

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, SEPTEMBER 24, 2018
LINCOLN CENTER

Joint Policy & Personnel & Finance Committee Mtg.
Executive Session - Administrator's Contract
Board of Education Meeting

5:30 P.M. - Director's Rm.
6:30 P.M.- Director's Rm.
7:00 P.M. - Hearing Rm.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes 9-10-18 A - 4

B. COMMITTEE REPORTS –

- 1) Personnel & Finance Committee Minutes 9-10-18 B - 1

C. CONSENT CALENDAR

- 1) Personnel Information C - 1
- 2) Transfer of Funds C - 2
- 3) Increase in appropriation for FY18-19, for the Enfield Head Start Training and Technical Assistance, in the amount of \$5,568, bringing the total amount to \$11,137 C - 3
- 4) Increase in appropriation for FY18-19, for the Enfield Head Start, in the amount of \$439,741, bringing the total amount to \$857,746 C - 4
- 5) Increase in appropriation for FY18-19, for the Manchester Head Start Training and Technical Assistance, in the amount of \$7,656, bringing the total award to \$15,312 C - 5
- 6) Increase in appropriation for FY18-19, for the Manchester Head Start in the amount of \$632,278, bringing the total amount to \$1,233,302 C - 6
- 7) Establish an appropriation for FY18-19, for the Connecticut State Department Grant for Manchester Adult Education, in the amount of \$673,831 C - 7
- 8) Permission to apply for FY18-19, for the Parent Trust Fund Grant for Parent Leadership Training C - 8
- 9) Ratification of the Manchester School Administrators Association Contract, Local 97, AFSA, AFL-CIO, for the period July 1, 2018 through June 30, 2021
- 10) Permission to revise the Authorized Signatures change Form from the CT State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education for the ED-099 Agreement for Child Nutrition Programs C - 10

- 11) The Superintendent of Schools recommends that the Manchester Board of Education grant MEA President, Kathryn Dias, .50 release time for FY18-19 School year; and, that the Board of Education request that the Board of Directors establish an appropriation in the amount of \$26,766, to be funded by the Manchester Education Association (MEA) C - 11

D. REPORT FROM STUDENT REPRESENTATIVE –

- 1) Student Representatives Patrick Doherty and Krista Myrie

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Update on Technology – Ms. Kerry Kearney, Instructional Technology Supervisor
2) Professional Development Highlights – Dr. Amy Radikas, Deputy Superintendent F - 2

G. UNFINISHED BUSINESS –

1) Policy Recommendation:

The Policy Committee submits to the full Board its recommended policy changes for a second reading and approval in accordance with its policy on policy changes:

New Policies:

- a) Policy 5148 – Physical Restraint and Seclusion of Students G - 1a
b) Policy 6215 – Individuals with Disabilities Act – Alt. Assessments for Students with Disabilities for Statewide & District-wide Assessments G - 1b
c) Policy 1500 – Pool Safety Plan G - 1c
d) Policy 1501 – Prohibition Against Smoking G - 1d
e) Policy 1502 – Administrative Regulations Regarding Sexual Offenders G - 1e
f) Policy 1503 – Non- Discrimination G - 1f
g) Policy 1504 – Possession of Deadly Weapon or Firearms G - 1g
h) Policy 1505 – School Security and Safety G - 1h
i) Policy 4306 – Administrative Regulations Regarding Concussion Mgmt. and Trng. for Athletic Coach G - 1i
j) Policy 4307 – Employee Use of the District's Computer Systems and Electronic Communication G - 1j
k) Policy 4308 – Sudden Cardiac Arrest Awareness for Intramural & Interscholastic Athletes G - 1k

- l) Policy 5148 – Student Use of the District’s Computer Systems and Internet Safety G - 1l

Policy Deletions:

- m) Policy 4118.5 - Employees Use of District Computer Systems G - 1m
n) Policy 6141.321 - Student Use of the District Computer Systems G - 1n

Policy Revisions:

- o) Policy 5141.3 – Administrative Regulations Regarding Health Assessments and Screenings G - 1o
p) Policy 5142 - Administration of Student Medications in the Schools G - p
q) Policy 1401 - School Volunteers/Chaperones G - 1q
r) Policy 5125 - Confidentiality and Access to Student Records G - r

H. NEW BUSINESS - None

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

J. COMMUNICATIONS - None

K. ITEMS FOR FUTURE AGENDAS

Tuesday, Oct. 9, 2018	Bennet School Improvement
Monday, Oct. 22, 2018	Update on Equity Informed School Climate Assessment
Tuesday, Nov. 13, 2018	Illing School Improvement
Monday, Nov. 26, 2018	Fall Data Update Reaffirmation of Board of Education Bylaws

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
Personnel & Finance Committee Report
September 10, 2018

Attendees: Committee Members Darryl Thames, Sr. and Deborah Hagenow

Also in attendance: Board of Education Chairman, Chris Pattacini; Superintendent, Matthew Geary and Director of Finance & Management, Karen Clancy

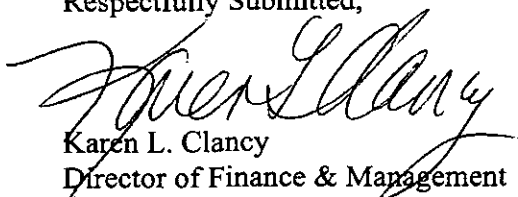
Mrs. Clancy reviewed the 2017-2018 End of Year Financial Report and Budget Transfers. The end of year transfers are approved by the Board of Education. Based on unknown factors at the State level and an anticipated significant deficit in tuition, a budget freeze was implemented early in the school year. These frozen funds were used to offset the tuition deficit. As the year drew to a close, the overall budget reflected a negative balance which was adjusted to zero once benefits were finalized and moved to grants.

Mrs. Clancy provided the committee with an update on the current budget status stating that the year is off to a good start and that we are in a more favorable position this year relative to State funding and budget stability. We are in the process of reviewing salary accounts to determine those employees that will be shifted and charged to grants. There are no budget concerns at this point in the year.

Mrs. Clancy distributed a draft copy of the 2019-2020 Budget Development Calendar. She reviewed the information stating that the timeline mirrors the previous fiscal year schedule with one change. A new date scheduled for November 14 has been added for the purpose of a pre budget workshop. The pre budget workshop will provide board members with a current services budget. A current services budget takes existing staff and services along with corresponding contractual increases and rolls it forward into the next fiscal year. This workshop will start the conversation in terms of budget planning and direction.

The next Personnel & Finance Committee meeting will be held on Monday, November 26, 2018, at 5:30 p.m., at Lincoln Center.

Respectfully Submitted,



Karen L. Clancy
Director of Finance & Management

PERSONNEL ACTION**APPOINTMENTS**

Mr. Michael Gomez-Hixson to be a 1.0 Special Education Teacher for Manchester Middle Academy. Mr. Gomez-Hixson received his Bachelor of Science from The University of Hartford. Mr. Gomez-Hixson resides in Wethersfield. It is recommended that his appointment be approved effective August 30, 2018 (Bachelor's / Step 1 \$46,228).

Ms. Christine Benoit to be a 1.0 Grade 5 Reading Specialist for Bennet Academy. Ms. Benoit received her Master's Degree from Central Connecticut State University. Ms. Benoit resides in Kensington. It is recommended that her appointment be approved effective September 24, 2018 (Masters / Step 11 \$77,589).

Ms. Debra Camp to be a 1.0 Remedial Reading Specialist at Verplanck Elementary School. Ms. Camp received her Master's +30 from Walden University. Ms. Camp resides in Middletown. It is recommended that her appointment be approved effective September 10, 2018 (Masters +30 / Step 11 \$82,839).

Dr. Randi Petersen to be a 1.0 District K-4 Literacy Specialist. Dr. Petersen received her Doctorate in Educational Leadership from University of Hartford. Dr. Petersen resides in North Haven. It is recommended that her appointment be approved effective October 15, 2018 (Doctorate / Step 8 \$78,063).

RESIGNATIONS

Ms. Gabrielle Gallucci, Biology Teacher at Manchester High School has submitted her letter of resignation. Ms. Gallucci has been with Manchester Public Schools since August 30, 2017. It is recommended that her resignation be accepted.

FY 2017-2018 Budget

In accordance with Board of Education Policy 3160, Transfer of Funds between Categories and End of the Year Close out, I am requesting the Board approve the following transfers to the FY2017-2018 Budget.

From:

Employee Salaries	\$815,520.78
Employee Benefits	\$738,109.04
Professional Fees	350,282.44
Supplies	630,395.24
Property/Equipment	111,893.94
Other	39,656.24

Total: \$2,685,857.68

To:

Contracted Services	712,261.22
Other Purchased Services	1,973,596.46

Total: \$2,685,857.68

Submitted by: 

Superintendent of Schools

August 3, 2018

2017-2018 BUDGET STATUS REPORT FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018

	ORIGINAL	TRANSFERS	REVISED	ENCUMBRANCES	AVAILABLE
31-Jul-18	APPROPRIATION	ADJUSTMENTS	BUDGET	YTD EXPENDED AND PROJECTIONS	BUDGET
<u>SALARIES</u>					
5110 CERTIFIED ADMINISTRATORS	\$4,699,346	\$0	\$4,699,346	\$4,644,266	\$55,080
5111 CERTIFIED SALARIES	41,870,395		41,870,395	41,467,750	402,645
5112 NON-CERTIFIED SALARIES	11,300,124		11,300,124	10,925,594	374,530
5113 GRANT DATA SPECIALIST	10,530		10,530	11,859	-1,329
5114 GRANT FACILITATORS	40,860		40,860	43,936	-3,076
5115 HOURLY EMPLOYEES	2,336,490		2,336,490	2,540,285	-203,795
5117 TUTORS	755,081		755,081	906,098	-151,017
5118 PARAPROFESSIONALS	4,042,924		4,042,924	3,807,354	235,570
5119 SPED 1:1 PARAPROFESSIONAL	52,438		52,438	38,130	14,308
5120 STUDY HALL MONITORS	140,790		140,790	202,683	-61,893
5122 BUILDING SUBSTITUTES	240,188		240,188	204,371	35,817
5124 CERTIFIED DEGREE CHANGES	100,000		100,000	0	100,000
5126 WORKPLACE ED/BUSINESS COOR	19,331		19,331	23,430	-4,099
5130 OVERTIME	385,650	0	385,650	362,869	22,781
TOTAL- SALARIES	\$65,994,147	\$0	\$65,994,147	\$65,178,626	\$815,521
<u>BENEFITS</u>					
5210 LIFE INSURANCE	\$140,401		\$140,401	\$134,899	\$5,502
5220 SOCIAL SECURITY	2,170,034		2,170,034	2,057,124	112,910
5230 TOWN PENSION	2,406,017		2,406,017	2,406,017	0
5235 DEFINED CONTRIBUTION	395,397		395,397	421,374	-25,977
5240 TUITION REIMBURSEMENT	50,000		50,000	42,850	7,151
5250 UNEMPLOYMENT COMP.	80,000		80,000	68,705	11,295
5270 HEALTH & MAJ. MED.	17,273,570		17,273,570	16,423,589	849,981
5280 MAN. SELF INS. PROG. MSIP	765,120		765,120	765,120	0
5290 CERTIFIED-ACCUM. SICK	250,000		250,000	262,392	-12,392
5291 NON-CERT. ACCUM. SICK	100,000		100,000	259,612	-159,612
5292 CERTIFIED LONGEVITY	34,700		34,700	89,166	-54,466
5293 NON-CERT. LONGEVITY	49,230		49,230	45,512	3,718
TOTAL-BENEFITS	\$23,714,469	\$0	\$23,714,469	\$22,976,360	\$738,109
<u>PURCHASED PROFESSIONAL SERVICES</u>					
5320 CONSULTANTS	\$505,732		\$505,732	\$329,980	\$175,752
5330 PROFESSIONAL DEVELOPMENT	291,888		291,888	68,777	223,111
5335 LEGAL FEES	150,000		150,000	246,357	-96,357
5340 OTHER PROFESSIONAL SERV	157,975		157,975	106,095	51,880
5341 SPORTS OFFICIALS	37,778		37,778	41,882	-4,104
5421 DISPOSAL SERVICES	188,000		188,000	142,141	45,859
5430 CONTRACTED SERVICES	461,955		461,955	789,305	-327,350
5432 CONTRACTED KELLY SUBS	1,160,769		1,160,769	1,706,314	-545,545
5435 REPAIR OF EQUIPMENT	166,338		166,338	114,977	51,361
5440 RENTALS	375,826	0	375,826	312,412	63,414
TOTAL-PURCHASED PROF SERVICES	\$3,496,261	\$0	\$3,496,261	\$3,858,240	-\$361,979

31-Jul-18	ORIGINAL APPROPRIATION	TRANSFERS ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES AND PROJECTIONS	AVAILABLE BUDGET
OTHER PURCHASED SERVICES					\$0	\$216,994
5510 REGULAR TRANSPORTATION	\$2,584,115		\$2,584,115	\$2,367,121	0	-377,982
5511 SPECIAL TRANSPORTATION	2,233,500		2,233,500	2,611,482	0	76,713
5512 FIELD & ATHLETIC TRIPS	206,974		206,974	130,261	0	-33,195
5513 HOMELESS TRANSPORTATION	97,500		97,500	130,695	0	-10,021
5529 INTERSCHOLASTIC INSURANCE	15,000		15,000	25,021	0	-22,290
5530 TELEPHONE/COMMUN.	99,615		99,615	121,905	0	7,409
5532 COMM RELATED EQUIP	12,462		13,028	5,619	0	21,442
5535 SOFTWARE LICENSES/FEES	66,862		66,862	45,420	0	74,694
5540 PRINTING/ADVERTISING	120,733		120,167	45,473	0	10,967
5541 POSTAGE	40,513		40,513	29,546	0	-1,615,938
5561 TUITION-CT. DISTRICTS	3,242,876		3,242,876	4,858,814	0	-794,481
5563 TUITION-PRIVATE	2,140,624		2,140,624	2,935,105	0	36,804
5580 TRAVEL/LODGING	119,593		119,593	82,789	0	435,288
5590 OTHER PURCHASED SERV.	1,382,995	0	1,361,264	925,976	0	-1,973,596
TOTAL--OTHER PURCHASE SERV	\$12,363,362	\$0	\$12,341,631	\$14,315,227	\$0	
SUPPLIES/UTILITIES					\$1,125	\$8,372
5608 CAPITAL REPAIR	\$326,719		\$326,719	\$317,222	0	96,011
5610 GENERAL SUP. & MAT.	272,263		272,263	176,252	0	330,630
5611 INSTRUCTIONAL SUP. & MAT.	769,311		772,211	441,581	0	67,066
5612 COMPUTER SUP. & MAT.	257,557		279,038	211,972	0	67,758
5613 MAINTENANCE SUPPLIES	406,111		406,111	338,353	0	0
5614 AV SUP. & MAT.	0		0	0	0	7,831
5615 TESTING	13,000		13,000	5,169	0	4,497
5616 ATHLETIC SUPPLIES	39,900		39,900	35,403	0	51,959
5617 CUSTODIAL SUP. & MAT.	316,273		316,273	264,314	0	-49,724
5621 HEAT ENERGY	431,350		431,350	481,074	0	-79,072
5622 ELECTRICITY	1,376,350		1,376,350	1,455,422	0	10,859
5623 WATER	111,299		111,299	100,440	0	-44,325
5626 GASOLINE	227,220		227,220	271,545	0	15,928
5641 TEXTBOOKS	30,960		28,060	12,132	0	21,735
5642 LIBRARY BOOKS	88,580		88,580	66,845	0	11,735
5643 PERIODICALS	16,436		16,436	4,701	0	25,179
5650 MEDICAL SUPPLIES	40,115		40,115	14,936	0	83,956
5680 OFFICE SUPPLIES	200,652	0	200,902	116,946	0	\$630,395
TOTAL--SUPPLIES/UTILITIES	\$4,924,096	\$0	\$4,945,827	\$4,314,307	\$1,125	
EQUIPMENT/OTHER					\$0	\$52,429
5732 VEHICLES	\$170,000		\$170,000	\$117,571	0	-9,959
5734 COMPUTER EQUIP.	513,489		513,489	523,448	23,150	69,424
5735 CAPITAL PROJECTS	354,008		354,008	261,434	0	0
5739 SECURITY UPGRADES	100,000		100,000	100,000	0	39,656
5810 DUES & FEES	100,395	0	100,395	60,739	0	\$151,550
TOTAL--EQUIPMENT/OTHER	\$1,237,892	\$0	\$1,237,892	\$1,063,192	\$23,150	
GRAND TOTAL	\$111,730,227	\$0	\$111,730,227	\$111,705,952	\$24,275	\$0

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TOWN OF MANCHESTER
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2018 13

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5110 CERTIFIED ADMINISTRATORS	4,699,346	-55,080	4,644,266	4,644,266.15	.00		100.0%
5111 CERTIFIED SALARIES	42,320,111	-36,840	42,283,271	41,467,750.38	.00	815,520.78	98.1%
5112 NON-CERTIFIED SALARIES	11,416,971	-491,377	10,925,594	10,925,594.42	.00		100.0%
5113 GRANT DATA SPECIALIST	10,530	1,329	11,859	11,858.98	.00		100.0%
5114 GRANT FACILITATORS	40,860	3,076	43,936	43,935.53	.00		100.0%
5115 HOURLY EMPLOYEES	1,819,643	720,642	2,540,285	2,540,284.77	.00		100.0%
5117 TUTORS	755,081	151,017	906,098	906,098.40	.00		100.0%
5118 PARAPROFESSIONALS	4,042,924	-235,570	3,807,354	3,807,354.03	.00		100.0%
5119 SPED 1:1 PARAPROFESSIONAL	52,438	-14,308	38,130	38,130.11	.00		100.0%
5120 STUDY HALL MONITORS	140,790	61,893	202,683	202,682.99	.00		100.0%
5122 BUILDING SUBSTITUTES	240,188	-35,817	204,371	204,370.80	.00		100.0%
5124 CERT. DEGREE CHANGES	100,000	-100,000	0	.00	.00		.0%
5126 WORKPLACE ED/BUSINESS COOR	19,331	4,099	23,430	23,430.31	.00		100.0%
5130 OVERTIME	385,650	-22,781	362,869	362,869.35	.00		100.0%
5210 LIFE INSURANCE	140,401	-5,502	134,899	134,898.61	.00		100.0%
5220 SOCIAL SECURITY	2,170,034	-112,910	2,057,124	2,057,124.22	.00		100.0%
5230 TOWN PENSION	2,406,017	0	2,406,017	2,406,017.00	.00		100.0%
5235 DEFINED CONTRIBUTION	395,397	25,977	421,374	421,374.18	.00		100.0%
5240 TUITION REIMBURSEMENT	50,000	-7,151	42,850	42,849.50	.00		100.0%
5250 UNEMPLOYMENT COMP.	80,000	-11,295	68,705	68,705.00	.00		100.0%
5270 HEALTH & MAJ. MED.	17,273,570	-111,872	17,161,698	16,423,589.01	.00	738,109.04	95.7%
5280 MAN. SELF INS. PROG. MSIP	765,120	0	765,120	765,120.00	.00		100.0%
5290 CERTIFIED-ACCUM. SICK	250,000	12,392	262,392	262,391.85	.00		100.0%
5291 NON-CERT. ACCUM. SICK	100,000	159,612	259,612	259,612.44	.00		100.0%
5292 CERTIFIED LONGEVITY	34,700	54,466	89,166	89,165.69	.00		100.0%
5293 NON-CERT. LONGEVITY	49,230	-3,718	45,512	45,512.46	.00		100.0%
5320 CONSULTANTS	502,535	-172,555	329,980	329,980.45	.00		100.0%
5330 PROFESSIONAL DEVELOPMENT	295,123	123,936	419,059	68,776.83	.00	350,282.44	16.4%
5335 LEGAL FEES	150,000	96,357	246,357	246,356.75	.00		100.0%
5340 OTHER PROFESSIONAL SERVICES	157,700	-51,605	106,095	106,094.81	.00		100.0%
5341 SPORTS OFFICIALS	53,470	-11,588	41,882	41,881.72	.00		100.0%
5421 DISPOSAL SERVICES	188,000	-45,859	142,141	142,141.06	.00		100.0%
5430 CONTRACTED SERVICES	456,320	332,985	789,305	789,305.42	.00		100.0%
5432 CONTRACTED SUBS	1,173,569	-179,516	994,053	1,706,314.14	.00	-712,261.22	171.7%
5435 REPAIR OF EQUIPMENT	168,338	-53,361	114,977	114,976.89	.00		100.0%
5440 RENTALS	382,826	-70,414	312,412	312,411.71	.00		100.0%
5510 REGULAR TRANSPORTATION	2,844,215	-477,094	2,367,121	2,367,120.62	.00		100.0%
5511 SPECIAL TRANSPORTATION	1,950,000	661,482	2,611,482	2,611,482.16	.00		100.0%
5512 TRANSPORTATION FIELD/ATHLETICS	209,754	-79,493	130,261	130,260.91	.00		100.0%
5513 HOMELESS TRANSPORTATION	97,500	33,195	130,695	130,695.30	.00		100.0%
5529 INTERSCHOLASTIC INSURANCE	0	25,021	25,021	25,021.00	.00		100.0%
5530 TELEPHONE/COMMUN.	100,294	21,611	121,905	121,904.77	.00		100.0%
5532 COMM RELATED EQUIP	7,958	-2,339	5,619	5,618.59	.00		100.0%
5535 LIBRARY DATA BASES	65,582	-20,162	45,420	45,419.97	.00		100.0%

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TOWN OF MANCHESTER
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2018 13

5540	PRINTING/ADVERTISING	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5540	PRINTING/ADVERTISING	122,275	-76,802	45,473	45,473.35	.00	.00	100.0%
5541	POSTAGE	54,640	-25,094	29,546	29,546.26	.00	.00	100.0%
5561	TUITION-CT. DISTRICTS	3,242,876	-357,659	2,885,217	4,858,813.92	.00	-1,973,596.46	168.4%
5563	TUITION-PRIVATE	2,140,624	794,481	2,935,105	2,935,105.22	.00	.00	100.0%
5580	TRAVEL/LODGING	118,131	-35,342	82,789	82,789.43	.00	.00	100.0%
5590	OTHER PURCHASED SERV	1,412,958	-486,982	925,976	925,975.96	.00	.00	100.0%
5608	CAPITAL REPAIR	326,719	-8,372	318,347	317,222.05	1,125.00	.00	100.0%
5610	GENERAL SUP & MAT	284,863	521,784	806,647	176,251.54	.00	630,395.24	21.8%
5611	INSTRUCTIONAL SUP & MAT	744,438	-302,857	441,581	441,581.42	.00	.00	100.0%
5612	COMPUTER SUP & MAT	251,068	-39,096	211,972	211,971.92	.00	.00	100.0%
5613	MAINTENANCE SUPPLIES	406,111	-67,758	338,353	338,352.78	.00	.00	100.0%
5614	AV SUPPLIES & MAT	336	-336	0	.00	.00	.00	.0%
5615	TESTING	13,000	-7,831	5,169	5,168.51	.00	.00	100.0%
5616	ATHLETIC SUPPLIES	40,950	-5,547	35,403	35,403.15	.00	.00	100.0%
5617	CUSTODIAL SUP & MAT	316,273	-51,959	264,314	264,314.46	.00	.00	100.0%
5621	HEAT ENERGY	431,350	49,724	481,074	481,073.93	.00	.00	100.0%
5622	ELECTRICITY	1,376,350	79,072	1,455,422	1,455,422.14	.00	.00	100.0%
5623	WATER	111,299	-10,859	100,440	100,440.44	.00	.00	100.0%
5626	GASOLINE	227,220	44,325	271,545	271,545.17	.00	.00	100.0%
5641	TEXTBOOKS	29,616	-17,484	12,132	12,131.68	.00	.00	100.0%
5642	LIBRARY BOOKS	92,110	-25,265	66,845	66,845.01	.00	.00	100.0%
5643	PERIODICALS	17,175	-12,474	4,701	4,700.70	.00	.00	100.0%
5650	MEDICAL SUPPLIES	40,115	-25,179	14,936	14,936.19	.00	.00	100.0%
5680	OFFICE SUPPLIES	198,266	-81,320	116,946	116,945.67	.00	.00	100.0%
5732	VEHICLES	170,000	-52,429	117,571	117,570.65	.00	.00	100.0%
5734	COMPUTER EQUIP.	440,000	83,448	523,448	523,448.35	.00	.00	100.0%
5736	CAP PROJ	354,008	42,470	396,478	261,434.06	23,150.00	111,893.94	71.8%
5739	SECURITY UPGRADES	100,000	0	100,000	100,000.00	.00	.00	100.0%
5810	DUES/FEES	96,540	3,855	100,395	60,738.76	.00	39,656.24	60.5%
GRAND TOTAL		111,720,827	9,400	111,730,227	111,705,952.00	24,275.00	.00	100.0%

** END OF REPORT - Generated by Doreen Caron **

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: September 6, 2018

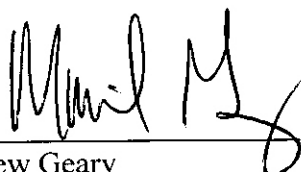
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2018-2019 Budget.

Discussion/Analysis: Transfer from Manchester High School Information Services Repair of Equipment in the amount of \$2,100.00 and Transfer from Manchester High School Information Services Other Purchased Services in the amount of \$2,000.00. Transfer to Manchester High School Information Services Computer Supplies and Materials in the amount of \$4,100.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2018-2019 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
September 24, 2018

5-9/12/18 RECEIVED

ce DL SEP 11 2018

BY ACCOUNTS PAYABLE

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School _____

Date: 09/06/2018

Principal's Sign: KMM

Date of Approval: 09/06/2018

JUSTIFICATION (Required Field) : To fund the purchase of security cameras for the building and supplies for computers throughout the building

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

DECREASE In whole dollars only:

\$ 2100	Account # 41461280 5435	Description: Info Sys Repair of Equipment
\$ 2000	Account # 41461280 5590	Description: Info Sys Other Purch Svcs
\$ _____	Account # _____	Description: _____

\$ 4100 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 4100	Account # 41461280 5612	Description: Info Sys Comp Supply/Materials
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 4100 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ 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: Item for Increase in Appropriation Enfield Head Start Training FY 18-19
Date: September 7, 2018

Background: The Manchester Board of Education receives an annual grant from the Federal government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Training and Technical Assistance activities. This new award will be for the period 3/1/18-2/28/19.

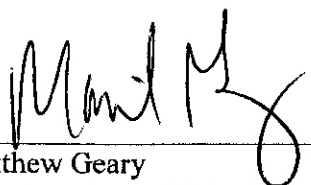
Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the Enfield Head Start Training and Technical Assistance appropriation for the fiscal year 2018-2019 \$5,568, bringing the total amount to \$11,137.

Attachments: None



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
September 24, 2018

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Increase in Appropriation Enfield Head Start FY 18-19
Date: September 7, 2018

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Program. This award is for the period 3/1/18- 2/28/19.

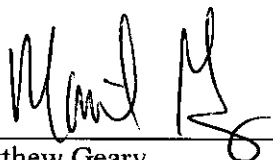
Discussion/Analysis: These funds are used to prepare three and four-year-old students for kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Enfield Board of Education, in the form of real dollars and in-kind services. A portion of the grant funds also provide a cost-of-living increase of 2.6 percent to assist in the cost of increasing staff salaries and fringe benefits. The total final grant award is \$857,746.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the Enfield Head Start appropriation for fiscal year 2018-2019 \$439,741, bringing the total amount to \$857,746.

Attachments: None



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
September 24, 2018

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Increase in Appropriation Manchester Head Start Training FY 18-19
Date: September 7, 2018

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program's Training and Technical Assistance activities. This award is for the period 3/1/18-2/28/19.

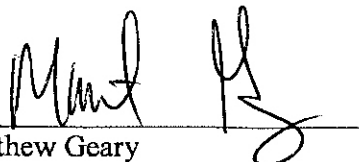
Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the Manchester Head Start Training and Technical Assistance appropriation for the fiscal year 2018-2019 \$7,656, bringing the total award to \$15,312.

Attachments: None


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
September 24, 2018

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Increase in Appropriation Manchester Head Start
FY 18-19
Date: September 7, 2018

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program. This award is for the period 3/1/18-2/28/19.

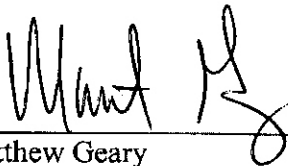
Discussion/Analysis: These funds are used to prepare three and four-year-old students for kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Manchester Board of Education, in the form of real dollars and in-kind services. A portion of the grant funds also provide a cost-of-living increase of 2.6 percent to assist in the cost of increasing staff salaries and fringe benefits. The total final grant award is \$1,233,302.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the appropriation for the Manchester Head Start for FY 18-19 \$632,278, bringing the total amount to \$1,233,302.

Attachments: None.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
September 24, 2018

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matt Geary, Superintendent of Schools
Subject: Item for Appropriation FY 18/19 Adult Education Grant
Date: September 7, 2018

Background: The Manchester Board of Education receives an annual grant from the State of Connecticut in order to provide operating funds for the Manchester Adult Education program. This award will be for the period of July 1, 2018 through June 30, 2019.

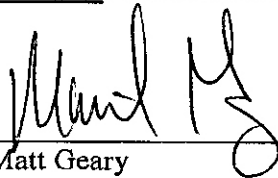
Discussion/Analysis: The grant is paid based on the total dollars spent for Adult Education Services. The program will meet the educational needs of Manchester's adult learners by setting goals, providing successful literacy skill acquisition, English language acquisition, high school completion, transition to postsecondary education and training and transition to employment.

Financial Impact: Grant funds cover 47% of the cost of implementation for this program, with the remaining 53% supported by the Board of Education budget, in the form of real dollars and in-kind services.

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 FY 18/19 in the amount of \$673,831 funded by the Connecticut State Department of Education Grant for Manchester Adult Education.

Attachments: Award letter and budget.



Mr. Matt Geary
Superintendent of Schools
Manchester, Connecticut
September 24, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Statute: C.G.S. 10-71(c)

Grant Number: 077-000 11000-17030-2019-84002-170013

2 Grant Title

ADULT EDUCATION - PROVIDER

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:

Marcy Reed

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$673,831

Funding Status: Preliminary

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244) for total adult education expenditures of \$1,434,005 has been approved for Fiscal Year 2019.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-245 to be submitted in March 2019 and the expenditure report for FY 2018 that will be submitted by September 1, 2018. The required expenditure report for FY 2018 was forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244 grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

9/4/2018

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services

BUDGET FORM

Created On: 9/4/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: ADULT EDUCATION - PROVIDER
Project Title:
Fund: 11000 SPID: 17030 Year: 2019 PROG: 84002 CF1: 170013 CF2:
Grant Period: 7/1/2018 - 6/30/2019 Authorized Amount: \$1,434,005
Project Code: SDE0000000000002

Funding Status: Preliminary
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL: \$760,174

COOP DUE:

STATE: \$673,831

CODES	DESCRIPTIONS	STATE/LOC	COOP REV	COOP CODE
111A	NON-INSTRUCTIONAL	685,920		
111B	INSTRUCTIONAL	443,318		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	131,971		
322	IN SERVICE	1,950		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	3,000		
400	PURCHASED PROPERTY SERVICES	62,526		
500	OTHER PURCHASED SERVICES	70,401		
600	SUPPLIES	34,919		
700	PROPERTY			
	TOTAL	\$1,434,005		
XC01	COOPERATING TOWN 1:			
XC02	COOPERATING TOWN 2:			
XC03	COOPERATING TOWN 3:			
XC04	COOPERATING TOWN 4:			
XC05	COOPERATING TOWN 5:			
XC06	COOPERATING TOWN 6:			
XC07	COOPERATING TOWN 7:			
XC08	COOPERATING TOWN 8:			
XC09	COOPERATING TOWN 9:			
XC10	COOPERATING TOWN 10:			
XC11	COOPERATING TOWN 11:			
XC12	COOPERATING TOWN 12:			
XC13	COOPERATING TOWN 13:			
XC14	COOPERATING TOWN 14:			
XC15	COOPERATING TOWN 15:			
XC16	COOPERATING TOWN 16:			
XC17	COOPERATING TOWN 17:			
XC18	COOPERATING TOWN 18:			
XC19	COOPERATING TOWN 19:			

Original Request Date: 6/26/2018

This budget was approved by Marcy Reed on 8/29/2018.

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for the FY18/19 Parent Trust Fund Grant for Parent Leadership Training

Date: September 17, 2018

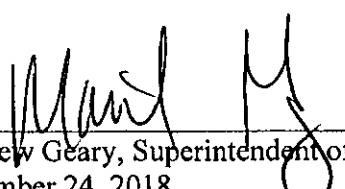
Background: This grant will be used to support Parent Leadership Training. Two curriculum models will be implemented. One will be facilitated by MPS staff the other will be facilitated by state-provided facilitators through CT Center for School Change. This grant is offered through SERC.

Discussion/Analysis: Funds will be used for a program coordinator, facilitators, childcare staff, food, instructional supplies, graduation celebrations, and participant projects.

Financial Impact: Grants funds cover 100% of the cost of implementation for this program component.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY18/19 Parent Trust Fund Grant for Parent Leadership Training in the amount of \$14,364.



Matthew Geary, Superintendent of Schools
September 24, 2018

ED-099 Revision 1/18

7 CFR Part 210

7 CFR Part 215

7 CFR Part 220

7 CFR Part 225

7 CFR Part 226

7 CFR Part 245

7 CFR Part 250

Connecticut State Department of Education

Bureau of Health/Nutrition, Family Services and Adult Education

450 Columbus Boulevard, Suite 504

Hartford, CT 06103-1841

AGREEMENT FOR CHILD NUTRITION PROGRAMS**07700, 07752S, 077AIR***Child Nutrition Program Sponsor Agreement Number*

Manchester Public Schools, Manchester Board of Education - Summer Food Service Program, Manchester Board of Education - Afterschool Meals Program

Sponsor Name (Town, City, Board of Education, School, Organization, or Corporation)

448 Tolland Turnpike, Building #1, Manchester, CT 06042

Street Address, City, State, Zip Code

For State Use Only	
Type of Agency	
<input checked="" type="checkbox"/>	Education Institution
<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	For-profit Organization
<input type="checkbox"/>	Indian Tribe
<input type="checkbox"/>	Military Installation
<input type="checkbox"/>	Private Nonprofit Organization
<input type="checkbox"/>	Other:

This Permanent Single Agreement (Agreement) represents the United States Department of Agriculture's (USDA) requirement for state agencies to provide each school food authority (SFA) with a single Agreement when a state agency administers any combination of the USDA Child Nutrition Programs (CNPs). This Agreement replaces all previous Agreements with the Connecticut State Department of Education (CSDE) for each CNP indicated on page 2.

This Agreement shall be effective commencing on the approval date indicated on page 2 and remain in effect unless terminated as provided herein.

By signing this Agreement (page 15), the sponsor agrees to comply with the requirements for any CNP in which it is approved to participate.

The sponsor must comply with all requirements included in documents submitted as part of each CNP application, in addition to the requirements of this Agreement.

This is not an application to participate in a CNP.

ED-099 Agreement for Child Nutrition Programs

PROGRAM PARTICIPATION

Check all CNPs that apply.

☒ **School Nutrition Programs (SNP)**

Type of Organization Entity (Check One):

☒ Public School

☐ Charter School

☐ Residential Child Care Institution

☐ Private School

☐ Camp

☐ Other: _____

For State Use Only		
CNP	Date Approved	Signature
<input checked="" type="checkbox"/> National School Lunch Program (NSLP)		
<input checked="" type="checkbox"/> School Breakfast Program (SBP)		
<input checked="" type="checkbox"/> Afterschool Snack Program (ASP)		
<input type="checkbox"/> Special Milk Program (SMP)		
<input type="checkbox"/> Seamless Summer Option (SSO)		

☒ **Child and Adult Care Food Program (CACFP)**

Agreement Type (Check One):

☒ Independent Center

☐ Sponsor of Affiliated Sites

☐ Sponsor of Unaffiliated Sites

☐ Sponsor of Affiliated and Unaffiliated Sites

For State Use Only		
CNP	Date Approved	Signature
<input type="checkbox"/> Adult Day Care (ADC)		
<input checked="" type="checkbox"/> Child Care Center (CCC)		
<input type="checkbox"/> Day Care Homes (DCH)		

☒ **Summer Food Service Program (SFSP)**

SFSP Code (Check One):

☒ School Food Authority

☐ National Youth Sports Program

☐ Residential Camp

☐ Private Nonprofit

☐ Unit of Government

☐ Non-residential Summer Camp

For State Use Only		
CNP	Date Approved	Signature
<input checked="" type="checkbox"/> Summer Food Service Program (SFSP)		

☒ **Food Distribution Program (FDP)**

For State Use Only			
CNP	Date Approved	Signature	WBSCM * Business Partner ID
<input checked="" type="checkbox"/> Food Distribution Program (FDP)			4002960

* Web-based Supply Chain Management

ED-099 Agreement for Child Nutrition Programs

DEFINITIONS

Child Nutrition Programs (CNP): Federally funded nutrition programs administered by the USDA according to the National School Lunch Act, as amended (60 Stat. 230, 42-USC 1751), and the Child Nutrition Act of 1966, as amended (80 Stat. 885, 42-USC 1771) and subject to all present and subsequent regulations issued pursuant to said statutes. Specifically, for the purpose of this Agreement, Child Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO) of the NSLP, Food Distribution Program (FDP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP), herein referred to as CNPs.

Federal Assistance: Any funding, property, or aid that is provided to a state agency, sponsor, SFA, institution, or recipient agency for the purpose of providing CNP benefits or services to eligible participants.

Institution: A sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter, or adult day care center that enters into an Agreement with the state agency to assume final administrative and financial responsibility for CNP operations as defined in 7 CFR Part 226.

Recipient Agency (RA): Agencies or organizations that receive donated foods under 7 CFR Part 250, Food Distribution Program.

School: An educational unit as defined in 7 CFR parts 210, 215 and 220.

School Food Authority (SFA): The legal governing body that is responsible for the administration of one or more schools; and has the legal authority to enter into an Agreement with the state agency to operate CNPs.

Sponsor: A public, private nonprofit, or for-profit organization that is approved to operate a CNP as defined in 7 CFR parts 210, 215, 220, 225, 226, 240, and 250. The SFA, recipient agency, institution, or organization that is party to this contract.

State Agency: The state educational agency approved by the USDA to administer CNPs within the state as defined in 7 CFR Part 210, 215, 220, 225, 226, 240, and 250. For the purposes of this Agreement, the state agency is the CSDE.

Hereinafter, the institution, recipient agency, or SFA shall be referred to as Sponsor.

RESPONSIBILITIES

The CSDE agrees to reimburse or make advance payments in such amounts as are authorized by federal regulations to the Sponsor in connection with the CNP providing milk, breakfasts, lunches, suppers, or supplemental food to those eligible in accordance with any of the following regulations that are applicable to the chosen CNPs: National School Lunch Program Regulations (7 CFR Part 210), Special Milk Program Regulations (7 CFR Part 215), School Breakfast Program Regulations (7 CFR Part 220), Summer Food Service Program Regulations (7 CFR Part 225), Child and Adult Care Food Program Regulations (7 CFR Part 226), Determining Eligibility for Free and Reduced-price Meals and Free Milk in Schools (7 CFR Part 245), and Food Distribution Program Regulations (7 CFR Part 250), any amendments thereto. The CSDE shall reimburse or make advance payments to the Sponsor conditional

ED-099 Agreement for Child Nutrition Programs

upon the receipt of federal funding for the purposes described above, and the continuing eligibility of the Sponsor for the federal funds. The CSDE agrees to make payments, where applicable, in accordance with 7 CFR Part 240 (Cash in Lieu of Donated Foods), and any amendments thereto, and/or to donate foods to the Sponsor in accordance with 7 CFR Part 250 (FDP).

The Sponsor agrees to accept federal funds and/or donated foods for the operation of CNPs as agreed to herein in accordance with all applicable CNP regulations and any amendments thereto, and to comply with all the provisions thereof, and with all Connecticut statutes, administrative rules, policy manuals, memoranda, guidance, and instructions and any instruction or procedures issued by the USDA or the CSDE in connection therewith. The Sponsor further agrees to administer CNPs funded under this Agreement in accordance with provisions of 2 CFR Part 200 with further clarification issued in 2 CFR Parts 400, 415, 416, et al. (79 FR 75981), as applicable.

This Agreement shall be effective commencing on the date specified on page 2 by the individual CSDE program manager's approval and remain in effect unless terminated as provided herein. The Sponsor shall notify the CSDE whenever significant changes occur in their CNP operations.

The CSDE may terminate the Sponsor's participation in any CNP covered in this Agreement in accordance with the grant close-out procedures found in 2 CFR Parts 200.343, as applicable. If the CSDE terminates the Sponsor's participation in any CNP, the CSDE's action may also result in the termination of the Sponsor's participation in all CNPs.

Either party hereto may, by giving at least 30 days' written notice for NSLP, SBP, SMP, ASP, SFSP, and CACFP, terminate this Agreement. Upon termination or expiration of this Agreement, as provided herein, the CSDE shall make no further disbursement of funds paid to the Sponsor in accordance with this Agreement, except to reimburse the eligible Sponsor in connection with breakfasts, lunches, suppers, snacks, or milk served on or prior to the termination or expiration date of this Agreement. The obligations of the CSDE under the above-cited regulations shall continue until the requirements thereof have been fully performed.

Either party hereto may, by giving at least 60 days' written notice for FDP, terminate this Agreement. Upon receipt of evidence that the terms and conditions of the agreement have not been fully complied with by the RA, the FDP may terminate this agreement immediately by notice in writing to the RA. Subject to such notice of termination or cancellation, the RA agrees to comply with the instruction of the FDP either to distribute or re-donate all remaining inventories of USDA Foods in accordance with the provision of this agreement.

No termination or expiration of this Agreement shall affect the obligation of the Sponsor to maintain and retain records as specified herein and to make such records available for audit or investigation. Such records shall be retained for a period of three years after the date of the final claim for reimbursement in the fiscal year to which they pertain; unless audit or review findings have not been resolved, in which case the records shall be retained beyond the three-year period as long as required for resolution of the issues raised by the audit or review.

ED-099 Agreement for Child Nutrition Programs

USDA ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The Sponsor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the CNP applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement; and
- the USDA nondiscrimination statement that in accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the CNP applicant by USDA. This includes any Federal agreement, arrangement or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

ED-099 Agreement for Child Nutrition Programs

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The Sponsor further agrees to comply with the anti-discrimination statutes of the State of Connecticut. Connecticut General Statutes 4a-60 and 4a-60a as amended mandates that the Sponsor agrees and warrants that in the performance of this contract that he/or she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, municipal public works contract or contract for a quasi-public agency project, the contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency project. The contractor further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. For the purpose of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n.

This contract is subject to the Provisions of Executive Orders Number 3 and 17 promulgated on June 16, 1971, and February 15, 1973, respectively. As such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commission for violation of or noncompliance with said Executive Orders, or any state or federal law concerning nondiscrimination notwithstanding that the Labor Commission is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Orders No. 3 and 17 are incorporated herein by reference and made a part hereof. The parties agree to abide by the said Executive Orders and agree that the contracting agency and the State Labor Commission shall have joint and overall continuing jurisdiction with respect to performance of this contract and the requirements of the above referenced Executive Orders.

The Sponsor agrees to save harmless the Connecticut State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described above.

PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS CLAUSE

Pursuant to 88 Stat. 571. 20 USC 1232 (g), Public Law 93-380, Education Amendments of 1974, the Sponsor shall agree and warrant to:

1. permit the parents or legal guardians of children eligible to participate in the named CNPs to inspect and review any and all official records, files and data directly related to their children;
2. provide an opportunity for a hearing to challenge the content of their child's records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the children or their parents; and
3. establish and adhere to the policy of not permitting the release of children's personally identifiable records or files (or personal information contained therein) without the consent of their parents or legal guardians to any individual, agency, or organizations, except the following:

ED-099 Agreement for Child Nutrition Programs

- a. other school officials who have legitimate educational interests;
- b. officials of state health or state education programs;
- c. officials of other schools or school systems in which the student intends to enroll, upon the condition that the child's parents or legal guardians be notified of the transfer, receive a copy, if desired, and have an opportunity for a hearing to challenge the content of the record;
- d. officials of federal, state or local means tested nutrition programs with eligibility standards comparable to the NSLP; and
- e. an administrative head of an education agency, or state educational authorities in connection with an audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements that relate to such programs provided that, except when a collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) that would permit the personal identification of such students or their parents after the data so obtained has been collected.

The Sponsor hereby agrees that nondiscrimination policy procedures in accordance with applicable regulations for the named CNPs will be established and implemented as appropriate.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN NSLP, SBP, AND SMP

This section applies only if an approval date for the NSLP, SBP, or SMP has been entered on page 2 and it has been signed by the CSDE.

The Sponsor and participating schools under its jurisdiction shall comply with all provisions of 7 CFR parts 210, 215, 220, and 245, **and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation and Free and Reduced-price Policy Statement**, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al, and all applicable requirements of the Connecticut General Statutes relating to CNPs, USDA guidance, and CSDE Operational Memoranda, hereby incorporated by reference.

The Sponsor further agrees to the following specific provisions, as applicable.

1. Maintain a nonprofit school food service and/or a nonprofit milk service and observe the requirements for and limitations on the use of nonprofit school food service revenues set forth in 7 CFR 210.14 and 7 CFR 220.7(e)(1), and the limitations on any competitive school food service as set forth in 7 CFR sections 210.11 and 220.12.
2. Limit its net cash resources to an amount that does not exceed three months' average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with 7 CFR sections 210.19 (a), 220.7 (e)(1), and 220.13(I).
3. Maintain a financial management system as prescribed in 7 CFR sections 210.14(c), 220.13(I), and 215.7(d)(6):
4. Comply with the requirements of the USDA regulations regarding financial management (2 CFR Part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415).
5. Serve meals and snacks that meet the minimum requirements prescribed in 7 CFR sections 210.10 and 220.8, during the applicable meal period.
6. For pricing programs, to price meals and snacks as a unit.

ED-099 Agreement for Child Nutrition Programs

7. Serve CNP meals, milk, and snacks free or at a reduced-price to all children who are determined by the Sponsor to be eligible for such meals in accordance with the free and reduced price policy statements approved under 7 CFR Part 245.
8. Claim reimbursement at the assigned rates only for reimbursable meals and snacks served to eligible children in accordance with 7 CFR parts 210, 215.8, 215.10, and with the agreement. The Sponsor authority official signing the claim shall be responsible for reviewing and analyzing meal and milk counts to ensure accuracy, as specified in 7 CFR sections 210.8, 220.11, and 215.11. Acknowledge that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR 210.25. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in 7 CFR 210.26 shall apply.
9. Count the number of free, reduced-price, and paid reimbursable CNP meals at the point of service, as approved by the CSDE.
10. Submit claims for reimbursement in accordance with 7 CFR sections 210.8, 220.11, 215.10, and procedures established by CSDE.
11. Comply with USDA requirements regarding nondiscrimination (7 CFR parts 15, 15a, 15b and FNS-113).
12. Make no discrimination against any child because of his or her eligibility for free or reduced-price meals, milk, or supplements (snacks) in accordance with the Free and Reduced-price Policy Statement.
13. Maintain, in the storage, preparation, and service of food and milk, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
14. Maintain necessary facilities for storing, preparing, and serving food and/or milk.
15. Obtain for each school participating in the CNPs a minimum of two food safety inspections during the school year, conducted by the state or local governmental agency responsible for food safety inspections, publicly post inspection results, and provide a copy of the inspection report to a member of the public upon request.
16. Implement a food safety program meeting the requirements of 7 CFR 210.13 and 210.15(b)(5) at each facility or part of a facility where food is stored, prepared, or served.
17. Upon request, make all accounts and records pertaining to CNPs available to the CSDE and USDA FNS, for audit or review, at a reasonable time and place in accordance with 7 CFR sections 210.9(b)(17), 220.7(e)(13), and/or 215.7(d)(7). In accordance with 7 CFR 210.19(a)(4), the CSDE shall promptly investigate complaints received or irregularities noted in connection with the operation of the CNP, and shall take appropriate action to correct any irregularities. At the discretion of the CSDE, the investigations shall be conducted on an announced or unannounced basis.
18. Maintain files of currently approved and denied free and reduced-price applications and direct certification documentation with the supporting documentation, as specified in and in accordance with 7 CFR 245. If the applications and direct certification documentation are maintained at the Sponsor level, they shall be readily retrievable by school or site.
19. Retain the individual applications for free milk and/or free and reduced-price lunches and supplements (snacks) submitted by families for a period of three years after the end of the fiscal year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the three-year period and as long as required for the resolution of the issues raised by the audit.
20. Observe the limitations on the use of CNP revenues set forth in 7 CFR sections 210.14a, 220.7(e)(1), and 215.7(d)(1) and the limitations on any competitive school food service as set forth in 7 CFR 210.11b.

ED-099 Agreement for Child Nutrition Programs

21. Establish a local wellness policy that includes goals for nutrition education and physical activity, nutrition guidelines for all foods available on campus, guidelines for school meals not less restrictive than 7 CFR sections 210.10 and 220.8, and an implementation plan.
22. Enter into an agreement to receive donated foods as required by 7 CFR 250. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the CSDE.
23. Purchase, in as large quantities as may be efficiently utilized in its nonprofit school food service, foods designated as plentiful by CSDE.

NSLP AFTERSCHOOL SNACK PROGRAM (ASP)

This section applies only if an approval date for the ASP has been entered on page 2 and it has been signed by the CSDE.

In conjunction with all provisions of the NSLP, the Sponsor agrees to the following requirements.

1. Claim reimbursement only for meals served in afterschool care programs that meet all of the following criteria:
 - The program must be operated by a school that is participating in the NSLP;
 - The program must be sponsoring or operating an afterschool care program for children ages 3-18;
 - The program must provide regularly scheduled educational or enrichment activities in an organized, structured, and supervised environment; and
 - The program must meet state or local licensing requirements and health and safety standards.
2. Claim reimbursement only for snacks served to children who are not more than 18 years of age. Individuals, regardless of age, who are determined to be mentally or physically disabled are eligible to participate. If a child's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that child during the remainder of the school year;
3. Claim reimbursement for no more than one meal supplement per child per day. Sites located in areas served by a school in which at least 50 percent of the enrolled children are eligible for free or reduced-price meals may claim reimbursement at the free rate for snacks served to all children eligible to participate in the ASP regardless of each child's eligibility for free or reduced-price meals. Sites in which less than 50 percent of the enrolled children are certified eligible for free or reduced-price meals must claim reimbursement based on each child's eligibility for free or reduced-price meals.
4. Serve meal supplements that meet the minimum requirements prescribed in 7 CFR.210.
5. Price the meal supplement as a unit.
6. Serve meal supplements free or at a reduced-price to all children who are determined by the Sponsor to be eligible for free or reduced-price school meals under 7 CFR Part 245 or choose to offer a nonpricing program.
7. If charging for meals, the charge for a reduced-price meal supplement shall not exceed 15 cents, as required by 7 CFR 210.9(c)(4).
8. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this agreement;
9. Review each ASP two times a year. The first review shall be made within the first four weeks of ASP operation each school year. The second review must be completed during the remainder of the time that the ASP is in operation.

ED-099 Agreement for Child Nutrition Programs

10. Comply with all requirements of this part, except that claims for reimbursement need not be based on "point-of-service" meal supplement counts, as required by 7 CFR 210.9(b)(9).
11. Sites that are site/area eligible must maintain documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals and maintain total meal counts for these sites.
12. Sites that are not site/area eligible must record daily snack counts by student eligibility category and maintain documentation of free or reduced-price eligibility for all children for whom free or reduced-price snacks are claimed.
13. Maintain documentation of each child's attendance on a daily basis.
14. Maintain documentation of compliance with meal pattern requirements.

SEAMLESS SUMMER OPTION (SSO) OF THE NSLP

This section applies only if an approval date for the SSO has been entered on page 2 and it has been signed by the CSDE.

The SSO combines features of the NSLP, SBP, and SFSP. The purpose of the SSO is to feed children in low-income areas during the summer months, extended breaks of a year-round school schedule, or unanticipated school closures. The SSO reduces paperwork and the administrative burden that is normally associated with operating all three programs. To accomplish this, the above Sponsor requests an exemption of significant portions of the SFSP federal regulations of 7 CFR Part 225. In lieu of the exempt SFSP regulations, the Sponsor will follow applicable regulations in the NSLP and the SBP (7 CFR parts 210 and 220, respectively).

Required SFSP Provisions

SFSP regulatory provisions of 7 CFR, Part 225 that remain in force require that Sponsors comply with the provisions below.

1. 7 CFR 225.6(d)(1): Serve meals in areas in which poor economic conditions exist, that are not served by another.
2. 7 CFR 225.6(e)(1): To serve meals:
 - from May through September for children on school vacation;
 - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
 - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
3. 7 CFR 225.6(e)(4): Agree to serve meals at no cost (except camps);
4. 7 CFR 225.6(e)(7): Claim reimbursement only for approved meals served without charge to children at approved sites, during approved meal service periods as required by 7 CFR Section 225.6(e)(7). This section prohibits permanent changes to the serving time of any meal unless approved by CSDE;
5. 7 CFR 225.14(c)(1): Demonstrate financial and administrative capability to operate the SSO, and accept final financial and administrative responsibility for the total program operations at all sites;
6. 7 CFR 225.14(c)(2): Have not been seriously deficient in operating the SSO;
7. 7 CFR 225.14(c)(3): Conduct a regularly scheduled food service for children from areas in which poor economic conditions exist or qualifies for as a camp;

ED-099 Agreement for Child Nutrition Programs

8. 7 CFR 225.14(d)(2): Open the meal service to children in the community as well as the summer school students, for meals served to children enrolled in summer school;
9. 7 CFR 225.16(b): Limit the number of meals that may be served, as specified in the regulations.
10. 7 CFR 225.16(d): Agree to indicate in an annual application that the meal pattern requirements that will be followed, those indicated in 7 CFR 225.16 or those in 7 CFR Sections 210.10 and 220.8. Further, agrees to indicate if offer versus serve will be implemented, and if so, that the implementation of offer versus serve will follow the corresponding requirements of the selected meal pattern.

Exempted SFSP Provisions

To operate the SSO, the Sponsor requests an exemption from the following SFSP regulatory provisions of 7 CFR, Part 225:

1. 7 CFR 225.6: CSDE application approval, paragraphs (a), (b), (c), (d), (e), (f), and (h) except paragraphs (d)(1), (e)(1), (e)(4), and (e)(7); and
2. 7 CFR Sections 225.7 through 225.18:
 - program monitoring and assistance;
 - records and reports;
 - program assistance to Sponsor;
 - audits and management evaluations;
 - corrective action procedures;
 - appeal procedure;
 - requirements for Sponsor participation, entire section **except** paragraphs (c)(1), (c)(2), (c)(3), and (d)(2);
 - management responsibilities of Sponsor;
 - meal service requirements, entire section except paragraph (b);
 - procurement standards; and
 - miscellaneous administrative provisions.

NSLP and SBP Regulations

The CSDE recognizes that NSLP and SBP regulations may conflict with SFSP requirements. The CSDE will provide technical assistance to sponsors to adapt requirements as necessary.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN FOOD DISTRIBUTION PROGRAM

This section applies only if an approval date for the FDP has been entered on page 2 and it has been signed by the CSDE.

1. The Sponsor shall comply with all provisions of 7 CFR 250, and with other Federal regulations referenced in this part, as well as USDA policy, instruction, and guidance, and CSDE Operational Memoranda.
2. Prior to receiving USDA foods, the sponsor/RA shall enter into an agreement to receive donated foods as required by 7 CFR 250.11(b).
3. The RA shall ensure compliance with all requirements relating to food safety and food recalls.

ED-099 Agreement for Child Nutrition Programs

REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE CACFP

This section applies only if an approval date for the CACFP has been entered on page 2 and it has been signed by the CSDE.

The Institution, as defined in 7 CFR 226.2, shall comply with all provisions of 7 CFR Part 226, and with other Federal regulations referenced in this part, as well as USDA policy, instructions and guidance, and CSDE Operational Memoranda, hereby incorporated by reference. The Institution further agrees to accept final administrative and financial responsibility for management of a proper, efficient, and effective nonprofit food service operation conducted principally for the benefit of enrolled participants. No institution may contract out for management of the CACFP.

The Institution further agrees to the following specific provisions, as applicable.

1. Child or adult care centers must have federal, state, or local licensing or approval to provide day care services to participants. Child or adult day care centers that are complying with applicable procedures to renew licensing or approval may participate in the CACFP during the renewal process, unless the CSDE has information that indicates that renewal will be denied. At-risk afterschool care centers shall comply with licensing requirements set forth in 7 CFR 226.17a(d). Each sponsored child or adult day care center must promptly inform the sponsoring organization about any change in its licensing or approval status.
2. Except for for-profit centers, child and adult day care centers shall be public, or have tax exempt status under the *Internal Revenue Code* of 1986.
3. Each child or adult day care center participating in the CACFP must serve one or more of the following meal types: breakfast, lunch, supper, and snack. Reimbursement cannot be claimed for more than two meals and one snack or one meal and two snacks provided daily to each participant. At-risk afterschool care centers shall comply with limits on daily reimbursement set forth in 7 CFR 226.17a (k). Adult day care centers cannot claim CACFP reimbursement for meals claimed under part C of title III of the Older Americans Act of 1965.
4. Each child or adult day care center participating in the CACFP shall claim only the meal types specified in its approved application in accordance with the meal pattern requirements specified in 7 CFR 226.20. Menus and any other nutritional records required by the CSDE shall be maintained to document compliance with such requirements.
5. For-profit child care centers cannot claim reimbursement for meals served to children in any month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free and reduced-price meals or were Title XX beneficiaries. However, children who only receive at-risk afterschool snacks and/or at-risk afterschool meals cannot be included in this percentage.
6. For-profit adult day care centers cannot claim reimbursement for meals served to participants in any month in which less than 25 percent of the enrolled participants were Title XIX or Title XX beneficiaries.
7. Each child or adult day care center except for outside-school-hours care centers, at-risk afterschool care centers, and emergency shelters shall collect and maintain documentation of the enrollment of each participant, including information used to determine eligibility for free and reduced-price meals in accordance with 7 CFR 226.23(e)(1).
8. Each child or adult day care center must maintain daily records of attendance and time of service meal counts by type (breakfast, lunch, supper, and snacks) served to enrolled participants, and to adults performing labor necessary to the food service. At-risk after-school care centers must maintain records as required by 7 CFR 226.17a(o).

ED-099 Agreement for Child Nutrition Programs

9. Each child or adult day care center must require key staff, as defined by the CSDE, to attend CACFP training prior to the center's participation in the CACFP, and at least annually thereafter, on content areas established by the CSDE.
10. Each institution shall comply with the recordkeeping requirements established in 7 CFR 226.10(d) and if applicable, in 7 CFR 226.15(e). Failure to maintain such records shall be grounds for the denial of reimbursement.
11. Each sponsoring organization must comply with all provisions of 7 CFR 226.15 and 7 CFR 226.16 and shall accept final administrative and financial responsibility for food service operations in all child care and adult day care facilities under its jurisdiction.
12. As outlined in 7 CFR 226.6, each new and renewing institution must submit to the CSDE information sufficient to document that it is:
 - financially viable;
 - administratively capable of operating the CACFP in accordance with this part; and
 - has internal controls in effect to ensure accountability.
13. Failure to comply with established due dates and timelines for all application and renewal information and monthly reimbursement claim filings may result in a lapse of claiming privileges and/or termination from CACFP participation.
14. The CSDE, USDA and other state or federal officials have the right to make announced or unannounced reviews of the institution's facilities and operations. Such reviews will be made during the institution's normal hours of child or adult care operations, and anyone conducting the reviews must produce photo identification that demonstrates they are employees of one of these entities.
15. Failure to maintain compliance with CACFP regulations 7 CFR 226 and other program requirements may result in the Institution being declared seriously deficient in the operation of the CACFP. Serious deficiencies that are not fully and permanently corrected within the specified time will result in the proposed termination and disqualification of the Institution and the responsible principals and responsible individuals from future CACFP participation. Termination from the CACFP will also result in the placement of the Institution and the responsible principals and responsible individuals on the National Disqualified List (NDL). While on the NDL, the Institution will not be able to participate in the CACFP as an institution or facility, and the responsible principals and responsible individuals will not be able to serve as a principal in any institution or facility or as a day care home provider in the CACFP. Institutions and individuals remain on the NDL until USDA's FNS, in consultation with the CSDE, determines that the serious deficiencies have been corrected, or until seven years after their disqualification. However, if any debt relating to the serious deficiencies has not been repaid, the Institution and individuals will remain on the list until the debt has been repaid.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE SFSP

This section applies only if an approval date for the SFSP has been entered on page 2, and it has been signed by the CSDE.

The Sponsor shall comply with all provisions of 7 CFR Part 225, **and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation by reference**, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al and USDA and CSDE guidance, hereby incorporated by reference.

ED-099 Agreement for Child Nutrition Programs

The Sponsor further agrees to the following specific provisions, as applicable:

1. To retain final financial and administrative responsibility for the SFSP.
2. To operate a nonprofit food service.
3. To serve meals that meet the requirements and provisions set forth in 7 CFR 225.6(e) during times designated as meal service periods by the Sponsor, including.
 - from May through September for children on school vacation;
 - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
 - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
4. To serve the same meals to all children.
5. To serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the SFSP.
6. To issue a free meal policy statement in accordance with 7 CFR 225.6(c).
7. To meet the training requirement for its administrative and site personnel as required under 7 CFR 225.15(d)(1).
8. To claim reimbursement only for the types of meals specified in this Agreement or in each annual update hereafter, and served without charge to children at approved sites during the approved meal service period, except that camps, as defined in 7 CFR 225.16(b)(1), shall claim reimbursement only for the types of meals specified in the Agreement or in each annual update hereafter and served without charge to children who meet the SFSP's income standards. This Agreement and each annual update hereafter shall specify the approved levels of meal service for the Sponsor's sites if such levels are required under 7 CFR 225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the CSDE.
9. To submit claims for reimbursement in accordance with procedures established by the CSDE, and those stated in 7 CFR 225.9. Claims for reimbursement will include meals counts at the site level.
10. In the storage, preparation, and service of food, to maintain proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
11. To accept and use, in quantities that may be efficiently utilized in the SFSP, such foods as may be offered under 7 CFR Part 250 (FDP).
12. To have access to facilities necessary for storing, preparing, and serving food.
13. To maintain a financial management system as prescribed by the CSDE.
14. Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225.15(d)(2) and (3).
15. Upon request, to make all SFSP accounts and records pertaining to the SFSP available to state, federal, or other authorized officials for audit or administrative review, at a reasonable time and place.
16. To maintain all SFSP records for a period of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
17. To maintain children on site while meals are consumed as required by 7 CFR 225.6(e)(15).
18. If seeking to operate in multiple states, to apply and enter into an agreement with each state agency. To make records available to each state agency in the respective state to assure the state agencies can complete their monitoring responsibilities.
19. To retain any funds remaining at the end of the SFSP year to use as start-up funds for the subsequent program year or for improving the sponsor's SFSP services in the subsequent SFSP year. As a final option, and to minimize expense, use toward the operation of other CNPs.

ED-099 Agreement for Child Nutrition Programs

This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. The Sponsor, by the signature of its authorized representative, hereby acknowledges that he/she has read this Agreement, understands it and agrees to be bound by its terms and conditions.

In order to effectuate the Programs of the National School Lunch Act, as amended (42 USC 1751) and the Child Nutrition Act, as amended (42 USC 1771), the Connecticut State Board of Education and

Manchester Board of Education

(Name of Corporation, Board of Education, or Governing Body)

enter into this Agreement and are subject to all legal rights and duties as provided herein and in the Attachments hereto, together with any amendments that shall become a part of this Agreement, as evidenced by the signatures below.

This is to certify that on September 24, 2018, as shown in the minutes of
Date
Manchester Board of Education the individuals signing this agreement were authorized as noted.
(Name of Corporation, Board of Education, or Governing Body)

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

<i>Signature</i>	Matthew Geary
Superintendent of Schools	<i>Printed Name</i>
	9/24/18
<i>Title (Superintendent of Schools, Mayor, Selectman, President or Chairperson of the Board, Pastor, or Commissioner)</i>	<i>Date</i>

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

<i>Signature</i>	Karen Clancy
Director of Finance & Management	<i>Printed Name</i>
	9/24/18
<i>Title (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director, or Deputy Commissioner)</i>	<i>Date</i>

3. The signature below certifies the above action.

<i>Signature</i>	Christopher Pattacini
Board of Education Chair	<i>Printed Name</i>
	9/24/18
<i>Title (Secretary of Corporation, Town Clerk, Secretary of the Board)</i>	<i>Date</i>

For State Use Only	
CONNECTICUT STATE DEPARTMENT OF EDUCATION	
<i>Signature of Authorized Representative</i>	Kathy Demsey
Chief Financial Officer	<i>Printed Name of Authorized Representative</i>
<i>Title</i>	<i>Date</i>

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY 18/19 Release Time – MEA President
Date: September 21, 2018

Background: In accordance with Article XXIII, Section F(2) of the contract between the Board of Education and the Manchester Education Association (MEA), Kathryn Dias MEA President is requesting a .50 release time for the 2018-2019 school year. The amount of her substitute's salary and Medicare expense of \$26,766 will be reimbursed by MEA. This is similar to prior Board actions taken at the MEA's request involving the Association's Presidents.

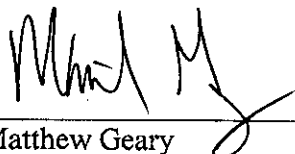
Discussion/Analysis:

Financial Impact:

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Manchester Board of Education grant MEA President, Kathryn Dias, .50 release time for the 2018-2019 school year; and, that the Board of Education request that the Board of Directors establish an appropriation in the amount of \$26,766 to be funded by the Manchester Education Association (MEA).

Attachments: None



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
September 24, 2018

Professional Development in Manchester



Professional Development

- Planning
- Choice
- Highlights
- Next Steps



Manchester Public Schools

Professional Development

- Planning
- Choice
- Highlights
- Next Steps



Manchester Public Schools

Planning

Committee – looks at data to determine offerings that...

- ❖ Impact student achievement
- ❖ Support consistent programming
- ❖ Build school capacity
- ❖ Increase morale & collaboration



Professional Development

- Planning
- Choice
- Highlights
- Next Steps



Manchester Public Schools

Choice

- **Content:** Centered on student/adult learning
- **Context:** Integrated with school improvement
- **Design:** Active, sustained learning

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- **Context:** Integrated with school improvement
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and various



Aug 30 2018 PD

	293	Auditorium	MHS Staff	staff cafe 199	149	151	161	Silk City (157)	169 (Computer Lab)	302	305	306
Session A 8:30 - 9:45	Grades 5-8: Vertices: Language Arts (Speech Language Pathologists) (Joe Chetia, Deryann King)	Strategies to Foster Emotional Well-Being in School (Psych, Social Work to attend) Grades K-4	PLC: Unit 1 Preview					504 Training - Social Workers, Guidance Counselors, School Psychologists, Nurses, Case Managers- Mamey	Blackboard Training		5-8 Vertices: STEAM - Kent	Grades 5-8 Vertices: Math (Iris Romero, Kathryn Parker)
Session B 10:00 - 11:15		The Gender Achievement Gap: Why boys are falling behind and what can be done about it. Grades 9-12	Gender Achievement (Auditorium)		Triad Three - Gr 1 & 2 - Literacy (Buckley, Keeney, Martin, SLP) Kristin Kowalski & Colleen Litwin, Matt Daly	Triad Three - Gr K (Buckley, Keeney, Martin, SLP) Miranda Wojnar & Tracy Clarke, Julie Tjagvad, Althea Barnes, Read Consultants	Triad Three - Gr 3 & 4 - Literacy (Buckley, Keeney, Martin, SLP) Pat Legault & Michael Pearce, Julie Martin-Beaulieu, Sophia Krusch		Blackboard Training - Erin Ortega	Library Media Specialist K-4 - Kent	5-8 STEAM	
Lunch 11:30-12:30												
Session C 12:45-2:00	Scott Hannon - School Avoidance (all school psych and social work in district)	Strategies to Foster Emotional Well-Being in School Grades 5-12	Strategies to Foster Emotional Well-Being (Auditorium)	Stop the Bleed - Mamey	Triad One - Gr 1 & 2 (Highland, Waddell, SLP) Hassan	Triad One - Gr K (Highland, Waddell, SLP) Stuart	Triad One - Gr 3 & 4 (Highland, Waddell, SLP) Aisha Flores	Implicit Bias (PreK-12) Rhonda Philbert		Library Media Specialist K-4 - Kent		
Session D 2:15-3:30		The Gender Achievement Gap: Why boys are falling behind and what can be done about it. Grades 5-8	Adacemy / Vision/ Circles	Stop the Bleed - Mamey	Triad Two - Gr 1 & 2 - Numeracy (Bowers, Verplanck, Washington, SLP) Karen Gray, Mary Lou	Triad Two - Gr K (Bowers, Verplanck, Washington, SLP) Ann Johnston, Max E.	Triad Two - Gr 3 & 4 - Literacy (Bowers, Verplanck, Washington, SLP) Joan Chamas, Nick Jones	Implicit Bias (PreK-12) Rhonda Philbert		Library Media Specialist K-4 - Kent		



Professional Development

- Planning
- Choice
- Highlights
- Next Steps



Manchester Public Schools



Highlights

August 2018 – Professional Development



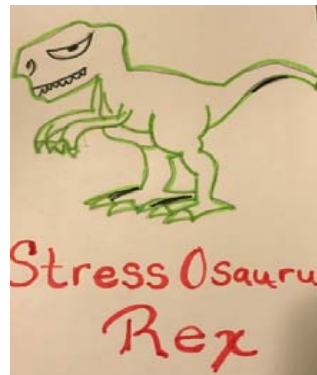
Highlights

Triads - Elementary

- Use of year end data
- Intentional Planning
- Launch Units
 - Lessons
 - Groupings



Highlights

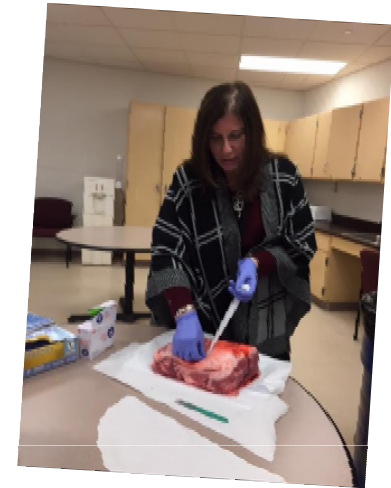


Stress Osaurus Rex

- He attacks when you are overloaded with things to do.
- He piles on the stress.



Highlights



Manchester Public Schools

Highlights



Manchester Public Schools

Professional Development

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Manchester Public Schools

Next Steps

- September 26th
- October 17th
- November 6th
- March 20th
- April 3rd
- May 8th

Vertical teams 5-8, by content
Triads at elementary level
Department meetings
Academy work
Restorative practices
Equity



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Questions and Discussion



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