MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
TUESDAY, OCTOBER 10, 2017
BUCKLEY ELEMENTARY
250 VERNON STREET

Curriculum & Instruction Comm. Mtg.	**5:30 P.M. – Buckley Media Ctr.**
Executive Session: B&G Supervisors Contract	**6:30 p.m. - Buckley Media Ctr.**
Board of Education Meeting	**7:00 P.M. – Buckley Gymnasium**

A. ***ORGANIZATIONAL MEETING***

1) Call to order
2) Pledge of Allegiance
3) Board of Education Minutes 9-25-17 — A - 3

B. ***COMMITTEE REPORTS*** **–**

1) Policy Committee Meeting Minutes 9-25-17 — B – 1

C. ***CONSENT CALENDAR***

1) Personnel Information — C – 1
2) Transfer of Funds — C – 2
3) Permission to apply for Title I, Part A, *Improving Basic Programs Grant* for FY17/18, in the amount of $1,621,938 — C – 3
4) Permission to apply for Title II, Part A, *Supporting Effective Instruction Grant* for FY17/18, in the amount of $249,895 — C – 4
5) Permission to apply for Title III, Part A, *Language Instruction for English Learner's Grant* for FY17/18, in the amount of $51,365 — C – 5
6) Permission to apply for the Immigrant Students and Youth Grant for FY17/18, in the amount of $23,009 — C – 6
7) Permission to apply for the Bilingual Education Program Grant for FY17/18, in the amount of $5,139 — C – 7
8) Ratification of Manchester Board of Education Buildings & Grounds Supervisors, AFSCME, Council 4, Local 818-49, for the period July 1, 2017 through June 30, 2021 — C – 8
9) Establish an appropriation for FY17/18 for the Connecticut State Department of Education for Program Enhancement Projects for Adult Education, in the amount of $40,000 — C – 9
10) Establish an appropriation for FY17-19 for the National School Lunch Program School Equipment Grant, in the amount of $17,282 — C – 10

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

1) Nabila Hoor Un Ein and Patrick Doherty

E. ***PUBLIC COMMENTS (any item before the board)***

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

1) Buckley School Improvement Plan – Mr. Matthew Daly, Principal — F – 1

G. ***UNFINISHED BUSINESS*** *– None*

H. ***NEW BUSINESS*** –

Policy Recommendation:

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

Policy Revisions:

1) Policy 5127.1 - Requirements for Graduation from Manchester High School H – 1

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

Policy Deletion:

2) Policy 6176 – Applied Education H – 2

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

J. ***COMMUNICATIONS*** ***- None***

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

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
Monday, September 25, 2017, 5:30 PM
Director's Room, Lincoln Center

Members Present: Ranon Caldwell, Deb Hagenow, Chris Pattacini, Darryl Thames
Other Present: Matt Geary, Superintendent of Schools, Elsie Torres-Brown, Intern

The meeting convened at 5:30 PM.

The committee reviewed Policy #3280: Gifts, Grants, and Bequests. Mr. Geary will explore other groups, including PTA and The Foundation for Manchester Public Schools, who might assist teachers with donations before bringing the revised policy to the full Board of Education.

Current Policy #3280: Gifts, Grants, and Bequests

Redline Revised Policy # 3280 Gifts, Grants, and Bequests

Clean Copy Revised Policy # 3280 Gifts, Grants, and Bequests

The committee reviewed Policy # 5127.1: Requirements for Graduation from Manchester High School which moves the total number of credits required for graduation from 22 to 24 (previously 25) beginning with the Class of 2019. This adjustment is the result of the state graduation requirements being pushed back to the Class of 2023 and insufficient staff to support the new requirements at this time. The committee recommended that the revised policy be brought to the full Board for consideration at the next Board of Education meeting.

Current Policy # 5127.1: Requirements for Graduation from Manchester High School

Redline Revised Policy # 5127.1 Requirements for Graduation from Manchester High School

Clean Copy Revised Policy # 5127.1 Requirements for Graduation from Manchester High School

The committee reviewed Policy # 6176: Applied Education and recommended deletion of the policy since the information included in the policy is part of the Manchester High School curriculum.

http://www.mpspride.org/uploaded/District_Office/Policies/6000/6176.pdf

The committee reviewed the list of policies to be reviewed during 2017-18.

Policy List 1718

The meeting adjourned at 6:40.

Respectfully Submitted
Matt Geary, Superintendent of Schools

PERSONNEL ACTION

APPOINTMENTS

Elizabeth Miller to be a Music teacher at Martin Elementary School. Ms. Miller received a Bachelor of Arts at University of Hartford. Ms. Miller resides in Hamden. It is recommended that her appointment be approved effective October 10, 2017 (BA/Step 2, $47,973).

RESIGNATIONS

NONE

Town of Manchester
Board of Education

To: **Manchester Board of Education**

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

Subject: **Transfer of Funds**

Date: **September 21, 2017**

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 2017-2018 Budget.

Discussion/Analysis: Transfer from Systemwide Social Studies Consultants in the amount of $3,000. Transfer to Systemwide Language Arts Other Purchased Services in the amount of $3,000.

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 2017-2018 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 10, 2017

S-10/4/17
@ DC

TRANSFER

Manchester Public Schools
Manchester, Connecticut

RECEIVED
SEP 22 2017
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Language Arts

Approval Signature:

Date: September 21, 2017

Date of Approval: 9.21.17

JUSTIFICATION:
Transfer to cover cost of Premium Tech. Support for Read 180 Program.

SUBJECT: _____

DECREASE: **Social Studies**

$	3,000.00	Account #:	142 99100 5320	Description:	Consultants
$		Account #:		Description:	
		Account #:		Description:	

INCREASE: **Language Arts**

$	3,000.00	Account #:	128 99100 5590	Description:	Other Purchased Svcs.
$		Account #:		Description:	
$		Account #:		Description:	

Accounting Department Only

Board Approval Needed: **X** Yes No

Date of Board Approval: _____

Date 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: **September 21, 2017**

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 2017-2018 Budget.

Discussion/Analysis: Transfer from Systemwide Social Studies Consultants in the amount of $6,000. Transfer to Systemwide Language Arts Instructional Supplies & Materials in the amount of $6,000.

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 2017-2018 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 10, 2017

S-10/4/17
CC BC

TRANSFER

Manchester Public Schools
Manchester, Connecticut

RECEIVED
SEP 22 2017
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Language Arts

Approval Signature: [signature]

Date: September 21, 2017

Date of Approval: 9.21.17

JUSTIFICATION:
Transfer to cover misc. ELA instructional supplies.

SUBJECT: _____

DECREASE: **Social Studies**

$	6,000.00	Account #:	142 99100 5320	Description:	Consultants
$		Account #:		Description:	
		Account #:		Description:	

INCREASE: **Language Arts**

$	6,000.00	Account #:	128 99100 5611	Description:	Instructional Supplies
$		Account #:		Description:	
$		Account #:		Description:	

Accounting Department Only

Board Approval Needed: X Yes No

Date of Board Approval: _____

Date Completed: _____ Name: _____

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for Title I, Part A *Improving Basic Programs* Grant FY 2017-2018
Date: October 2, 2017

Background:
This grant application in the amount of $1,621,938 will be used to support district and school improvement efforts in the FY 2017-2018.

Discussion/Analysis:
Funds will be used to support programs to ensure that all students demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in Connecticut's Core Standards. Strategies will be implemented to increase the level of students ready for learning in school and beyond, particularly those in underperforming subgroups, as measured by state and local assessments.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title I, Part A - *Improving Basic Programs* Grant, for the FY 2017-2018 in the amount of $1,621,938

Matthew Geary, Superintendent of Schools
October 10, 2017

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for Title II, Part A *Supporting Effective Instruction* FY 2017-2018
Date: October 2, 2017

Background:
This grant application in the amount of $249,895 will be used to ensure that all students are performing at or above grade level in the FY 2017-2018.

Discussion/Analysis:
Funds will be used to support programs to ensure that all students identified as not reaching goal receive intensive intervention that will significantly accelerate their academic progress. As a result of these targeted interventions in numeracy and science instruction, regular instruction and additional services such as tutoring, fewer students will need referrals for special education services and more students will meet their fullest learning potential. Methods implemented for this approach include, but are not limited to: numeracy/literacy training and ongoing professional development, as well as a focused attention on quality Tier I instruction for all students.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title I, Part A – Supporting Effective Instruction Grant, for the FY 2017-2018 in the amount of $249,895.

Matthew Geary, Superintendent of Schools
October 10, 2017

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Title III, Part A *Language Instruction for English Learners* FY 2017-2018
Date: October 2, 2017

Background:
This grant application in the amount of $51,365 will be used to support all limited English proficient students to become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and mathematics.

Discussion/Analysis:
Funds will be used to:

- Improve academic achievement;
- Improve English proficiency rates for English learners; and
- Increase 4 and 6-year Cohort Graduation rates for all students
- Support district and school improvement efforts
- Narrow the achievement gap and create academic excellence for all students
- Support effective teaching and leadership

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title III Part A - *Language Instruction for English Learners* Grant, for fiscal year 2017-2018 in the amount of $51,365.

Matthew Geary, Superintendent of Schools
October 10, 2017

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Immigrant Students and Youth Grant
Date: October 2, 2017

Background:
This grant application in the amount of $23,009 will be used to enhance instructional opportunities for immigrant children and youths.

Discussion/Analysis:
Funds will be used to:

- Provide enhanced instructional opportunities to immigrant children and youth;
- Support immigrant students to meet the same state academic content and student academic achievement standards that all children are expected to meet;
- Support parents of immigrant children and youth to become active participants in the education of their children; and
- Recruit and support trained teachers, tutors or paraprofessionals to provide services to immigrant children and youth

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Immigrant Children and Youth Education Grant, for school year 2017-2018 in the amount of $23,009.

Matthew Geary, Superintendent of Schools
October 10, 2017

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Bilingual Education Program Grant FY 2017-2018
Date: October 2, 2017

Background:
This grant application in the amount of $5,139 will be used to support students identified as English Language Learners (ELL) in our schools where 20 or more of such children are of the same language group.

Discussion/Analysis:
Funds will be used to provide bilingual native language support/programming in the identified mandated bilingual schools. The program enables students to achieve English proficiency, English proficiency, academic mastery of subject matter content and higher order skills to meet appropriate grade promotion and graduation requirements.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Bilingual Education Program Grant, for FY 2017-2018 in the amount of $5,139

Matthew Geary, Superintendent of Schools
October 10, 2017

MANCHESTER BOARD OF EDUCATION
AND AFSCME COUNCIL 4
LOCAL 818-49
MANCHESTER BOARD OF EDUCATION
BUILDING AND GROUNDS SUPERVISORS

TENTATIVE AGREEMENT (SUBJECT TO RATIFICATION BY BOTH PARTIES)

Article 2 (Hours of Work~~, Overtime and Holiday Premium Pay~~)

Section 2.0 **The regular work day for employees in the bargaining unit is eight (8) hours per day, excluding a thirty-minute lunch period. The regular work week for employees in the bargaining unit is forty (40) hours per week. However, given the supervisory nature of the positions in this bargaining unit, the parties acknowledge that the professional responsibilities will sometimes extend beyond the regular work day and regular work week.** ~~Normal work days, normal work week, and work scheduling shall continue as currently practiced. Changes in current practices as to normal work days, normal work week, and work scheduling shall require negotiations between the parties as provided in the Municipal Employee Relations Act.~~

Section 2.1 Employees are subject to being called in for work outside of their normal work hours based upon emergency and other business necessity. Employees will not be required to remain at work for any minimum number of hours when they are called in and will be permitted to return home when their duties have been completed. **When an employee is called in to work at a time not contiguous with the employee's regular work day based upon an emergency or other business necessity, the employee shall receive compensatory time in an amount equal to three (3) hours or the actual time spent in handling the emergency or other business necessity, whichever is greater.**

All employees will rotate on-call service on a regular, weekly basis. On-call service is from Monday at 6:00 a.m. through the following Monday at 6:00 a.m. If a change in rotation is required, it is the responsibility of the employee to work out replacement with notification to the Facilities Manager. Employees will receive on-call pay of two hundred dollars ($ 200) per week of on-call service. Employees receiving on-call pay must be within reach at all times and must respond to all calls received. Employees may not travel out of the range of the cell phone provided. Failure to respond while on-call will subject the employee to disciplinary action. On-call service will not count towards compensatory time; however, if called in for work sections 2.1 and 2.2 will apply.

Section 2.2 **If an employee receives prior approval from his/her supervisor to continue working for more than thirty (30) minutes beyond the regular work day, the employee will be provided with compensatory time in an amount equal to the total amount of time exceeding thirty (30) minutes. All compensatory time must be utilized by the employee by June 30th of each year. Any remaining compensatory time not utilized by June 30th will be paid out at the employee's regular pay rate.** ~~The current practice of utilization of compensatory time will continue for the life of the agreement.~~

Article 3 (Wages)

~~Section 3.0 The final salary schedule and individual rates as negotiated and adopted by the Board shall be a supplement to this Agreement.~~

Note: The Board proposes to strike Section 3.0, because these matters are addressed in Section 3.1.

Section 3.1 Wage scales and job classifications shall be negotiated and made part of this Agreement. A complete list of job descriptions shall be furnished to the Union.

Section 3.2 The Board agrees to cover the employees under the provisions of the Workers' Compensation Laws of Connecticut. Employee will not suffer loss of income if injured or absent because of job-related injury while they are receiving Workers' Compensation for up to nine (9) months from the date of the injury. They will continue to receive their regular payroll checks, and in the event that compensation checks are sent directly to them, these checks will be signed over to
the Board of Education.

~~Section 3.3 The Union President shall be informed in writing of all wage increases within the bargaining unit.~~

Section 3.4 Employees shall receive longevity payments in recognition of their length of service on the following basis. Prior service as a regular, full-time Board of Education employee shall be included.

YEARS OF SERVICE	AMOUNT ANNUALLY
5 to 10 years	$300
10 to 15 years	$400
15 to 20 years	$600
20 or more years	$800

Longevity service increments will be paid as a lump sum on the payroll following employee's anniversary of hire. Employees hired on or after July 1, 2011, will not be eligible for longevity payments.

Section 3.5
~~Effective the first of the month following the signing of this Agreement, all~~ **All** employees shall be paid by direct deposit.

Article 4 (Seniority, Probation, Promotions, Transfers)

Section 4.0 ~~Effective July 1, 2011, seniority~~ **Seniority** shall commence upon the date that the employee begins as a full-time paid employee of this bargaining unit. The employee's earned seniority shall not be lost because of absence due to illness, pregnancy, maternity leave, bereavement, jury duty, personal leave, or other authorized leave, or while eligible for recall. Seniority and seniority rights will not be accrued during unpaid leaves of absence or layoff, but such rights will not be lost by the employee because of such leave or, if recalled, because of such layoff.

Section 4.1 An employee's seniority and his employment shall terminate upon any of the following:

1. Resignation
2. Discharge for Just Cause
3. Retirement
4. Death
5. Expiration of Recall Rights

Section 4.2 Seniority will be used to determine vacation preference and layoffs in the event of a reduction in force. An employee whose position has been abolished may assume the position of a less senior employee provided he/she is qualified to perform the duties of that position.

Section 4.3 Probationary Period: Employees shall be considered probationary during their first ninety (90) calendar days of employment, provided the employee works at least sixty (60) days within said probationary period. Otherwise a new probationary period shall commence. During such probationary period, the employee shall not attain seniority rights under this Agreement, and such probationary employee will be subject to discharge by the Board, in its discretion, without access to the Grievance Procedure. At the successful completion of the probationary period, seniority shall be retroactive to the commencement of employment.

Section 4.4 In the event an employee is recalled within eighteen (18) months of being laid off, the employee's seniority shall be reinstated, except that no credit shall be given for the period of non-employment. An employee on layoff wishing to remain on the recall list shall apply in writing by certified mail to the office of the **Superintendent/designee** ~~Assistant to the Superintendent Finance and Management~~ for retention of his/her name on or before June of each year subsequent to his/her layoff. Failure to comply with these recall provisions will signify the termination of all said employee's recall rights. Once the recall period expires, the employee shall have no rights and shall be considered terminated.

Section 4.5

A. Notice of all bargaining unit vacancies to be filled and new positions shall be electronically mailed on a separate bulletin to employees. The posting shall remain open five (5) work days prior to any action taken by the Board to fill such vacancies and/or new positions. Employees wishing to fill such vacancies or new positions may personally, or through a Union official, submit their written request to the Personnel Office. Employees expressing a desire to fill the vacancy or new position and who were not selected for such assignment, in accordance with the provisions of this Agreement, may appeal the action through the Grievance Procedure. Qualified Board employees will receive first consideration over applicants outside of Board employment. For internal candidates, the appointment will be made to the applicant determined by the Superintendent or his/her designee to be best qualified on an overall basis to perform the job. If the internal candidates have relatively equal qualifications, seniority shall govern.

B. Copies of the job posting, a list of persons bidding for the job and the name of the person appointed shall be sent to the Union President no later than seven (7) calendar days from appointment, unless there have been no bids submitted.

C. All vacancies shall be filled within ninety (90) calendar days from the date of an employee vacating a position or of the establishment of a new position. Management and Union shall negotiate salaries and working conditions within the jurisdiction of the Union to the extent required under MERA.

D. If the employee who bid into a bargaining unit position during the first fifteen (15) calendar days of his/her probationary period, wished to voluntarily return to the position held prior to his/her promotion, he/she may do so provided the position has not been filled and the Superintendent/designee is notified in writing.

Section 4.6 In the event of a layoff, the Union President shall be notified at least thirty (30) working days in advance of the effective date of the layoff. Notification shall include all details of the proposed layoff and shall allow an opportunity to negotiate the impact of the layoff.

Sections 5.0 through 5.2 (Leave Provisions)

Section 5.0 Each employee shall have credited to their account sick leave at current base pay of twelve (12) working days during each fiscal year, with a maximum accumulation of one hundred eighty-four (184) days. ~~Employees hired prior to June 28, 1999 shall receive fifteen (15) days of sick leave per fiscal year.~~ Each employee shall be entitled to use such sick leave with full pay as has accrued to his/her credit. Each employee shall be notified of his/her accumulated sick leave on each payroll check.

Section 5.1

A. In exceptional cases, the Superintendent or designee may grant additional sick leave with or without pay, provided that the Superintendent's or his designee's decision in one case shall not establish or be claimed as a precedent in any other case(s). Requests for such additional sick leave shall be in writing and be signed by the employee, if possible.

B. After all sick leave has been exhausted, an expectant employee shall be permitted to use three (3) personal leave days pursuant to FMLA provisions, during or shortly after the pregnancy or adoption.

C. Employees are permitted to donate earned vacation days to a designated member of the bargaining group. Such donation must be in writing.

Section 5.2 ~~Employees hired prior to July 1, 1997 with ten (10) years or more of service with the Board of Education, upon retirement shall receive on the basis of his/her current wages, full compensation for any of unused accumulated sick leave, up to a maximum of one hundred and twenty (120) days.~~

~~Employees hired prior to July 1, 1997 with less than ten (10) years of service with the Board of Education, upon retirement shall receive one-half of his/her accumulated sick leave. Accumulated sick leave shall not exceed one hundred and twenty (120) days.~~

~~Employees hired after June 30, 1997, shall receive a maximum of seventy (70) days at a rate based on the average per diem of their last year's salary.~~

Employees hired after June 30, 2001 will receive no pay out of accumulated sick leave upon retirement.

~~For each eligible employee who has reached the age of fifty-five (55) during the calendar year of the employee's retirement, the Board shall contribute the applicable compensation amount under the provisions of this Article into a 401 (a) plan established by the Board in the employee's name. Such contributions into the 401 (a) plan shall be mandatory for each eligible retiring employee. The Board shall make such contributions within sixty (60) days after the effective date of retirement. For any eligible retiree who has not reached the age of fifty-five (55) as of the~~

~~date of retirement, the board shall pay directly to the employee the dollar amount applicable to such employee for the payment of unused sick leave, with such amount to be determined in accordance with the provisions of this Article. Such payments shall be made within the same time period applicable to 401 (a) contributions under the provisions of this Article.~~

Article 7 (Vacation)

Section 7.0 Employees shall be entitled to vacation with full pay on the following basis:

A. An employee with less than one (1) year of service shall be entitled to one (1) vacation day for each month of service, except that they shall not be entitled to any vacation until after two (2) complete months of service.

B. Employees who have completed one (1) year of service shall be entitled to ~~a~~ vacation with pay of ten (10) working days annually.

C. Employees **hired prior to July 1, 2017 who are in their fifth (5th) year of service** ~~who have completed five (5) years of service~~ shall be entitled to ~~a~~ vacation with pay of twenty (20) working days annually. **Employees hired on or after July 1, 2017 who have completed five (5) years of service shall be entitled to vacation with pay of fifteen (15) working days annually.**

D. Employees hired on or after July 1, 2017 who have completed ten (10) years of service shall be entitled to vacation with pay of twenty (20) working days annually.

~~D. Any employee receiving benefits over and above those described herein shall continue to receive said benefits.~~

Section 7.1 The employee's anniversary date of employment will be used to determine the amount of vacation time due. Employees must take all vacation time earned or two (2) weeks, whichever is less, during the year following the anniversary date on which it is earned. Any additional earned vacation time may be carried over from one vacation year to the next, up to a maximum accumulation of not more than six (6) weeks.

Effective June 30, 2018, the maximum vacation accumulation shall be reduced from six (6) weeks to four (4) weeks, provided that if an employee has more than four (4) weeks of accumulated, unused vacation remaining as of June 30, 2018, each such day in excess of four (4) weeks shall be paid out at the employee's regular per diem pay rate for 2017-18.

Effective June 30, 2019, the maximum vacation accumulation shall be reduced from four (4) weeks to three (3) weeks, provided that if an employee has more than three (3) weeks of accumulated, unused vacation remaining as of June 30, 2019, each such day in excess of three (3) weeks shall be paid out at the employee's regular per diem pay rate for 2018-19.

For the purposes of computing vacation time, the school year (July 1 through June 30) will be used.

Section 7.2

A. Vacation days may be taken consecutively or otherwise.

B. Employees shall submit written vacation requests as far in advance of the vacation as possible. Whenever there shall be a conflict in requested vacation dates, preference shall be given to the employees according to their seniority within this bargaining unit. All vacations must be approved in advance by the Facilities Manager.

Section 7.3 Any additional vacation due an employee the first year after qualifying for such additional vacation may be taken, subject to the provisions of Section 7.0C, any time two (2) months prior to or two (2) months after qualifying.

Section 7.4 An employee, upon termination of his/her services with the Board, shall be entitled to full pay for any vacation time due him/her including pro-rata time to date of termination. In the event of an employee's death, such payment shall be made to his/her dependent survivor, beneficiary, or estate if there is no dependent survivor.

Section 7.5 In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick days to his/her sick leave, provided that a doctor's certificate verifies the illness.

Article 8 and Appendix H (Insurance)

Section 8.0

A. **For the period July 1, 2017 through June 30, 2018, the** ~~The~~ Board shall provide and pay for **coverage under one of** the following insurance **plans** for each employee ~~hired on or before June 30, 2005~~ and their dependents. ~~Employees hired on or after July 1, 2005, shall not be eligible to enroll in the PPO plan.~~

Effective July 1, 2018, the HSA Plan shall be the core insurance plan. For any employee who remains enrolled in the OAP$20 plan during the 2018-19 contract year, the Board will pay the same total dollar amount toward the premium cost for the OAP$20 plan as the Board pays toward the premium cost for the HSA Plan for an employee enrolled at the same coverage level (individual, two-person or family). The employee shall pay 100% of the difference between the Board's total dollar premium contribution and the total premium cost for the OAP$20 plan.

Effective July 1, 2019, the only plan offered to employees in the bargaining unit shall be the High Deductible/HSA health insurance plan ("HSA Plan"). ~~The following plans will be offered to each employee, at the following premium cost shares:~~

~~1. Open Access $30~~

~~15.0% of the annual premiums effective July 1, 2013.~~
~~Effective upon signing, the Board shall offer Open Access $30 and employees shall contribute 16.0% of the annual premiums. Effective July 1, 2015, the employee contribution shall be 17% and effective July 1, 2016, the employee contribution shall be 17.5%.~~

1 ~~2~~. Open Access $20

The Open Access $20 plan shall be eliminated, effective June 30, 2019.

~~13.0% of the annual premiums effective July 1, 2013.~~
~~Effective upon signing, the Board shall offer Open Access $20 and employees shall contribute 13.5% of the annual premiums. Effective July 1, 2015, the employees contribution shall be 14.0% and effective July 1, 2016 the employee contribution shall be 14.5%.~~

~~3. H.S.A. (Health Savings Account)~~
~~11.0% of the annual premiums effective July 1, 2011 - June 30, 2014. Effective upon signing the employee shall contribute 11.5% of the annual premiums.~~

~~Effective July 1, 2015 the employee contribution shall be 12% and effective July 1, 2016 the employee contribution shall be 12.5.~~

~~The Board of Education will fund 50% of the Deductible.~~

~~For a description of these plans, see Appendix H.~~

2. HSA Plan

Bargaining unit employees may participate in the following HSA Plan. The HSA Plan shall be the sole plan offered to employees in the bargaining unit, effective July 1, 2019.

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	**$2,000/4,000**	
Co-insurance	**N/A**	**20% after deductible up to co-insurance maximum**
Co-insurance Maximum (individual/aggregate family)	**N/A**	**$3,000/$6,000**
Cost Share Maximum (individual/aggregate family)	**$5,000/10,000**	
Lifetime Maximum	**Unlimited**	
Preventive Care	**Deductible not applicable**	**20% co-insurance after deductible, subject to co-insurance limits**
Prescription Drug Coverage	**Treated as any other medical expense, subject to post-deductible drug co-payments as set forth below.**	

Following exhaustion of the deductible, prescription drugs shall be subject to post-deductible co-payments of $10/25/40 (retail), and a two times co-payment for mail order.

For each eligible employee, the Board will fund fifty percent (50%) of the applicable deductible amount. For the 2018-19 contract year only, the full amount of the Board's contribution toward the HSA plan deductible will be deposited into the HSA accounts in July, 2018. For each contract year thereafter, one-half of the Board's contribution toward the HSA plan deductible will be deposited into the HSA accounts in September, and the remaining one-half of the Board's contribution will be deposited into the HSA accounts in January. The Board's contribution toward the funding of the deductible shall not be deemed an element of the underlying insurance plan. Rather, the Board's contribution toward the funding of

the deductible shall relate solely to the manner in which the deductible shall be funded for actively employed buildings and grounds supervisors. The Board shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

Effective with the 2019-20 contract year, the Board will not process employee contributions into employees' Health Savings Accounts on a pre-tax basis, unless the Board and the Association mutually agree otherwise.

Health Reimbursement Account: A Health Reimbursement Account ("HRA") shall be made available for any employee who is precluded from participating in a Health Savings Account ("HSA") because the receives Medicare and/or veterans' benefits. The annual maximum reimbursement by the Board for employees participating in the HRA shall not exceed the dollar amount of the Board's annual HSA contribution for employees enrolled in the HSA. The Board shall have no responsibility for any administrative and/or monthly costs associated with the set-up and/or administration of the HRA.

Premium Contributions: Eligible employees shall contribute the following premium contributions for the cost of health insurance and basic dental coverage:

	Effective and Retroactive to July 1, 2017	Effective July 1, 2018	Effective July 1, 2019	Effective July 1, 2020
OAPS20	15.0%	N/A	N/A	N/A
HSA	14.0%	12.5%	13.0%	13.5%

The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I, or similar statute if amended, the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax, or similar if amended, with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations. During such mid-term negotiations, the parties will reopen the health insurance provisions of Article VIII for the purpose of addressing the impact of the excise tax, or similar if amended. No other provision of the contract shall be reopened during such mid-term negotiations.

~~B. The Board shall provide a prescription plan that is the same or similar to that currently provided by Medco, with same or similar being defined as the benefits arrangements provided by an alternative health insurance benefit carrier being such that the size of the service network offered must be 80% of that currently offered.~~

C. The Board shall provide a Full Service Dental Plan, including rider for unmarried children, with Plan same or similar to that provided by Delta Dental, with same or similar being defined as the benefits arrangements provided by an alternative health insurance benefit carrier being such that the size of the service network offered must be 80% of that currently offered. Dental riders A, B and C will be provided to employees at the group rate, provided the employee pays the full costs of such riders.

D. The Board reserves the right to change health insurance plans to a plan that is the same or similar to the plans currently provided, with same or similar being defined as the benefits arrangements provided by an alternative health insurance benefit carrier being such that the size of the network offered must be 80% of that currently offered with similar geographic patterns. The following will be excluded in determining whether a plan is similar or not: out-of-state reciprocal arrangements for routine care (non-emergencies), except that at least one plan option shall include such out-of-state reciprocal arrangements; claims processing; payment methods and plan documents definitions and language. The Superintendent shall give notice to the Union of the intention to make a change, simultaneous to his/her receipt of notice from the Town of Manchester but in no event shall the notice be less than 15 days.

   If the Union disapproves of any change pursuant to the written statement noted above, it may submit the issue to arbitration within fifteen (15) calendar days of receipt of notice from the Superintendent that the Board intends to implement the new plan. Arbitration in accordance with the rules of the American Arbitration Association will be the exclusive method for deciding the above issue.

E. Life Insurance and an ADD policy in the amount of one times the employee's salary, rounded up to the nearest thousand.

Section 8.1Bargaining unit members will be covered by applicable provisions of the Town of Manchester Defined Benefit Pension Plan in accordance with its terms. The percent of contribution is 6.4%. This shall also be inclusive of the combo "rule of 80" (combination of age years and years of service) retirement provisions which will enable employees to retire without reduction and will count as a normal retirement under the plan.

Employees hired on/after July 1, 2011 will only be eligible for the Town of Manchester Defined Contribution Plan. The percent of contribution is 6%.

Section 8.2Pursuant to Connecticut State Board of Labor Relations decisions, the Union shall be entitled to give notice to the Town to negotiate concerning pension issues.

Section 8.3Retiree Insurance

~~A. Employees initially hired by the Board on or before June 30, 1998, and who retire on or after July 1, 1998, under the Town pension plan and their spouses shall be provided with the prevailing health, prescription and dental insurance benefits granted to active bargaining unit employees for themselves and spouses. Employees shall contribute 25% of the respective coverage costs (single or couple) until the retiree, or the retiree's spouse, reach Medicare Eligibility age. At that time, the individual who has reached that age must leave the Board's insurance program and enroll in Medicare. The remaining individual will be responsible for 25% of the single coverage premium costs.~~

Employees hired by the Board on or after July 1, 1998, and who retire under the Town pension plan shall be provided the same health insurance benefits as active employees and shall pay the full cost of these benefits.

B. In order to receive health insurance benefits after retirement as provided above, the employees must have a minimum of fifteen (15) years of service in the Manchester Public Schools as an employee of the Board prior to their retirement under the Town pension plan. For employees who receive a disability retirement, the minimum years of service provision shall be waived. ~~Supervisors hired in or prior to the 1995-1996 school year must have served a minimum of ten (10) years for these benefits.~~

C. When a Supervisor retires under paragraph "A" above and they become eligible for Medicare, they shall be provided the "Medicare supplement plan" for which the retiree must pay 100% of the premium.

Section 8.4Upon the death of an employee, the Board shall afford the surviving spouse (and any dependent children under the age of 25) the opportunity to purchase insurance at the same rate as active employees through June 30th of the fiscal year in which the employee became deceased. Thereafter, the surviving spouse (and any dependent children under the age of 25) will be entitled to benefits under COBRA for the statutory period.

Article 10 (Disciplinary Procedure)

Section 10.0

A. All disciplinary actions shall be for just cause.

B. Disciplinary action shall include:

1. A verbal warning;
2. Written warning;
3. Suspension without pay ~~(1 – 5 days)~~; and
4. Discharge,

and shall normally follow this order. The Superintendent or his/her designee reserves the right to deviate from the above procedure in appropriate cases.

C. Whenever any such action is taken, the Superintendent shall, at the time of suspension or discharge, furnish the President of the Union, in writing, a statement of the reasons for such action and the period of time for which any such suspension is to be effective.

D. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure.

E. **Upon the written request of an employee, verbal and/or written warnings issued to the employee** ~~The service record of any employee disciplined under Article 10.0A and/or B~~ shall be cleared after **two (2) years** ~~eighteen (18) months~~**, provided that no disciplinary action has been imposed upon the employee during such two-year period.** ~~Matters involving absenteeism shall be retained in the employee's permanent service record for a period up to eighteen (18) months.~~

F. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or in public.

Section 16.14 (Bargaining Unit Work)

Section 16.14 Bargaining unit work should be performed by members of the unit. ~~The board may accept volunteer work and/or workfare work under the following conditions:~~

~~A. That there be no reduction in the work force of the unit because of the volunteer and/or workfare efforts.~~

~~B. That the President of the Union have prior knowledge.~~

~~C. That the Union staff monitors the volunteer work.~~

Section 16.16 (Vehicle Usage)

Section 16.16 Vehicle Usage:

A. Members of this bargaining unit recognize that at times they will be Emergency Responders and, as such, will be allowed to use a Board of Education vehicle to and from school and during school days.

B. **Any employee who is required to use his/her personal automobile on approved Board business will be reimbursed at the applicable IRS rate.** ~~Under no circumstances will a Buildings and Grounds supervisor be paid both an automatic monthly stipend and be permitted to use Board of Education vehicles for the same mileage~~.

Section 18.0 (Education Reimbursement)

Section 18.0 The Board of Education will reimburse employees for 85% of the tuition and lab fees for courses taken to enhance job skills, **provided that the employee earns a passing grade.** These courses must have prior administrative approval and be limited to one (1) per semester.

Article 19 (Duration)

Section 19.0 ~~This agreement shall be effective as of the date of ratification, and shall remain in full force and effect through the 30th day of June, 2017, except for wages which shall be retroactive as per Appendix I.~~ **This agreement shall become effective on July 1, 2017 and shall remain in effect through the 30th day of June, 2021.** The parties shall provide notice to re-negotiate the terms of this Agreement pursuant to the Municipal Employee Relations Act (MERA).

WAGES:

- Effective and retroactive to July 1, 2017, a salary adjustment of $3,000 for each bargaining unit employee shall be applied prior to applying the general wage increase for July 1, 2017.
- Effective and retroactive to July 1, 2017: 2.0% general wage increase.
- Effective July 1, 2018: 2.0% general wage increase.
- Effective July 1, 2019: 2.0% general wage increase.
- Effective July 1, 2020: 2.0% general wage increase.

ALL PROPOSALS OTHER THAN THOSE SET FORTH IN THIS TENTATIVE AGREEMENT DOCUMENT ARE WITHDRAWN BY BOTH PARTIES.

FOR THE BOARD:	**FOR THE UNION:**
BY: _____	**BY:** Vanessa Gonzalez
BY: _____	**BY:** _____
DATE: _____	**DATE:** 10/3/17

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Mr. Matt Geary, Superintendent of Schools

Subject: Item for Appropriation FY 17/18 Adult Education Program Improvement Projects

Date: October 3, 2017

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

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

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create an appropriation for FY 17/18 in the amount of $40,000 funded by the Connecticut State Department of Education Grant for Program Enhancement Projects for Adult Education.

Attachments: Award letter and budget.

Mr. Matt Geary
Superintendent of Schools
Manchester, Connecticut
October 10, 2017

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.113-128
CFDA #: 84.002A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20784-2018-84002

2 Grant Title

ADULT EDUCATION

5 Award Period

7/1/2017 - 6/30/2018

3 Education Staff

Program Manager:
Susan Pierson 860-807-2121

Payment & Expenditure Inquiries:
Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: $40,000

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, 2017 and June 30, 2018 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2018. For grants awarded for two-year periods beginning July 1, 2017, 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, 2019. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved. 10/2/2017

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

BUDGET FORM

Created On: 10/2/2017

ED 114

Fiscal Year: 2018
Funding Status: Final
Grantee Name: MANCHESTER
Grantee: 077-000
Vendor ID: 00077
Grant Title: ADULT EDUCATION
Project Title: Program Improvement Project(s)
Fund: 12060 SPID: 20784 Year: 2018 PROG: 84002 CF1: CF2:
Grant Period: 7/1/2017 - 6/30/2018
Authorized Amount: $40,000
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: CARRYOVER DUE: CURRENT DUE: $40,000

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	21,632
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	1,655
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	5,000
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	4,952
600	SUPPLIES	6,761
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	$40,000
XFLE	Family Literacy Services-ESL, ABE/GED	
XFLS	Family Literacy Services-CDP, NEDP	
XNAE	Nontraditional Adult Educ. Instruction & Services	
XNED	National External Diploma Program (NEDP)	
XTIB	TRANS INT BASIC ED & SKILLS TRNG	
XTPS	Transition to Post-Secondary Education & Training	
XVHS	Connecticut (CT) Adult Virtual High School	
XWFE	TRANSITION: PREPARING FOR 21C CAREERS-ESL, ABE/GED	40,000
XWFS	TRANSITION: PREPARING FOR 21C CAREERS-CDP, NEDP	
XZLM	TOTAL LOCAL MATCHING	10,000
	TOTAL for "X" Codes	$50,000

Original Request Date: 9/1/2017

This budget was approved by Susan Pierson on 9/29/2017.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 17/19 National School Lunch Program School Equipment

Date: October 3, 2017

Background: National School Lunch Program School Equipment grant is funded by the Agricultural Appropriations Act to award equipment grants to eligible school food authorities participating in the National School Lunch Program.

Discussion/Analysis: The National School Lunch Program School Equipment grant is for the purchase of an Open Merchandiser for Bennet Academy. The unit will be purchased prior to the end of the 2017 school year and installed over summer break.

Financial Impact: Grant 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 request the Board of Directors establish an appropriation for FY 17/19 for the National School Lunch Program School Equipment grant in the amount of $17,282.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 10, 2017

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: Public Law 113-6 (FNS agreement # NSLP-14-CT-01)
CFDA #: 10.579
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-22386-2017-82079-170003

2 Grant Title

NSL PROGRAM SCH EQUIP

5 Award Period

7/1/2017 - 9/30/2018

3 Education Staff

Program Manager:
Kelly Mero

Payment & Expenditure Inquiries:
Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: $17,282

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, 2017 and June 30, 2018 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2018. For grants awarded for two-year periods beginning July 1, 2017, 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, 2019. 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.

All awardees must obligate their awarded funds by September 30, 2017. Awardees that are unable to fully expend their grant amounts must return the unliquidated funds to the State Agency by September 30, 2017.

This grant has been approved. 9/20/2017

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

BUDGET FORM

Created On: 9/20/2017

ED 114

Fiscal Year: 2018
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: NSL PROGRAM SCH EQUIP
Project Title:
Fund: 12060 **SPID:** 22386 **Year:** 2017 **PROG:** 82079 **CF1:** 170003 **CF2:**
Grant Period: 7/1/2017 - 9/30/2018
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077
Authorized Amount: $17,282

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: CARRYOVER DUE: CURRENT DUE: $17,282

CODES	DESCRIPTIONS	BUDGET
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	
700	PROPERTY	17,282
	TOTAL	$17,282

Original Request Date: 9/12/2017

This budget was approved by Kelly Mero on 9/18/2017.

Academics				
Priority	**Strategy**	**Action Steps**	**Fidelity Indicators**	**Indicators of Adult Progress**
Teaching (Instruction & Curriculum)	Implement District Curriculum aligned to the CT Core State Standards with emphasis on using shared resources, best practices and technology to engage students in their own learning	Utilize Unit Planner to support lesson design.	Students participate in learning activities supported by Unit Planner as evidenced by PLC meeting notes, learning walks, classroom observations and coaching logs	Increasing percentage of teachers that consistently implement the curriculum with a high degree of fidelity utilizing best practices and technology to effectively engage students as evidenced by learning walks and classroom observations.
		Teachers and coaches complete district-wide curriculum unit reflections for feedback.	Teachers and coaches share feedback over the course of the school year as evidenced through curriculum unit reflections.	
		Provide support in understanding and implementing curriculum through Coaching, PLC meetings, and TEAM Mentoring.	Themes and trends noted from coaching cycles, PLC meeting notes, and TEAM mentor interactions throughout the school year.	
	Stregthen the workshop model in language arts and mathematics.	Define the components of rigor in lanaguage arts and mathematics.	Components of rigor identified and ready for use by Fall 2017.	Percentage of staff that demonstrates continuous progress in strengthening the workshop model including raising levels of rigor and student engagement as evidenced by data gathered from Learning Walks, "Teachers Visit Teachers," and classroom observations.
		Increase the level of rigor in both lanaguage arts and mathematics.	Certified staff are participating in "Teachers Visit Teachers" learning walks as evidenced by the schedule of walks, google feedback form, and the data collected.	
		Participate in collaborative discussions and in-house professional development focused on small group instruction.	Evidence of colloborative discussions and in-house PD documented through in-house PD agendas, staff meeting agendas and PLC meeting notes.	
Learning (assessment)	Strengthen the analysis and use of data from unit assessments, benchmarks, performance tasks and other forms of assessment to improve instruction.	Provide embedded support through PLCs, professional development, coaching support, etc...	PLC notes, school based PD agendas, coaching trends and themes.	Percentage of teachers and administrors demonstrating continuous progress in analysis and use of data for school improvement as evidenced by adult progress indicators elsewhere in our academic plan as well as relevant student progress indicators from Manchester data dashboard.

Systems and Operations				
Priority	**Strategy**	**Action Steps**	**Fidelity Indicators**	**Indicators of Adult Progress**
Improvement Planning	Develop our School Improvement Plan with clearly defined goals and strategies to monitor student achievement and other outcomes	Principals, teachers and staff will develop and maintain a high functioning school Improvement Team that analyzes schoolwide data for the purpose of decision making	Team created with a wide variety of representation from staff (special areas, grade levels, special education and administration) who review data at regular intervals throughout the year	Evidence wil indicatie that adults on the SIT are meeting monthly to analyze school-wide data (gathered from the Data Dashboard, SRBI reviews, SWISS data, Learning Walks and PLC notes) for decision making, revision of SIP, and adjustment of adult practices
		Implement a monthly schedule of School Improvement Team meetings with clear objectives	Schedule of meetings created by September of current school year	
		School Improvement Team will engage in systematic, frequent monitoring and revision of the School Improvement Plan	Review plan several times a year to monitor and share progress with all stakeholders	
Professional Learning Communities	Implement a specific Professional Learning Community cycle around best practices that lead to student and professional growth	Designate time for PLCs (grade level, specific areas and service providers)	Schedule of meetings created by September of current school year	Evidence of continuous improvement in the Standard of PLC Practices measured by a self-assurement rubric
		Develop goals aligned to the PLC standards/student achievement	Goals established in October of the current school year and revised/reviewed as needed	Evidence of continuous use of the best instructional strategies (e.g. Marzano's Instructional Practices) as captured by the PLC form and LASW protocol
		Identify best instructional strategies through professional reflection, discussion of professional literature, and review of student artifacts to support PLC goals	Student artifacts/data will be reviewed monthly to drive decision making and align with PLC goals	

Talent Recruitment and Retention				
Priority	**Strategy**	**Action Steps**	**Fidelity Indicators**	**Indicator of Adult Progress**
Human Capital Development	Further the implementation of the Instructional Coaching Model	Communicate the logistics and goals of the Coaching Cycle	Schedule of coaching cycle shared with all teachers at the start of the school year	Enhanced instructional practices and teacher reflection as evidenced by improved student achievement
		Enhance the collaborative relationship between the teacher and coach through on-going communication	Documentation of meetings, modeling, instructional feedback, and communication throughout the year	
		Teacher and coach identify a specific teaching practice to focus on for professional growth	Documentation of goal setting, action steps and outcome/reflection throughout each coaching cycle	
	Encourage teachers to take on leadership roles	Provide opportunities to mentor new teachers	Evidence of teachers as mentors	Increased number of teachers participating in leadership opportunities throughout the year
		Provide opportunities for all staff to serve on teams	Staff will sign up for teams by the end of September	
		Support teachers in new learning opportunities around best practices (PLC, Climate, Restorative Practices, Inclusion) and sharing new learning with staff	Evidence of staff particpation in professional learning opportunities	
Talent Recruitment and Retention	Partner with Universities to host student teachers/interns	Support student teachers and their cooperating teachers by providing collaborative time	Identified staff will meet with their student teacher at designated times (TEAM meetings, planning times, before/after school)	Increase the number of TEAM trained staff to host student teachers/interns
		Immerse the student teachers in the climate and culture of the Buckley School Community	Include student teachers/interns in staff meetings, professional learnings, PLCs and school-wide activities throughout the year	
	Recognize staff on a regular basis	Increase use of High Five Recognition, staff parking spot, Celebrating Success Jar, Social Committee Recognition/Events	Recognition is documented through staff meetings, weekly staff messages, pep rallies, invitations and email notification	Increase in the number of staff utlilzing these programs
	Support opportunites for Professional Learning	Budget for Professional Learning Opportunities for Staff	Administration will support staff in participating in Professional Learning	Increase in the number of staff members attending Professional Learning Opportunities

Culture and Climate

Priority	Strategy	Action Steps	Fidelity Indicators	Indicators of Adult Progress
	Implement Social Emotional Security Core Practice 1: **Develop and implement a systemic approach to teach and reinforce expected behaviors** (appropriate to developmental level)	Utilize data to monitor the implementation of reinforcement systems so that the needs of all students are met, with a focus on those students in tier two and tier three	Referral and reinforcement system data will be disaggregated by School Climate Team and school wide teaching will occur in fall, winter, and spring.	All staff will consistently and intentionally teach and use common language and reinforce expected behaviors with all students as evidenced by data collected through Culture and Climate Discovery Days and PLC's with SEL Coordinator (at elementary level)
			School Climate Committees will track use of reinforcers at classroom and building level to meet the needs of students	
		Staff will continue to teach the SEL curriculum with fidelity to develop students ability to self regulate in order to display expected behavior	Teachers will work with the SEL coordinator in PLC's on a regular scheduled basis to increase fidelity of implementation and use of curriculum concepts to increase student self regulation.	
	Implement Social Emotional Security Core Practice 2: **Ensure equitable, logical, and developmentally appropriate consequences and opportunities for restorative and collaborative practices when behaviors occur that don't meet expectation**	Professional Development opportunities will occur throughout the 2017-2018 school year around deepening the understanding of Restorative and Collaborative practices	A calendar of PD opportunites will be developed and implemented in the area of Restorative Practices.	All staff will respond to unexpected behavior in an increasingly restorative or collaborative way as evidenced by referral data. All staff will intentionally build social capital with students through the use of restorative practices.
		Continue to Implement community building activities, proactive and restorative circles to build community among staff and students	Staff will share evidence of regularly scheduled circles and community building activities with the School Climate Comittee	
		Together, staff will develop a variety of possible responses to unexpected behaviors and a plan for how those responses could be implemented	A collection of possible responses will be assembled and shared	

	Implement Strong School Family Partnerships (Strengthen Trusting Relationships to Support Student Growth) **Core Practice 3: Develop a variety of methods to invite and engage families as partners in the learning process.**	Utilize home visits and regular parent teacher collaborative meetings as a tier one approach to stregthen school family partnerships	Schedule of Parent Meetings and documentation of Home Visits for all students	Interview / Focus group questions that measure the quality of the relationship to support student growth between home and school.
	Implement Strong School Family Partnerships Core Practice 4: **Partner with families in order to support student growth by regularly communicating: what their child should know and be able to do at the end of the school year. how well their child is doing. how they can support their child's learning & development. how to take action in support of their child's growth, achievement and well-being**	Staff will work together to create a plan to utilize the F&CP webpage and Blackboard App to strengthen communication of learning goals with parents.	A plan with a schedule, agreed upon by the staff will be in place by October 15th	All staff will show their understanding of how to strenthen communication of learning goals to parents using Blackboard. With parents, this will be evidenced by the welcoming schools and climate surveys.