

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, NOVEMBER 4, 2019
BUCKLEY ELEMENTARY SCHOOL - GYMNASIUM
250 Vernon Street, Manchester, CT**

**Policy Committee
Executive Session - Personnel Matter
Board of Education Meeting**

**5:30 P.M. - Buckley Library
6:30 P.M. - Buckley Library
7:00 P.M. - Gymnasium**

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Recognition of Board of Education Members
- 5) Board of Education Minutes 10-21-2019 A - 5

B. COMMITTEE REPORTS

- 1) Building & Sites Committee Minutes - 10-21-2019 B - 1

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2) Transfer of Funds C - 2
- 3) Extended Field Trip Request Form - Illing - 176 Students (Grade 8) - May 20, 2020 - May 22, 2020 - Washington, DC C - 3
- 4) Extended Field Trip Request Form - MHS - Fighting Against Common Teen Substances Club (FACTS Club) - 6 Students - February 3, 2020 - February 7, 2020 - Community Anti-Drug Coalitions of America - National Prevention Day - Youth Leadership Development in Substance Prevention - Washington, DC C - 4
- 5) Extended Field Trip Request Form - MHS - Broadcast Journalism Class - 25 students - March 11, 2020 - March 15, 2020 - STN Convention - Washington, DC C - 5

D. REPORT FROM STUDENT REPRESENTATIVE

- 1) Student Representative Report - Krista Myrie and Tiffany Henry

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Buckley School Improvement Plan F - 1

G. **UNFINISHED BUSINESS** - None

H. **NEW BUSINESS** - None

I. **PUBLIC COMMENTS** - (comments limited to items on tonight's agenda)

J. **COMMUNICATIONS** - None

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

Wednesday, November 20, 2019

Pre-budget Workshop, 6:00
Regular Meeting, 7:00
Update on Humanities
Reaffirmation of BOE Bylaws

Monday, December 2, 2019

Board of Education Professional Learning
Session, 5:30

Monday, December 9, 2019

Fall Data Update

Monday, January 13, 2020

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 speaker.*
- 6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).*
- 7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.*

MANCHESTER BOARD OF EDUCATION

Regular Meeting

October 21, 2019

Manchester High School, Room 293

PRESENT: Conyers, Hagenow, Heinrich, Hughes, Meggers, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary, Director of Finance and Management Clancy, Director of Human Resources Sone-Moyano

ABSENT: Scappaticci, Pattacini

A. OPENING

A.1/2. Meeting Called to Order and Pledge of Allegiance

Chairperson Thames called the meeting to order at 7:05 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

A.3. Secretary's Welcome

Acting Secretary Stefanovicz stated that as Acting Secretary of the Board of Education, she wished to extend a warm welcome to everyone present and to the television viewers. She, along with the Board and the Superintendent, were pleased to be joined in celebrating the achievement, reviewing information, and discussing areas for growth, along with making policy decisions related to the effective operation of the Manchester Public Schools. Ms. Stefanovicz 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.

Ms. Stefanovicz explained that as the Manchester Board of Education, they are here to set goals, listen to reports of the Superintendent, approve budgets, contracts, and personnel appointments, and to create policy for the district. They are not here to make management decisions or solve the problems of individuals. Members of the public with individual concerns may contact the Superintendent directly. It was explained that meetings of the Board are open to

the public, but are not meetings with individual members of the public. Therefore, comments from the audience will be confined to the time designated for the public to address the Board.

A.4. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of October 7, 2019. Acting Secretary Stefanovicz moved and Mr. Meggars seconded the motion.

7/0 – Voted in favor.

B. COMMITTEE REPORTS

B.1. Curriculum and Instruction Committee

Mr. Heinrich reported the last meeting was held October 7 with the following in attendance: Mr. Conyers, Mr. Heinrich, Mr. Meggers, Dr. Radikas, Diane Burnes and Pari Ghetia.

Committee members reviewed a document, The Key Characteristics of a Multicultural Curriculum. The document, available through **EdChange**, provides a framework to examine curriculum for potential social and cultural biases.

Committee members used the Key Characteristics of a Multicultural Curriculum framework to examine a Grade 8 Social Studies unit. The unit topic, immigration and citizenship, was reviewed along with the corresponding document based questions (DBQs). Committee members have requested to see student responses to the DBQs at a future committee meeting.

C. CONSENT CALENDAR

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

C.1. Personnel Action

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

C.2. Transfer of Funds

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

C.3. Permission to apply FY 2019-2020 Title I, Part A - Improving Basic Programs Grant

C.4. Permission to apply FY 2019-2020 Title II, Part A - Supporting Effective Instruction Grant

C.5. Permission to apply FY 2019-2020 Title III - Language Instruction for English Learners Grant

C.6. Permission to apply FY 2019-2020 Title IV, Part A - Student Support and Academic Enrichment Grant

C.7. Permission to apply FY 2019-2020 Bilingual Education Program Grant

C.8. Permission to apply FY 2019-2020 Priority School District Summer School Grant

C.9. Permission to apply FY 2019-2020 Priority School District Extended School Hours Grant

C.10. Establish an increase in appropriation for FY 2019-2021 for the IDEA 611 Grant in the amount of \$1,836,908.

C.11. Establish an increase in appropriation for FY 2019-2021 for the IDEA 619 Grant in the amount of \$65,420.

C.12. End of year transfers - FY 2018-2019 Budget

The Chairman called for a motion.

Acting Secretary Stefanovicz moved and Mr. Heinrich seconded the recommendation to adopt the Consent Calendar as outlined in this evening's agenda.

DISCUSSION:

Mr. Heinrich asked for clarification on items C.10. and C.12. **Mr. Geary** explained that grants are written using the previous year's amount, and then adjust the appropriation based on the actual amount given. Mr. Geary explained that the IDEA grant is specifically used to support programs involving students with disabilities. Mr. Geary clarified that item C.12. was necessary to bring last year's budget to a zero balance. Mr. Geary reminded the board that there were challenges in the FY 2018-2019 Tuition and Transportation budget lines and money that was frozen in other line items was transferred into Tuition and Transportation lines.

7/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

None.

E. PUBLIC COMMENTS

None.

F. SUPERINTENDENT'S REPORT – PART I

F.1. Update on Human Resources

Mr. Geary introduced the Director of Human Resources, Mrs. Sinthia Sone-Moyano. Mrs. Sone-Moyano gave a presentation that is available on the website, outlining the Human Resources Department Talent District Improvement Plan.

Mr. Meggers asked what the retention rate of teachers and administrators hired within the last 3-5 years looked like. Mrs. Sone-Moyano explained that while she doesn't have data going back that far, she can explain that most staff who have left typically do so for promotional or opportunities for growth or for locations

closer to home. There is a trend showing that newer teachers in the millennial generation tend to transfer between employers approximately every 3-5 years, and while our union contracts are comparable to other local school districts, our salary options are not. **Mr. Geary** reported that over the last 3 years, the retention rate has been around 80% and explained that some of the loss was due to early retirement incentives. Mr. Geary reported that they are looking into ways to retain the millennials.

Mr. Hughes asked whether or not there are opportunities for promotion or salary increases for our teachers. Mrs. Sone-Moyano explained that salaries are governed by the union contracts and are negotiated, but that there are opportunities for stipends which offer additional pay and leadership opportunities.

Mr. Conyers requested information on recruitment practices for teachers of color. Mrs. Sone-Moyano explained that they have to think outside of the box to recruit minorities. Most come into the education industry later in life mostly as a second career which means that recruiting directly through college partnerships hasn't produced the numbers to provide more candidates. Mrs. Sone-Moyano discussed the shift to recruiting within our district. She explained how we can invest in our own non-certified staff who show promise and an interest in education to support and grow them.

Ms. Stefanovicz wondered if we see a burn-out or a loss of interest in the millenials, or that possibly they believe they have reached their peak within this job which may explain the turnover. That they may suffer from "compassion fatigue". Mrs. Sone-Moyano spoke about the use of buddies within the same buildings, beyond their mentors. She mentioned the use of our Employee Assistance Program to support stress management.

Mr. Thames mentioned that some people might be uncomfortable with people that they are unfamiliar with (i.e. different race or ethnicity) and that during the interview process, those on the interview panel may tend to lean towards candidates that they are comfortable with. Mr. Thames asked what the process for selecting individuals for the interview panel is, and how are we managing

diversity at that first level. Mrs. Sone-Moyano described that we hire through the lense of diversity, but that we don't have a process to specifically guide our hiring teams yet. This is currently being developed through conversations with administration. The Human Resource Department has guided the hiring administrators in selecting individuals at the building level in certain types of roles to be on the interview panel (teacher, support staff, social worker, etc) and mentioned that some schools who have an active School Governance Council have requirements to have parents participate.

Mr. Thames thanked Mrs. Sone-Moyano for the presentation and was appreciative of the in-depth information that she provided, and the out-of-the-box approach she is taking in regards to recruitment. He reminded the board that we must be able to accept a person based on the gifts they bring to the table, and need to look beyond the surface of the individual. The board has a responsibility to actively market this town and this school district, and that they must continue to push the message of diversity.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

None.

I. PUBLIC COMMENTS

None.

J. COMMUNICATIONS

Mr. Geary reminded the board that the Homecoming Parade and football game is Friday, October 25, 2019.

K. ITEMS FOR FUTURE AGENDAS

Monday, November 4, 2019 - Buckley School Improvement *last meeting of current board.

Monday, November 18, 2019 - Update on Humanities and Reaffirmation of BOE Bylaws
*first meeting of new board

Wednesday, November 20, 2019 - Pre-Budget Workshop

Monday, December 9, 2019 - Fall Data Update

L. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

**Acting Secretary Stefanovicz moved and Mr. Meggars seconded
the motion to adjourn the meeting.**

7/0 - Voted in favor.

Adjournment 8:21 p.m.

Respectfully submitted,

Melanie Stefanovicz
Acting Board Secretary

**Manchester Board of Education
Building and Sites Committee Meeting Minutes
MHS Room 293
October 21, 2019**

Committee Member Attendees: Peter Conyers and Campfield Heinrich

Other Attendees: Matthew Geary, Superintendent and Karen Clancy, Director of Finance & Management

Waddell Punch List

Ms. Clancy reviewed the outstanding punch list items at Waddell School. There is one major item, the installation of a radiant panel on the first floor, that will be addressed over December break. If weather impacts the work, it will be completed in April. It is anticipated that this project will be 100% complete in the spring of 2020. Mr. Conyers has requested information on solar panel energy generation / costs.

Verplanck Punch List

Ms. Clancy distributed a copy of the outstanding punch list items at Verplanck School. There are approximately 4 pages of open items that are minor in nature. TSKP and Downes Construction are working to complete all open items. Mr. Conyers has suggested temporary signage be posted at the exterior rear area of the building until such time that permanent lighting is installed for safety purposes.

MRA Roof Update

Ms. Clancy updated committee members on the status of the MRA roof project. Mr. Crowley, Mr. Till and Ms. Clancy met with the architect and the roofing contractor on October 9th for a pre-construction coordination meeting to review the schedule, staging, site access and other logistics of the project. The project should be complete by mid to late November.

SMARTR2 - Next Steps

Ms. Clancy updated the committee on a meeting held with the Town General Manager, Finance Director, Building Committee Chair, Public Works Director, Project Manager, Deputy General Manager, and the Project Accountant for the purpose of discussion on lessons learned with SMARTR school building projects and next steps for the SMARTR2 school building projects. Bidding and selection for architectural services and construction management services will begin between November 2019 and January 2020.

Other

Mr. Conyers asked how Manchester Middle Academy was currently operating and about the plan for its future location. Mr. Geary responded that the operation is filling a need and that we will have to consider options for a location moving forward. The intent is to remain at the Robertson location until the next school renovation project requires it for swing space which will be in the Fall of 2021.

Respectfully Submitted,

Karen L. Clancy

Karen L. Clancy
Director of Finance & Management

PERSONNEL ACTIONS**APPOINTMENTS**

Miss Jenna Hebert as a Head Start Pre-K Teacher for the Manchester Preschool Center. Miss Hebert received her Bachelor of Science in Early Childhood Education from Eastern Connecticut State University and she currently resides in Andover. It is recommended that her appointment be approved effective November 4, 2019 (Bachelor's / Step 1.5, \$47,690.00).

Ms. Hope Mulholland as a Technology Integration Specialist at Bennet Academy. Ms. Mulholland received her Master of Science in Elementary Education from Eastern Connecticut State University, and her Certificate in Computer Programming from Manchester Community College. She currently resides in Windham. It is recommended that her appointment be approved effective November 1, 2019 (Master's +30 / Step 7.5, \$69,104.00).

Ms. Raquel Rodriguez as a World Language - Spanish Teacher at Illing Middle School. Ms. Rodriguez received her Bachelor of Arts in Education from Inter-American University of Puerto Rico and currently resides in Hartford. It is recommended that her appointment be approved effective September 13, 2019 (Bachelor's +15 / Step 6.5, \$57,845.00).

RESIGNATIONS

Ms. Theresa Jones, Grade 1 Teacher at Verplanck Elementary School, has submitted her notice of resignation for personal reasons effective November 27, 2019. Ms. Jones has been with Manchester Public Schools since August 26, 2013. It is recommended that her resignation be accepted.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: October 8, 2019

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from System-wide World Languages Professional Development in the amount of \$2,500.00, from System-wide Social Studies Professional Development in the amount of \$1,202.00, and from System-wide Language Arts Contracted Substitutes in the amount of \$1,962.00. Transfer to System-wide Language Arts Instructional Supplies and Materials in the amount of \$5,664.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-20120 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 4, 2019

Town of Manchester
Board of Education

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Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-20120 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 4, 2019

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Language Arts

Date of Request: 10/08/2019

Approver: Amy F. Radikas

Date Approved: 10/11/2019

JUSTIFICATION (Required Field): **Transfer to cover ELA Instructional Supplies and Libraries**

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

DECREASE In whole dollars only:

\$ 2,500.00 Account #15499100 5330

Description: World Languages PD

\$ 1,202.00 Account #14299100 5330

Description: Social Studies PD

\$ 1,962.00 Account #12899100 5432

Description: Language Arts Contracted Substitutes

\$ 5,664.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 5,664.00 Account #12899100 5611

Description: Language Arts Instructional Supplies

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 5,664.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Language Arts

Date of Request: 10/08/2019

Approver: Amy F. Radikas

Date Approved: 10/11/2019

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\$ 1,202.00 Account #14299100 5330

Description: Social Studies PD

\$ 1,962.00 Account #12899100 5432

Description: Language Arts Contracted Substitutes

\$ 5,664.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 5,664.00 Account #12899100 5611

Description: Language Arts Instructional Supplies

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 5,664.00 **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 25, 2019

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from Manchester High School Family and Consumer Science Library Databases in the amount of \$900.00. Transfer to Manchester High School Family and Consumer Science Computer Supplies and Materials in the amount of \$378.00 and to Manchester High School Family and Consumer Science Instructional Supplies and Materials in the amount of \$522.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-20120 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 4, 2019

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Manchester High School

Date of Request: October 25, 2019

Approver: Katelyn Miner

Date Approved: October 25, 2019

JUSTIFICATION (Required Field): To cover the cost if iPad to replace cash register in Silk City Café and additional cost of instructional supplies for cooking and baking classes.

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

DECREASE In whole dollars only:

\$ <u>900.00</u>	Account # <u>12061100 5535</u>	Description: <u>FCS Library Databases</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 900.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>378.00</u>	Account # <u>12061100 5612</u>	Description: <u>FCS Computer Supplies/Materials</u>
\$ <u>522.00</u>	Account # <u>12061100 5611</u>	Description: <u>FCS Instructional Supplies/Materials</u>
\$ _____	Account # _____	Description: _____

\$ 900.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 1, 2019

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from Special Education Public Outplaced Tuition in the amount of \$1,663,333.00. Transfer to Special Education Public Outplaced Instructional Services in the amount of \$74,437.00, to Special Education Public Outplaced Related Services in the amount of \$36,560.00, and to Special Education Public Outplace Other Professional Services in the amount of \$1,552,336.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-20120 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 4, 2019

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department:

Date of Request: 7/1/2019

Approver: Karen L. Clancy

Date Approved: 11/1/2019

JUSTIFICATION (Required Field): Special Education Public Tuition and Special Services are now being broken out, moving the budget to reflect the breakout.

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

DECREASE In whole dollars only:

\$ 1,663,333 Account # 20859120 5561

Description: Special Education Public Tuition

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 1,663,333 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 74,437 Account # 20859120 5564

Description: Special Education Public Instr. Svcs.

\$ 36,560 Account # 20859120 5342

Description: Special Education Public Related

\$ 1,552,336 Account # 20859120 5340

Description: Special Education Public Other Prof.

\$ 1,663,333 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 1, 2019

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from Special Education Private Schools Tuition in the amount of \$432,499.00. Transfer to Special Education Private Schools Other Professional Services in the amount of \$42,678.00 and to Special Education Private Schools Related Services in the amount of \$389,821.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-20120 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 4, 2019

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department:

Date of Request: 7/1/2019

Approver: Karen L. Clancy

Date Approved: 11/1/2019

JUSTIFICATION (Required Field): Special Education Private Tuition and Special Services are now being broken out, moving the budget to reflect the breakout.

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

DECREASE In whole dollars only:

\$ 432,499 Account # 20858120 5563

Description: Special Education Private Tuition

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 432,499 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 42,678 Account # 20858120 5342

Description: Special Education Private Other Prof.

\$ 389,821 Account # 20858120 5340

Description: Special Education Private Related

\$ _____ Account # _____

Description: _____

\$ 432,499 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: IMS Date of Request: 10/24/19

Name of Club or Activity: 8th Grade D.C. Trip

Trip to: D.C. Purpose: Washington trip connects to 8th grade S.S. curriculum

Number of students participating: 176 From: 5/20/20 To: 5/22/20

Number of school days missed: 3

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

a. _____ b. _____ T.B.D.
 c. _____ d. _____
 e. _____ f. _____
 g. _____ h. _____
 Others: _____

Transportation: ☒ Bus ☐ Train ☐ Plane ☐ Car ☐ Other _____

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: Auction

How will funds be allocated to students participating? Identifying T-shirts for all

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: T.B.D.

Cost per teacher and/or chaperone: \$685 ← 22 chaperones are free
 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$600 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$600

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

a. _____ b. _____
c. _____ d. _____ Annual trip with agency

Name of teacher making request:

Signature: Amy Beardsworth Typed: Amy Beardsworth

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: _____ Date: _____

Approved by Principal:

Signature: Deonew Date: 10/25/19

Approved by Superintendent or designee:

Signature: _____ Date: _____

Attachments: Quotations
Itinerary

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

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040**

RECEIVED

OCT 18 2019

BY MHS PRINCIPAL'S OFFICE

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS _____ **Date of Request:** 10/17/19

Name of Club or Activity: FACTS club (Fighting Against Common Teen Substances)- Youth Substance Prevention leadership in collaboration with Change Collaborative of Manchester (CCM).

Trip to: CADCA (Community Anti-drug Coalitions of America) National Prevention Day and National Leadership Conference in Washington, DC.

Purpose: Youth Leadership Development in Substance Prevention

Number of students participating: 6 **From:** 02/03/2020 **To:** 02/06/2020 or morning of 02/07/20 if no evening return flight is available on 2/6.

Number of school days missed: 4

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

- a. Pam Phillips. b. Sharon Kozey- YSB Director _____
c. Sheridan Douglass YSB Employee _____ d. Deedra Willingham YSB Employee _____
e. _____ f. _____
g. _____ h. _____
Others: _____

Transportation: ☐ Bus ☐ Train ☐ X Plane ☐ Car ☐ Other _____

Are fund-raising activities planned? ☐ Yes ☒ No If so, describe: _____

How will funds be allocated to students participating?

Full amount paid by Substance Prevention Partnership for Success (PFS) Grant with Manchester Youth Service Bureau as Fiduciary

Lodging: x☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: 2 students double occupancy

Cost per teacher and/or chaperone: \$ 0 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$ 0 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$ 0

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

a. N/A b.
c. d.

Name of teacher making request:

Signature: Pamela Phillips Pamela Phillips _____ Typed: _____

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: David Dutton Date: 10/18/19

Approved by Principal:

Signature: Kathleen M. Mize Date: 10/18/19

Approved by Superintendent or designee:

Signature: _____ Date: _____

Attachments: Quotations
 Itinerary

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

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School **Date of Request:** 10-21-19

Name of Club or Activity: MHS Broadcast Journalism Class

Trip to: Washington DC **Purpose:** STN Convention

Number of students participating: 25 **From:** 03/11/20 **To:** 03/15/20

Number of school days missed: 3

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

a. Ryan Jones b. Eric Larson

c. Shelby Muraski d. Gina Clark

e. _____ f. _____

g. _____ h. _____

Others: _____

Transportation: ☒ Bus ☐ Train ☐ Plane ☐ Car ☐ Other _____

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: See attached

How will funds be allocated to students participating?* Total fundraising will be divided

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: Up to 4 per room

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

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

Cost per student after fund-raising: \$see attached

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

a. _____ b. _____
c. _____ d. _____

Name of teacher making request:

Signature: Eric R. Larson Typed: Eric R. Larson

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 10/22/19

Approved by Principal:

Signature: Lillian M. Muri Date: 10-22-19

Approved by Superintendent or designee:

Signature: _____ Date: _____

Attachments: Quotations
Itinerary

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

Buckley School

A Great Place to Grow and Explore

A Board of Education Presentation
November 4, 2019

Buckley School

Home of the Bobcats!

The mission of Buckley Elementary School is to build bridges to the future strengthened by educators, families and community. We will achieve this through a rigorous curriculum that:

- Fosters an inclusive climate of trust, safety and respect.
 - Promotes wellness of the body and mind.
 - Celebrates and raises awareness of diversity.
 - Challenges all students to achieve their highest potential in preparation for an ever changing world
-

Vision Statement

Buckley School will immerse all students in a dynamic culture of excellence in learning that respects the diverse needs of students, staff, families and the community, while providing a safe and secure environment that fosters the students' ability to grow and explore.



Highlighting Our School Improvement Plan

Academics

- Strengthen the workshop model in language arts and mathematics.
- Strengthen the analysis and use of data from unit assessments, benchmarks, performance tasks, and other forms of assessment to improve instruction.

Climate and Culture

- Develop and implement a systemic approach to teach and reinforce expected behaviors
- Implement Strong School Family Partnerships
- Ensure equitable and logical consequences, and opportunities for restorative practices

Our Work Is For All Students



From MPS Professional Development Session, *Race and Culture in Manchester*, October, 2019

Closing achievement and opportunity gaps

BY analyzing and adjusting curriculum language, content, materials, perspective

Equalizing the playing field

BY confronting our biases, learning about and listening to students' stories

Getting comfortable talking about race

THROUGH history, self-analysis and confronting our biases, and talking about race

Academics

Buckley SIP 2019-2020



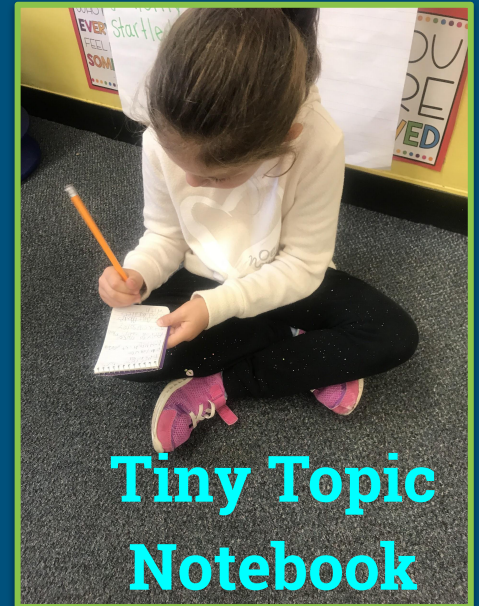
Writing Workshop & Student Engagement

“Engagement leads to *more memorable* learning and the propensity to reuse information”. (Keene, 2018)

The GOAL: To give students tools to allow them to engage independently. Ultimately, shifting the onus of responsibility of being engaged from always being on the teacher.



Idea Jar



Tiny Topic Notebook

Working With LitLife

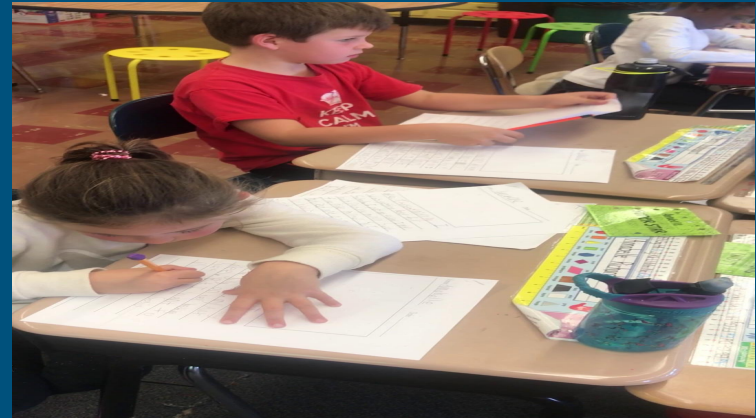
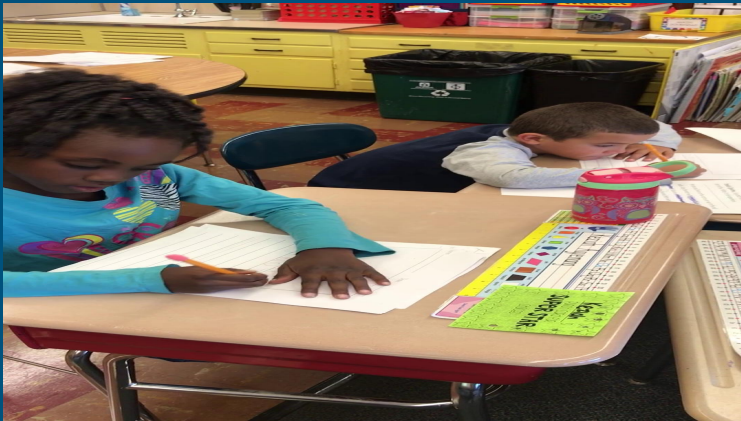
- Launch conversations about engagement in the classroom

Engagement		
Engaged	Disengaged	Reengaged
<ul style="list-style-type: none">● I want to keep writing/can't stop● I want to add more and more● I want to share my book	<ul style="list-style-type: none">● I don't know what to write about● I rush through my work● I don't know what to do next	<ul style="list-style-type: none">● topics I care about● topics I'm excited about● topics that make me feel happy

- Case studies to observe levels of engagement
- Writing conferences can be a venue to discuss and enhance engagement

Living A Writerly Life

“Children have the impression that they are surrounded and engulfed by an aesthetic world- a world in which a learner can be immersed in something important and beautiful merely by being present each day”. (Keene, 2018)

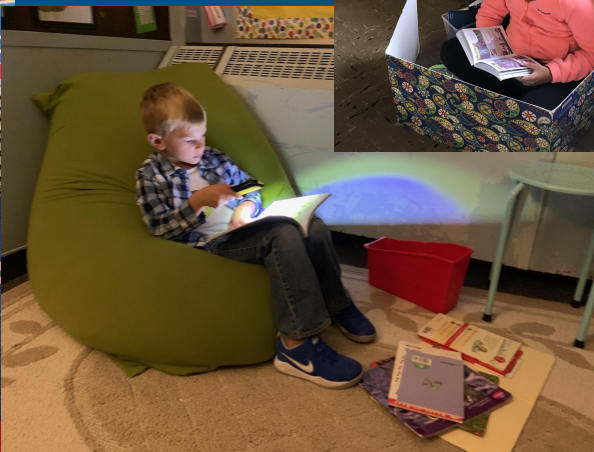
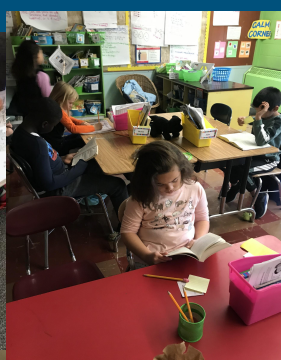
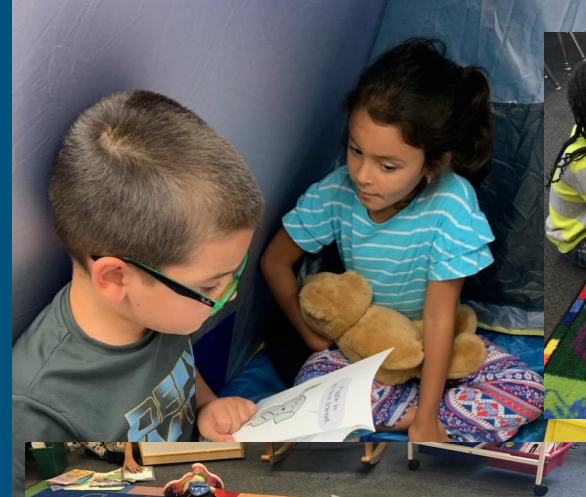


Reading Workshop:

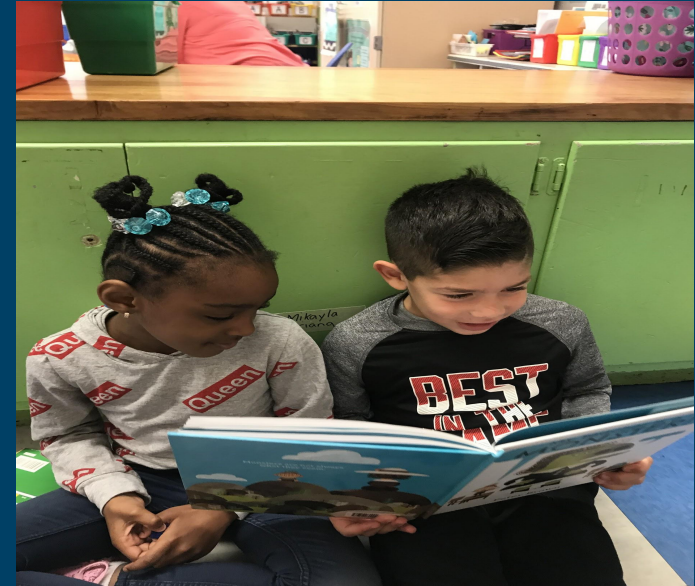
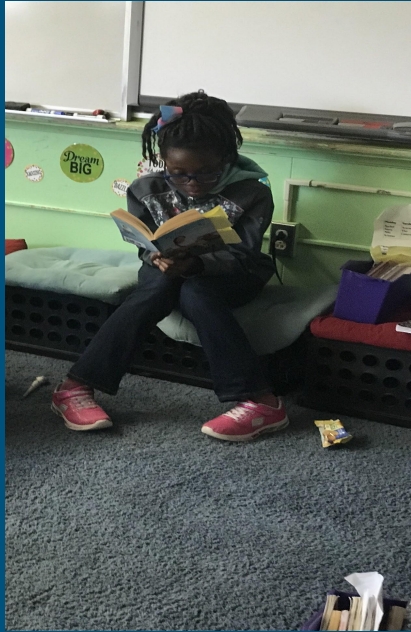
How We Continue to Grow as Readers

- Reading Conferences
- Serravallo Lessons to enhance our work
- Tier 1 instruction
- Work with LitLife & Reading Specialist
- Promoting a love of literacy
- Student choice
- Culturally relevant reading materials to represent all students
- Kindergarten focus on Phonemic Awareness (Haggerty)

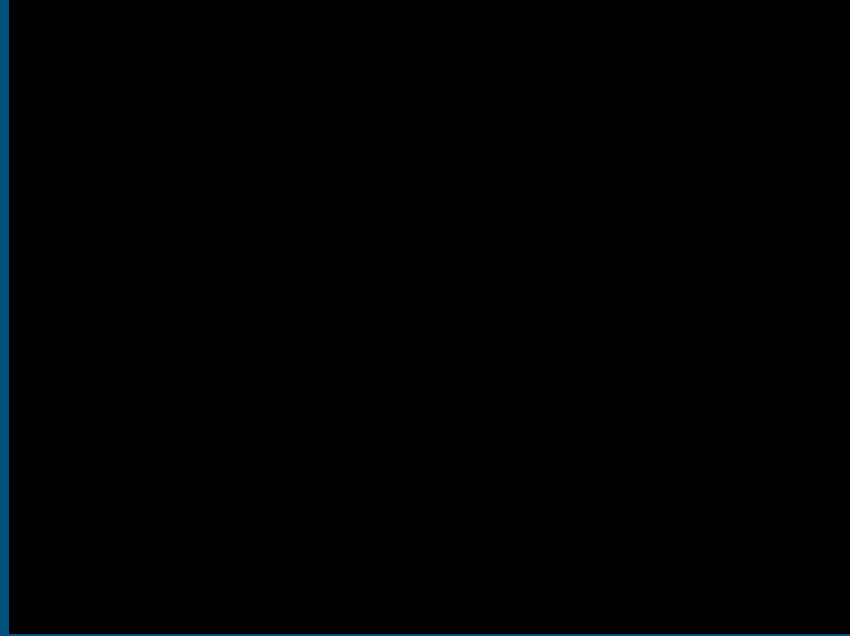




What Does Reading Workshop Look Like?



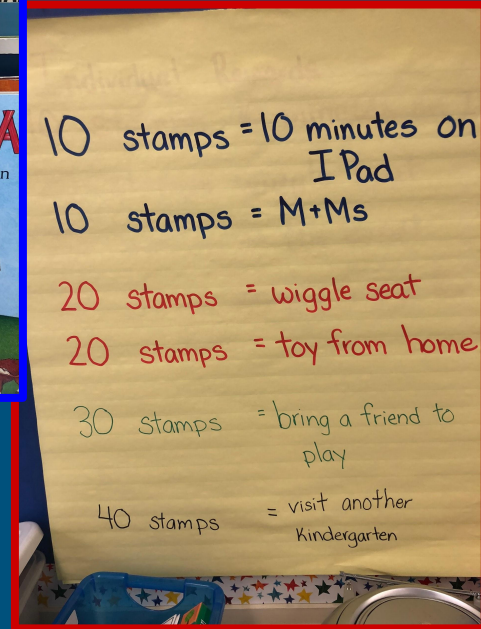
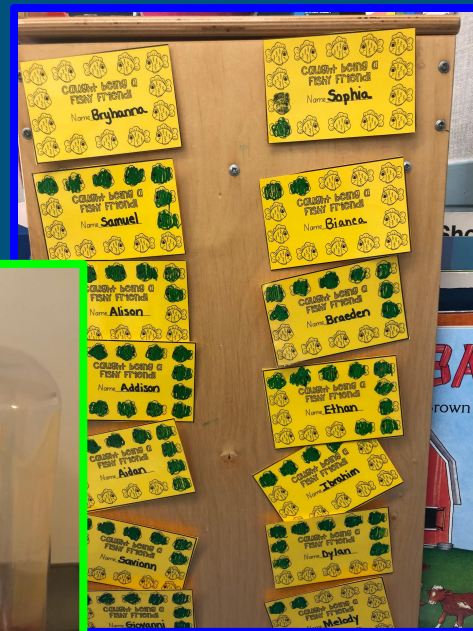
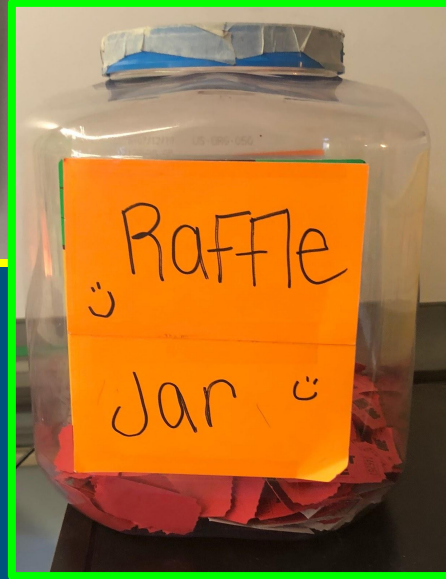
What Do Our Readers Say?



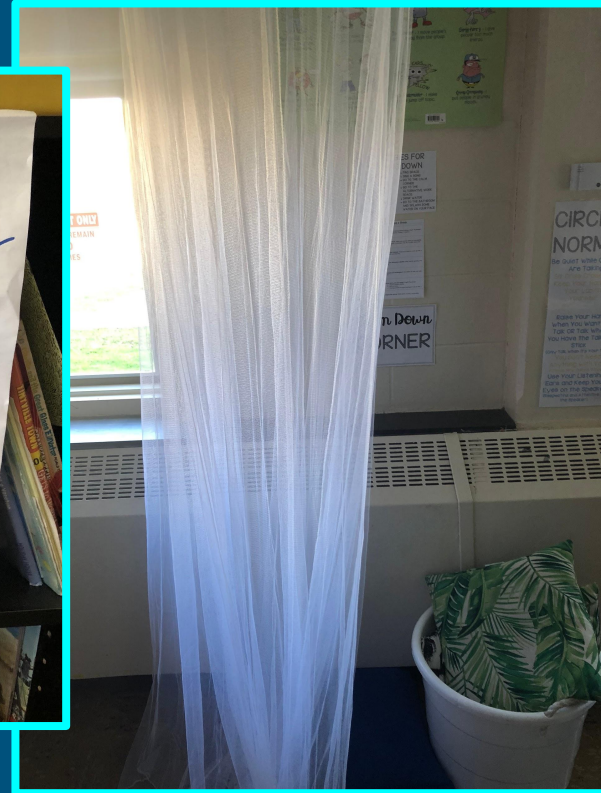
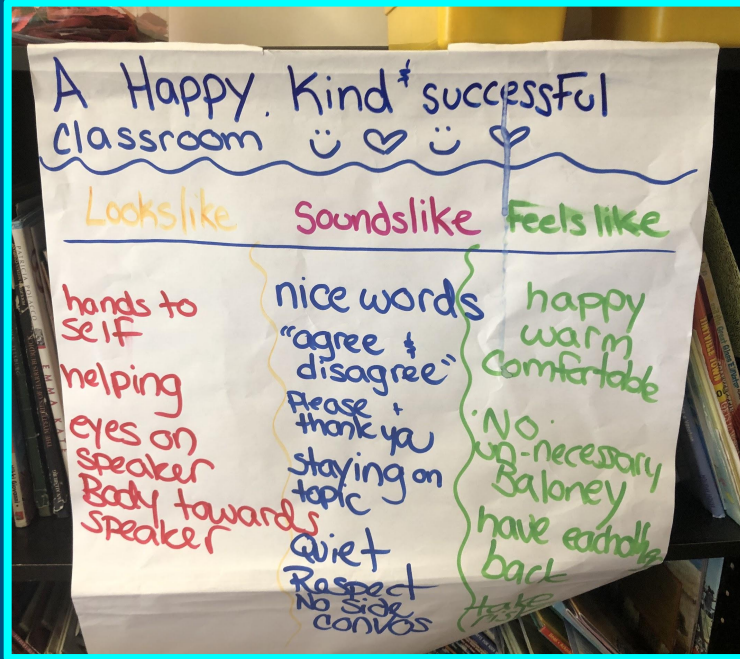
Culture & Climate

Buckley SIP 2019-2020



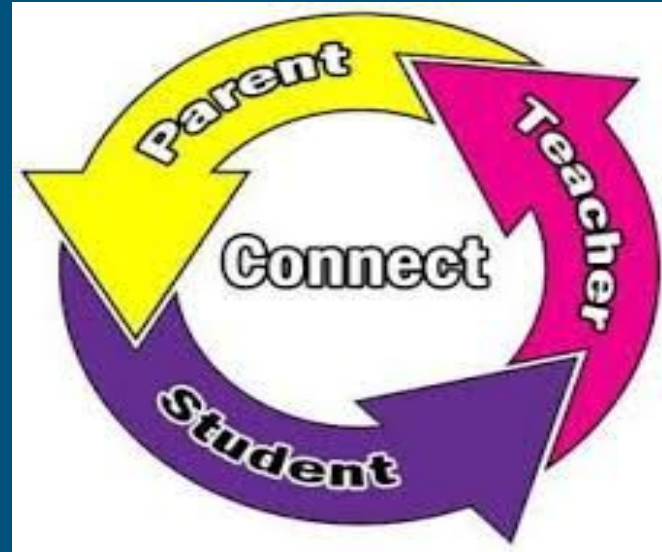


Teaching & Reinforcing Expected Behaviors



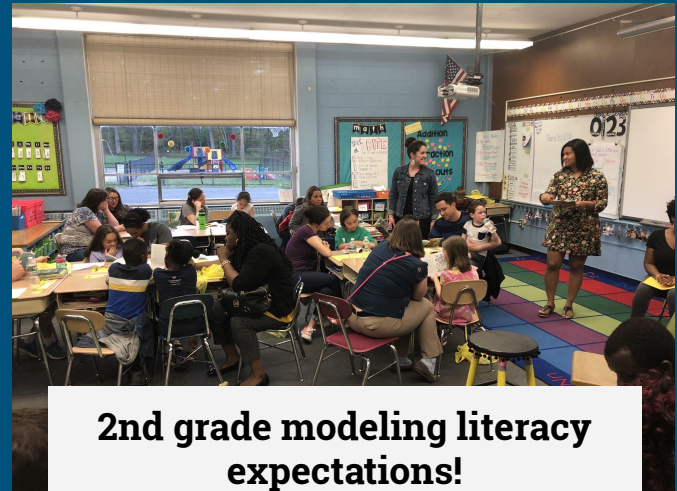
Classroom Climate

Cherie Seaha
Sean Webster
B-PACC



Family Literacy Night

Keeping Families Informed
& Partnering With Families for
Student Success



Mr. Webster Buckley Family Resource Center

5 Components:

- Family Engagement
- Resource and Referral
- Positive Youth Development
- Outreach
- Playgroups

Our Mission

The Family Resource Centers support and uplift the school-family-community partnerships, by providing a broad base of educational and supportive programs. Our success in fulfilling our mission hinges on positive and healthy community and family relationships. In delivering our services, we work closely with schools, social service agencies, and our community partners.

Family Engagement and the Buckley Family Resource Center

The Buckley FRC works in many ways to foster a strong, meaningful Home-School relationship through programs and events like:

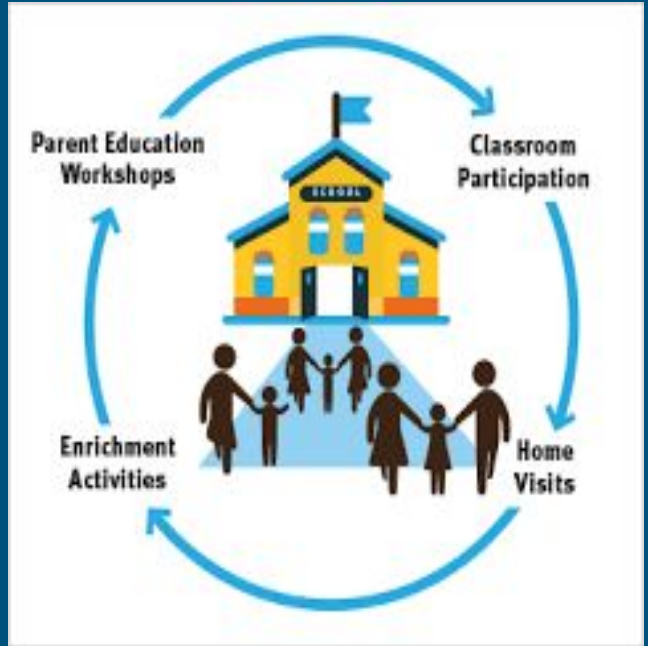
Lunch Bunch

Cultural Night

Partnering with Manchester
Adult and Continuing Education
Informational Parent Nights

Parent Advisory Group (BPACC)

Mr. Nick Cronin-Parent
Mrs. Evelyn Kissi-Parent



A formal voice of the parent and broader community

Promote productive dialogue among all stakeholders

Advocates for student needs and parents' voice

Assists school staff and leadership in establishing priorities to inform school policy and initiatives

Thank you for all your support!