MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, NOVEMBER 27, 2017
LINCOLN CENTER

Executive Session – Union Contracts **6:30 P.M. – Director's Rm.**
Board of Education Meeting **7:00 P.M. – Hearing Rm.**

A. ***OPENING***
1) Call to order
2) Pledge of Allegiance
3) Election of New Board Chair and Board Secretary
4) Introduction of New Board Members – Ms. Tracy Maio and Mr. Peter Meggers
5) Reaffirming of Board of Education Bylaws and Policies A – 5
6) Board of Education Minutes 11-13-17 A – 6

B. ***COMMITTEE REPORTS*** **–**
1) Personnel & Finance Committee Meeting Minutes 11-13-17 B – 1

C. ***CONSENT CALENDAR***
1) Personnel Information C – 1
2) Transfer of Funds C – 2
3) Establish an appropriation for FY17-19 for the Title III, Part A, English Language Acquisition grant, to be funded by the Connecticut State Department of Education in the amount of $51,365 C – 3
4) Permission to apply the period 3/1/2018-2/28/2019, for the Federal Head Start Grant C – 4
5) Establish an appropriation for FY17-19 for the Immigrant & Youth Education Program grant, to be funded by the Connecticut State Department of Education in the amount of $23,009 C – 5
6) Approval of the Manchester Board of Education and Food Service Employees, Local #991 of Council #4, AFSCME, AFL-CIO Tentative Agreement (July 1, 2017 through June 30, 2020)
7) Approval of the Manchester Board of Education and Hall Monitors, Local #991 of Council #4, AFSCME, AFL-CIO Tentative Agreement (July 1, 2017 through June 30, 2020)
8) Approval to Change the Manchester Head Start Policy Council By-Laws to holding bi-monthly meetings instead of monthly meetings C – 8

D. ***REPORT FROM STUDENT REPRESENTATIVE*** **-**
Nabila Hoor Un Ein and Patrick Doherty

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

F. ***SUPERINTENDENT'S REPORT***
1) Update on Budget – Mr. Matthew Geary, Superintendent of Schools
2) Update on Smarter Balance/CMT/CAPT – Dr. Amy Radikas, Deputy Superintendent and Special Services F – 2

G. ***UNFINISHED BUSINESS*** – ***None***

H. ***NEW BUSINESS*** –

RECOMMENDED MOTION: Move that the Board of Education approve the Voluntary Early Retirement Incentive Plan with a retirement date of June 30, 2018 for eligible certified staff H – 1

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.***

Article I

ROLE OF THE BOARD OF EDUCATION AND ITS MEMBERS

Section 1 - General Duties

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

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

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

D. In determining school policy it shall:

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

Section 2 - Specific Powers and Duties

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

A. Create, abolish, modify, and maintain such positions, schools, divisions, and classifications as may be necessary for the efficient administration of the educational enterprise.

B. To elect and evaluate the Superintendent of Schools in accordance with state statutes.

C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.

D. To determine the number, classification, duties and remuneration of employees.

E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.

F. To provide for the appraisal of the efficiency of personnel.

G. To initiate and approve the acquisition and disposition of school sites, and to initiate and approve plans for school buildings.

H. To consider any specific recommendations made by the Superintendent of Schools.

I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.

J. To consider, revise and adopt any changes in the curriculum.

K. To take any other actions required or permitted by law.

L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that

(1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;

(2) the school district shall finance at a reasonable level an educational program designed to achieve this end;

(3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and

(4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Article II

ORGANIZATION AND MEETINGS OF THE BOARD OF EDUCATION

Section 1 - Membership of the Board of Education

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

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

Section 2 - Annual Organizational Meeting of the Board

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

Section 3 – Election of Officers

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

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

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

Section 4 - Duties of Board Officers

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

Section 5 - Regular Meetings of the Board

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

Section 6 - Special Meetings of the Board

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

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

Section 7 - Executive Session Meetings of the Board

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

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

(1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer

or employee, provided that such individual may require that discussion be held at an open meeting.

(2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.

(3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

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

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

No votes shall be taken at an executive session meeting.

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

Section 8- Electronic Mail [E-Maill Communications

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

Section 9 - Board Actions

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

Section 10 - Amendment to Bylaws

Amendments to these bylaws must be proposed in writing, with action being taken at a subsequent meeting of the Board. A two-thirds vote of the members, present and voting, shall be necessary for adoption of amendments to these bylaws.

Section 11 - Quorum

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

Section 12- Method of Filling Vacancies

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

Board Bylaws 9000 Series

Article I, Section 13

BOARD OF EDUCATION STANDING COMMITTEES:

Curriculum & Instruction Committee

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

Specific responsibilities of this committee include:

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

Personnel & Finance Committee

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

Specific responsibilities of this committee include:

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

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

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

Building & Sites Committee

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

Specific responsibilities of this committee include:

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

Section 14- Meeting Conduct

Meetings of the Board shall be conducted by the Chair in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225, as described in Section 7 above.

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

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

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

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

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

Section 15 - Minutes

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

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

The minutes shall include the following:

1. The time, place and date of each meeting.
2. The names of those members in attendance.
3. The disposition of all matters on which action was recommended.
4. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
5. All decisions concerning future meetings and agendas.
6. By request, a brief statement of a Board member may be included.

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

Section 16 - Pledge of Allegiance

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

Section 17- Formulation. Adoption. Amendment or Deletion of Policies

In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.

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

A. Board of Education Members
B. Superintendent
C. Statute
D. Matters of law
E. Citizens
F. Students

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

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

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

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

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

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

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

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

Section 18 - Removal of Board Officers

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

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

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

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

Procedures for Removal:

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

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

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

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

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

Standard for Removal:

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

Article III

DUTIES AND AUTHORITY OF THE SUPERINTENDENT

Section 1 – General Duties

The Superintendent shall be the chief executive officer of the Board and shall serve as its professional advisor. In accordance with the policies of the Board and the General Statutes, the Superintendent shall be responsible for administering and supervising the schools and all other activities under the control of the Board.

Section 2 -Authority

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

Section 3 – Delegation of Authority

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

Section 4 – Duties in Relation to Board Meetings

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

Section 5 – Specific Duties and Responsibilities

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

ARTICLE IV

Standards of Ethical Conduct For Members of the Board of Education

Section 1 - Purpose.

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

Section 2 - Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8) A complimentary meal provided at a civic or philanthropic event to which Member of the Board of Education has been invited to participate in his or her official capacity.

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

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

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

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

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

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

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

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

Section 3- Conflicts of Interest.

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

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

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

shall disqualify himself or herself from participating in any deliberation and decision making with respect to that matter.

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

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

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

Section 4- Preferential Treatment Prohibited.

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

Section 5- Soliciting or Accepting Inducements Prohibited.

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

Section 6 - Gifts.

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

Section 7 - Incompatible Employment.

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

Section 8- Doing Business with the Board of Education.

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

Section 9 - Disclosure or Use of Confidential Information.

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

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

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

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

Section 11 - Former Members of the Board of Education.

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

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

A person who has served at any time as a Member of the Board of Education shall not represent anyone other than the Board of Education concerning any particular matter in which he or she participated personally and substantially while serving as a Member of the Board of Education.

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

Section 12 – Censure

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

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

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

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

Addendum to Board of Education Bylaws: Article II; Section 19

CODE OF CONDUCT FOR BOARD MEMBERS

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

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official;
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session; and
6. refrain from engaging in slanderous, discriminatory, obscene or threatening conduct or communications toward any student and/or any school district official, in any manner and/or using any medium.

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

Procedures for Censure:

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

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

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED: June 25,2012

Bylaws
9000
Article IV
Section 13 Use of the Board of Education-Issued iPad Tablets

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

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

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

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

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

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

5. Any type of interactive communications or series of communications (including in-person communications, telephonic communications and electronic communications of any sort) relating to school district business and involving a quorum of the Board

or a committee of the Board will likely be deemed to constitute a "meeting" under the FOIA. Such communications violate the provisions of the FOIA for several reasons, including the failure to post notice of the meeting and the failure to allow access to the meeting by members of the public. Accordingly, Board members must take care to ensure that their interactive communications, via iPad or otherwise, do not constitute a meeting under the FOIA.

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

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

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

Section 13 - Committees

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

(a) Standing Committees.

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

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

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

The standing committees are:

1) Buildings and Sites

2) Community Relations

3) Curriculum and Instruction

4) Personnel and Finance

5) Policy

6) Transportation and Residency

<u>Building and Sites Committee</u>
This committee has responsibility for the oversight of the maintenance and operation of all school buildings and school building sites.

Specific responsibilities of this committee include:

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

Community Relations Committee

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

Specific responsibilities of this committee include:

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

Curriculum and Instruction Committee

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

Specific responsibilities of this committee include:

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

Personnel and Finance Committee

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

Specific responsibilities of this committee include:

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

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

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

Transportation and Residency Committee

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

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

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

members shall serve on a special committee.

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

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

Manchester Board of Education
Personnel & Finance Committee Report
November 13, 2017

Attendees: Committee Members Deborah Hagenow, Neal Leon, Darryl Thames, Sr.

Also in attendance: Superintendent, Matthew Geary and Director of Finance & Management, Karen Clancy

Mrs. Clancy reviewed the status of the 2017-2018 budget. There are two areas of concern at this time: tuition and transportation. Approximately 50% of the previously frozen dollars have now been released however the remaining frozen funds will be used to cover deficits in the tuition and transportation lines. The State has approved a budget and Manchester has remained level funded in terms of ECS funding. ECS funding includes the Alliance grant. There has been little guidance with respect to how to access the Alliance dollars. There was also discussion around the deficits in the salary lines. These lines are reflecting negative balances because grant salaries were moved to the BOE budget until such time that the State approved a budget. At this point we will begin to move salaries back to grants.

Mrs. Clancy reviewed a revised copy of the 2018-2019 Budget Development Calendar. January budget workshop dates have been revised.

Mrs. Clancy provided a copy of a Voluntary Retirement Incentive Plan document for the committee to review. The incentive is the same offer that was made to certified staff last year. The incentive will provide for a cash payment, over a two year period, to eligible participants who apply for and are accepted into the plan. The incentive will be brought to the full Board of Education for approval at the November 27, 2017 Board meeting.

Mrs. Clancy explained to the committee that the current district-wide copier lease expires at the end of February 2018. The committee discussed options whether to possibly extend the lease or to bid the service in conjunction with the town.

The next Personnel & Finance Committee meeting will be held on Monday, January 22, 2018, at 5:30 p.m., at Lincoln Center.

Respectfully Submitted,

Karen L. Clancy
Director of Finance & Management

PERSONNEL ACTION

APPOINTMENTS

Rebecca Brice to be a Grade 5 teacher at Verplanck Elementary School. Ms. Brice received a Master Degree in Elementary Education at University of Connecticut. Ms. Brice resides in Stratford. It is recommended that her appointment be approved effective November 7, 2017 (MA/Step 1, $49,280)

Emma Woodard to be a Grade 5 teacher at Verplanck Elementary School. Ms. Woodard received a Bachelor Degree in English at Central State University. Ms. Woodard resides in Farmington. It is recommended that her assignment be approved effective November 7, 2017 (BA/Step 1, $46,228)

Normaliz Acosta-Setaram to be a TESOL teacher at Illing Middle School. Ms. Acosta-Setaram received a Master of Science in English Second Language at Pontifical Catholic University of Puerto Rico. Ms. Acosta-Setaram resides in Manchester. It is recommended that her appointment be approved effective November 6, 2017 (MA+30/Step 4, $59,312)

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: **November 6, 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 Bowers Elementary School Administration Computer Supplies and Materials in the amount of $420. Transfer to Bowers Elementary School Telecommunications Equipment in the amount of $420.

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
November 27, 2017

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NOV 09 2017
BY ACCOUNTS PAYABLE

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department Date: 11/6/17

School: Bowers

Principal's Signature: [signature] Date of Approval: _____

JUSTIFICATION (Required Field) : funds needed for principal phone replacement

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE In whole dollars only:

$420 Account # 423011005612 Description: Admin Comp Sup & Mat

$_____ Account # _____ Description: _____

$_____ Account # _____ Description: _____

$420 **TOTAL DECREASE**

INCREASE In whole dollars only:

$420 Account # 421012605532 Description: Communications Equipment

$_____ Account # _____ Description: _____

$_____ Account # _____ Description: _____

$420 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☑ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

Revised 10/05/2016 - kbm

Town of Manchester
Board of Education

To: **Manchester Board of Education**

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

Subject: **Transfer of Funds**

Date: **November 13, 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 Manchester High School Library Media General Supplies and Materials in the amount of $50. Transfer to Manchester High School Library Media Dues and Fees in the amount of $50.

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
November 27, 2017

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BY ACCOUNTS PAYABLE

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Library/Media Services

Date: 11/13/2017

Principal's Sign: Kathryn M. Mineo

Date of Approval: 11-13-17

JUSTIFICATION (Required Field) :

Money needed to pay for annual hosting fee for Cengage databases

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

DECREASE In whole dollars only:

$ 50.00	Account # 31861222-5610	Description: General Supplies
$	Account #	Description:
$ 50.00	Account # _____	Description: _____

$ 50.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

$ 50.00	Account # 31861222-5810	Description: Dues/Fees
$	Account #_____	Description:_____
$	Account #_____	Description:_____

$ 50.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☑ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

Town of Manchester
Board of Education

To: **Manchester Board of Education**

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

Subject: **Transfer of Funds**

Date: **November 15, 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 Manchester High School Interscholastic Sports Athletic Supplies and Materials in the amount of $1,050. Transfer to Manchester High School Interscholastic Sports Other Purchased Services in the amount of $1,050.

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
November 27, 2017

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BY ACCOUNTS PAYABLE

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Manchester High School_____

Date: 11/15/2017

Principal's Sign: Kathryn M. Mueller

Date of Approval: 11/15/2017

JUSTIFICATION (Required Field) : to reclass the purchase of HUDL software from Athletic Supplies to Other Purchased Services

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

DECREASE In whole dollars only:

$ 1050	Account # 31461320 5616	Description: Athletic Supplies
$_____	Account # _____	Description: _____
$_____	Account # _____	Description: _____

$ 1050 **TOTAL DECREASE**

INCREASE In whole dollars only:

$ 1050	Account # 31461320 5590	Description: Other Purchased Services
$_____	Account #_____	Description:_____
$_____	Account #_____	Description:_____

$ 1050 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes☒ No☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

Town of Manchester
Board of Education

To:	Manchester Board of Education
From:	Matthew Geary, Superintendent of Schools
Subject:	Item for Appropriation, Title III, Part A English Language Acquisition, FY 2017-2019
Date:	November 20, 2017

Background:
The Connecticut State Department of Education has awarded FY 2017-2019 funding under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to 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:
The FY 2017-2019 Title III, Part A, English Language Acquisition Grant will be used to support tutors and provide an ELL Homework club at the secondary level and to purchase supplies and material for use by English Language Learning students.

Financial Impact:
The District has been granted $51,365 from the State for FY 2017-2019.

Other Board/Commission Action:
None

Recommendations:
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for $51,365 under the FY 2017-2019 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education.

Attachments:
Award letter and budget

Matthew Geary
Superintendent of Schools
November 27, 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. 107-110
CFDA #: 84.365A
SDE Project Code: SDE000000000002
Grant Number: 077-000 12060-20868-2018-82075-170002

2 Grant Title

TITLE III PART A ENGLISH LANG. ACQUIS.

5 Award Period

7/1/2017 - 6/30/2019

3 Education Staff

Program Manager:
Megan Alubicki (860) 713-6786

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

6 Authorized Funding

Grant Amount: $51,365

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. 11/16/2017

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

BUDGET FORM

Created On: 11/16/2017

ED 114

Fiscal Year: 2018
Funding Status: Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS.
Project Title:
Fund: 12060 **SPID:** 20868 **Year:** 2018 **PROG:** 82075 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2017 - 6/30/2019 **Authorized Amount:** $51,365
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: **CARRYOVER DUE:** **CURRENT DUE:** $51,365

CODES	DESCRIPTIONS	PUBLIC	NON-PUBLIC
100	PERSONAL SERVICES - SALARIES	26,625	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	2,037	
300	PURCHASED PROF/TECH SERVICES	15,000	
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES	2,565	
600	SUPPLIES	5,000	138
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	$51,227	$138

Original Request Date: 11/15/2017

This budget was approved by Megan Alubicki on 11/15/2017.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to Apply for Federal Head Start Grant 3/1/2018-2/28/2019

Date: November 17, 2017

Background: The Manchester Board of Education receives an annual grant from the federal government in order to provide operating funds for the Manchester Head Start program.

Discussion/Analysis: These funds are used to prepare three- and four-year-old students for kindergarten as well as the various training activities for all certified and noncertified staff.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Board of Education in the form of real dollars and in-kind services.

Other Board/Commission Action: None

Recommendations: The Superintendent of School recommends that the Board of Education approve the filing of an application for the Federal Head Start Grant for the period 3/1/2018-2/28/2019.

Attachments: Application.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 27, 2018

Manchester Preschool Center
Head Start Program
60 Washington Street
Manchester, CT 06042
(860)647-3502
fax: (860)647-5046

Policy Council Approval Statement

for

Manchester Head Start: Grantee

The enclosed grant application has been reviewed and approved at a Policy Council Meeting held on November 14, 2017.

The Policy Council, or a subcommittee of the Policy Council, was meaningfully involved in the preparation of this application, including the development of the goals and budget.

Action approved:

Vanessa Quiñones — 11/14/2017

Signature of Policy Council Chairperson — Date

Head Start - Summary

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Line Item Budget Total	**$1,202,048**	**$15,312**	**$305,955**	**28.5**

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Personnel Total	**$1,063,033**	**$0**	**$305,955**	**28.5**

Personnel: Child Health and Development Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Program Managers and Content Area Experts	$88,418	$0	$55,684	3
Teachers / Infant Toddler Teachers	$305,840	$0	$69,056	7
Family Child Care Personnel	$104,180	$0	$71,940	4.5
Teacher Aides and Other Education Personnel	$283,667	$0	$60,170	11
Health / Mental Health Services Personnel	$89,495	$0	$38,149	1
Total	**$871,600**	**$0**	**$294,999**	**26.5**

Personnel: Program Design and Management Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Head Start / Early Head Start Director	$131,043	$0	$10,956	1
Clerical Personnel	$60,390	$0	$0	1
Total	**$191,433**	**$0**	**$10,956**	**2**

Fringe Benefits

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	$51,847	$0	$0	

	Cost for Program Operation	Cost for Training, Technical Assistance	Non-Federal Share	Number of Employees
Health / Dental / Life Insurance	$20,000	$0	$0	
Total	**$71,847**	**$0**	**$0**	

Travel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Staff Out-Of-Town Travel	$0	$5,000	$0	

Supplies

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Office Supplies	$4,967	$0	$0	
Other Supplies - Medical, instructional and general	$13,768	$0	$0	
Total	**$18,735**	**$0**	**$0**	

Contractual

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Training and Technical Assistance	$0	$9,312	$0	

Other

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Local Travel	$1,000	$0	$0	
Substitutes (if not paid benefits)	$0	$1,000	$0	
Parent Services	$4,000	$0	$0	
Training or Staff Development	$25,433	$0	$0	
Other - Overtime	$18,000	$0	$0	
Total	**$48,433**	**$1,000**	**$0**	

Direct Costs

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Direct Costs Total	**$1,202,048**	**$15,312**	**$305,955**	**28.5**

Section 2

MANCHESTER HEAD START
PA22 FEDERAL GRANT APPLICATION
BUDGET JUSTIFICATION 2018

In accordance with Program Instruction ACF-PI-HS-08-03, Manchester and Enfield Board's of Education are in full compliance with all federal requirements related to employee compensation.

For the grant period 3/1/18-2/28/2019, Manchester Head Start is requesting $1,202,048 (PA22) and $15,312 (PA20). The non-federal share consists of 305,955 from state funds and local sources. The total non-federal share meets the 22% match requirement for the next grant period.

Requested federal funds will be allocated as follows:

Personnel:

Personnel costs will total $1,063,033 which is 90% of the operating budget. Included in these expenses are:

Two Program Managers: our Education Manager and Family Service Manager are funded here. Total cost is $88,418.

Teachers: We operate nine (9) classrooms which operate full day, throughout the year. In total, we have nine teachers. Six teachers, and 38% of the seventh teacher, are paid through this grant, at a cost of $305,840. The eighth teacher is paid through the state Head Start expansion grant, and the ninth teacher is paid by the Board of Education.

Teacher's aides: We utilize eleven (11) Paraprofessionals for our center. Ten are paid out of this grant, for a total expense of $283,667.

Family Advocates: We employ four and a half full-time Family Advocates to serve our 153 students. This grant pays for 4 of them for a total expense of $104,180.

The Director is a Mastered level public school administrator. Her salary reflects a regular 220-day annual contract. Her total salary will be $131,043. For the purposes of this grant, she will spend 85% of her time on administration ($111,387) and 15% as Disabilities Manager ($19,656).

Secretary: We have one full-time secretary who works year round, for a total expense of $60,390.

Mental Health and Health and Nutrition: We have on full-time RN who works year round and Social Worker (50%), for a total expense of $89,495.

Fringe Benefits:

Expenses charged to the federal grant are in the amount of $51,847 for FICA, and $20,000 for health benefits, for a total expense of $71,847.

Supplies:

We are requesting funds for medical supplies ($4,000), instructional supplies ($7,768.00), general supplies ($2,000.00) and office supplies ($4,967.00), for a total of $18,735.00.

Consultants:
We are allocating $12,000 for professional development and $13,433 for consultant fee to support tier intervention for a total cost of $25,433.

Overtime (Bus Monitors): $18,000.00

Other
We are allocating $4,000 for Parent Services, and $1,000 for local travel for a total of $5,000.

NON-FEDERAL SHARE

Manchester's share of operating expenses totals $305,955 allocated as follows:

$162,045= State Head Start grant
143,910= Board of Education, health insurance benefits

TRAINING AND TECHNICAL ASSISTANCE PA 20

BUDGET JUSTIFICATION: 2018

Manchester Head Start requests the amount of $15,312 for training and technical assistance for the 2018 grant year, as follows:

Staff Out-of-Town Travel: To attend national and New England regional conferences.	$5,000
Substitute Teachers for Professional Development	$1,000
Training/Staff Development:	$ 9.312
TOTAL	$15,312

- See attached T& TA

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Immigrant & Youth Education Program FY2017-2019
Date: November 20, 2017

Background:
The Connecticut State Department of Education has awarded FY17-19 funding under the Immigrant & Youth Education Program grant. This grant will be used to enhance instructional opportunities for immigrant children and youth.

Discussion/Analysis:
The FY17-19 grant will support family literacy, instructional materials, translation support, supplementary ELL tutors and support for students learning English. The funding of this grant is geared toward instructional services in the school district and activities coordinated with community-based organizations.

Financial Impact:
The District has been granted $23,009.

Other Board/Commission Action:
None.

Recommendations:
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for $23,009 for FY17-19 Immigrant & Youth Education Program grant, to be funded by the Connecticut State Department of Education.

Attachments:
Award letter and budget.

Matthew Geary
Superintendent of Schools
November 27, 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. 107-110
CFDA #: 84.365A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20868-2018-82076-170002

2 Grant Title

IMMIGRANT & YOUTH EDUCATION PROGRAM

5 Award Period

7/1/2017 - 6/30/2019

3 Education Staff

Program Manager:
Megan Alubicki (860) 713-6786

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

6 Authorized Funding

Grant Amount: $23,009

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. 11/16/2017

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

BUDGET FORM

Created On: 11/16/2017

ED 114

Fiscal Year: 2018
Funding Status: Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: IMMIGRANT & YOUTH EDUCATION PROGRAM
Project Title:
Fund: 12060 **SPID:** 20868 **Year:** 2018 **PROG:** 82076 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2017 - 6/30/2019 **Authorized Amount:** $23,009
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: **CARRYOVER DUE:** **CURRENT DUE:** $23,009

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
100	PERSONAL SERVICES - SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
300	PURCHASED PROF/TECH SERVICES	10,000	
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES	10,000	
600	SUPPLIES	3,009	
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	$23,009	

Original Request Date: 9/28/2017

This budget was approved by Megan Alubicki on 11/15/2017.

Manchester Preschool Center
Head Start Program
60 Washington Street
Manchester, CT 06042
(860)647-3502
fax: (860)647-5046

To: Matthew Geary, Superintendent of Schools

From: Sinthia Sone-Moyano, Principal

Subject: Change to Manchester Head Start Policy Council By-Laws

Date: November 21, 2017

The Manchester Head Start Policy Council By-Laws were changed at the regular November 14, 2017 Policy Council Meeting to reflect the requirement of bi-monthly meetings instead of monthly meetings.

This was the only change made.

Sinthia Sone-Moyano
Principal

Date: November 21, 2017

F-2

Overview of Manchester's Smarter Balanced, CMT, CAPT Data

Smarter Balanced Achievement Levels

① Does Not Meet the Achievement Level

② Approaching the Achievement Level

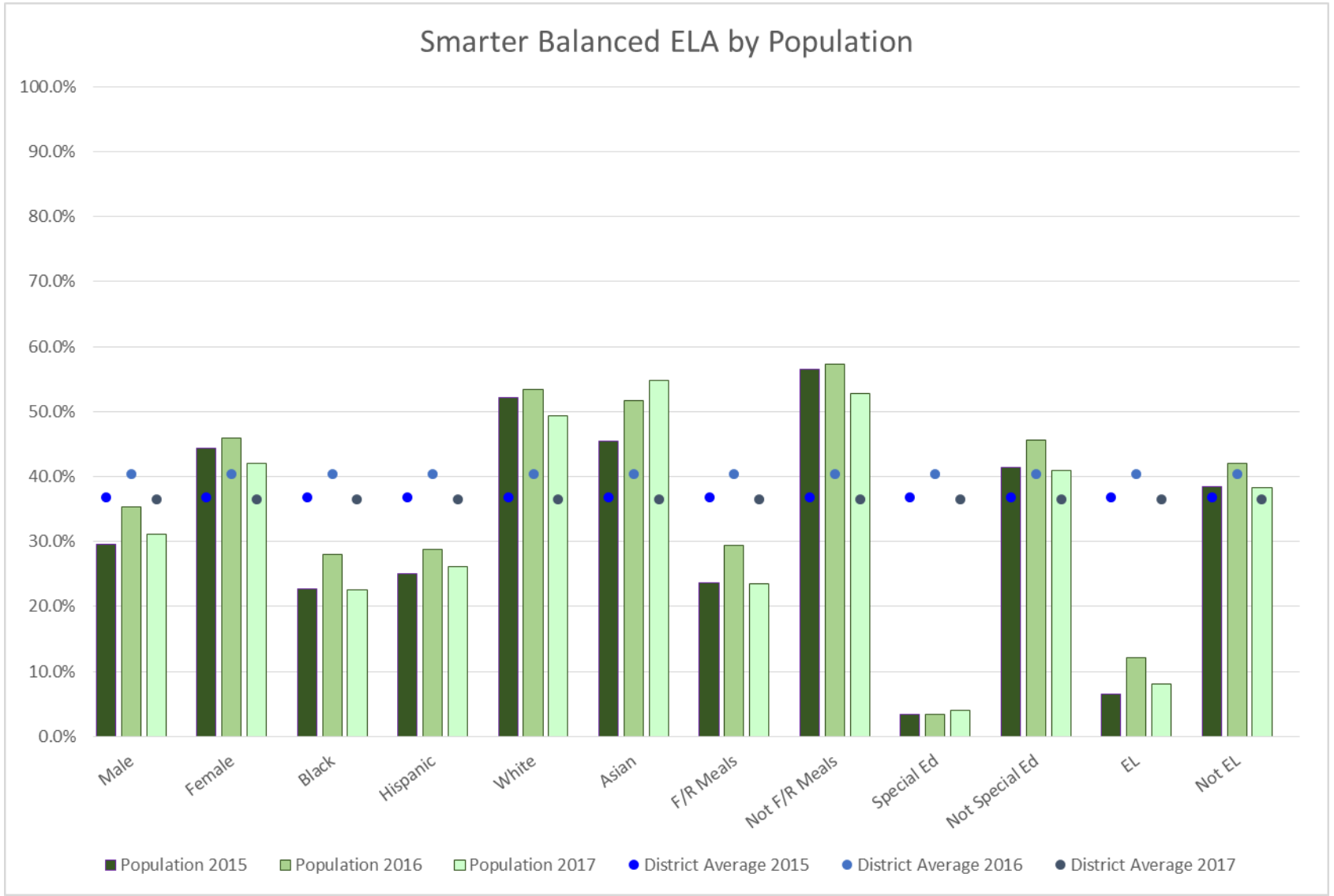
③ Meets the Achievement Level

④ Exceeds the Achievement Level

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District - Population

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	398	477	429	1347	1352	1377
Female	562	588	544	1266	1282	1294
Black	131	167	138	577	595	612
Hispanic	182	215	203	726	747	777
White	510	520	480	979	974	972
Asian	86	95	107	189	184	195
F/R Meals	373	468	351	1574	1593	1491
Not F/R Meals	587	597	622	1039	1041	1180
Special Ed	11	11	13	322	320	324
Not Special Ed	949	1054	960	2291	2314	2347
ELL	9	17	13	137	141	162
Not ELL	951	1048	960	2476	2493	2509
District	960	1065	973	2613	2634	2671

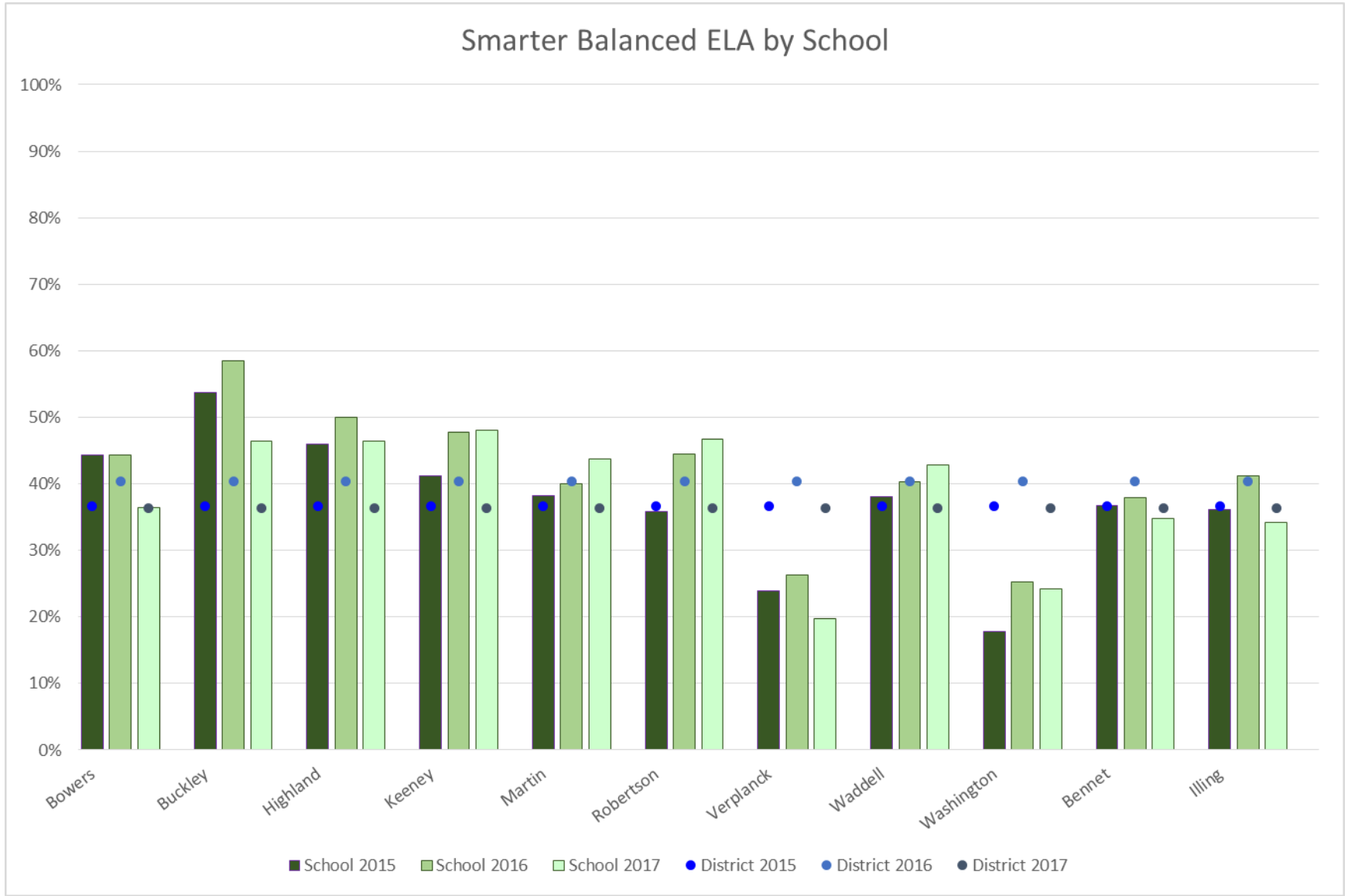


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – by School

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Bowers	90	89	82	203	201	225
Buckley	86	89	71	160	152	153
Highland	63	68	59	137	136	127
Keeney	59	73	75	143	153	156
Martin	50	52	56	131	130	128
Robertson	52	65	72	145	146	154
Verplanck	45	49	37	188	186	188
Waddell	56	65	69	147	161	161
Washington	30	47	43	169	186	178
Bennet	151	159	142	411	420	408
Illing	277	309	267	767	751	780

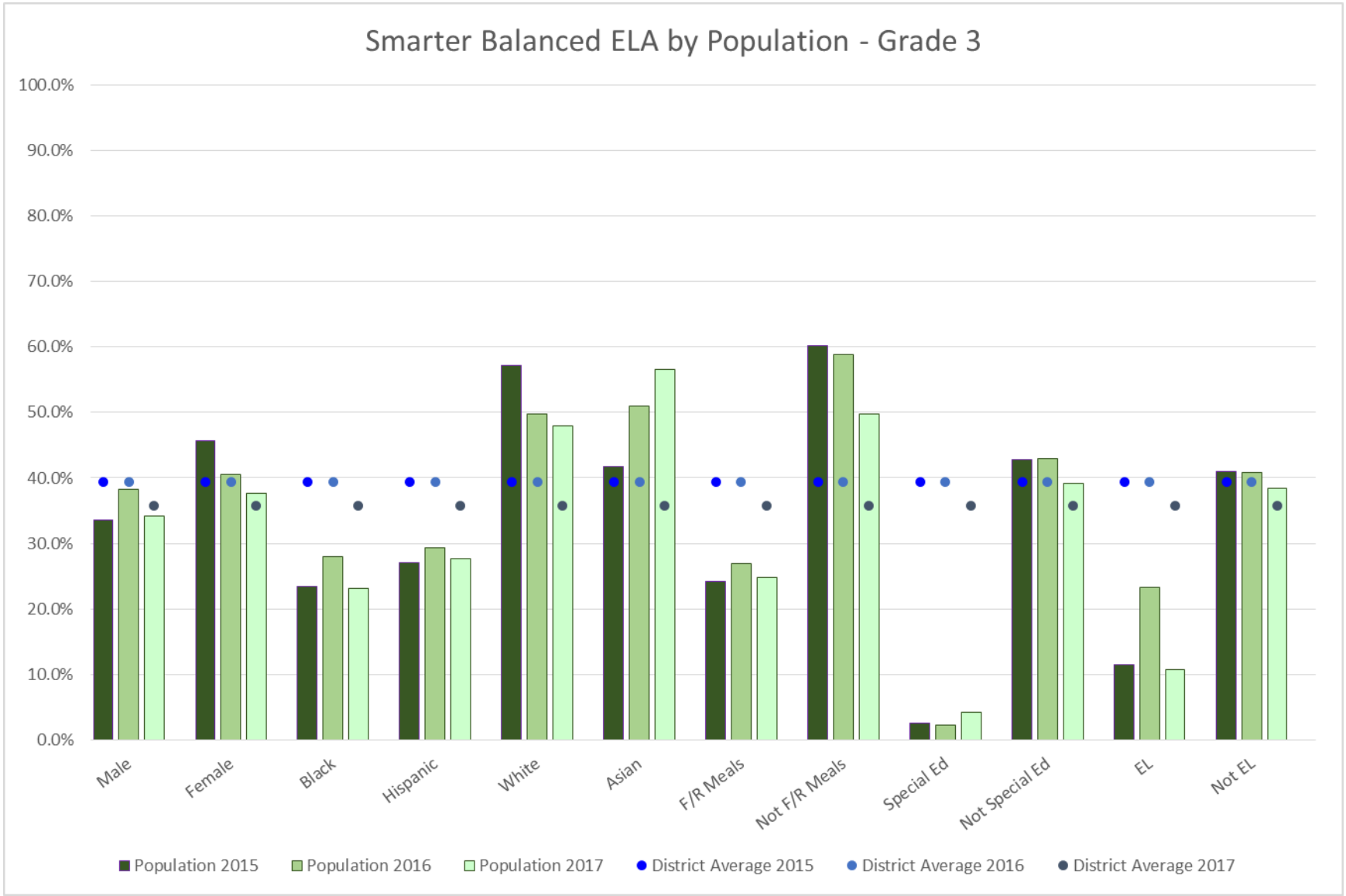


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – Population – Grade 3

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	82	98	87	244	256	255
Female	101	105	91	221	259	242
Black	22	33	27	94	118	117
Hispanic	37	42	42	137	143	152
White	99	88	83	173	177	173
Asian	15	26	26	36	51	46
F/R Meals	65	84	69	269	313	278
Not F/R Meals	118	119	109	196	202	219
Special Ed	1	1	2	39	44	47
Not Special Ed	182	202	176	426	471	450
ELL	3	10	5	26	43	47
Not ELL	180	193	173	439	472	450
District	183	203	178	465	515	497

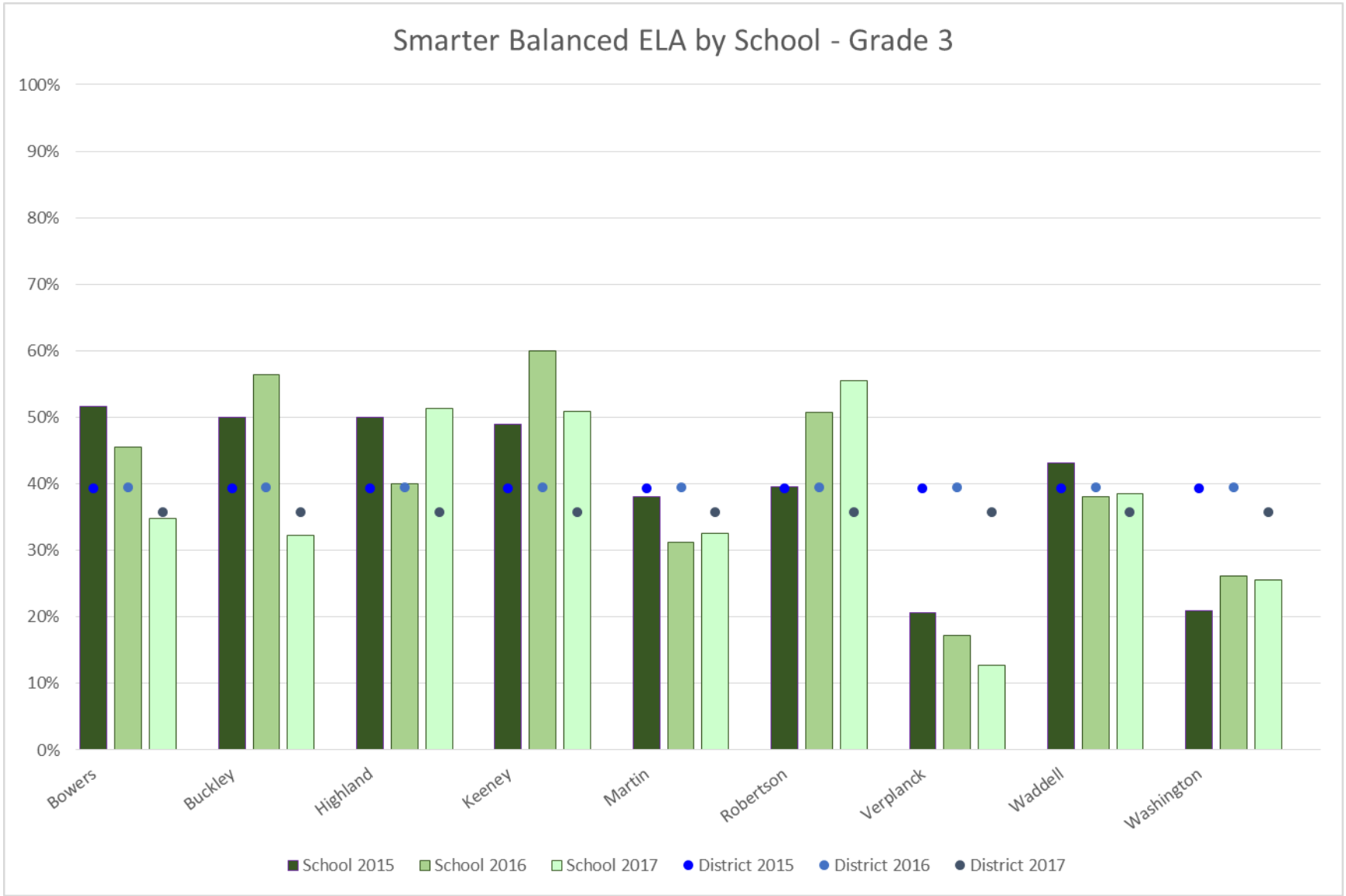


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – by School – Grade 3

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Bowers	32	31	25	62	68	72
Buckley	21	22	20	42	39	62
Highland	25	16	20	50	40	39
Keeney	22	33	27	45	55	53
Martin	16	15	14	42	48	43
Robertson	19	32	30	48	63	54
Verplanck	13	12	9	63	70	71
Waddell	22	24	20	51	63	52
Washington	13	18	13	62	69	51
District	183	203	178	465	515	497

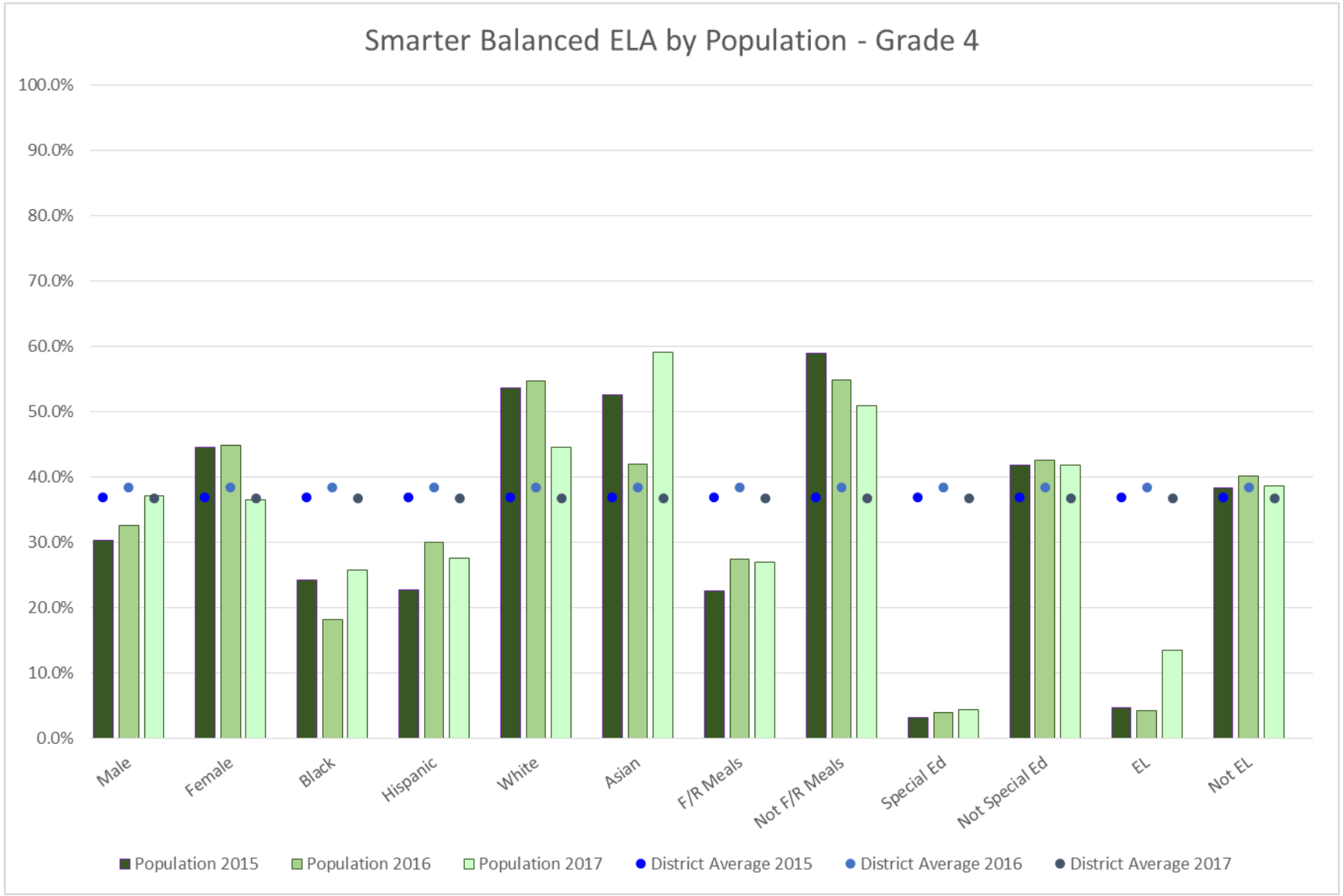


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – Population – Grade 4

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	79	80	96	260	245	259
Female	99	99	91	222	221	249
Black	26	18	32	107	99	124
Hispanic	28	43	42	123	143	152
White	98	94	73	183	172	164
Asian	21	13	26	40	31	44
F/R Meals	66	77	81	292	280	300
Not F/R Meals	112	102	106	190	186	208
Special Ed	2	2	3	61	50	68
Not Special Ed	176	177	184	421	416	440
ELL	1	1	5	21	23	37
Not ELL	177	178	182	461	443	471
District	178	179	187	482	466	508

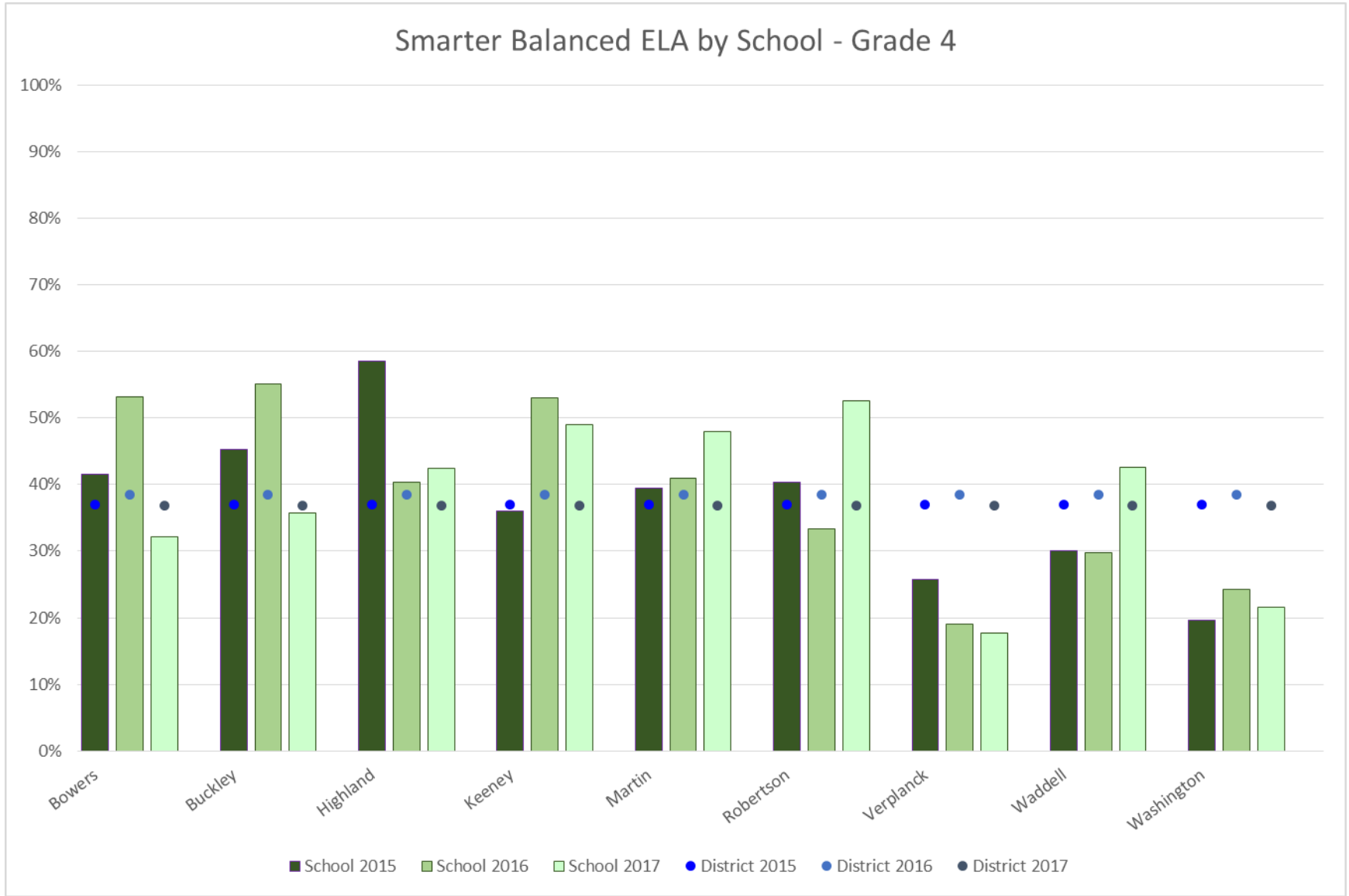


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – by School – Grade 4

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Bowers	27	33	27	65	62	84
Buckley	29	27	15	64	49	42
Highland	24	21	17	41	52	40
Keeney	18	26	24	50	49	49
Martin	15	18	23	38	44	48
Robertson	23	13	30	57	39	57
Verplanck	17	11	11	66	58	62
Waddell	15	14	26	50	47	61
Washington	10	16	14	51	66	65
District	178	179	187	482	466	508

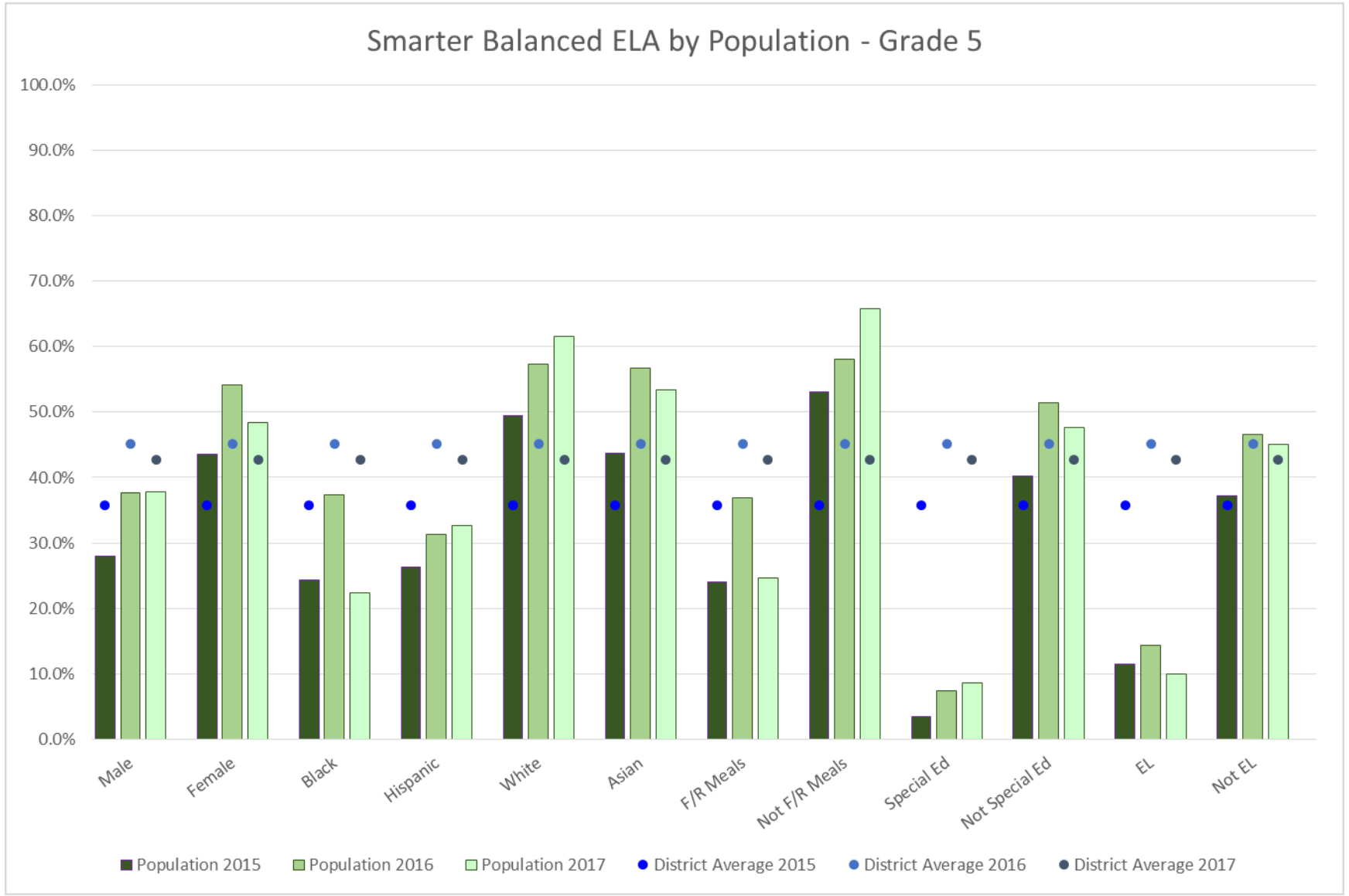


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – Population – Grade 5

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	66	98	93	236	260	246
Female	104	117	106	239	216	219
Black	26	37	24	107	99	107
Hispanic	37	40	46	141	128	141
White	85	106	101	172	185	164
Asian	14	21	16	32	37	30
F/R Meals	68	107	64	283	290	260
Not F/R Meals	102	108	135	192	186	205
Special Ed	2	5	5	58	68	58
Not Special Ed	168	210	194	417	408	407
ELL	3	3	3	26	21	30
Not ELL	167	212	196	449	455	435
District	170	215	199	475	476	465

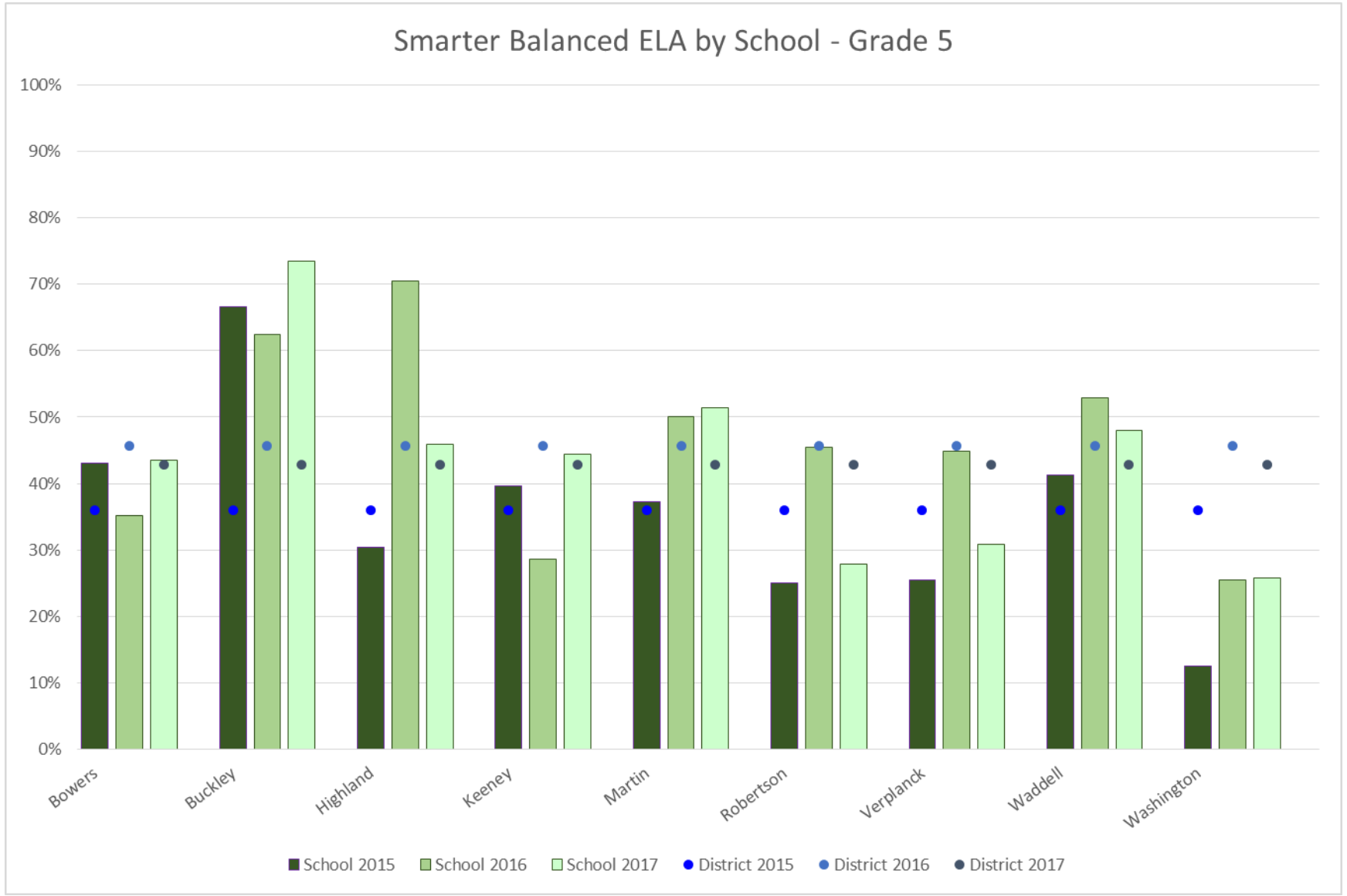


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – by School – Grade 5

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Bowers	31	25	30	72	71	69
Buckley	36	40	36	54	64	49
Highland	14	31	22	46	44	48
Keeney	19	14	24	48	49	54
Martin	19	19	19	51	38	37
Robertson	10	20	12	40	44	43
Verplanck	15	26	17	59	58	55
Waddell	19	27	23	46	51	48
Washington	7	13	16	56	51	62
District	170	215	199	472	470	465

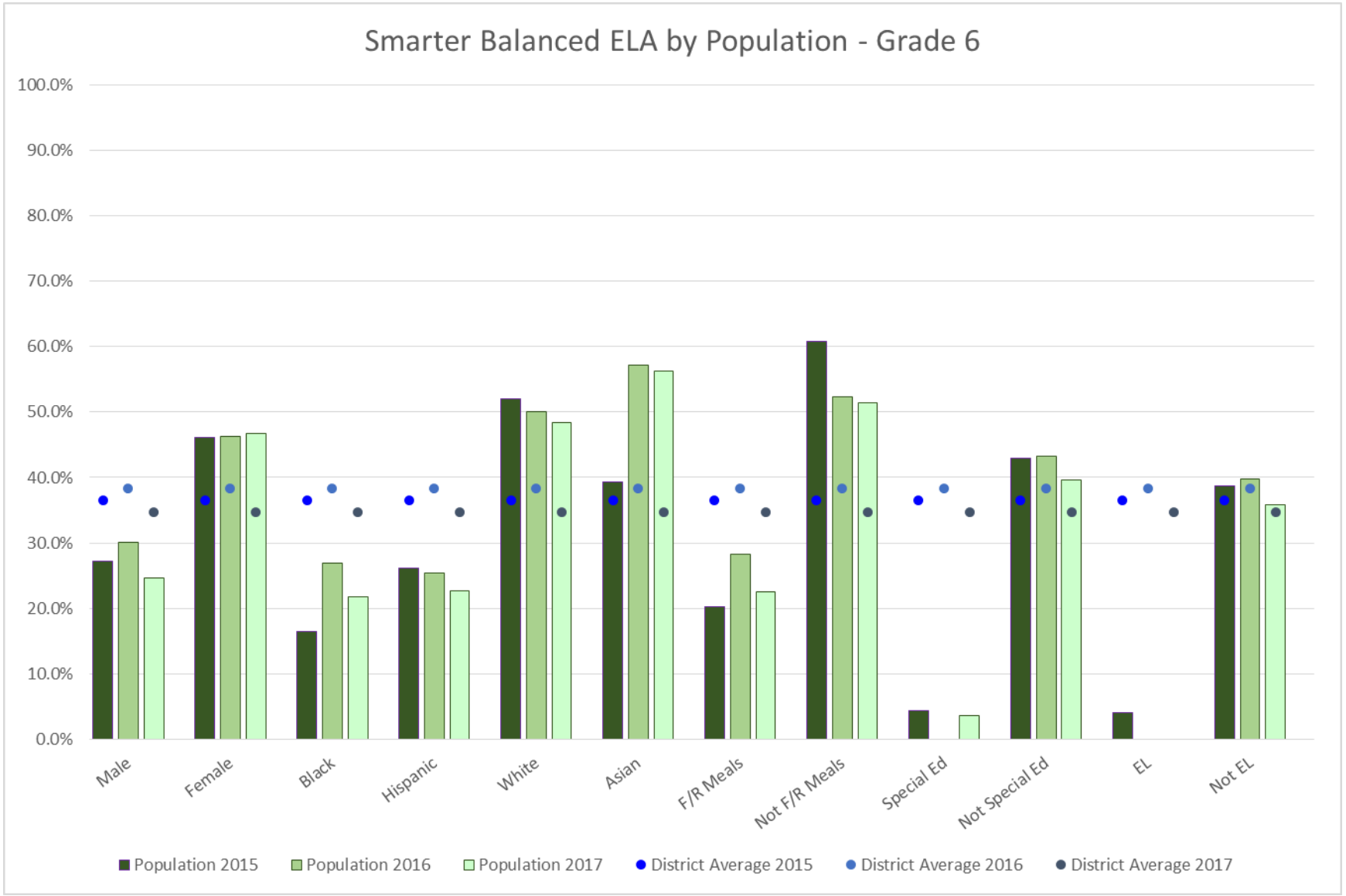


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – Population – Grade 6

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	57	61	55	209	203	223
Female	94	98	87	204	212	186
Black	15	25	18	91	93	83
Hispanic	27	31	26	103	122	115
White	89	79	76	171	158	157
Asian	11	12	18	28	21	32
F/R Meals	50	68	53	247	241	236
Not F/R Meals	101	91	89	166	174	173
Special Ed	3	0	2	69	47	56
Not Special Ed	148	159	140	344	368	353
ELL	1	0	0	25	15	12
Not ELL	150	159	142	388	400	397
District	151	159	142	413	415	409

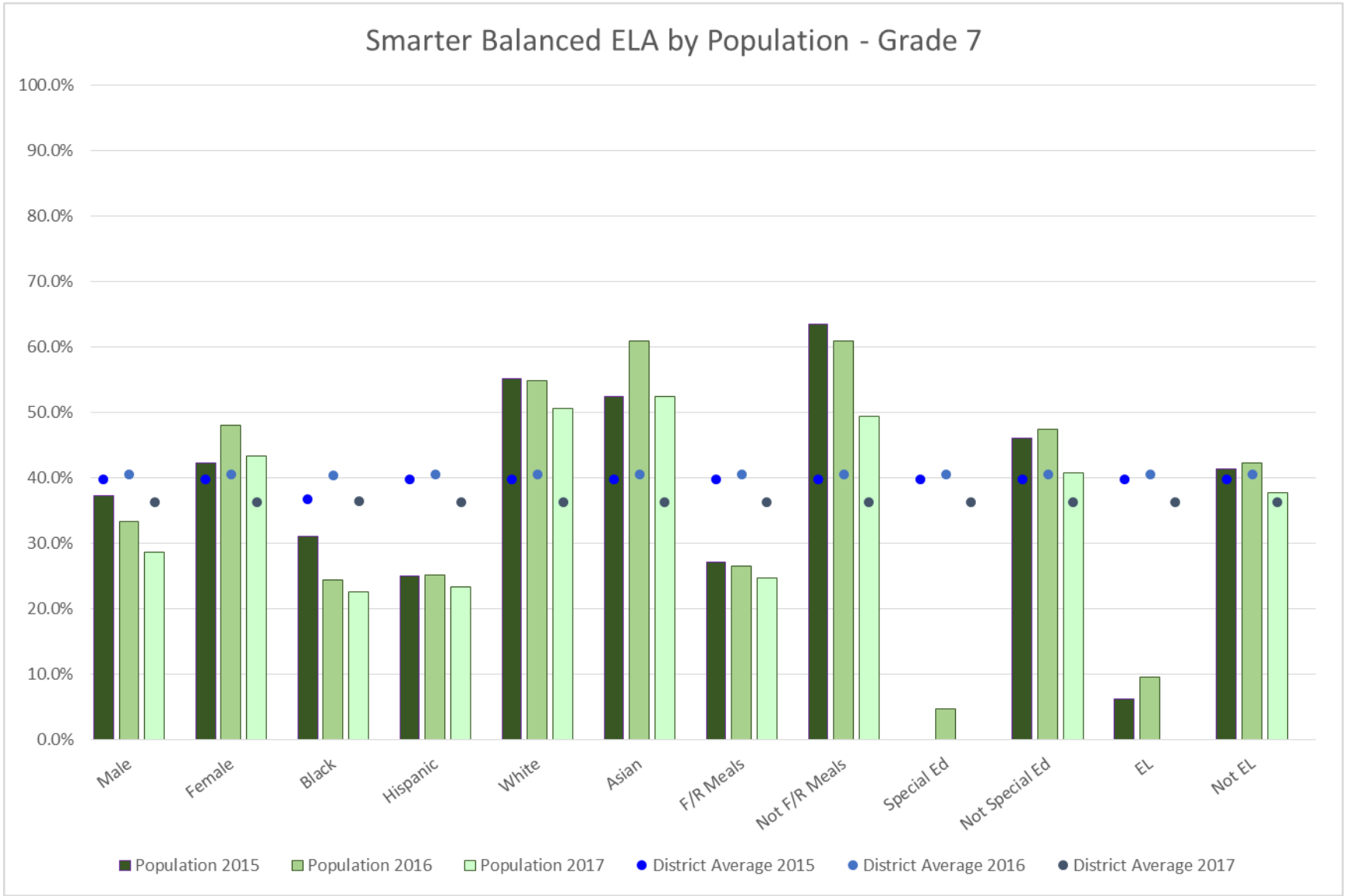


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

ELA – District – Population – Grade 7

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	67	68	54	180	204	189
Female	74	96	88	175	200	203
Black	28	22	21	90	90	93
Hispanic	25	27	24	100	107	103
White	69	90	80	125	164	158
Asian	11	14	11	21	23	21
F/R Meals	63	63	52	232	238	210
Not F/R Meals	78	101	90	123	166	182
Special Ed	0	3	0	49	64	43
Not Special Ed	141	161	142	306	340	349
ELL	1	2	0	16	21	16
Not ELL	140	162	142	339	383	376
District	141	164	142	355	404	392

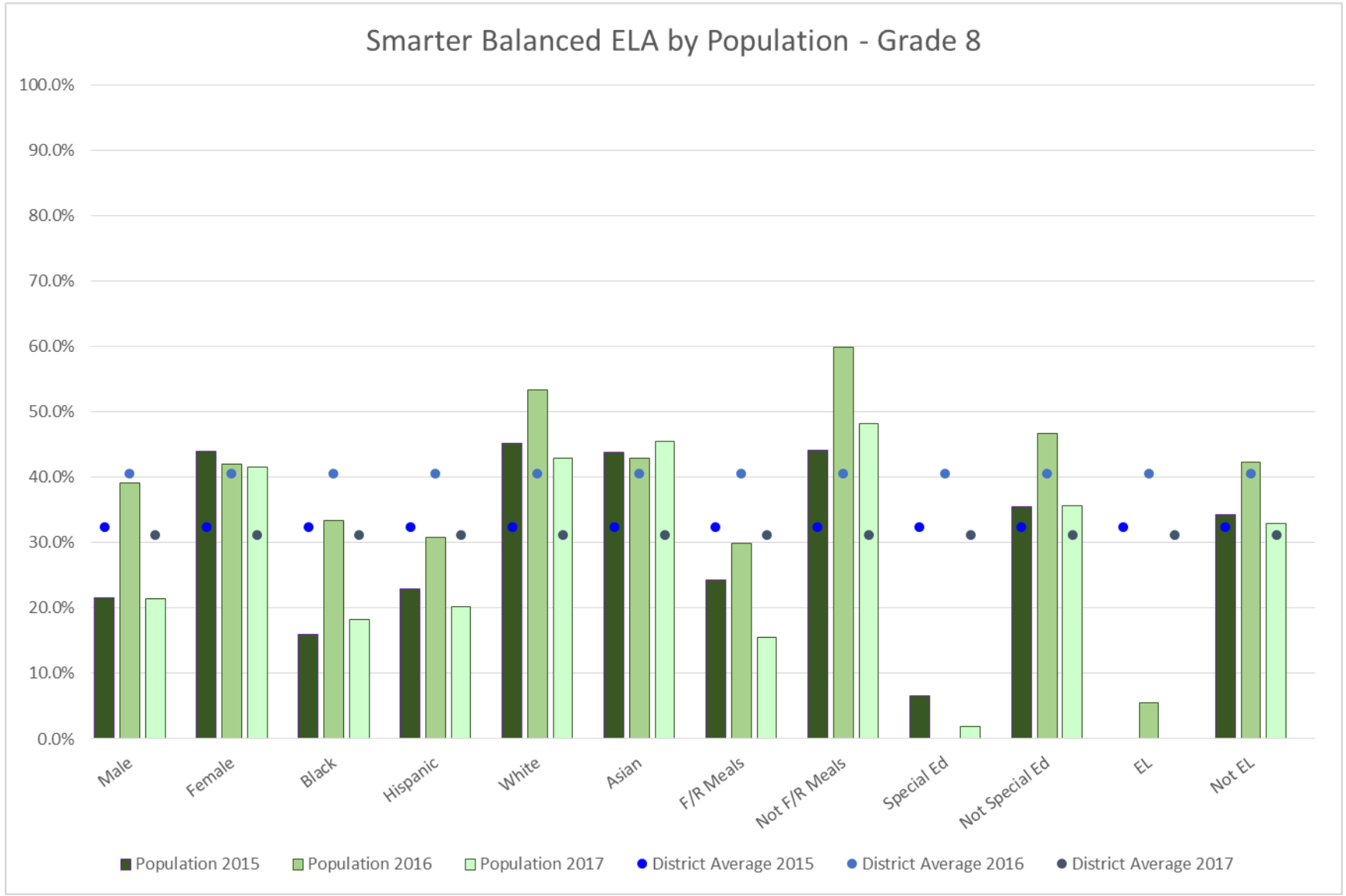


*Recalculated ELA, CAT only 2015

Smarter Balanced - % Students Meets/Exceeds Standards

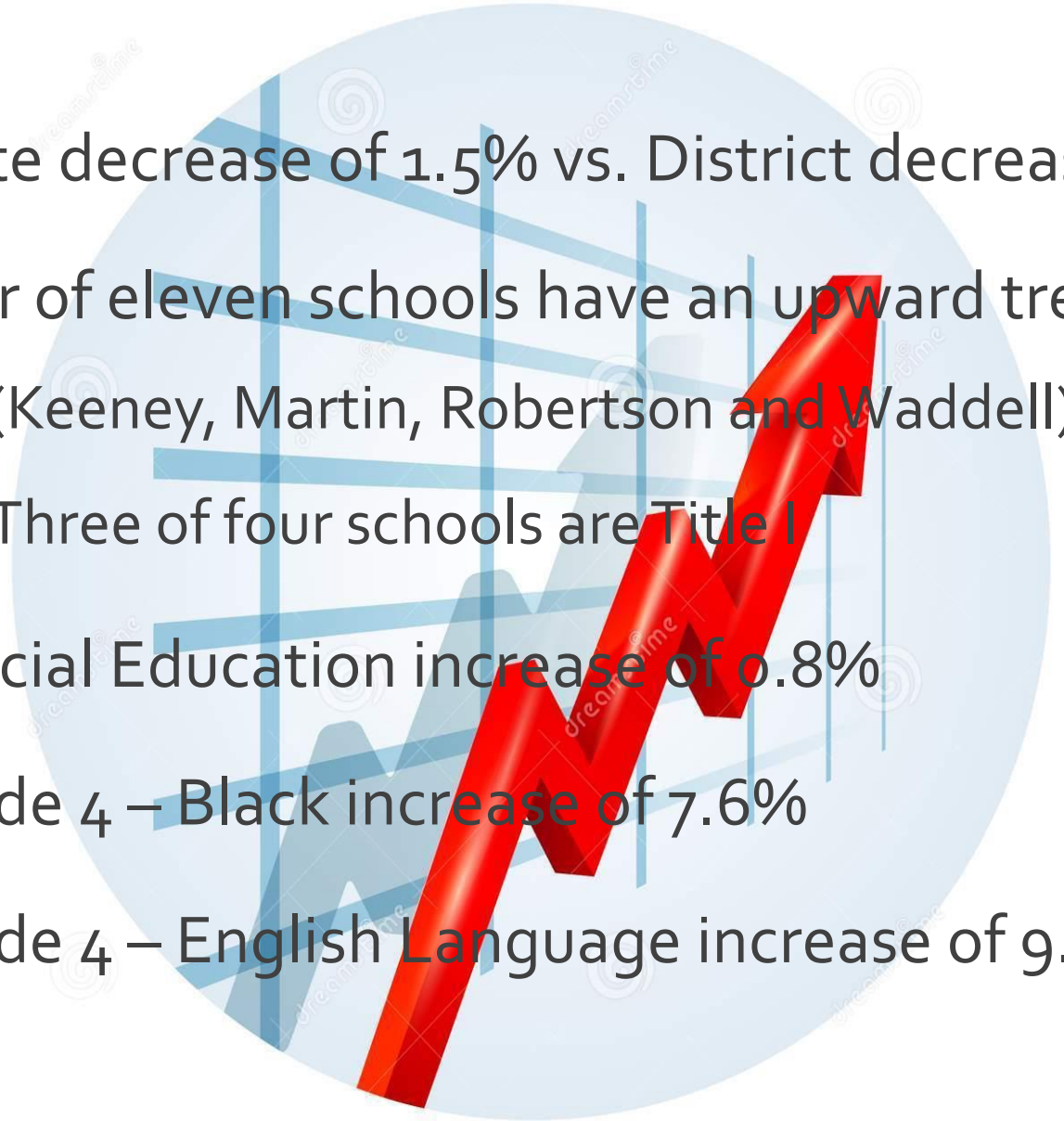
ELA – District – Population – Grade 8

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	47	72	44	218	184	205
Female	90	73	81	205	174	195
Black	14	32	16	88	96	88
Hispanic	28	32	23	122	104	114
White	70	63	67	155	118	156
Asian	14	9	10	32	21	22
F/R Meals	61	69	32	251	231	207
Not F/R Meals	76	76	93	172	127	193
Special Ed	3	0	1	46	47	52
Not Special Ed	134	145	124	377	311	348
ELL	0	1	0	23	18	20
Not ELL	137	144	125	400	340	380
District	137	145	125	423	358	400



*Recalculated ELA, CAT only 2015

Summary of ELA Data



- State decrease of 1.5% vs. District decrease of 4%
- Four of eleven schools have an upward trend
  - (Keeney, Martin, Robertson and Waddell)
  - Three of four schools are Title I
- Special Education increase of 0.8%
- Grade 4 – Black increase of 7.6%
- Grade 4 – English Language increase of 9.2%

Next Steps

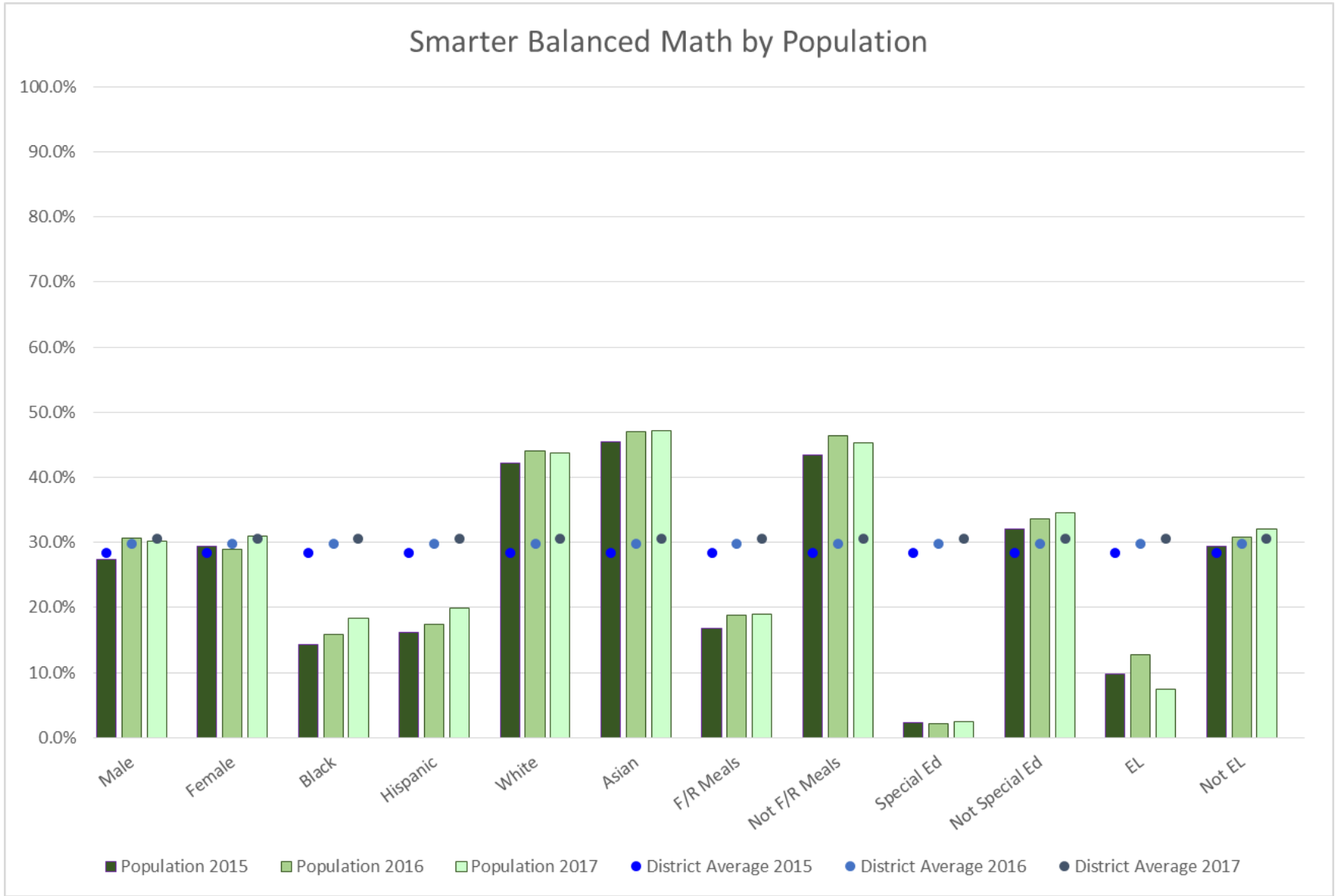
Monitor…

- Use of workshop model and curricular units
- Deployment of 3 district-wide ELA specialists
- Students receiving Special Education services and English Learners
- Placement of support services – including tutors and paraeducators
- Data to plan within triads - Professional Development November 7th
- Probe use for interventions
- School Improvement Plans (SIPs)

Smarter Balanced - % Students Meets/Exceeds Standards

Math – District - Population

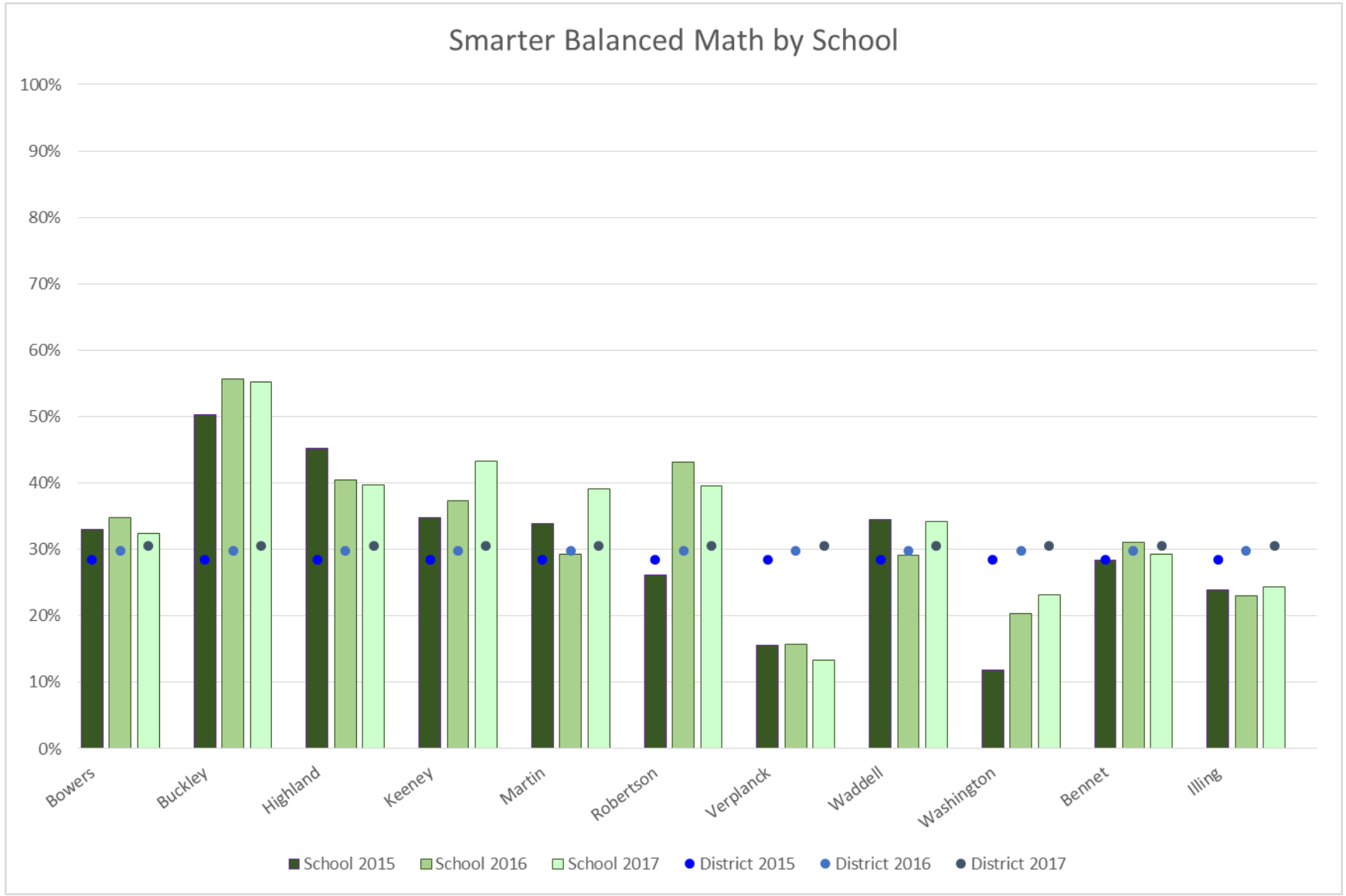
	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	368	413	412	1342	1349	1363
Female	371	370	399	1261	1281	1287
Black	82	94	112	573	594	610
Hispanic	117	130	153	724	745	767
White	412	429	422	976	974	966
Asian	85	86	92	186	183	195
F/R Meals	247	300	279	1472	1590	1474
Not F/R Meals	492	483	532	1131	1040	1176
Special Ed	7	7	8	316	318	322
Not Special Ed	732	776	803	2287	2312	2328
ELL	14	18	12	142	141	161
Not ELL	725	765	799	2461	2489	2489
District	739	783	811	2603	2630	2650



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – by School

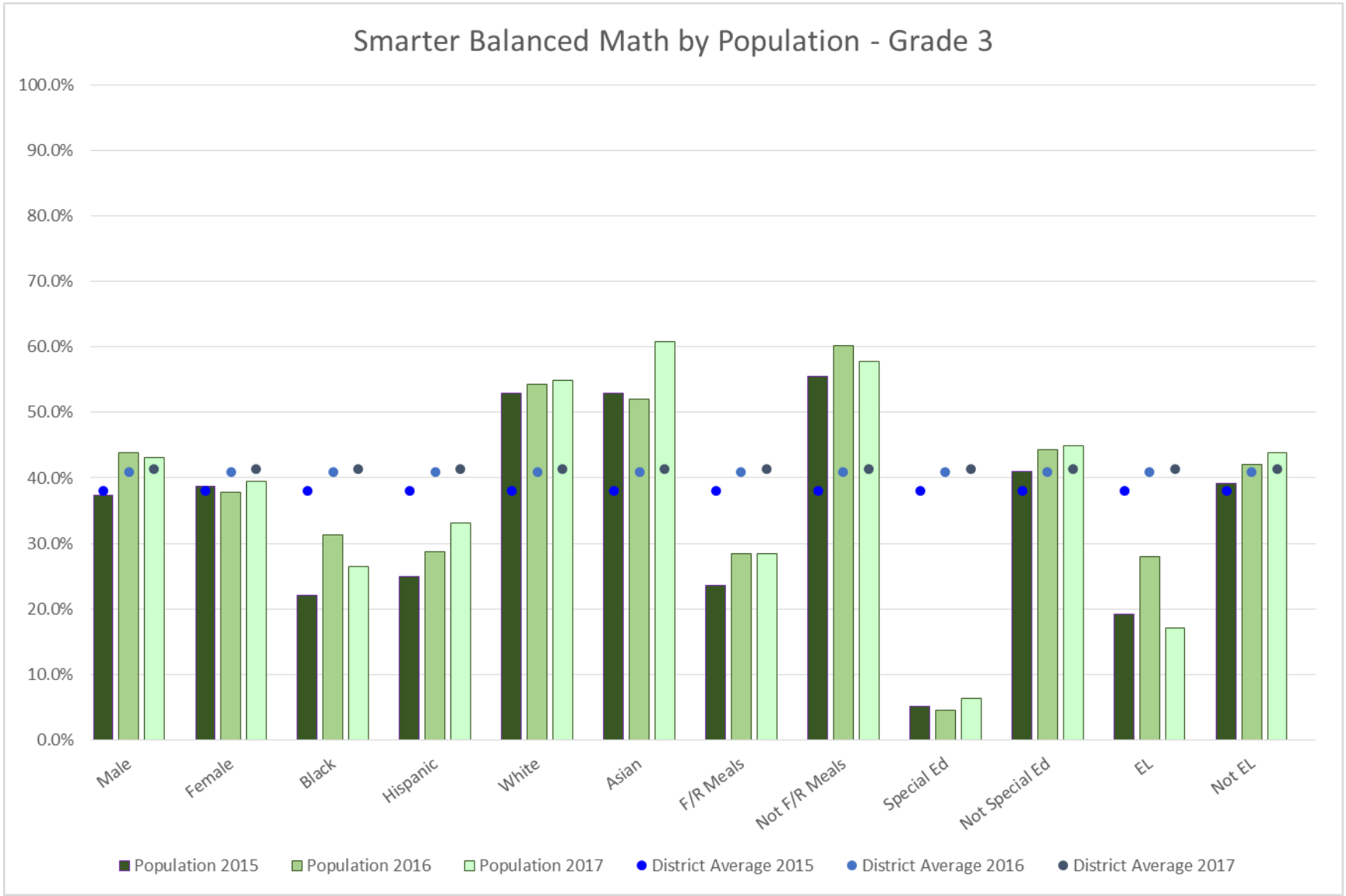
	# Students Meets/ Exceeds			Total Students Tested		
	2015	2016	2017	2015	2016	2017
Bowers	66	70	73	200	201	225
Buckley	81	84	84	161	151	152
Highland	62	55	50	137	136	126
Keeney	50	57	67	144	153	155
Martin	44	38	50	130	130	128
Robertson	36	63	61	138	146	154
Verplanck	29	29	25	186	185	188
Waddell	52	47	55	151	161	161
Washington	20	38	41	169	187	177
Bennet	117	130	119	412	419	407
Illing	182	172	186	762	749	763



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – Population – Grade 3

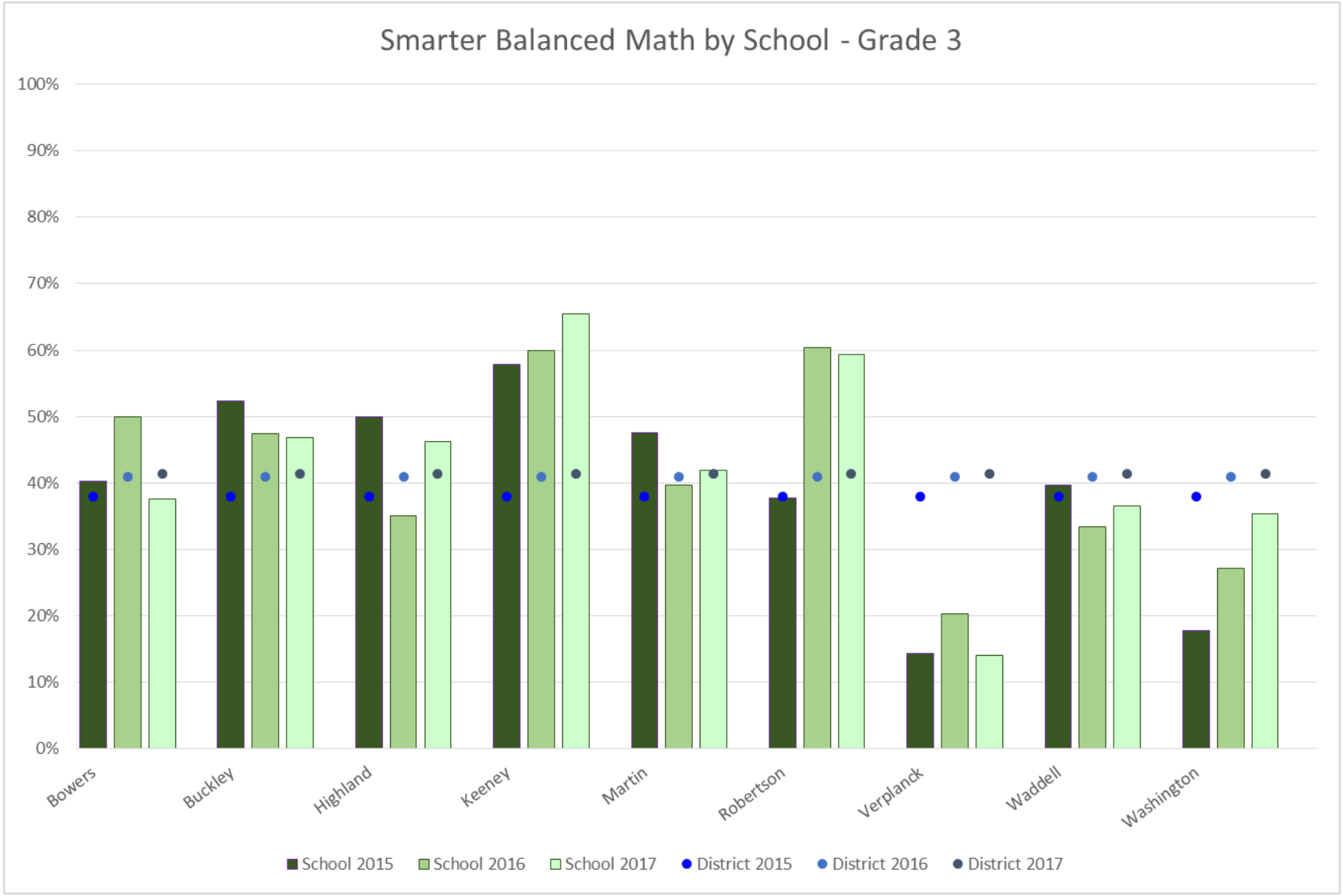
	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	92	112	110	246	255	255
Female	85	98	95	220	259	241
Black	21	37	31	95	118	117
Hispanic	34	41	50	136	143	151
White	92	96	95	174	177	173
Asian	18	26	28	34	50	46
F/R Meals	60	89	79	255	313	278
Not F/R Meals	117	121	126	211	201	218
Special Ed	2	2	3	39	44	47
Not Special Ed	175	208	202	427	470	449
ELL	5	12	8	26	43	47
Not ELL	172	198	197	440	471	449
District	177	210	205	466	514	496



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – by School – Grade 3

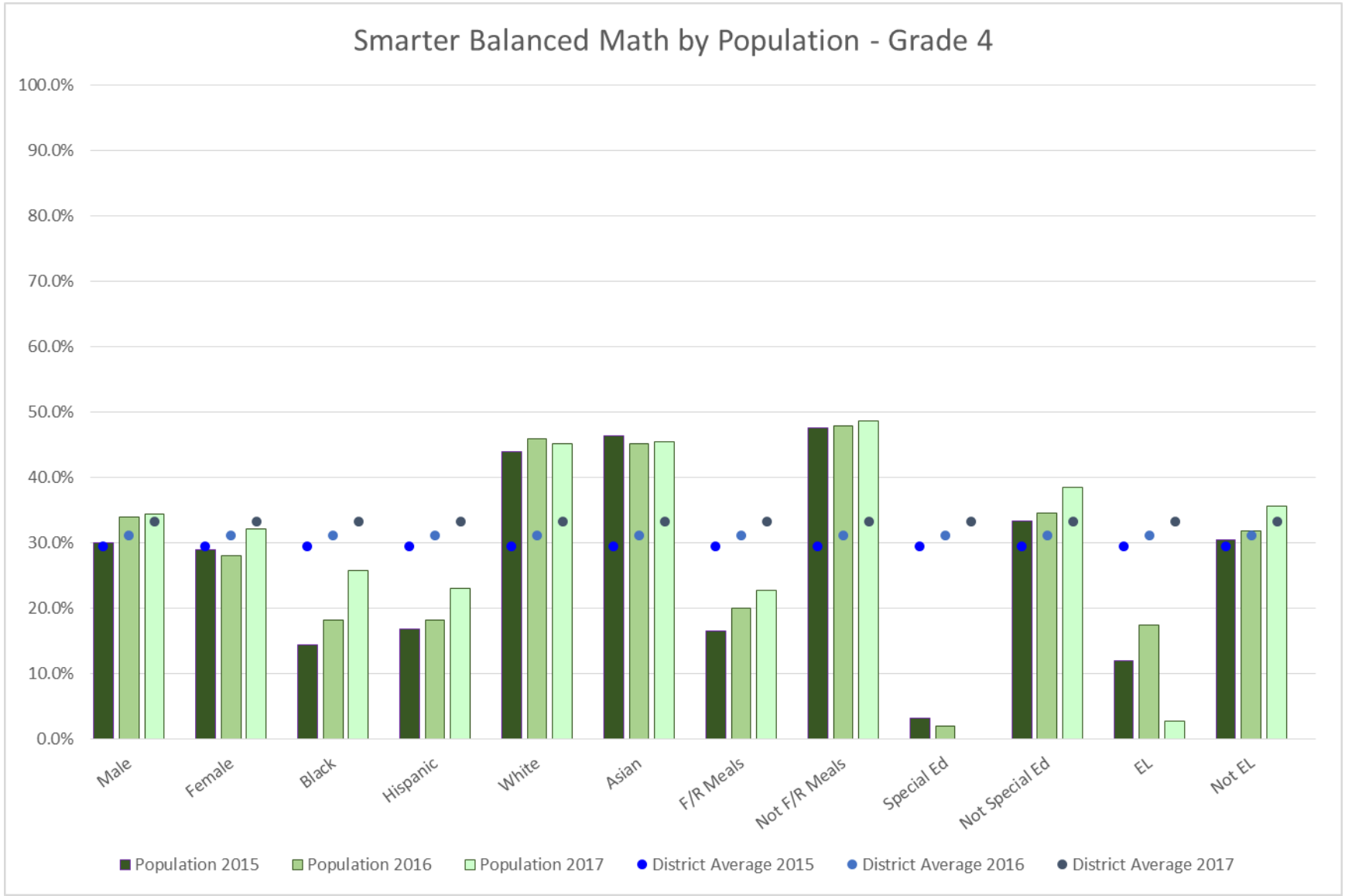
	# Students Meets/ Exceeds			Total Students Tested		
	2015	2016	2017	2015	2016	2017
Bowers	25	34	27	62	68	72
Buckley	23	18	29	44	38	62
Highland	25	14	18	50	40	39
Keeney	26	33	34	45	55	52
Martin	20	19	18	42	48	43
Robertson	17	38	32	45	63	54
Verplanck	9	14	10	63	69	71
Waddell	21	21	19	53	63	52
Washington	11	19	18	62	70	51
District	177	210	205	466	514	496



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – Population – Grade 4

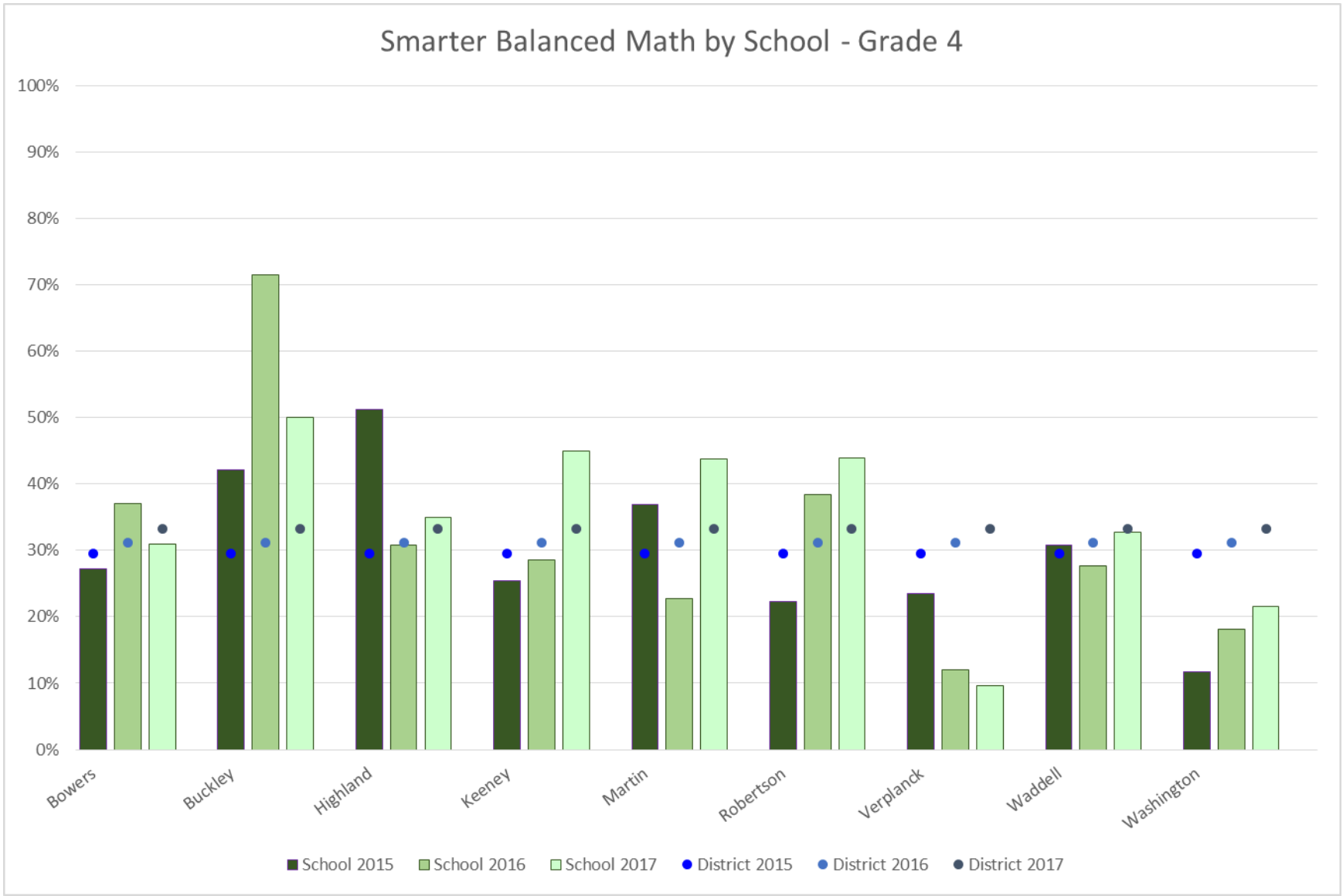
	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	78	83	89	260	245	259
Female	64	62	80	221	221	249
Black	15	18	32	104	99	124
Hispanic	21	26	35	125	143	152
White	80	79	74	182	172	164
Asian	19	14	20	41	31	44
F/R Meals	46	56	68	279	280	300
Not F/R Meals	96	89	101	202	186	208
Special Ed	2	1	0	61	50	68
Not Special Ed	140	144	169	420	416	440
ELL	3	4	1	25	23	37
Not ELL	139	141	168	456	443	471
District	142	145	169	481	466	508



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – by School – Grade 4

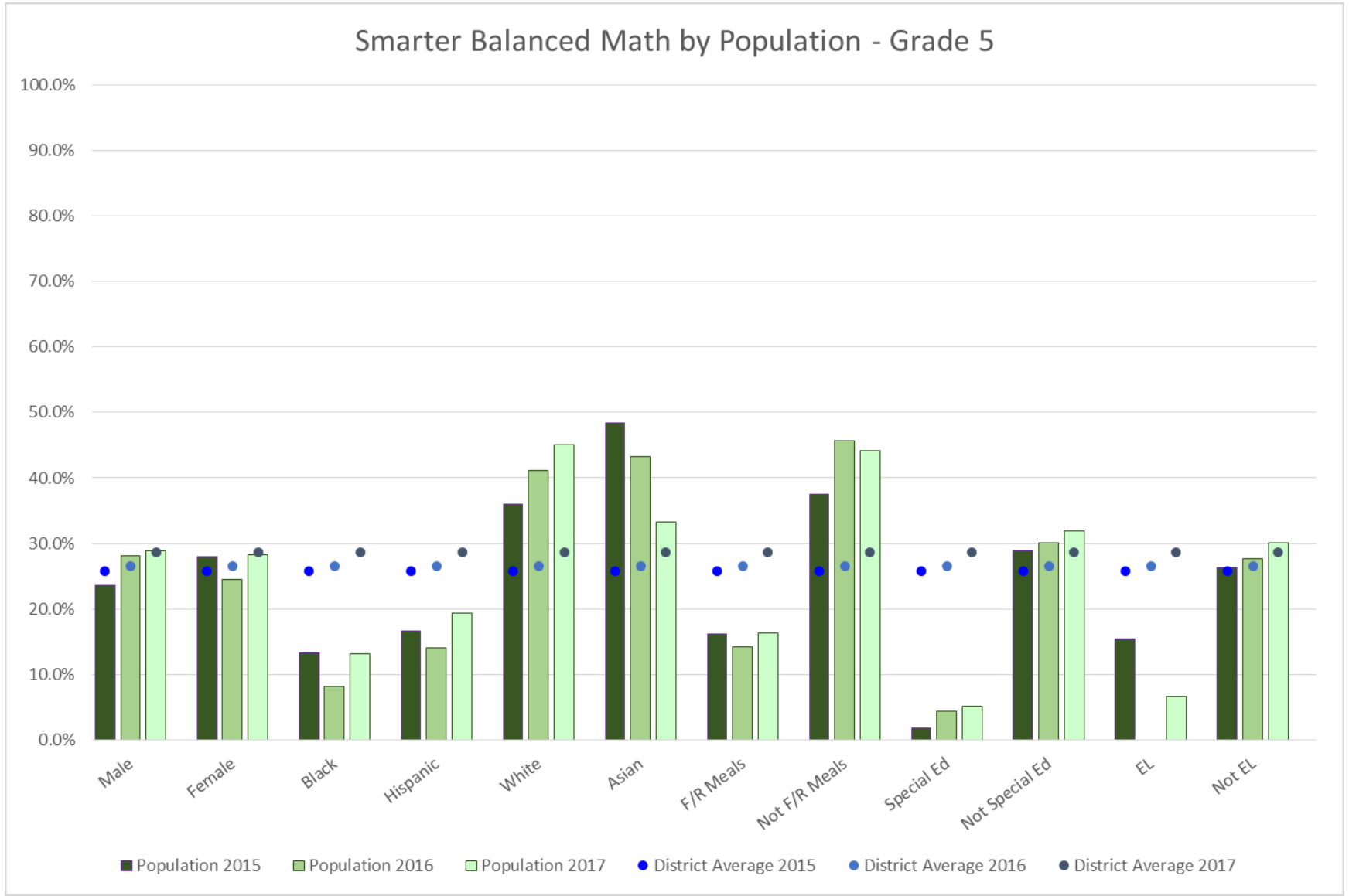
	# Students Meets/ Exceeds			Total Students Tested		
	2015	2016	2017	2015	2016	2017
Bowers	18	23	26	66	62	84
Buckley	27	35	21	64	49	42
Highland	21	16	14	41	52	40
Keeney	13	14	22	51	49	49
Martin	14	10	21	38	44	48
Robertson	12	15	25	54	39	57
Verplanck	15	7	6	64	58	62
Waddell	16	13	20	52	47	61
Washington	6	12	14	51	66	65
District	142	145	169	481	466	508



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – Population – Grade 5

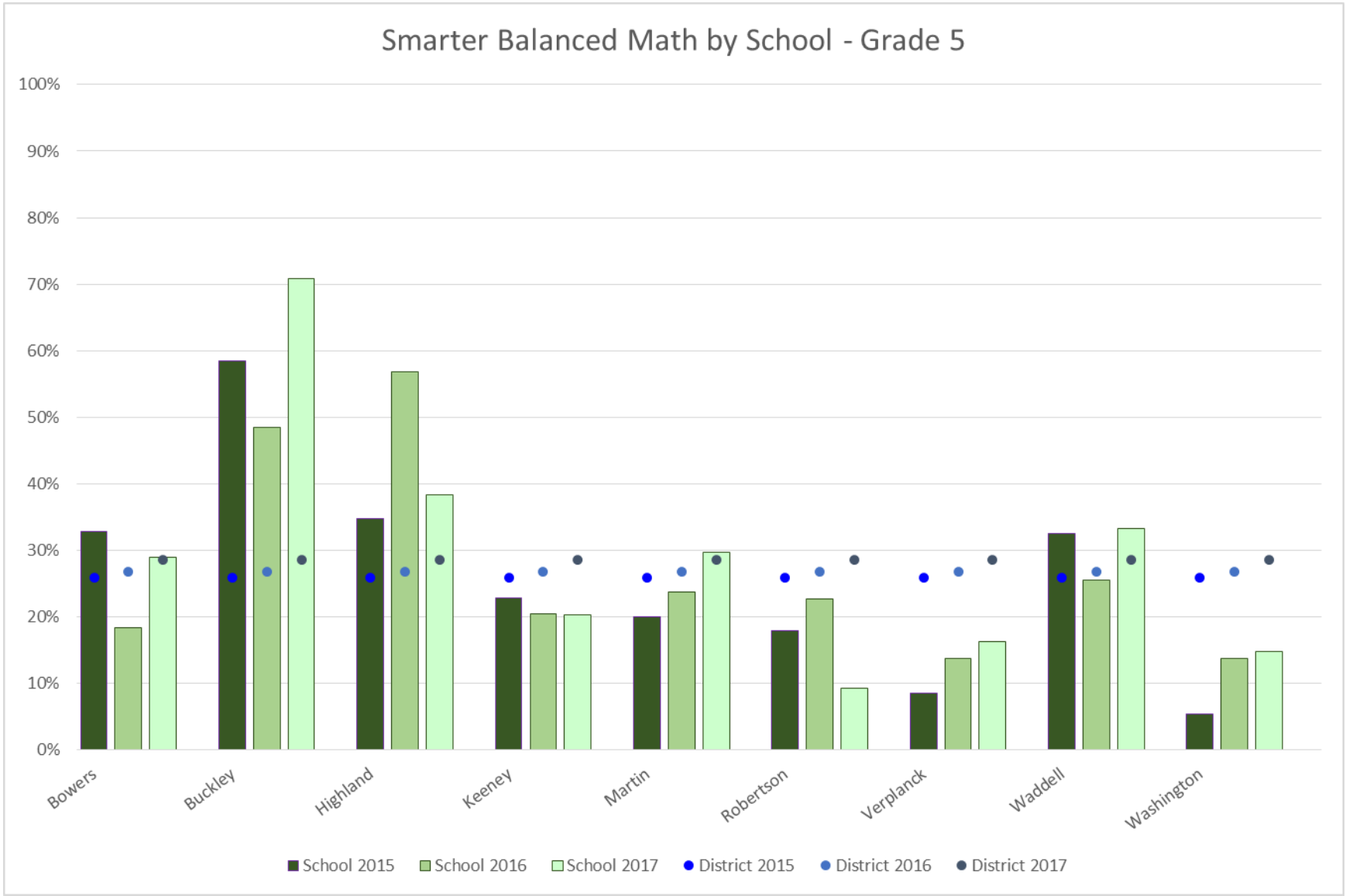
	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	55	73	70	234	260	243
Female	66	53	62	236	216	219
Black	14	8	14	105	99	107
Hispanic	23	18	27	139	128	140
White	62	76	73	172	185	162
Asian	15	16	10	31	37	30
F/R Meals	42	41	42	259	290	258
Not F/R Meals	79	85	90	211	186	204
Special Ed	1	3	3	55	68	58
Not Special Ed	120	123	129	415	408	404
ELL	4	0	2	26	21	30
Not ELL	117	126	130	444	455	432
District	121	126	132	470	476	462



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – by School – Grade 5

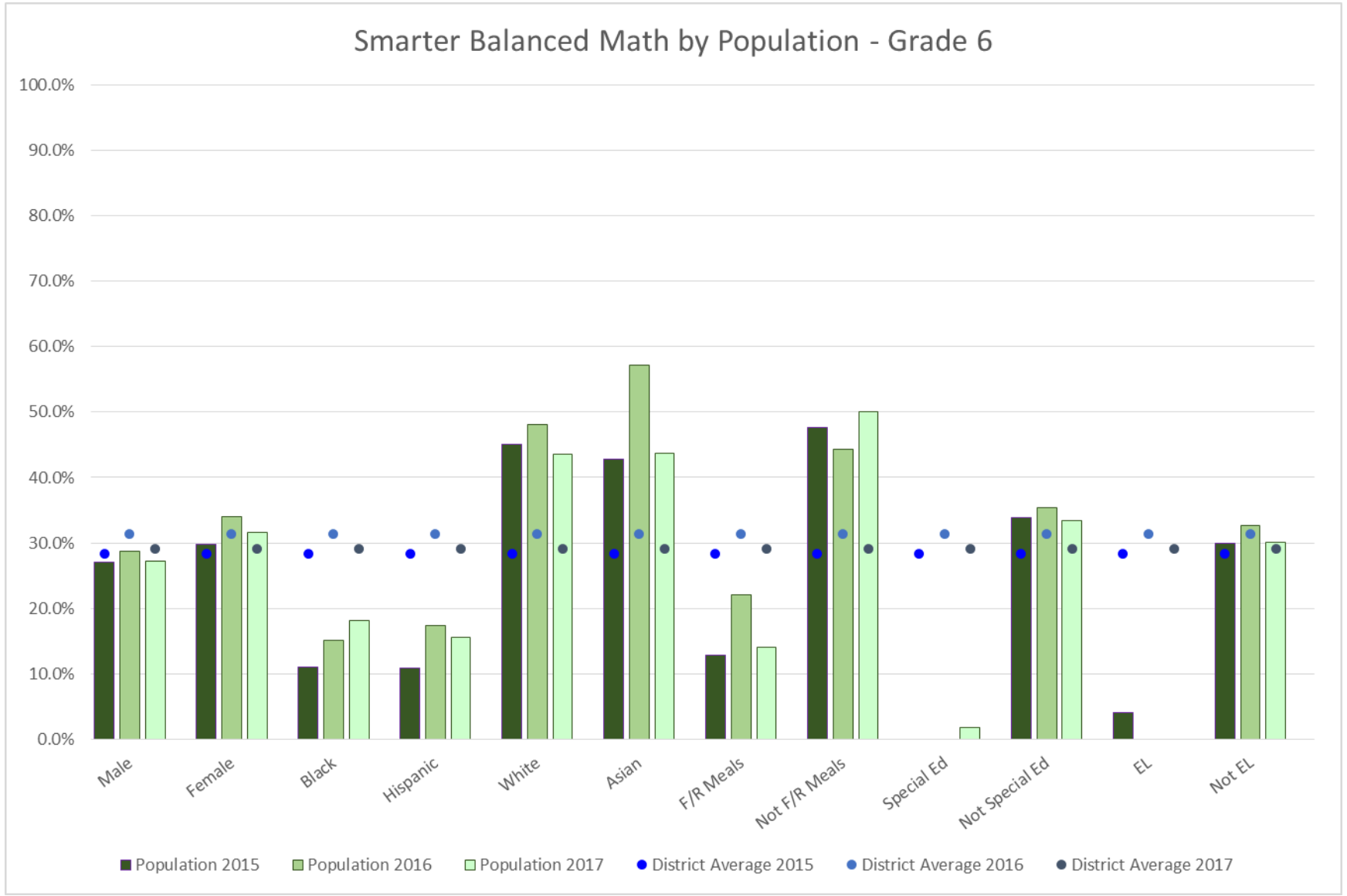
	# Students Meets/ Exceeds			Total Students Tested		
	2015	2016	2017	2015	2016	2017
Bowers	23	13	20	70	71	69
Buckley	31	31	34	53	64	48
Highland	16	25	18	46	44	47
Keeney	11	10	11	48	49	54
Martin	10	9	11	50	38	37
Robertson	7	10	4	39	44	43
Verplanck	5	8	9	59	58	55
Waddell	15	13	16	46	51	48
Washington	3	7	9	56	51	61
District	121	126	132	467	470	462



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – Population – Grade 6

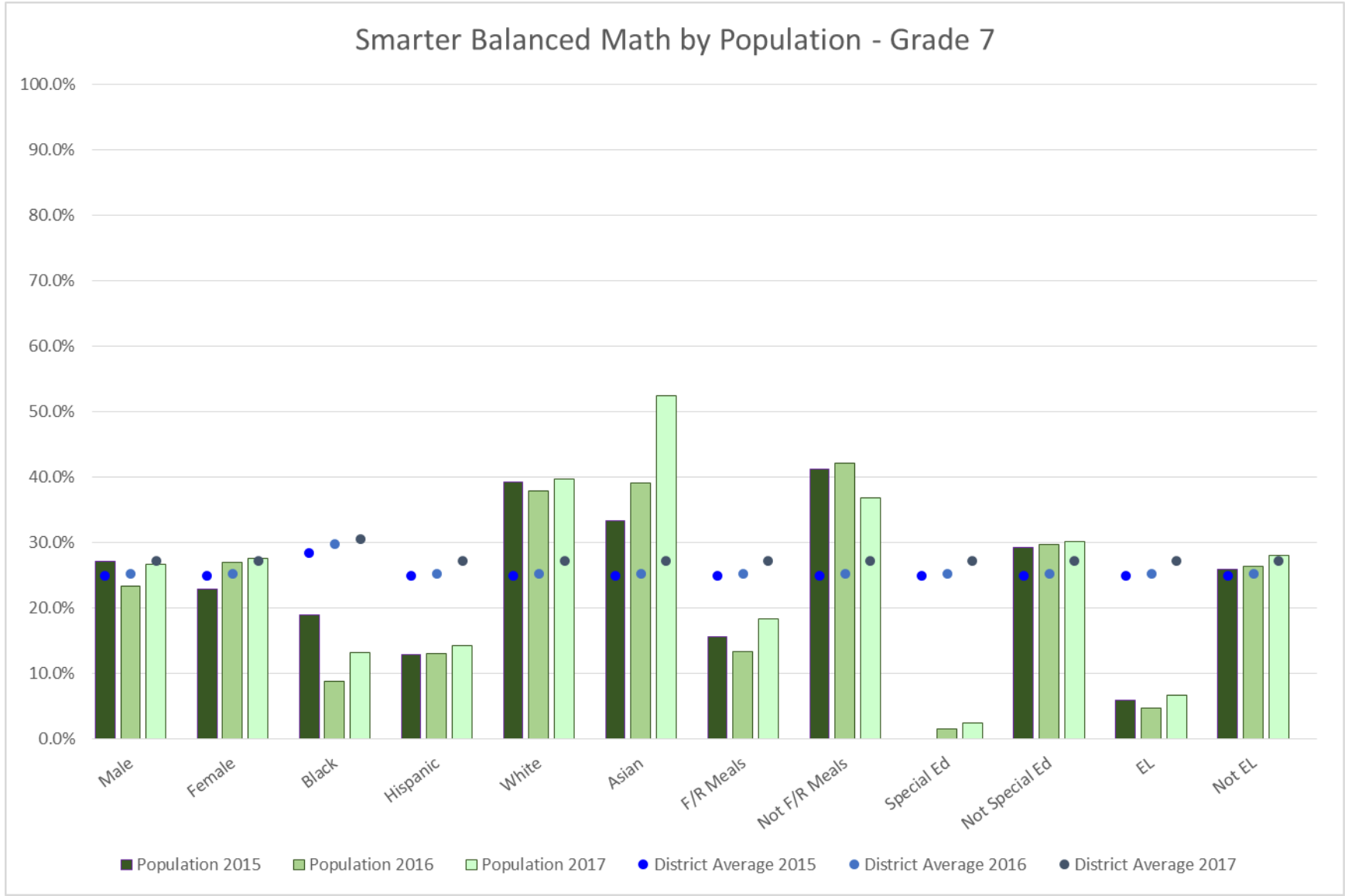
	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	56	58	60	207	202	221
Female	61	72	59	205	212	187
Black	10	14	15	91	93	83
Hispanic	11	21	18	102	121	116
White	77	76	68	171	158	156
Asian	12	12	14	28	21	32
F/R Meals	29	53	33	227	240	236
Not F/R Meals	88	77	86	185	174	172
Special Ed	0	0	1	67	46	55
Not Special Ed	117	130	118	345	368	353
ELL	1	0	0	25	15	12
Not ELL	116	130	119	387	399	396
District	117	130	119	412	414	408



Smarter Balanced - % Students Meets/Exceeds Standards

Math – District – Population Grade 7

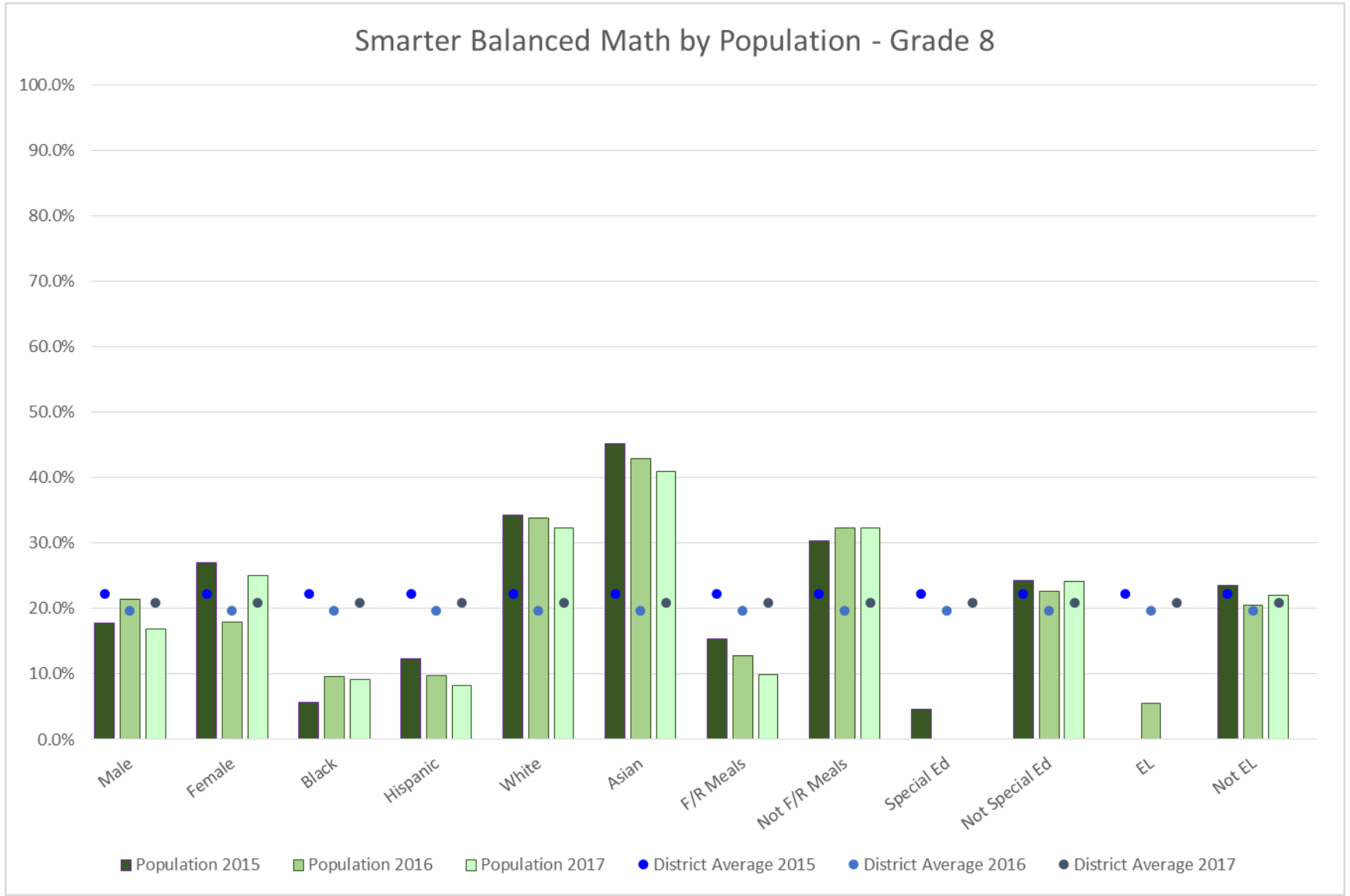
	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	49	48	49	181	205	184
Female	40	54	55	175	200	199
Black	17	8	12	90	91	91
Hispanic	13	14	14	101	107	98
White	49	62	62	125	164	156
Asian	7	9	11	21	23	21
F/R Meals	35	32	37	225	239	201
Not F/R Meals	54	70	67	131	166	182
Special Ed	0	1	1	51	65	41
Not Special Ed	89	101	103	305	340	342
ELL	1	1	1	17	21	15
Not ELL	88	101	103	339	384	368
District	89	102	104	356	405	383



Smarter Balanced - % Students Meets/Exceeds Standards

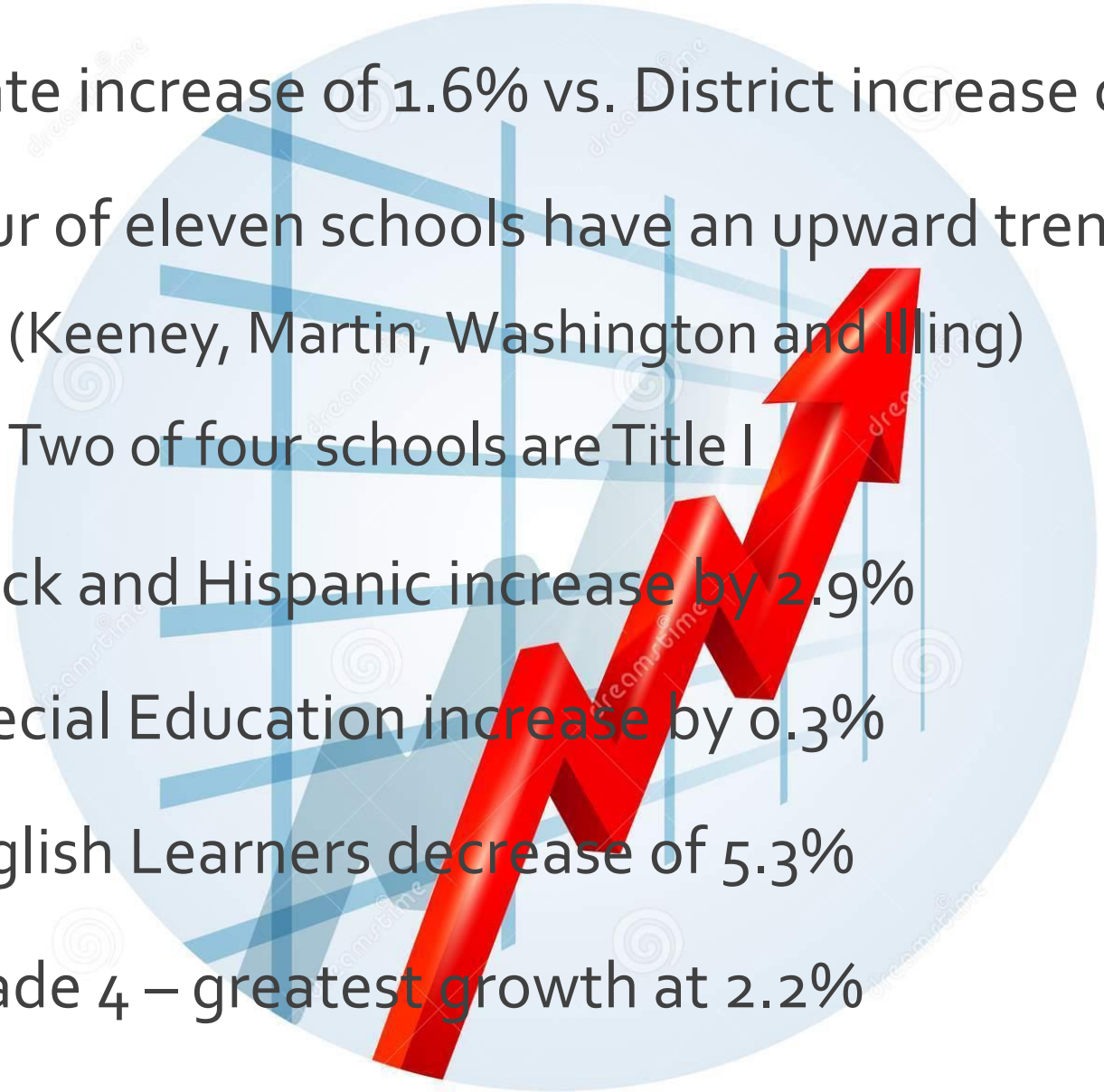
Math – District – Population – Grade 8

	# Students Meets/ Exceeds			Total Students Tested		
	2015*	2016	2017	2015*	2016	2017
Male	38	39	34	214	182	201
Female	55	31	48	204	173	192
Black	5	9	8	88	94	88
Hispanic	15	10	9	121	103	110
White	52	40	50	152	118	155
Asian	14	9	9	31	21	22
F/R Meals	35	29	20	227	228	201
Not F/R Meals	58	41	62	191	127	192
Special Ed	2	0	0	43	45	53
Not Special Ed	91	70	82	375	310	340
ELL	0	1	0	23	18	20
Not ELL	93	69	82	395	337	373
District	93	70	82	418	355	393

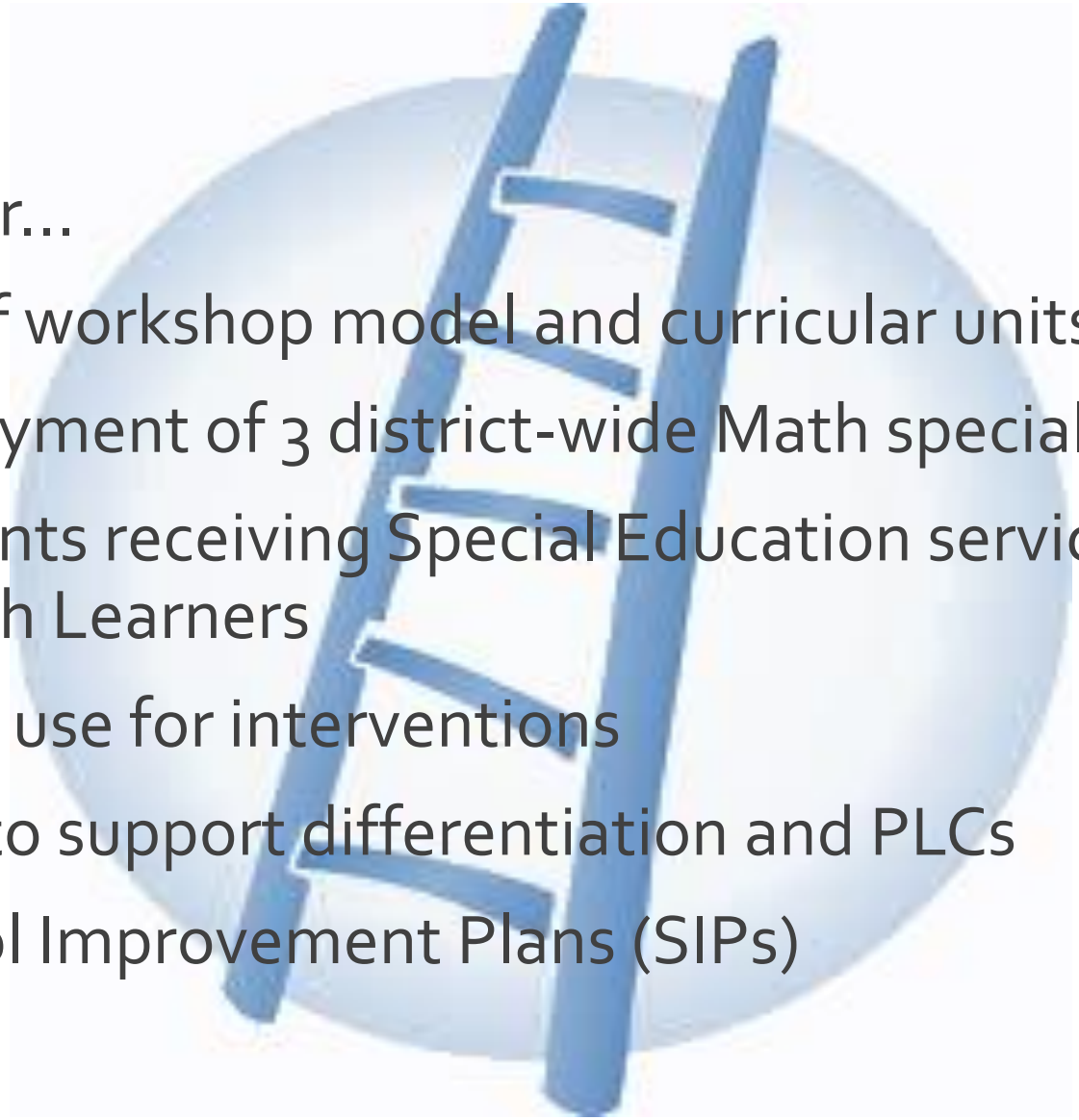


Summary of MATH Data

- State increase of 1.6% vs. District increase of 0.8%
- Four of eleven schools have an upward trend
  - (Keeney, Martin, Washington and Illing)
  - Two of four schools are Title I
- Black and Hispanic increase by 2.9%
- Special Education increase by 0.3%
- English Learners decrease of 5.3%
- Grade 4 – greatest growth at 2.2%



Next Steps



Monitor…

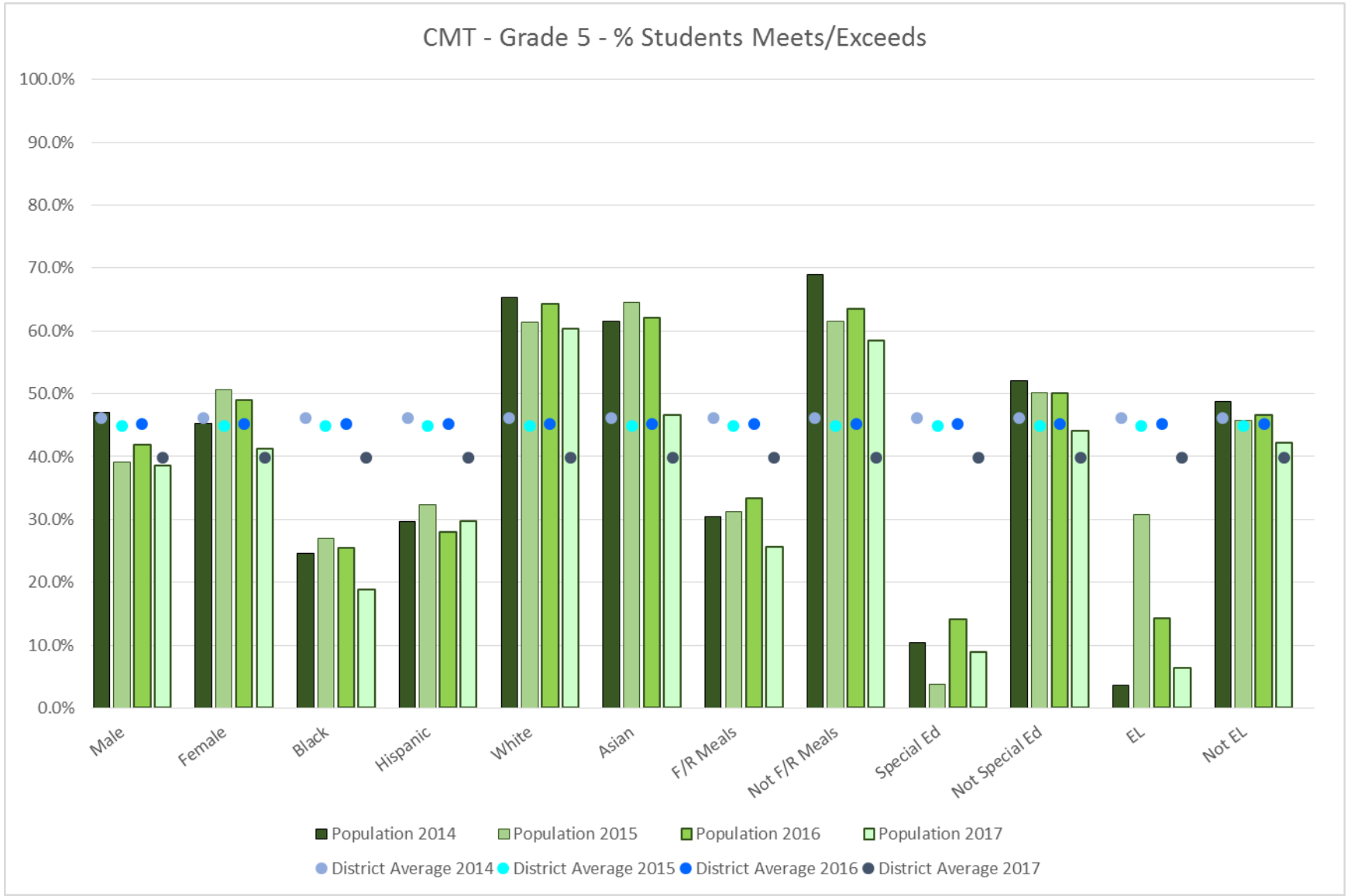
- Use of workshop model and curricular units
- Deployment of 3 district-wide Math specialists
- Students receiving Special Education services and English Learners
- Probe use for interventions
- Data to support differentiation and PLCs
- School Improvement Plans (SIPs)

Overview of Manchester's CMT/CAPT Data

CMT - % Students At or Above Goal

Science – Grade 5

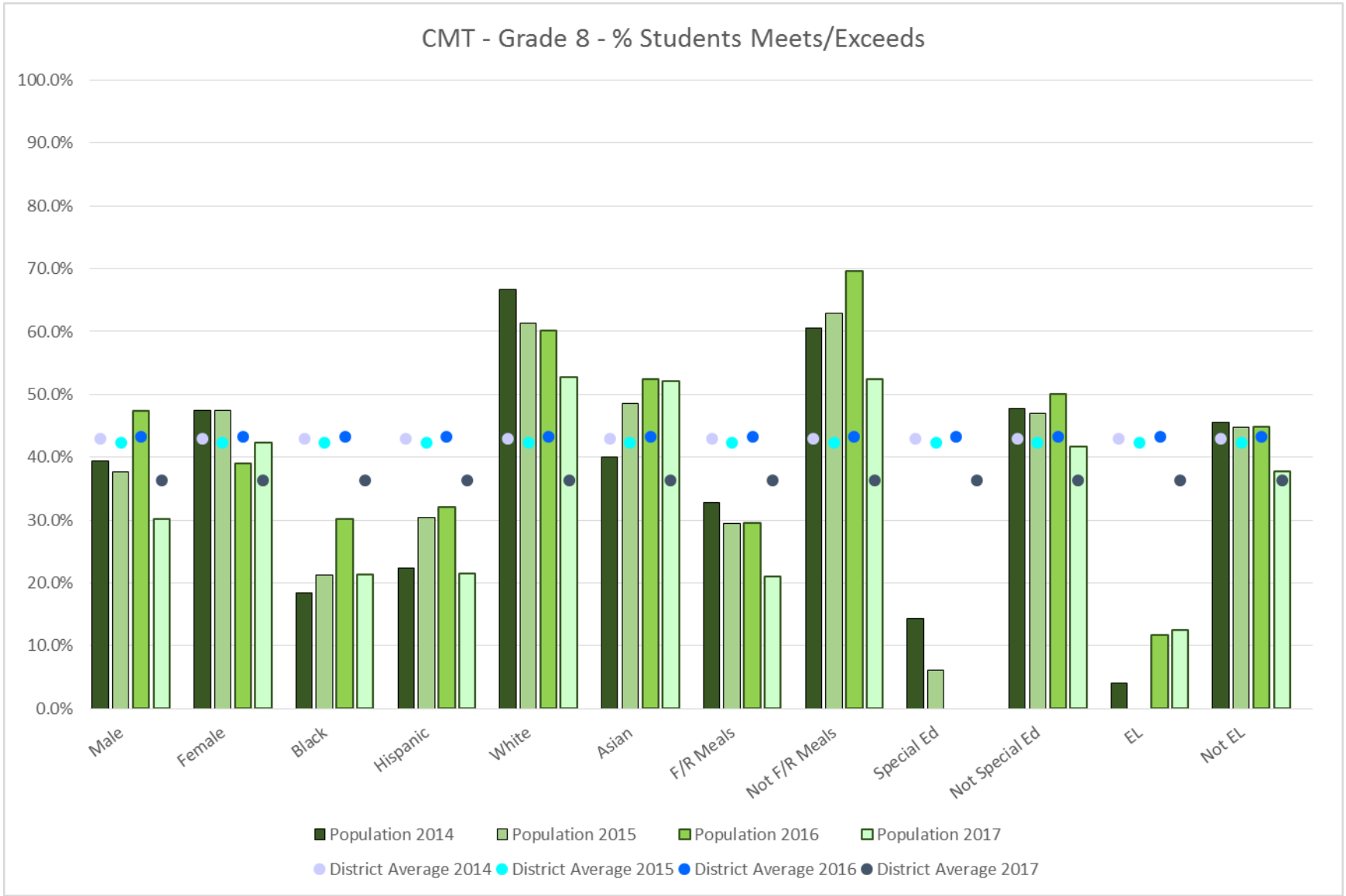
	# Students Meets/ Exceeds				Total Students Tested			
	2014	2015	2016	2017	2014	2015	2016	2017
Male	119	90	107	95	253	230	255	246
Female	101	120	105	90	223	237	214	218
Black	28	28	25	20	114	104	98	106
Hispanic	32	44	35	42	108	136	125	141
White	126	105	117	99	193	171	182	164
Asian	24	20	23	14	39	31	37	30
F/R Meals	85	80	95	67	280	256	285	262
Not F/R Meals	135	130	117	118	196	211	184	202
Special Ed	7	2	9	5	67	53	64	56
Not Special Ed	213	208	203	180	409	414	405	408
ELL	1	8	3	2	27	26	21	31
Not ELL	219	202	209	183	449	441	448	433
District	220	210	212	185	476	467	469	464



CMT - % Students At or Above Goal

Science – Grade 8

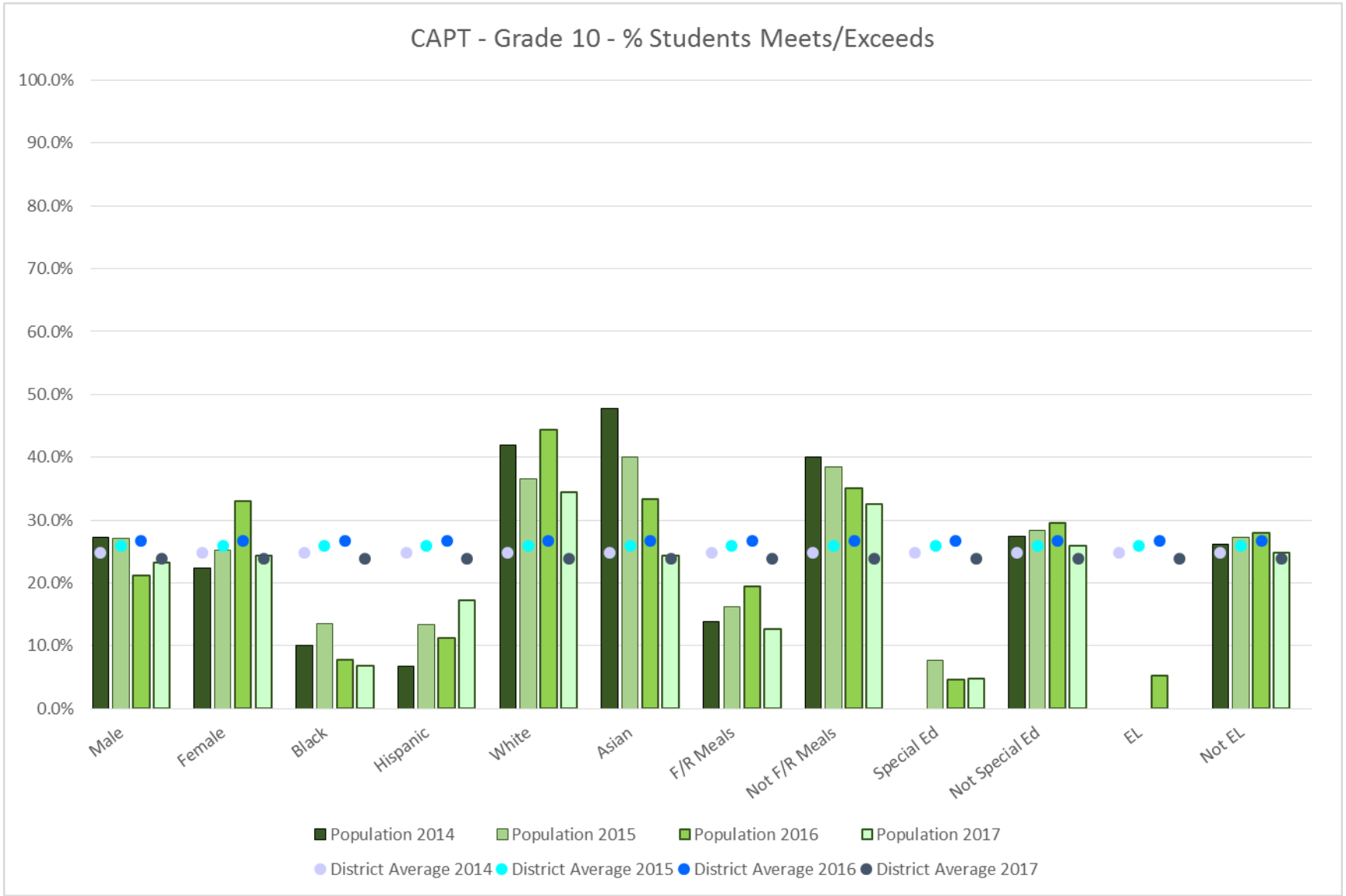
	# Students Meets/ Exceeds				Total Students Tested			
	2014	2015	2016	2017	2014	2015	2016	2017
Male	86	83	89	61	218	221	188	202
Female	81	100	69	88	171	211	177	208
Black	16	20	29	20	87	94	96	94
Hispanic	21	38	34	24	94	125	106	112
White	110	98	74	85	165	160	123	161
Asian	12	16	11	12	30	33	21	23
F/R Meals	81	78	71	44	247	265	240	210
Not F/R Meals	86	105	87	105	142	167	125	200
Special Ed	8	3	0	0	56	49	49	52
Not Special Ed	159	180	158	149	333	383	316	358
ELL	1	0	2	3	25	23	17	24
Not ELL	166	183	156	146	364	409	348	386
District	167	183	158	149	389	432	365	410



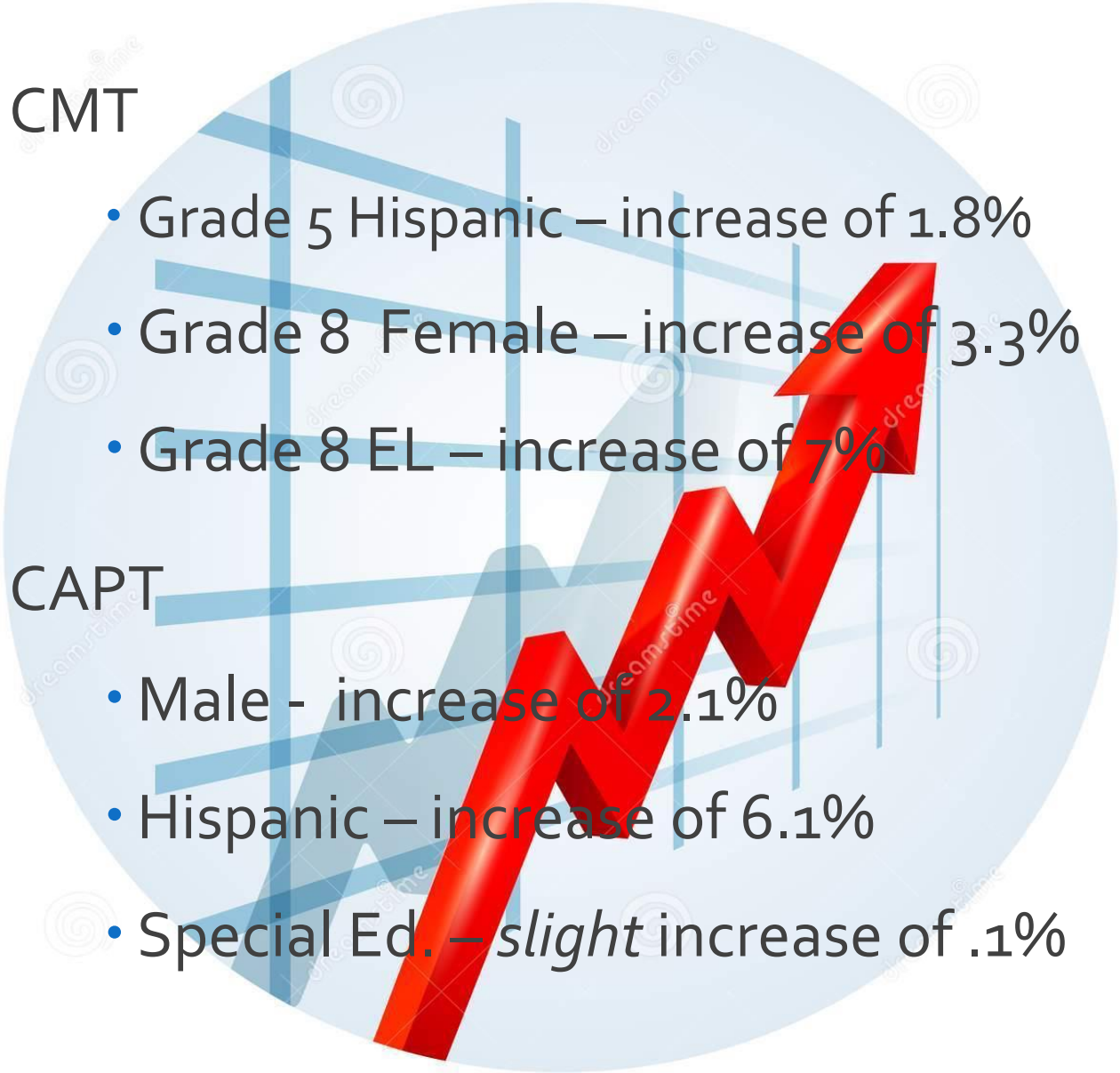
CAPT - % Students At or Above Goal

Science – Grade 10

	# Students Meets/ Exceeds				Total Students Tested			
	2014	2015	2016	2017	2014	2015	2016	2017
Male	51	39	42	51	187	144	198	219
Female	42	53	58	47	188	210	176	193
Black	8	10	6	6	80	74	78	88
Hispanic	7	11	10	18	104	83	89	104
White	65	57	71	52	155	156	160	151
Asian	11	10	11	9	23	25	33	37
F/R Meals	30	32	39	23	218	198	200	181
Not F/R Meals	63	60	61	75	157	156	174	231
Special Ed	0	3	2	2	35	39	43	42
Not Special Ed	93	89	98	96	340	315	331	370
ELL	0	0	1	0	19	16	19	16
Not ELL	93	92	99	98	356	338	355	396
District	93	92	100	98	375	354	374	412



Summary of CMT/CAPT Data



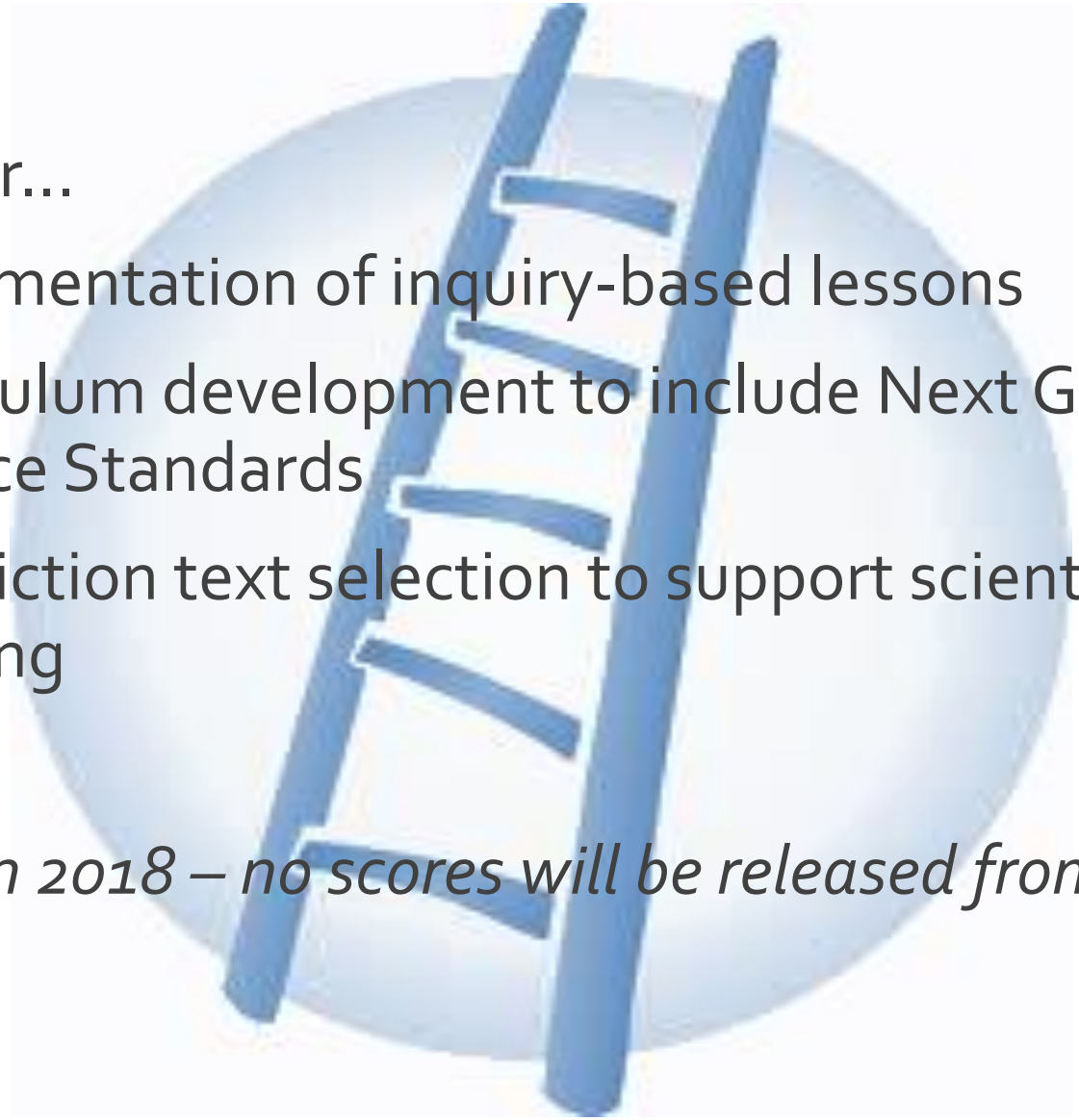
CMT

- Grade 5 Hispanic – increase of 1.8%
- Grade 8 Female – increase of 3.3%
- Grade 8 EL – increase of 7%

CAPT

- Male - increase of 2.1%
- Hispanic – increase of 6.1%
- Special Ed. – *slight* increase of .1%

Next Steps



Monitor…

- Implementation of inquiry-based lessons
- Curriculum development to include Next Generation Science Standards
- Non-fiction text selection to support scientific thinking

- *Pilot in 2018 – no scores will be released from state*

Questions and Discussion



DRAFT

MEMORANDUM OF AGREEMENT REGARDING A VOLUNTARY EARLY RETIREMENT INCENTIVE PLAN (VERIP)
Teachers

The Manchester Board of Education (the "Board") and the Manchester Education Association (the "MEA") agree to the terms set forth below regarding a Voluntary Early Retirement Incentive Plan (VERIP) for teachers:

A. DEFINITIONS

1. "VERIP" means the Voluntary Early Retirement Incentive Plan.
2. "Employee" means any certified teacher eligible for the VERIP.
3. "Board" means the Manchester Board of Education.
4. "Credited Service" means years of teaching experience recognized and accepted by the Connecticut Teachers' Retirement System.
5. "Collective Bargaining Agreement" means the July 1, 2016 through June 30, 2019 collective bargaining agreement between the Board and the MEA.

B. ELIGIBILITY REQUIREMENTS

1. Applicants must be eligible for Normal Retirement OR Early Retirement in accordance with the provisions of the State Teachers' Retirement System as of June 30, 2018, and must actually retire effective on such date. As set forth in Section 10-183f of the Connecticut General Statutes, the requirements for normal and/or early retirement under the State Teachers' Retirement System are as follows:

   Normal Retirement

   "A member is eligible to receive a normal retirement benefit who (1) has attained age sixty and has accumulated twenty years of credited service in the public schools of Connecticut or (2) has attained any age and has accumulated thirty-five years of credited service, at least twenty-five years of which are service in the public schools of Connecticut."

   Early Retirement

   "A member is eligible to receive an early retirement benefit who has accumulated twenty-five years of credited service at least twenty years of which are service in

the public schools of Connecticut, or who has attained the age of fifty-five and has accumulated at least twenty years of credited service, at least fifteen of which are service in the public schools of Connecticut."

Periods of leave or absence cannot qualify as credited service under the Teachers' Retirement Act unless expressly provided otherwise by the Teachers' Retirement Act.

2. As of the effective date of the employee's retirement, an applicant must be actively employed by the Manchester Board of Education as a full time, certified employee in a teaching position included in the teachers' bargaining unit and be a member of the Connecticut Teachers' Retirement System, as defined in Section 10-183b of the Connecticut General Statutes.

3. An individual must retire from public education under the provisions of the Connecticut Teachers' Retirement System, effective June 30, 2018. An individual who simply terminates his/her employment with the Manchester Board of Education and does not retire from teaching is not eligible for the VERIP. However, a retiree's re-employment while collecting retirement benefits under the Teachers' Retirement Act, to the extent permitted by Section 10-183v of the Connecticut General Statutes, shall not result in disqualification for the benefits set forth in this VERIP.

4. Eligible teachers who have previously notified the Superintendent of Schools prior to December 8, 2017 regarding their intention to retire, effective on or about June 30, 2018, shall not be eligible for the VERIP.

C. VERIP LIMITATION

1. The total number of teachers eligible to participate in the VERIP shall be subject to a maximum of ten (10) teachers, unless the Board, in its sole discretion, increases and/or eliminates such maximum. The completed VERIP applications of eligible teachers shall be accepted for participation in the VERIP in the order in which they are received by the Office of the Superintendent, based on the date and time such completed applications are stamped received in the Office of the Superintendent.

2. The VERIP may be revoked or modified at any time prior to December 8, 2017, solely at the discretion of the Board.

DRAFT

Signature:_____ Date:_____

Witness:_____

COMPLETED VERIP APPLICATIONS MUST BE RECEIVED BY THE OFFICE OF THE SUPERINTENDENT ON OR BEFORE DECEMBER 8, 2017 at 4:00 P.M.

DRAFT

Manchester Board of Education
Voluntary Early Retirement Incentive Plan

Application Form

This is your application form for the Voluntary Early Retirement Incentive in accordance with the terms and conditions of the Manchester Voluntary Early Retirement Incentive Plan ("VERIP"). By completing and signing this application, you acknowledge that you have received and read a copy of the VERIP and agree to be bound by and subject to its terms, conditions, and limitations.

Your signed and completed application, submitted to the Office of the Superintendent of Schools, constitutes an irrevocable Letter of Resignation. **Submission of the signed and completed VERIP Application Form constitutes your irrevocable Letter of Resignation, effective as of June 30, 2018, if: a) the VERIP is implemented by the Board; and b) you are selected for participation in the VERIP based on the terms and conditions of the VERIP.**

The accurateness and completeness of your application is solely the responsibility of the applicant. Acceptance of your application for filing by the Office of the Superintendent does not constitute agreement that the application is complete, correctly filed, or selected for participation by the Manchester Board of Education.

Application Details

Name:_____ Date:_____

Total number of years of credited service in the public schools of Connecticut, as of June 30, 2018, and the dates of such service:

Total number of years of credited service other than service in the public schools of Connecticut, as of June 30, 2018, and the dates of such service:

Current school and grade/subject assignment:_____

Age as of June 30, 2018:_____ Date of Birth:_____

Do the Dates of Teaching Service include any period(s) of Leave(s) of Absence?

Yes_____ No_____

If Yes, state the dates of Leave(s) of Absence:_____

Are you actively employed as a certified employee with the Manchester School District as of the date that you affix your signature hereto?

Yes_____ No_____

grievance and/or arbitration procedures set forth in the Collective Bargaining Agreement.

MANCHESTER BOARD OF EDUCATION	MANCHESTER EDUCATION ASSOCIATION
By:	By:
Date:	Date:

D. RETIREMENT INCENTIVE

For any eligible teacher who is selected for participation in the VERIP in accordance with the terms and conditions of the VERIP, the Board will provide the teacher with a cash incentive of Twenty Thousand Dollars ($20,000), to be paid to the teacher in two (2) equal installments of Ten Thousand Dollars ($10,000). Such installment payments shall be paid on or about July 1, 2018 and July 1, 2019. Such installment payments shall be subject to all applicable taxes, tax reporting and tax withholding.

E. OTHER RETIREMENT BENEFITS

Participation in the VERIP shall not disqualify any eligible employee from receiving compensation for unused sick leave in accordance with the provisions of Article XVII, Section B.3.c of the Collective Bargaining Agreement, provided that the employee is eligible for such compensation in accordance with the provisions of Article XVII, Section B. 3 of the Collective Bargaining Agreement. The Board and the MEA agree that for any VERIP participant who is eligible to receive compensation for unused sick leave under Article XVII, Section B.3 of the Collective Bargaining Agreement, such compensation shall be paid on or about August 31, 2018.

F. **REQUIRED PROCEDURE FOR PARTICIPATION**

Completed VERIP Application Forms must be received by the Office of the Superintendent of Schools no later than 4:00 p.m. on December 8, 2017. VERIP applications received after 4:00 p.m. on December 8, 2017 will not be considered. Completed VERIP Application Forms must be submitted to the Office of the Superintendent of Schools either in person or electronically. Submission of the signed and completed VERIP Application Form constitutes an irrevocable Letter of Resignation, effective as of June 30, 2018, if: a) the VERIP is implemented by the Board; and b) the teacher is selected for participation in the VERIP based on the terms and conditions of the VERIP.

G. GENERAL CONDITIONS

1. The parties understand that this VERIP is a one-time opportunity, and that the Board's offer of this VERIP shall not establish a past practice or precedent for any purpose.

2. Any Board decision under this VERIP shall be final and shall not be subject to the