inform recruitment & retention plans.
    - *Partner with TEACH CT and SDE*

# What's next:

| Pipeline<br>Student Future Teacher (Grades 8-12) | Pipeline<br>Graduate/Non-Certified Staff w/out BA | Pipeline<br>Cert & Non-Cert Staff |
|---|---|---|
| Illing Middle to MHS | Tuition Assistance at state school | Dream Management:<br>Career/Job Coaching |

# Talent District Improvement Plan

key components

-Recruitment/Retention

-Leadership Development

- Partnerships

# Update on Data

*9% national average certified staff of color*

*2018-2019*
Staff of color 8% we since doubled! Currently at 16%

**Recruitment**
(Sources) Indeed, Northend Agent, Identidad Latina, CTREAP, University Partners, ALAS & Admin membership groups)

**Hiring data**

**Retention**

- **Overall Staff Demographics**
- **Staff exit data**

# Hiring Data (July-Sept.)

## Certified

24

50% Staff of color

## Non- Certified

26

38% Staff of color

**<u>Certified Staff Self Identified as:</u>**
**7-Black/African American ◊ 2-Hispanics ◊ 1-Black, Hispanic, White ◊ 2-Asians**

**<u>Non-Certified Staff Self Identified as:</u>**
**5-Black/African American ◊ 2-Hispanics (*w/ Two more races*) ◊ 2-Other ◊ 1-Two or more faces**

indeed®

NORTHEND AGENT'S
NEWS FOR THOSE WHO LIKE TO STAY INFORMED

IDENTIDAD Latina MULTIMEDIA

# Overall Staff data

Total Staff of color:
315 (22%)

Total Certified Staff of Color:
115 (16%)

## Staff exit data

- **25 certified staff exited**
    - 64% retired

<u>Other reasons:</u>

- Advancement and relocation

# Plans to Retain our talent

**Key: HAPPY Staff**

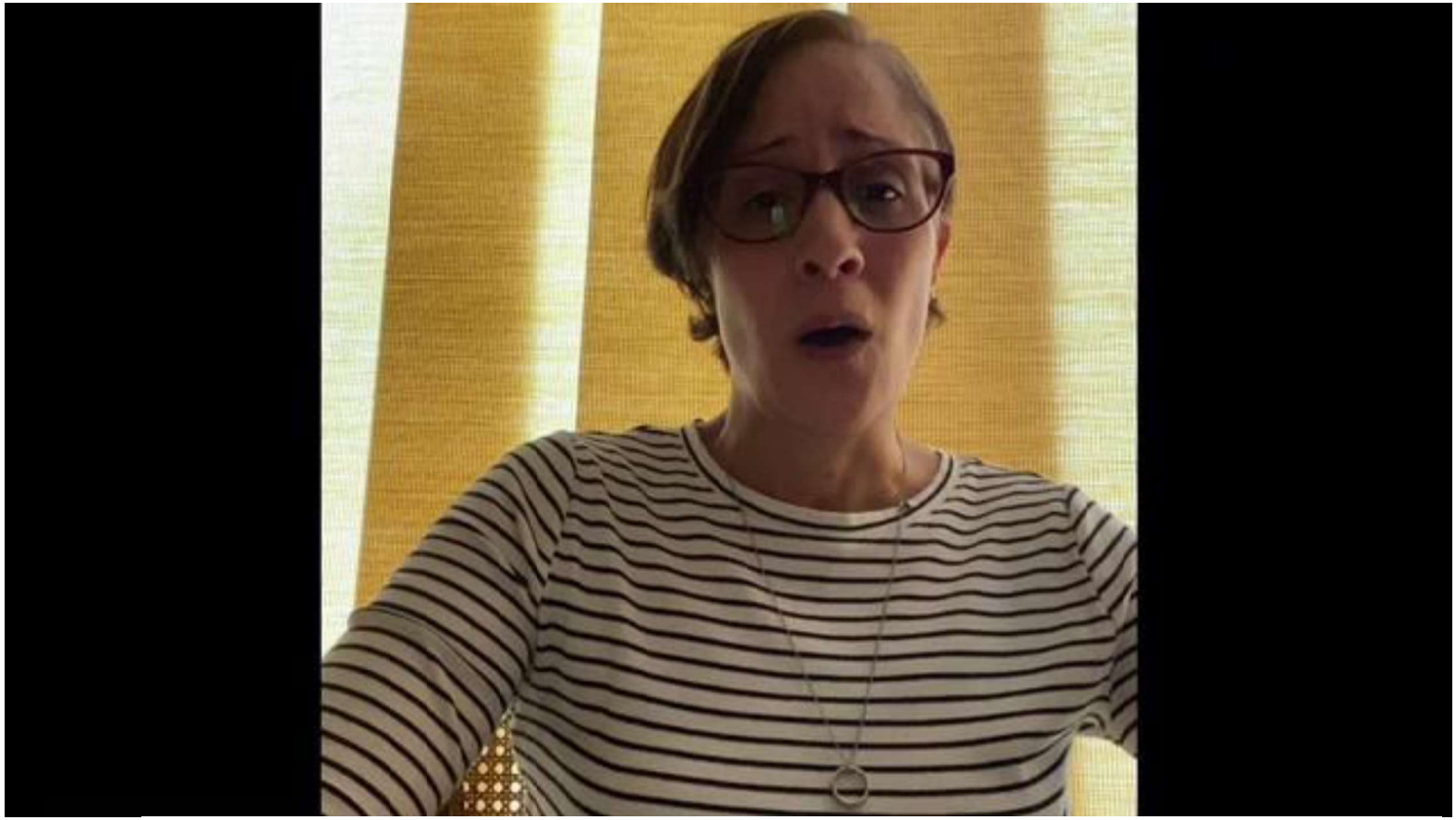
- Hire top talent with shared vision
- Offer professional conversations
- Provide Professional growth opportunities
    - RELAY (Alt route to cert.)
- Wellness initiatives
- Affinity groups






**New Staff from outside district**

**Ricky Clark**

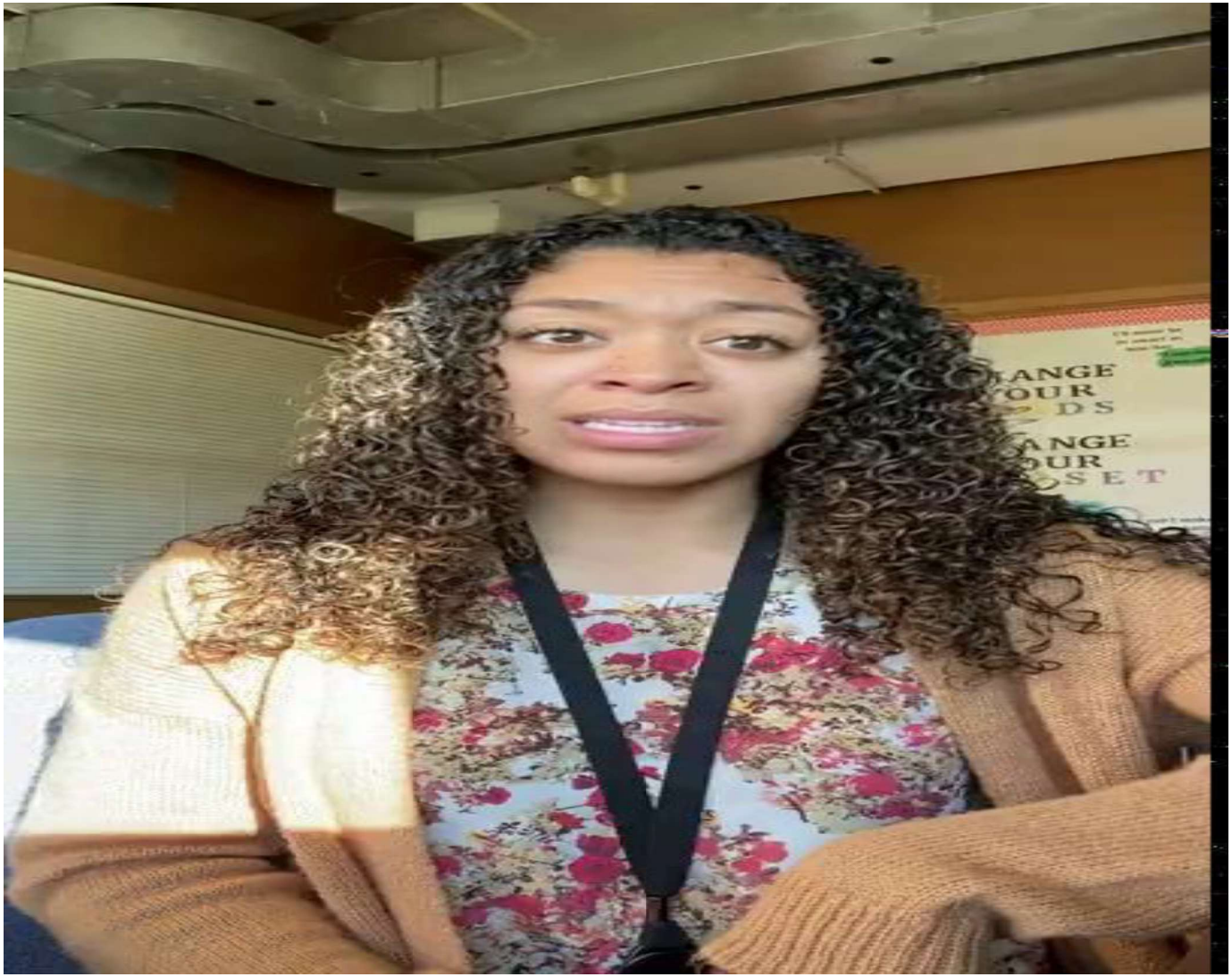


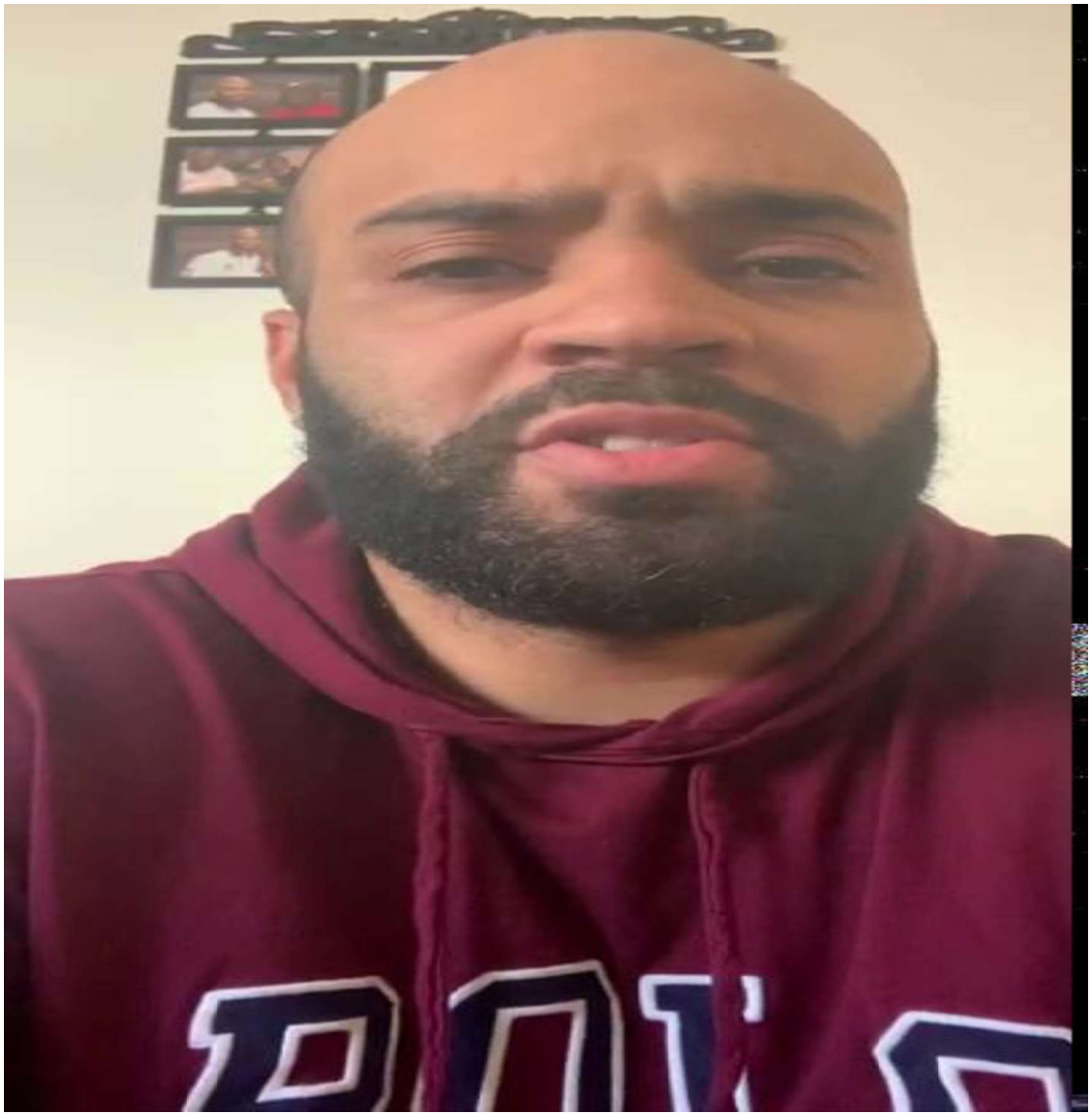
**RELAY-Upcoming teacher Fall 20-21**

**Mary Franco**

**MHS ALUM**

**Tajae Stringer**





**RELAY-Upcoming teacher Fall 20-21**

**Tylon Smith**

# Next steps…
# or Q & A