

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, DECEMBER 10, 2018
Manchester High School - Freshman Center - Room 293
MANCHESTER, CT

Curriculum & Instruction Comm. Mtg.
Executive Session - Personnel Matter
Board of Education Meeting

5:30 P.M. - Room 101 Conf. Rm.
6:30 P.M. - Room 101 Conf. Rm.
7:00 P.M. - Room 293 MHS

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes 11-26-18 A - 4
- 5) Citizen of the Year Check Presentation by the Manchester Elks, Mr. Tony Duarte, Exalted Ruler; Mr. Christopher Terry, Esteem Leading Knight; and Ms. Molly Devanney, Elks Lodge Member - to Mr. Eric Larsen

B. COMMITTEE REPORTS –

- 1) Policy Committee Meeting Minutes - 11-19-18 B - 1

C. CONSENT CALENDAR

- 1) Personnel Information C - 1
- 2) Transfer of Funds C - 2
- 3) Establish an appropriation for FY18-19 for the Garrett Lee Smith Suicide Prevention Grant, in the amount of \$15,000 C - 3
- 4) Establish an appropriation for FY18-19 for the Carl D. Perkins Career and Technical Education Secondary Basic Grant, in the amount of \$114,341 C - 4

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) Fall Data Update - Mr. Matthew Geary, Superintendent of Schools
- 2) SMARTR2 Update - Mr. Matthew Geary, Superintendent of Schools

G. UNFINISHED BUSINESS

1) Policy Recommendation:

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

- 1a) Extended Learning Opportunities - Policy 5127 G - 1a
- 1b) Mission of Manchester Board of Education –Policy 6120 G - 1b

Recommended Motions:

Moved that the Board of Education adopt the recommended revisions to Policy 5127 - Extended Learning Opportunities

Moved that the Board of Education adopt the recommended revisions to Policy 6120 - Mission of Manchester Board of Education

H. NEW BUSINESS -

1) Revised 2019-2020 School Calendar

H - 1

Recommended Motions:

Moved that the Board of Education adopt the revised 2019-20 school calendar as presented

2) Discussion and possible action regarding termination of teachers' employment

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

J. COMMUNICATIONS - None

K. ITEMS FOR FUTURE AGENDAS

Monday, Jan. 7, 2019 Budget Presentation

Wednesday, Jan. 9, 2019 Budget Workshop

Tuesday, Jan. 22, 2019 Update on Equity Informed School Climate Assessment

Wednesday, Jan. 23, 2019 Budget Workshop

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 Public Schools
Board of Education
Policy Committee Minutes
November 19, 2018
5:30 PM
Central Office
Board Room A

The meeting convened at 5:30 PM

Members Present: Peter Conyers, Deb Hagenow, Tracy Maio, Darryl Thames
Others Present: Matt Geary, Darren Schwartz

The subcommittee reviewed multiple high leverage policies. A policy is high leverage if it achieves three distinct outcomes. The policy must:

1. Expand learning and increase achievement or attainment for all students;
2. Increase equity in learning, achievement, or attainment among students; and
3. Initiate multiplicative effects in the educational system.

1. The subcommittee reviewed the following policy revisions and will move them to the full Board of Education for adoption

Extended Learning Opportunities - Policy #5127

Extended Learning Opportunities (ELO's) are learning experiences that take place outside of the classroom and beyond a traditional course sequence and allow students to meet graduation expectations. The goal of the Extended Learning Opportunity (ELO) is to provide pathways for students to choose their own meaningful and relevant learning experience by meeting their diverse learning styles, talents, and interests.

[Extended Learning Opportunities](#)

Mission of Manchester Board of Education - Policy # 6120

This policy is being updated to include language on producing annual report on the mission and vision to the community

[Mission of the Manchester Board of Education](#)

2. The subcommittee members reviewed the draft of the Board of Education Self-Assessment and will send feedback to the Superintendent by December 10 in advance of the Board of Education Professional Learning session

[Draft Board of Education Self Evaluation](#)

3. The subcommittee reviewed proposed changes from legal counsel to the Board of Education Bylaws. The Superintendent will work those changes in to the bylaws and bring a draft of the revised bylaws to the full Board of Education for review at the Professional Learning session on December 17.

4. The subcommittee reviewed two versions of proposed calendars and the Superintendent will make changes and bring the 19-20 calendar for adoption to the full Board of Education on December 10.

Respectfully Submitted

Matt Geary

PERSONNEL ACTION

APPOINTMENTS – None

RESIGNATIONS

Ms. Marissa DePalma, Grade 7 Remedial Reading Specialist at Illing Middle School has submitted a letter of resignation. Ms. DePalma has been with Manchester Public Schools since October 29, 2018. It is recommended that her resignation be accepted.

December 10, 2018

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 4, 2018

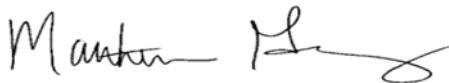
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2018-2019 Budget.

Discussion/Analysis: Transfer from Manchester High School, Library Repair of Equipment in the amount of \$1000.00. Transfer to Manchester High School, Computer Supplies.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
December 10, 2018

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School: MHS - Library

Date of Request: 11-19-18

Principal: Katelyn Miner

Date Approved: 11-19-18

JUSTIFICATION (Required Field): Money needed for computer supplies in library.

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

DECREASE In whole dollars only:

\$ <u>1,000.00</u>	Account # <u>31861222 5435</u>	Description: <u>Repair of Equipment</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1,000.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>1,000.00</u>	Account # <u>31861222-5612</u>	Description: <u>Computer Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1,000.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 4, 2018

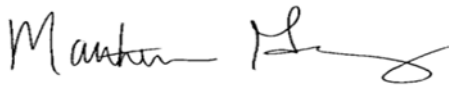
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2018-2019 Budget.

Discussion/Analysis: Transfer from Manchester High School, Classroom Instruction Inst. Supplies in the amount of \$380.00. Transfer to Manchester High School, Administration Dues/Fees.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
December 10, 2018

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School: MHS

Date of Request: 11-15-18

Principal: Katelyn Miner

Date Approved: 11-15-18

JUSTIFICATION (Required Field): To cover cost of \$10 per student for tickets to A Christmas Carol

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

DECREASE In whole dollars only:

\$ <u>380.00</u>	Account # <u>11061221 5611</u>	Description: <u>Classroom Instruction Inst. Supp</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 380.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>380.00</u>	Account # <u>42361240 5810</u>	Description: <u>Administration Dues/Fees</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 380.00 **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: December 4, 2018

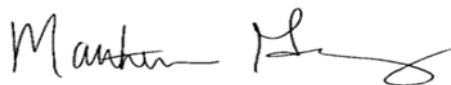
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2018-2019 Budget.

Discussion/Analysis: Transfer from Enrichment Program to transfer \$4680.00 to the Enrichment Program, Other Purchased Services.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
December 10, 2018

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School: Enrichment

Date of Request: 11-28-18

Principal: Dr. Amy Radikas

Date Approved: 11-28-18

JUSTIFICATION (Required Field): Transfer to cover cost of Soro Bindi performances.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER:
DECREASE In whole dollars only:

\$ <u>4680.00</u>	Account # <u>17020100 5611</u>	Description: <u>Instructional Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 4680.00 **TOTAL DECREASE****INCREASE In whole dollars only:**

\$ <u>4680.00</u>	Account # <u>17020100 5590</u>	Description: <u>Other Purchased Services</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 4680.00 **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 21, 2018

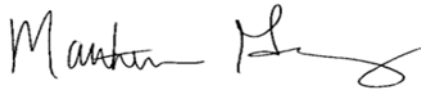
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2018-2019 Budget.

Discussion/Analysis: Transfer from System-wide Language Arts Contracted Substitutes in the amount of \$10,000.00. Transfer to System-wide Language Arts Instructional Supplies and Materials in the amount of \$10,000.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
December 10, 2018

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School: District-wide Language Arts

Date of Request: November 21, 2018

Approver: Amy Radikas

Date Approved: 11/26/2018

JUSTIFICATION (Required Field): Cover cost of updating Grade 4 libraries.

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

DECREASE In whole dollars only:\$ 10,000 Account # 12899100 5432Description: Contracted Substitutes

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 10,000 **TOTAL DECREASE****INCREASE In whole dollars only:**\$ 10,000 Account # 12899100 5611Description: Instructional Supplies and Materials

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 10,000 **TOTAL INCREASE (Must match total decrease)****Accounting Department Only**Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 18/19 Garrett Lee Smith Suicide Prevention Grant

Date: November 29, 2018

Background: Garrett Lee Smith Suicide Prevention Grant from Community Health Resources is provided to support the goals of the Connecticut Strategic Plan for Suicide Prevention, by addressing needs and gaps using strategies, though the development of formal agreements, thereby reducing suicide attempts and deaths of youth ages 10-24 in Connecticut. The agreement is entered into for the purpose of establishing a collaborative relationship between Community Health Care as the Intensive Community-Based Effort as a primary mental health and substance abuse treatment provider organization, and Manchester Public Schools.

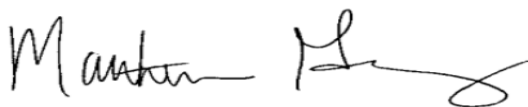
Discussion/Analysis: FY18/19 is the third of a 3-year agreement to create a streamlined system within the school and across the community for improved crisis assessment, intervention, mental/behavioral treatment and follow-up services.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Garrett Lee Smith Prevention Grant appropriation for FY18/19 in the amount of \$15,000.

Attachments: None.

A handwritten signature in black ink, appearing to read 'Matthew Geary', with a stylized flourish at the end.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
December 10, 2018

**Town of Manchester
Board of Education**

To: The Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Appropriation of The Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2018-19 school year.

Date: December 3, 2018

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state/national common core standards in Business, Family Consumer Science, and Technology Education departments.
2. Provide professional development opportunities to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional programs, supplies and equipment for grades 9-12 in the aforementioned areas.

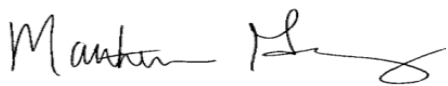
Financial Impact: None to the Board of Education.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors appropriate \$114,341 for the FY 2018-19 Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut.

Attachments: Award letter and budget.



Matthew Geary, Superintendent of Schools
Manchester, Connecticut
December 10, 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

Grant Type: FEDERAL
Statute: P.L. 109-270
CFDA #: 84.048A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20742-2019-84010-170002

2 Grant Title

CARL D PERKINS CAREER & TECH. EDUC. ACT

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:

Harold Mackin (860) 713-6779

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$114,341

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant is awarded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and is subject to all provisions therein. Expenditures for administrative costs, including indirect charges, may not exceed 5% of the total amount expended.

This grant has been approved.

12/3/2018

Melissa K. Wlodarczyk Hickey, Ed.D
Reading/Literacy Director
CT. State Department of Education

BUDGET FORM

Created On: 12/3/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: CARL D PERKINS CAREER & TECH. EDUC. ACT
Project Title: PERKINS SECONDARY BASIC GRANT
Fund: 12060 **SPID:** 20742 **Year:** 2019 **PROG:** 84010 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2019 **Authorized Amount:** \$114,341
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$114,341

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	5,552
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	425
320	PROFESSIONAL EDUCATIONAL SERVICES	12,078
322	IN SERVICE	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	2,120
510	STUDENT TRANSPORTATION SERVICES	7,400
580	TRAVEL	2,973
600	SUPPLIES	11,270
700	PROPERTY	72,523
917	INDIRECT COST	
	TOTAL	\$114,341
XANR	AGRICULTURE & NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SRVCS.	
XBAS	BUSINESS & ADMIN. SERVICES	
XCON	CONSTRUCTION	
XETS	EDUCATION AND TRAINING SERVICES	
XFS	FINANCIAL SERVICES	
XHS	HEALTH SERVICES	
XHSS	HUMAN SERVICES	
XHT	HOSPITALITY & TOURISM	
XITS	INFO. TECH. TELECOM. SERVICES	
XLP	LEGAL & PROTECTIVE SERVICES	
XMAN	MANUFACTURING	
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICE	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS	
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS	
XWRS	WHOLESALE/RETAIL SALES & SERVICES	

Original Request Date: 11/14/2018

This budget was approved by Harold Mackin on 11/28/2018.

**Manchester Public Schools
Policy #5127.11**

Extended Learning Opportunities

The Manchester Public Schools recognizes that learning experiences that lead to student intellectual and personal growth can happen both inside and outside of the traditional classroom setting. In response to the need to provide engaging, relevant, and equitable approaches to teaching and learning to prepare all students for college and career, the Manchester Public Schools has identified practice methods to design, document, and assess meaningful learning experiences that happen outside of the classroom.

Extended Learning Opportunities (ELO's) are learning experiences that take place outside of the classroom and beyond a traditional course sequence and allow students to meet graduation expectations. The goal of the Extended Learning Opportunity (ELO) is to provide pathways for students to choose their own meaningful and relevant learning experience by meeting their diverse learning styles, talents, and interests. ELO's are:

- Proficiency - Based: ELO's allow students to demonstrate learning aligned with the school's graduation expectations, and a student's performance during an ELO is measured by agreed-upon schoolwide criteria for success.
- Relevant: ELO's are driven and shaped by students' personal interests, their career aspirations, and the assets available within the Manchester community. ELO's can be also be used to formally recognize skills and knowledge students acquire through life experiences separate from school, such as proficiency in a language other than English, or an understanding of graphic design acquired while working at a local business.
- Flexible: ELO's adapt to students' learning goals, and can take nearly any form. Students can participate in ELO's as a part of a group or on their own. They can vary in scope and be multidisciplinary.
- Anytime - Anywhere: ELOs can take place
 - Online: Courses completed in an online format developed and/or selected and approved by the school including but not limited to
 - On-site: advanced language courses, independent research projects, career exploration, career oriented certification programs, and electives completed at the school during or after regular school hours.
 - Off-site: work study courses completed in partnership with nonprofits, local businesses, and universities.

Regardless of site, credits earned through ELOs count toward full time student status.

- Supported by adult community members: ELO's include both school-based educators and community based professionals in the planning, execution, and assessment phases.

Two Distinct Tiers of Extended Learning Opportunities

There are two options with varying levels of student ownership that would allow students to participate in an ELO to gain high school credit.

1. Students will be able to choose an established learning pathway with defined criteria and processes such as Unpaid Experiential Learning Program (UELP), pre-apprenticeship programs, online courses through Odysseyware and other systems, middle school courses for high school credit, community based certificate programs, and college courses beyond those articulated with Manchester High School.
2. Another path for an Extended Learning Opportunity is for students to work with an adult, within or outside the school walls, to co-create an experience with some established structures. Students create their learning goals, a plan for monitoring and feedback, and criteria for success. These may include paid work experiences, school-based activities, community-based activities, open online courses, independent studies, project-oriented community service, and other personalized pursuits or passion projects. This pathway would allow varying degrees of adult support, depending on the student and the established outcome(s).

High school graduation credit will be granted to students upon the successful demonstration of mastery of subject matter achieved through educational experiences and opportunities that provide flexible and multiple pathways to learning, provided that such demonstration of mastery is in accordance with such statewide subject matter content standards and Manchester High School vision of a graduate. In order to count toward a subject area credit requirement, student must work with relevant school staff to identify competencies in designated course requirement and outline how all competencies will be addressed in Extended Learning Opportunity. Demonstration of mastery may include a variety of assessment methods, including performance assessments, by which learners can demonstrate mastery (if necessary, student may demonstrate on multiple occasions through multiple measures).

Legal References

Public Act 17-42, An Act Concerning Revisions to the High School Graduation Requirements

Conn. Gen. Stat. § 10-5c

Conn. Gen. Stat. § 10-14n

Conn. Gen. Stat. § 10-16b

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-223a

Policy Adopted: _____

Policy Revised: _____

Resources:

<https://www.nmefoundation.org/resources>

Research for Action (November 2016) *“What are the effects of ELO participation on short-term and longer-term student outcomes?”*

<https://www.winnacunnet.org/academics/>

Administrative Regulation of Online Courses

The Manchester Board of Education recognizes the importance of technology in education and the growing popularity and use of online coursework. In that regard, and in accordance with Connecticut General Statutes § 10-221a, the Board sanctions the receipt of online course credit to be used toward high school graduation requirements, in accordance with this policy.

Pre-approval

To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or his/her designee. The decision of the principal or his/her designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the following requirements are met:

1. The workload required by the online course is equivalent to that of a similar course taught in a traditional classroom setting;
2. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs;

4. The program of instruction for such online coursework is planned, ongoing and systematic;
5. The courses are:
 - a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
 - b. offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or regionally accredited; and
6. The principal has determined, in his or her professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

Additional Requirements

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade.

Any expense incurred for taking the online course shall be the responsibility of the student and shall not be the responsibility of the Board of Education.

Mission of the Manchester Public Schools

Manchester Public Schools will engage all students in the highest quality 21st century education preschool through graduation. Through an active partnership with students, school personnel, families and community, the Manchester Public Schools will create safe, inclusive schools where equity is the norm and excellence is the goal. All students will be prepared to be lifelong learners and contributing members of society.

Manchester Board of Education Vision of the Manchester Public Schools

Three Areas of Focus for the Manchester Public Schools:

1. Outcomes and Opportunities for Students
2. Overall Quality of the School District
3. The School District's Relationship with the Community

1. Outcomes and Opportunities for Students:

Our vision is that all students in the Manchester Public Schools will:

- Arrive at kindergarten with developmentally appropriate social and academic readiness capabilities
- Achieve foundational skills in reading, writing and mathematics on grade level, by grade three.
- Meet high performance standards on local and State assessments.
- Demonstrate positive values and beliefs as evidenced by respect for peers and adults; a strong work ethic; a growth mindset; and kindness and caring for themselves and others.
- Make decisions that have positive results for themselves and others; manage their time effectively; advocate for themselves; embrace and value differences in all people; and assume responsibility for their own actions.
- Engage in critical and creative thinking to solve personal, social and academic problems; and actively pursue independent learning opportunities.
- Apply technology to analyze, evaluate, and synthesize the increasing volume of available information in a rapidly changing world
- Develop an appreciation of the performing and visual arts; participate and collaborate in all aspects of the arts commensurate with age, interests and talents.
- Exemplify the determination, perseverance, grit, and teamwork necessary to succeed in the challenges they will face in all areas of school life and beyond graduation.
- Be prepared to make sound personal decisions regarding a healthy, productive lifestyle, including diet, health maintenance, exercise including athletics, and positive leisure activities.
- Value all educational opportunities; remain in school; and graduate with optimism and confidence in their choices for college and career opportunities.

2. Overall Quality of the School District

Our vision is that the Manchester Public Schools will be characterized by the following:

- Safe, secure and well maintained schools.
- A strong belief that all children can learn.
- Adults who are committed to ensuring success for all students by providing equal access and opportunities.
- A climate that fosters learning and high achievement and is characterized by mutual respect, care, and concern for all students, staff and families.

- A strong, inclusive, and comprehensive academic system that includes a rigorous, standards-based curriculum, and high-quality and consistently effective instruction and assessment in all schools.
- Co-curricular programs for gifted, service-minded, creative, artistic and athletic students appropriate to satisfy the myriad needs and interests of all students in support of their college and career readiness.
- A student population in all schools that represents the diversity in the District as a whole.
- A wide range of up-to-date technologies and technical support for student learning; professional development; personnel and office management; and student records maintenance and transfer throughout the District.
- A unified and coherent system of ongoing monitoring and evaluation of students, staff, and administration; and for auditing and evaluating all major operating systems in the District.
- An effective system in place to ensure the recruitment, orientation, supervision, and development of all personnel in the District to ensure selection, support, and retention of highly talented administrators, faculty and staff.
- Well-trained and skilled classroom-level professionals who work collaboratively to examine student work, assess student performance, and continuously improve classroom instructional practices.
- Well-trained teams of adults collaboratively engaged at all levels of the system to enhance the capacities of District educators to significantly contribute to positive outcomes for all students.

3. The School District's Relationship with the Community

Our vision is that the Manchester Public Schools' relationships with the community will be characterized by the following:

- Constituents from both schools and community recognize the importance of the role each has in making the community a viable and attractive place to live.
- Parents and families are actively involved in their children's educational success, including engagement in school activities and community participation in social, civic and political events.
- Residents understand and support the tax-based educational budget and become advocates for school improvement.
- Faculty, staff and administration are integral in supporting the community through civic, social and political engagement.
- School officials provide many opportunities to include community members in school activities, ensuring an open, welcoming environment.
- School officials communicate frequently and directly to the community so that residents understand the District's vision and goals and are informed of the progress being made toward achievement of the District's expectations for all of its students.
- [As part of the District's commitment to improve outcomes and opportunities for all students, an Annual Report to the community will be developed and distributed detailing progress toward achieving the Mission and Vision.](#)

Manchester Board of Education Priorities 2017-2020

1. Continually monitor the District Improvement Plan that includes clearly defined goals and strategies in the areas of Systems and Operations, Academics, Culture and Climate, and Talent Development to support improved student performance for all students
2. Complete Phase 1 of the Manchester Public Schools 2025 Building Renovation Plan which includes the Bennet-Cheney 5/6 Academy, Waddell Elementary School renovation and expansion, and Verplanck Elementary School renovation and expansion along with planned security upgrades at all schools; Build public support for Phase 2 of the Manchester Public Schools 2025 Building Renovation Plan, which includes the renovation and expansion of Buckley Elementary School, Bowers Elementary School, Keeney Elementary School, and Martin Elementary School, after review by SMARTER2 Committee
3. Continue to build upon existing collaborative relationships with Town officials and the community at large
4. Continue to actively promote the good work of the Manchester Public Schools through strengthened communication and outreach
5. Begin Board of Education Self Evaluation process developed by the full Board during 2016-17

Adopted February 23, 2015

Revised: October, 2017

School Begins: August 29, 2019						School Ends: June 12, 2020					
2019	M	T	W	Th	F	2020	M	T	W	Th	F
August				1	2	January			1	2	3
	5	6	7	8	9		6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
	19	20	21	22	23		20	21	22	23	24
	26	27	28	29	30		27	28	29	30	31
					0						20
September	2	3	4	5	6	February	3	4	5	6	7
	9	10	11	12	13		10	11	12	13	14
	16	17	18	19	20		17	18	19	20	21
	23	24	25	26	27		24	25	26	27	28
	30										18
					20						
October		1	2	3	4	March	2	3	4	5	6
	7	8	9	10	11		9	10	11	12	13
	14	15	16	17	18		16	17	18	19	20
	21	22	23	24	25		23	24	25	26	27
	28	29	30	31			30	31			22
					22						
November					1	April			1	2	3
	4	5	6	7	8		6	7	8	9	10
	11	12	13	14	15		13	14	15	16	17
	18	19	20	21	22		20	21	22	23	24
	25	26	27	28	29		27	28	29	30	
					17						16
December	2	3	4	5	6	May					1
	9	10	11	12	13		4	5	6	7	8
	16	17	18	19	20		11	12	13	14	15
	23	24	25	26	27		18	19	20	21	22
	30	31					25	26	27	28	29
					16						20
When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations:						June	1	2	3	4	5
WVIT Channel 30, WFSB Channel 3, WTNH							8	9	10	11	12
Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ							15	16	17	18	19
92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS							22	23	24	25	26
95.7 FM, WHCN 106 FM							29	30			10
In addition, automated notification of school closings are sent via Blackboard.											Total days = 0
						Adopted:	1/22/2018				
						Revised:					
						Tentative High School Graduation Date:	TBD				

2019-2020 School Year

First Day of School:

Grades K - 5, Grade 7, and Grade 9: September 3
 Grade 6, Grade 8 and Grades 10 - 12: September 4
 Head Start: (Early Release): September 9, 10, and 11;
 (Full Day): September 12

☐ New Teacher Orientation: August 23 and 26

District Professional Development Days:

☐ (school not in session) August 27, 28, 29 and 30, and November 5, 2019

☐ (abbreviated day for students) September 18,

October 2*, 16, and 30*, 2019, February 26*,
 March 25, April 8* and 29, and May 13 and 27, 2020
** Equity Professional Learning*

School Conferences/Early Release

☐ Grades PreK - 12

November 13 and 14, 2019, and March 11 and 12, 2020

☐ Grades PreK - 6 ONLY

November 15, 2019, and March 13, 2020

☐ Abbreviated Day for Students and Staff

November 27, and December 23, 2019, and
 June 15, 2020, or last day of school

Holiday/Vacation Period

September 2 Labor Day
 October 14 Indigenous Peoples' Day
 November 11 Veterans Day
 November 28 - 29 Thanksgiving Recess
 December 24 - January 1 Vacation Period
 January 6 Three Kings Day
 January 20 Martin Luther King, Jr.
 February 17 - 18 President's Day
 April 10 Good Friday
 April 13 - 17 Vacation Period
 May 25 Memorial Day and
 Eid Al Fitr Observed

Please see reverse for additional information.

Note: If there are 3 snow days prior to January 31, February 18 will be a school day.

System-wide Schedules 2019-2020
--

	Regular Day		Abbreviated Day or Conference Day		Emergency Dismissal		Delayed Opening - 2 Hour Delay		Delayed Opening - 3 Hour Delay	
	Start	End	Start	End	Start	End	Start	End	Start	End
Manchester High School,	7:30 a.m.	2:05 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:30 a.m.	2:05 p.m.	10:30 a.m.	2:05 p.m.
Illing Middle School, Grades	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Manchester Middle	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:30 a.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Bennet Academy,	8:20 a.m.	2:45 p.m.	8:20 a.m.	12:45 p.m.	8:20 a.m.	10:45 a.m.	10:20 a.m.	2:45 p.m.	11:20 a.m.	2:45 p.m.
Elementary Schools, Grades	9:05 a.m.	3:25 p.m.	9:05 a.m.	1:17 p.m.	9:05 a.m.	11:30 a.m.	11:05 a.m.	3:25 p.m.	12:05 a.m.	3:25 p.m.
Preschool (all locations)										
Monday – Thursday										
AM Program	8:30 a.m.	11:07 a.m.	8:30 a.m.	11:07 a.m.	8:30 a.m.	12:10 p.m.	No AM	No AM	No AM	No AM
PM Program	12:00 p.m.	2:38 p.m.	No PM	No PM	No PM	No PM	12:00 p.m.	2:38 p.m.	12:00 p.m.	2:38 p.m.
Friday – AM Program	8:30 a.m.	11:07 a.m.	8:30 a.m.	11:07 a.m.	8:30 a.m.	12:10 p.m.	No PreK	No PreK	No PreK	No PreK
Head Start	8:30 a.m.	2:30 p.m.	8:30 a.m.	12:10 p.m.	8:30 a.m.	12:10 p.m.	10:30 a.m.	2:30 p.m.	11:30 a.m.	2:30 p.m.
Bentley Alternative	8:10 a.m.	2:05 p.m.	8:10 a.m.	11:00 a.m.	8:10 a.m.	10:00 a.m.	10:10 a.m.	2:05 p.m.	11:10 a.m.	2:05 p.m.
Manchester Regional	8:00 a.m.	2:20 p.m.	8:00 a.m.	12:20 p.m.	8:00 a.m.	10:00 a.m.	10:00 a.m.	2:20 p.m.	11:00 a.m.	2:20 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School, Grades 9 - 12	October 1, 2019; December 6, 2019; February 27, 2020; May 7, 2020	October 31, 2019; January 17, 2020 (exams January 21 - 24); March 30, 2020; June 8, 2020 (exams June 9 - 12)
Illing Middle School, Grades 7 - 8	October 1, 2019; December 6, 2019; February 27, 2020; May 7, 2020	October 31, 2019; January 17, 2020; March 30, 2020; June 8, 2020
Manchester Middle Academy, Grades 5 - 8	October 1, 2019; December 6, 2019; February 27, 2020; May 7, 2020	October 31, 2019; January 17, 2020; March 30, 2020; June 8, 2020
Bennet Academy, Grades 5 - 6	October 1, 2019; December 6, 2019; February 27, 2020; May 7, 2020	October 31, 2019; January 17, 2020; March 30, 2020; June 8, 2020
Elementary Schools, Grades K - 4	October 2, 2019; January 8, 2020; April 7, 2020	November 1, 2019; February 28, 2020; June 8, 2019

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 15 through June 25, 2019. If there are four (4) or more snow days before February 14, 2020, school will be held on Tuesday, February 18, 2020. If more than 5 (five) days are needed, days will be taken from April vacation starting with Friday, April 17, 2020.