

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JANUARY 22, 2018
LINCOLN CENTER

Policy Committee Mtg.
Executive Session – Superintendent’s Contract
Board of Education Meeting

5:30 P.M. – Director’s Rm.
6:30 P.M. – Director’s Rm.
7:00 P.M. – Hearing Rm.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary’s Welcome
- 4) Board of Education Minutes 1-8-18 A – 4
- 5) Budget Workshop Minutes 1-10-18 A – 5

B. COMMITTEE REPORTS –

- 1) Building & Sites Committee Meeting Minutes 1-10-18 B – 1

C. CONSENT CALENDAR

- 1) Personnel Information C – 1
- 2) Extended Field Trip Request Form – MHS Travel Club Euro Trip – 17 Students C – 2
April 6, 2018 – April 13, 2018 – (1 school day missed) – 2 Teacher Chaperones
- 3) Extended Field Trip Request Form – MHS - Italian Club – 14-30 Students C – 3
April Vacation 2019 – 9 days – 7 nights – 1 Teacher Chaperone, 2 others
- 4) Approval of the 2018-2019 School Calendar C – 4
- 5) Approval of the 2019-2020 School Calendar C – 5
- 6) Establish an appropriation for FY17-19 for the Hartford Foundation of Public Giving, in the amount of \$576,000 C – 6
- 7) Extended Field Trip Request Form – MHS – Varsity Wrestling – LL State Wrestling C – 7
Championship – Trumbull High School, Trumbull, CT – 14 Students – February 16 –
February 17, 2018 – 1 Chaperone – Gerry Navarra, Asst. Coach

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) Waddell and Verplanck Furniture, Fixtures, and Equipment – Mr. Randall Luther, F – 1
TSKP Studio
- 2) Update on 2018-2019 Superintendent’s Proposed Budget – Mr. Matthew Geary,
Superintendent of Schools

G. UNFINISHED BUSINESS – None

H. NEW BUSINESS –

MOTION: Resolved, the Board of Education approves the cost estimate, plans and specifications for Furnishings, Fixtures, and Equipment for the Verplanck Elementary School dated January 8, 2018, prepared by TSKP Studio for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans.

MOTION: Resolved, the Board of Education approves the cost estimate, plans and specifications for Furnishings, Fixtures, and Equipment for the Waddell Elementary School dated January 8, 2018, prepared by TSKP Studio for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans.

MOTION: Resolved, the Board of Education approves the cost estimate, plans and specifications for Furnishings, Fixtures, and Equipment for the Cheney-Bennet Academy, dated January 8, 2018, prepared by TSKP Studio for submission to the Department of Administrative Services, Office of the School Construction Grants for Review of Final Plans.

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

J. COMMUNICATIONS - None

K. ITEMS FOR FUTURE AGENDAS

Monday, February 12, 2018	Lincoln Center	2018-19 Budget Questions	Update on NEASC
Monday, February 26, 2018	Keeney	Keeney School Improvement Plan	Opportunities for College Credit at MHS
Monday, March 12, 2018	Lincoln Center	Fall / Winter Data Update	
Monday, March 26, 2018	Highland Park	HP School Improvement Plan	
Monday, April 23, 2018	Lincoln Center	Academics Update	
Monday, April 30, 2018	Illing Middle School	Illing School Improvement Plan	
Monday, May 14, 2018	Lincoln Center	Update on Building Projects	
Tuesday, May 29, 2018	Lincoln Center	Manchester High School Improvement Plan	
Monday, June 11, 2018	Lincoln Center	Adult Education Update	
Monday, June 25, 2018	Lincoln Center	Spring Data Update	
Monday, July 9, 2018	Lincoln Center	Close of School Update	
Monday, August 27, 2018	Lincoln Center	Opening of School Update	

L. ADJOURNMENT

Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during the Public Comment session(s):

- 1) Print your name and address on the sign-in sheet at the podium for accurate record keeping.***
- 2) State your name and address for the record. Students state name only.***
- 3) First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.***
- 4) Second Session: Comments must be limited to items on the Board's agenda for this meeting. The Board Chair has the discretion to limit comment time.***
- 5) Written statements may be substituted for Board members if time runs out for speaker.***
- 6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).***
- 7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.***

**Manchester Board of Education
Building and Sites Committee
Lincoln Center – Directors' Room
January 8, 2018**

Attendees: Karen Clancy, Peter Conyers, Matthew Geary, Neal Leon, Tracy Maio, Peter Meggers and Peter Staye

Capital Project List

Mr. Staye discussed the purpose of the Capital Project list and how it is developed. It is a list of deferred maintenance projects at schools that are not currently scheduled as a building renovation. Projects on the list were requested by school staff, or added by Buildings & Grounds staff as identified through their regular work in the schools. Costs are estimates that are revised as a project moves closer to implementation. It is from this list that projects are selected for inclusion in the annual Capital Projects budget. Cost estimates do not include rebates or incentives. Some projects, like the relocation of the Main Office Suite at Buckley have been on the list for several years. Larger projects, like the press box/bleachers at the high school may be candidates for a referendum.

Martin Boiler Room Flood

The boiler and electrical room of Martin School were discovered to be flooded on the morning of Wednesday, November 29, 2017. This caused the school to be closed for two days. The flood was caused by a faulty press style (solderless) fitting that was 8 years old. Upon examination it was apparent that the fitting was not completely crimped at installation.

The school opened on Friday, December 1, 2017, and has operated normally since. When complete, repairs are expected to cost approximately \$25,000, including overtime. Replacement of the control panel on boiler 1 is the only item remaining to be completed. A new control panel has been ordered and is expected to be delivered the week of January 18, 2017.

Mr. Leon asked what measures have been undertaken to prevent a similar occurrence in the future. Mr. Staye indicated that water alarms are being installed in boiler rooms and other spaces at all schools where flooding could cause serious damage. When activated by the presence of water on the floor, alarms would be transmitted to the on-call supervisor's phone, which is in service 24/7/365. Total cost is approximately \$15,000. Installation is underway and should be complete at all schools by the middle of February.

Review of project to replace lighting in the Brookfield Street parking lot at MHS

Complaints were received that the parking lot lighting was not operating properly as the project to replace it was nearing completion. Mr. Staye indicated that this was the result of people being unfamiliar with the lighting control system. Multiple staff have now been trained in its use. Replacement of the system, which is outdated, is expected in the summer of 2018.

Alliance Capital Grant (2017)

The list of projects included in the 2017 Alliance Capital Grant application was reviewed. Receipt of grant funds has been delayed by the State budget process. Though approval has been issued by the state, funds have not yet been received.

Three projects were critical to the opening of school and we had to proceed with them in advance of receiving grant funds. These projects included:

- Replacing the failed walk-in cooler/freezer at Bennet (\$34,575.00)
- Removing the burner from Waddell and installing on boiler 1 at Illing (\$12,975)
- Replacing the Brookfield St. parking lot lights at MHS (\$87,962.00)

We will ask the state to allow us to journal these costs from the Board budget to the grant after the grant funds are received.

All Grant funded projects must be completed by October 31, 2018.

The next meeting is currently scheduled to be held at 5:30 on Monday, March 12, 2018, at the Lincoln Center – Directors' Room.

Respectfully Submitted,

Peter Staye - Facilities Director

PERSONNEL ACTION**APPOINTMENTS**

Christina Krzywicki to be a Social Worker teacher at Washington Elementary School. Ms. Krzywicki received a Master Degree in Social Work at University of Saint Joseph. Ms. Krzywicki resides in Somers. It is recommended that her appointment be approved effective January 2, 2018 (MA/Step 1, \$49,280)

RESIGNATIONS

Elizabeth Tamsin, Grade 4 Teacher at Martin Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Tamsin has been with Manchester Public Schools since February 6, 1989. It is recommended that her request be approved.

Peri Comollo, Grade 3 Teacher at Bowers Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Comollo has been with Manchester Public Schools since November 1, 1999. It is recommended that her request be approved.

Deborah Heneghan, Special Education Teacher at Bennet Academy School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Heneghan has been with Manchester Public Schools since November 29, 1993. It is recommended that her request be approved.

Matthew Walsh, Math Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Mr. Walsh has been with Manchester Public Schools since August 30, 1988. It is recommended that his request be approved.

Steven Hadge, Library Media Specialist at Robertson Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Mr. Hadge has been with Manchester Public Schools since September 7, 1984. It is recommended that his request be approved.

Elizabeth Werner, Science Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Werner has been with Manchester Public Schools since August 28, 1990. It is recommended that her request be approved.

Kathleen Dudzik, Social Studies Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Dudzik has been with Manchester Public Schools since August 29, 1996. It is recommended that her request be approved.

Susan Buonanno, Special Education Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Buonanno has been with Manchester Public Schools since December 5, 2005. It is recommended that her request be approved.

Valerie Nobilio, Language Arts Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Nobilio has been with Manchester Public Schools since August 24, 2001. It is recommended that her request be approved.

Nancy Ross, Reading Consultant Teacher at Robinson Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Ross has been with Manchester Public Schools since August 26, 1991. It is recommended that her request be approved.

Lee Snuffer, Guidance Counselor at Manchester High School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Mr. Snuffer has been with Manchester Public Schools since January 23, 1984. It is recommended that his request be approved.

Mellie Crespo-Jimenez, ELL Teacher, System wide has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Crespo-Jimenez has been with Manchester Public Schools since August 27, 2013. It is recommended that her request be approved.

Jean Dehm, Library Media Specialist at Washington Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Dehm has been with Manchester Public Schools since August 22, 2008. It is recommended that her request be approved.

Noreen Quinn-Lake, Library Media Specialist at Buckley Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Quinn-Lake has been with Manchester Public Schools since April 12, 1999. It is recommended that her request be approved.

Jan Broidis, Grade 6 Teacher at Bennet Academy School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Broidis has been with Manchester Public Schools since August 28, 2007. It is recommended that her request be approved.

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School **Date of Request:** 11/27/2017

Name of Club or Activity: Travel Club EuroTrip

Trip to: Spain and France **Purpose:** To practice language and emerge in culture we are studying in our language classes.

Number of students participating: 17 **From:** 04/06/18 **To:** 04/13/18

Number of school days missed: 1

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

a. Jena Biondino b. Baileys Irizarry

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

Others: _____

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

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

Scholarship granted to group due to feedback provided to
How will funds be allocated to students participating?* _____ company.

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: TBD

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

Total cost per student: \$3100 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$3100

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

*
a. Prometour b. _____
c. _____ d. _____

Name of teacher making request:

Signature: Jena Biondino Typed: Jena Biondino

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 11/27/17

Approved by Principal:

Signature: Kate M. Miner Date: 12-1-17

Approved by Superintendent or designee:

Signature: [Signature] Date: 12-5-17

Attachments: Quotations
Itinerary

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

*This trip was approved in 2015^{when pitched to the board.} The trip was divided into 2 groups due to size, so this trip (2018) is the second group. The '17 trip was approved by request last year. Please sign this form as a formality. The same company will be used. The quote is attached. I would appreciate this be signed and completed as soon as possible.

Thank you!!

Jena Biondino

DAY 1: TRAVEL TO SPAIN

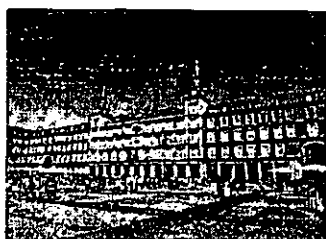
Friday Apr 6 2018



- Board your transatlantic flight from Boston and fly through the night to **Madrid, Spain**

DAY 2: MADRID

Saturday Apr 7 2018



Plaza Mayor

- **Bienvenido a España!** Meet your **Spanish Prometour Tour Director** upon arrival at the airport
- Transfer to your hotel to drop off your luggage. check-in will be done later
- While in Madrid, travel as the locals do, by walking and taking public transportation
- Take in a bird's eye view of Madrid from **El Teleférico Cable Car**
- Have a guided tour of **El Palacio Real**, the official residence of the Spanish Royal Family while in Madrid, and have time to explore the impressive **Campodel Moro** gardens
- Enjoy lunch on your own
- Walk through **Old Madrid** with your Tour Director and explore the 16th & 17th century streets around the famous **Plaza Mayor**, said to be one of the most elegant squares in Europe
- Have some leisure time in the **Puerta Del Sol**; admire the buildings, people watch and look for the plaque indicating KM Zero for the roads of Spain
- Have an authentic **Paella dinner** at **Restaurante El Arrozal** with your group in Madrid
- Overnight accommodation in Madrid

DAY 3: EXCURSION: TOLEDO

Sunday Apr 8 2018



Toledo

- Breakfast at the hotel with your group
- Explore **Madrid's Rastro Market**, the most popular open air flea market in the city
- Board your private motor coach and head to **Toledo**, the historic capital of Castilla-La Mancha
- Visit a traditional **Sword Workshop** to learn how metal is forged into elaborate weaponry and jewelry
- Enjoy lunch on your own
- On a **guided walking tour** of Toledo discover its fortified walls and learn about its legacy of Churches, Mosques, Synagogues, and a Fortress
- Enter the 13th-century Gothic **Cathedral Santa Marla**, and then see El Greco's *The Burial of the Count of Orgaz* at **Santo Tomé**
- Relax at the **Medina Mudéjar Arabic Baths**: located in the historic part of town, experience the tradition of Arabic baths which existed in the city during the Middle Ages (1-hour)
- Have time to explore Toledo at your own pace
- Walk down the steep hill of Toledo to meet your motor coach at the bridge, and return to **Madrid**
- Have an authentic **Tapas Dinner** at a local restaurant in Madrid
- Enjoy a typical Spanish snack of **Churros con Chocolate**
- Overnight accommodation in Madrid

DAY 4: MADRID

Monday Apr 9 2018

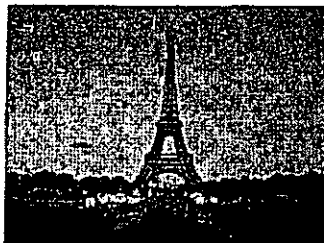


Tablao Las Carboneras

- Breakfast at the hotel with your group
- Visit Spain's largest bullring, **Plaza de Toros de Las Ventas**; discover a place which is emblematic of the heart and soul of bullfighting and where the world's finest matadors present their artistry and skill
- Go behind the scene at **Estadio Santiago Bernabéu**; discover one of the world's most famous and prestigious football venues on a **self-guided** visit
- Enjoy lunch on your own
- Explore **Parque El Retiro**; it belonged to the Spanish Monarchy until the late 19th century and is now one of Madrid's largest public parks
- Learn the art of **playing Castanuelas**, it takes rhythm and fast fingers
- Have an authentic **Tapas Dinner** at a local restaurant in Madrid
- Tonight, at **El Tablao Las Carboneras**, experience the amazing sights, feel the sounds, the music and the energy of an authentic **Spanish Flamenco Show**
- Overnight accommodation in Madrid

DAY 5: MADRID - PARIS

Tuesday Apr 10 2018



Eiffel Tower

- Breakfast at the hotel with your group
- Transfer by motor coach from your hotel to the airport
- Say a fond *Hasta Luego* to your Spanish Prometour Tour Director and continue on with your trip
- Board your flight from Madrid to Paris
- **Bienvenue en France!** Meet your **French Prometour Tour Director** upon arrival at the airport
- Transfer to your hotel to drop off your luggage, check-in will be later
- While in Paris, travel as the locals by walking or taking public transportation
- Enjoy lunch on your own
- Make your way to **Champs-de Mars** and stop at the **Wall for Peace** to leave messages of peace
- Admire the view from the **2nd floor of the Eiffel Tower**
- Sit back and enjoy the "City of Lights" as you float on board a **Parisian River Seine Bateau Mouche dinner cruise**
- Overnight accommodation in Paris

DAY 6: EXCURSION: VERSAILLES

Wednesday Apr 11 2018



Chateau de Versailles

- Breakfast at the hotel with your group
- Board the RER and head to **Versailles**
- With a local guide, visit the **Château de Versailles**, one of the most beautiful achievements of 18th-century French art; some of the rooms open to visit are the Grand Apartments, the Royal Chapel and the **Hall of Mirrors**
- Enjoy a classic Baguette & Cheese picnic with your group
- Explore the elegantly landscaped **Gardens of Château de Versailles** with a stop at **Marie Antoinette's Hameau & Trianon Palaces** (includes the **Gardens Petit Train**)
- Board the RER and return to **Paris**
- Climb to the top of the **Arc de Triomphe**, a monument that honors those who fought and died for France and is the location of the **Tomb of the Unknown Soldier**
- Discover **Quartier Montmartre**, known as "la Butte" and make sure to enter the **Sacre Coeur Basilica**
- Have dinner with your group in a local restaurant
- Overnight accommodation in Paris

DAY 7: PARIS

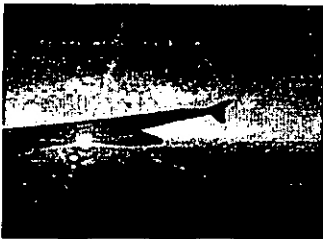
Thursday Apr 12 2018



- Breakfast at the hotel with your group
- Have the morning to explore **Musée du Louvre**, home to some of the greatest European masterpieces including; Leonardo Da Vinci's "Mona Lisa", the "Venus De Milo", Theodore Gericault's "Raft of the Medusa" and several others
- Enjoy lunch on your own
- Enter **Cathédrale Notre-Dame de Paris**, it's as impressive inside as it is outside
- Climb up the 387 steps to the top of the **Notre Dame Towers**
- Enter **Sainte Chapelle**; a masterpiece of Gothic architecture with its unique stained glass windows
- Explore the **Latin Quartier** with your Tour Director as you head to **Rue Mouffetard** in the Sieme arrondissement, it is one of Paris's oldest and liveliest neighbourhoods with many shops & cafés
- Enjoy a Boeuf Bourguignon dinner at **Restaurant LeVolcan** with your group (there will be an alternative meal for non-red-meat eaters & vegetarians)
- Overnight accommodation in Paris

DAY 8: RETURN HOME

Friday Apr 13 2018



- Breakfast at the hotel with your group
- Transfer by motor coach from your hotel to the airport
- Say a fond *Au Revoir* to your French Prometour Tour Director
- Board your transatlantic flight from Paris and fly back to Boston

PRICE PER PERSON SHEET

This is a privately operated tour - you will not be combined with another group

PRICE PER PERSON

20 to 24 participants: **3 240 USD**

15 to 19 participants: **3 290 USD**

SUPPLEMENTS

Adult Activity Supplement \$10 per day, per person
Twin Room Supplement \$40 per night, per person
Single Room Supplement \$80 per night, per person

PRICE INCLUDES

- **BASIC** Group Insurance Program covering group dates of travel **Coverage includes:**
Trip Cancellation, Interruption and Delay;
Missed Connection; Baggage Loss and Baggage Delay
Medical Expense;
24-hour Assistance Services; 24-hour Customer Care
Coverage for Pre-Existing Conditions
- Roundtrip airfare* BOSTON / MADRID / PARIS / BOSTON
- One way airfare* MADRID / PARIS
- Associated ground transportation costs while in destination (including public transportation tickets as required by program)
- 6 nights hotel accommodation in multiple occupancy (3-star standard, centrally located, 3 per room with private bath, single beds not guaranteed)
- 6 Breakfast / 1 Lunch / 1 Snack / 6 Dinners (group menu with 1 non-alcoholic beverage + vegetarian option)
- Service of a bilingual French Tour Director while in France
- Service of a bilingual Spanish Tour Director while in Spain
- All aforementioned activities, tours and admissions
- 15 - 19 full paying participants = 2 free trips // 20 - 24 full paying participants = 3 free trips (single accommodation)
- \$500 Language Club Bonus
- Applicable service fees, taxes and FICAV** contribution

NOTES

* AIRLINE FUEL SURCHARGE (already included in these prices): Airlines have the legal right to impose fuel surcharges to tickets even after bookings have been made. Departure taxes and airline fuel surcharges at time of this quote = \$645

** A contribution to the Compensation Fund for Customers of Travel Agents has been included in the cost of your services as set by the Quebec Consumer Protection Office (\$1 / \$1000) www.opc.gouv.qc.ca

□ Some items such as particular hotels, restaurants, and popular activities are subject to availability. When an item is not possible to book it will be replaced by a similar item of equal standard and value.

EXCHANGE RATE: Prometour has quoted this package at an exchange of 1 EUR = 1.15 USD

Useful Information

⊕ TERMS & CONDITIONS

PAYMENT SCHEDULE

\$ 600 pp 30-Sep-2017
\$ 950 pp 30-Oct-2017
\$ 950 pp 30-Nov-2017
Balance 05-Jan-2018

EARLY BOOKING DISCOUNT

\$ 60 if registered w/ 1st deposit by 31-Dec-2015
Monthly installments available at time of online registration

PRICE DOES NOT INCLUDE:

- Optional Insurance Program Upgrades
DELUXE (\$5 per day): Includes Basic program and additional medical coverage
ULTIMATE (\$15 per day): Includes BASIC + DELUXE Programs and also includes: Cancel for any reason up to 75% of any prepaid, forfeited, non-refundable payments or deposits
- Airline baggage charges according to their policies
- Service of a Tour Director on the Madrid / Paris flight
- Meals that are not indicated in the daily program
- Tips - these are standard guidelines
Tour Director: € 3 EUR per day, per person
Bus Drivers: € 1 EUR per day, per person
- Personal spending money

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS Date of Request: 12/22/17

Name of Club or Activity: Italian

Trip to: Italy Purpose: Provide students with cultural + language immersion that will enhance + enrich their learning

Number of students participating: 14-30 From: 11 To: 11
TBD April vacation 2019

Number of school days missed: 0 9 days / 7 nights

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

a. Anna Mugg b. _____
 c. _____ d. _____
 e. _____ f. _____
 g. _____ h. _____
 Others: _____

Myself and 1 or 2 other chaperones to be determined depending on number of students participating.

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

Are fund-raising activities planned? ☐ Yes TBD ☐ No If so, describe: students have expressed an interest to fund-raise.

How will funds be allocated to students participating?* _____

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: _____

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

Total cost per student: \$3245 (Studio Arcoballero)
 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*) - Price will decrease if more than 21 students participate.

Cost per student after fund-raising: \$_____ 9 days / 7 nights

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

a. ^{\$}3245
c. ^{\$}3190
b. ^{\$}3134
d. _____

a. Studio Arcobaleno
b. Explorica
c. Promoteur

Name of teacher making request:

Signature: Anna Maggiore Typed: Anna Maggiore

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 12/22/17

Approved by Principal:

Signature: Lakym M. Muni Date: 1/1/18

Approved by Superintendent or designee:

Signature: M. H. Date: 1/18/18

Attachments: Quotations
Itinerary

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

4-

System-wide Schedules 2018-2019

	Regular Day		Abbreviated Day		Conference Day		Delayed Opening	
	Start	End	Start	End	Start	End	Start	End
Manchester High School, Grades 9 – 12	7:30 a.m.	2:05 p.m.	7:30 a.m.	12:05 p.m.	7:30 a.m.	12:05 p.m.	9:00 a.m.	2:05 p.m.
Illing Middle School, Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	8:15 a.m.	12:45 p.m.	9:45 a.m.	2:45 p.m.
Cheney-Bennet Academy, Grades 5 - 6	8:20 a.m.	2:45 p.m.	8:20 a.m.	12:45 p.m.	8:20 a.m.	12:45 p.m.	9:50 a.m.	2:45 p.m.
Elementary Schools, Grades K – 4	9:05 a.m.	3:25 p.m.	9:05 a.m.	1:17 p.m.	9:05 a.m.	1:17 p.m.	10:35 a.m.	3:25 p.m.
Preschool (all locations) Monday – Thursday AM Program	8:30 a.m.	11:07 a.m.	8:30 a.m.	11:07 a.m.	To Be Determined	To Be Determined	No AM PreK	No AM PreK
PM Program	12:00 p.m.	2:38 p.m.	No PM PreK	No PM PreK			12:00 p.m.	2:38 p.m.
Friday – AM Program	8:30 a.m.	11:07 a.m.	8:30 a.m.	11:07 a.m.			No PreK	No PreK
Head Start Monday – Thursday	8:30 a.m.	2:30 p.m.	8:30 a.m.	11:00 a.m.	8:30 a.m.	11:00 a.m.	10:00 a.m.	2:30 p.m.
Friday	8:30 a.m.	11:00 a.m.	8:30 a.m.	11:00 a.m.	8:30 a.m.	11:00 a.m.	NO SCHOOL	NO SCHOOL
Bentley Alternative Education	8:10 a.m.	2:05 p.m.	8:10 a.m.	12:05 p.m.	8:10 a.m.	12:05 p.m.	9:40 a.m.	2:05 p.m.
Manchester Regional Academy	8:00 a.m.	2:20 p.m.	8:00 a.m.	12:20 p.m.	8:00 a.m.	2:20 p.m.	9:30 a.m.	2:20 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School, Grades 9 - 12	October 4; December 11, 2018; March 1; May 9, 2019	November 2, 2018; January 18, 2019 (exams January 23 - 28); April 1, 2019; June 10, 2019 (exams June 11 - 14)
Illing Middle School, Grades 7 - 8	October 4; December 11, 2018; March 1; May 9, 2019	November 2, 2018; January 18, 2019; April 1, 2019; June 10, 2019
Cheney-Bennet Academy, Grades 5 - 6	October 4; December 11, 2018; March 1; May 9, 2019	November 2, 2018; January 18, 2019; April 1, 2019; June 10, 2019
Elementary Schools, Grades K - 4	October 5, 2018; January 11, 2019; April 18, 2019	November 2, 2018; February 22, 2019; June 14, 2019

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 18 through June 25, 2019. If more than 5 (five) days are needed, days will be taken from April vacation starting with Friday, April 12, 2019.

Manchester Public Schools Calendar

C - 5

School Begins: September 3, 2019						School Ends: June 19, 2020					
2019	M	T	W	Th	F	2020	M	T	W	Th	F
August				1	2	January			1	2	3
5	6	7	8	9		6	7	8	9	10	
12	13	14	15	16		13	14	15	16	17	
19	20	21	22	23		20	21	22	23	24	
26	27	28	29	30		27	28	29	30	31	
											19
September	2	3	4	5	6	February	3	4	5	6	7
9	10	11	12	13		10	11	12	13	14	
16	17	18	19	20		17	18	19	20	21	
23	24	25	26	27		24	25	26	27	28	
30											18
					19	March	2	3	4	5	6
October		1	2	3	4	9	10	11	12	13	
7	8	9	10	11		16	17	18	19	20	
14	15	16	17	18		23	24	25	26	27	
21	22	23	24	25		30	31				21
28	29	30	31								
					22	April			1	2	3
November					1	6	7	8	9	10	
4	5	6	7	8		13	14	15	16	17	
11	12	13	14	15		20	21	22	23	24	
18	19	20	21	22		27	28	29	30		16
25	26	27	28	29							
					16	May				1	
December	2	3	4	5	6	4	5	6	7	8	
9	10	11	12	13		11	12	13	14	15	
16	17	18	19	20		18	19	20	21	22	
23	24	25	26	27		25	26	27	28	29	
30	31										20
					16	June	1	2	3	4	5
When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations: WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM In addition, automated notification of school closings are sent via Blackboard.						8	9	10	11	12	
						15	16	17	18	19	
						22	23	24	25	26	
						29	30				15
						Total days = 182					
						Adopted:					
						Revised:					
						Tentative High School Graduation Date: TBD					

2019-2020 School Year

First Day of School:

Grades K - 7 and Grade 9: September 3
 Grade 8 and Grades 10 - 12: September 4
 Head Start: (Early Release): September 11, 12, and 13;
 (Full Day): September 16

☐ New Teacher Orientation: August 26 and 27

District Professional Development Days:

☐ (school not in session) August 28, 29, and 30,
 November 5, 2019, and January 21, 2020

☐ (abbreviated day for students) October 2,
 December 4, 2019, February 5, March 25, and
 May 6, 2020

School Conferences/Early Release

☐ Grades PreK - 6 ONLY
 November 13, 2019, and March 11, 2020

☐ Grades PreK - 12
 November 14 and 15, 2019, and March 12 and 13, 2020

Abbreviated Day for Students and Staff

November 27, and December 23, 2019, and
 June 19, 2020, or last day of school

Holiday/Vacation Period

September 2 Labor Day
 October 14 Columbus Day
 November 11 Veterans Day
 November 28 - 29 Thanksgiving Recess
 December 24 - January 1 Vacation Period
 January 6 Three Kings Day
 January 20 Martin Luther King, Jr.
 February 17 - 18 Vacation Period
 April 10 Good Friday
 April 13 - 17 Vacation Period
 May 25 Memorial Day

Please see reverse for additional information.

C - 5

System-wide Schedules 2019 - 2020

	Regular Day		Abbreviated Day		Conference Day		Delayed Opening	
	Start	End	Start	End	Start	End	Start	End
Manchester High School, Grades 9 – 12	7:30 a.m.	2:05 p.m.	7:30 a.m.	12:05 p.m.	7:30 a.m.	12:05 p.m.	9:00 a.m.	2:05 p.m.
Illing Middle School, Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	8:15 a.m.	12:45 p.m.	9:45 a.m.	2:45 p.m.
Cheney-Bennet Academy, Grades 5 - 6	8:20 a.m.	2:45 p.m.	8:20 a.m.	12:45 p.m.	8:20 a.m.	12:45 p.m.	9:50 a.m.	2:45 p.m.
Elementary Schools, Grades K – 4	9:05 a.m.	3:25 p.m.	9:05 a.m.	1:17 p.m.	9:05 a.m.	1:17 p.m.	10:35 a.m.	3:25 p.m.
Preschool (all locations) Monday – Thursday AM Program	8:30 a.m.	11:07 a.m.	8:30 a.m.	11:07 a.m.	To Be Determined	To Be Determined	No AM PreK	No AM PreK
PM Program	12:00 p.m.	2:38 p.m.	No PM PreK	No PM PreK			12:00 p.m.	2:38 p.m.
Friday – AM Program	8:30 a.m.	11:07 a.m.	8:30 a.m.	11:07 a.m.			No PreK	No PreK
Head Start Monday – Thursday	8:30 a.m.	2:30 p.m.	8:30 a.m.	11:00 a.m.	8:30 a.m.	11:00 a.m.	10:00 a.m.	2:30 p.m.
Friday	8:30 a.m.	11:00 a.m.	8:30 a.m.	11:00 a.m.	8:30 a.m.	11:00 a.m.	NO SCHOOL	NO SCHOOL
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Elementary Schools, Grades K - 4	October 4, 2019; January 10, 2020; April 9, 2020	November 1, 2019; February 21, 2020; June 15, 2020

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 22 through June 25, 2020. If more than 4 (four) days are needed, days will be taken from April vacation starting with Friday, April 17, 2020.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY17-19 Hartford Foundation for Public Giving Grant Number 20171757
Date: January 16, 2018

Background: This grant will continue to support the Family and Community Partnership Plan serving Manchester families.

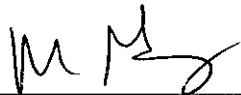
Discussion/Analysis: These funds will be used over one calendar year (January – December 2018) to strengthen the district's capacity to implement and sustain partnerships and practices increasing families and the broader community's engagement in supporting student learning and student success.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to establish an appropriation for FY17-19 Hartford Foundation of Public Giving in the amount of \$576,000.

Attachments: Award letter



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 22, 2018



Hartford Foundation
FOR PUBLIC GIVING

Together for good.®

December 21, 2017

Mr. Matthew Geary
Superintendent of Schools
Manchester Public Schools
45 North School Street
Manchester, CT 06247

Board of Directors

JoAnn H. Price, Chair
Theodore S. Sergi, Vice Chair
Andrew R. Worthington, Treasurer
Nancy P. Bernstein
R. Nelson Griebel
Marlene M. Ibsen
Yvette Meléndez
Richard N. Palmer
Rodney O. Powell
Gordon Scott

President

Jay Williams

Dear Mr. Geary:

Grant Number 20171757

I am pleased to inform you that the Hartford Foundation for Public Giving has approved a continuation grant of \$576,000 to Manchester Public Schools, over one year (January – December 2018), to strengthen the district's capacity to implement and sustain partnerships and practices increasing families and the broader community's engagement in supporting student learning and student success. Foundation funds are to be applied toward personnel (\$458,000), contracted services (\$70,000), and direct costs (\$48,000).

You will find enclosed a summary of the expected project outcomes as presented in your proposal. The Foundation will work with you to further develop the stated outcomes and related plans.

Since this grant was voted on the basis of the proposal as submitted, any changes in personnel, and desired variance in the use of funds should be cleared in advance by contacting Sara Sneed, Director of Education Investments. Please refer to the enclosed *Hartford Foundation Grant Payment and Reporting Procedures*.

Please send a written request for the release of one-half of the grant when the project begins. The grant payment letter will include reporting instructions for subsequent payments. We require that you use the enclosed *Hartford Foundation Alliance Districts Mid-Year Reports*, and the *Hartford Foundation Alliance Districts Financial Reporting Form* to report on the grant.

Since the amount voted is different from the amount requested in the original proposal, please submit a revised budget, along with the signed grant award letter.

10 Columbus Boulevard, 8th Floor
Hartford, CT 06106

860-548-1888
fax 860-249-3561
www.hfpg.org

Mr. Matthew Geary, Superintendent of Schools

December 21, 2017

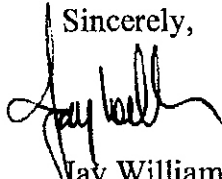
Page 2

To accept the terms of this grant, return a signed copy of this letter to the Foundation within 30 days of receipt to Grants Administration; or send an electronic copy to our grantee services email: GrantsAdministration@hfpg.org. Signing and returning the grant award letter indicates your compliance with the procedures in the enclosed *Hartford Foundation Grant Payment and Reporting Procedures*.

You are welcome to, but we do not require efforts to communicate the good news about your grant. If you do decide to publicize the grant in any form, the text must be reviewed in advance by our Communications Department. To assist, guidelines for various forms of communications and a sample news release/newsletter story are available at <http://hfpg.org/GrantCommunication>.

We wish you the best on this important effort.

Sincerely,

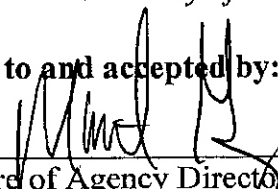


Jay Williams
President

JW/df

Enclosures: *Hartford Foundation Grant Payment and Reporting Procedures*
Hartford Foundation Alliance District Mid-Year Narrative Report
Hartford Foundation Alliance District Financial Reporting Form
Summary of Manchester Public Schools' Projected Grant Outcomes

Agreed to and accepted by:



Signature of Agency Director

12/5/18

Signature Date

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS Date of Request: 2-16-2018

Name of Club or Activity: Manchester Varsity Wrestling

Trip to: Trumbull H.S. Purpose: LL State Wrestling Championship

Number of students participating: 14 From: 2/16/18 To: 2/17/18

Number of school days missed: 0

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

a. 1 b. Gerry Navarra Asst. Coach
 c. d.
 e. f.
 g. h.
 Others:

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

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

How will funds be allocated to students participating?*

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: n/a

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

Total cost per student: \$ 30 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$ 0

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

a. n/a b. _____
c. _____ d. _____

Name of teacher making request:

Signature: J. LaGuardia Typed: Louis LaGuardia

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: ABA Date: 1-11-18

Approved by Principal:

Signature: Katelyn M. Miller Date: 1-15-18

Approved by Superintendent or designee:

Signature: MHA Date: 1-18-18

Attachments: Quotations
Itinerary

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

Building Committee Meeting: 01/08/2018

Manchester Public Schools FF&E Budget Estimate			
School	Budget	Estimate	Total est. remaining
Waddell	\$ 740,000.00	\$ 715,000.00	\$ 25,000.00
Verplanck	\$ 662,000.00	\$ 650,000.00	\$ 12,000.00
Cheney	\$ 275,000.00	\$ 290,000.00	\$ (15,000.00)
Total	\$ 1,677,000.00	\$ 1,655,000.00	\$ 22,000.00

Manchester Elementary Schools
Waddell, Verplanck, Cheney-Bennet
Manchester, CT
01/08/2018

Furniture





TSKP STUDIO

STAFF LOUNGE/WORKROOM



TSKP STUDIO

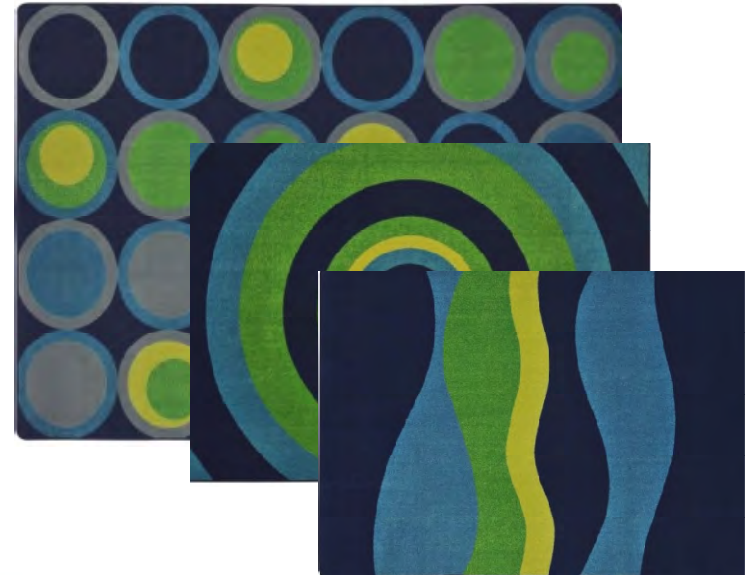
CONFERENCE



TSKP STUDIO

HEALTH





TSKP STUDIO

CLASSROOMS



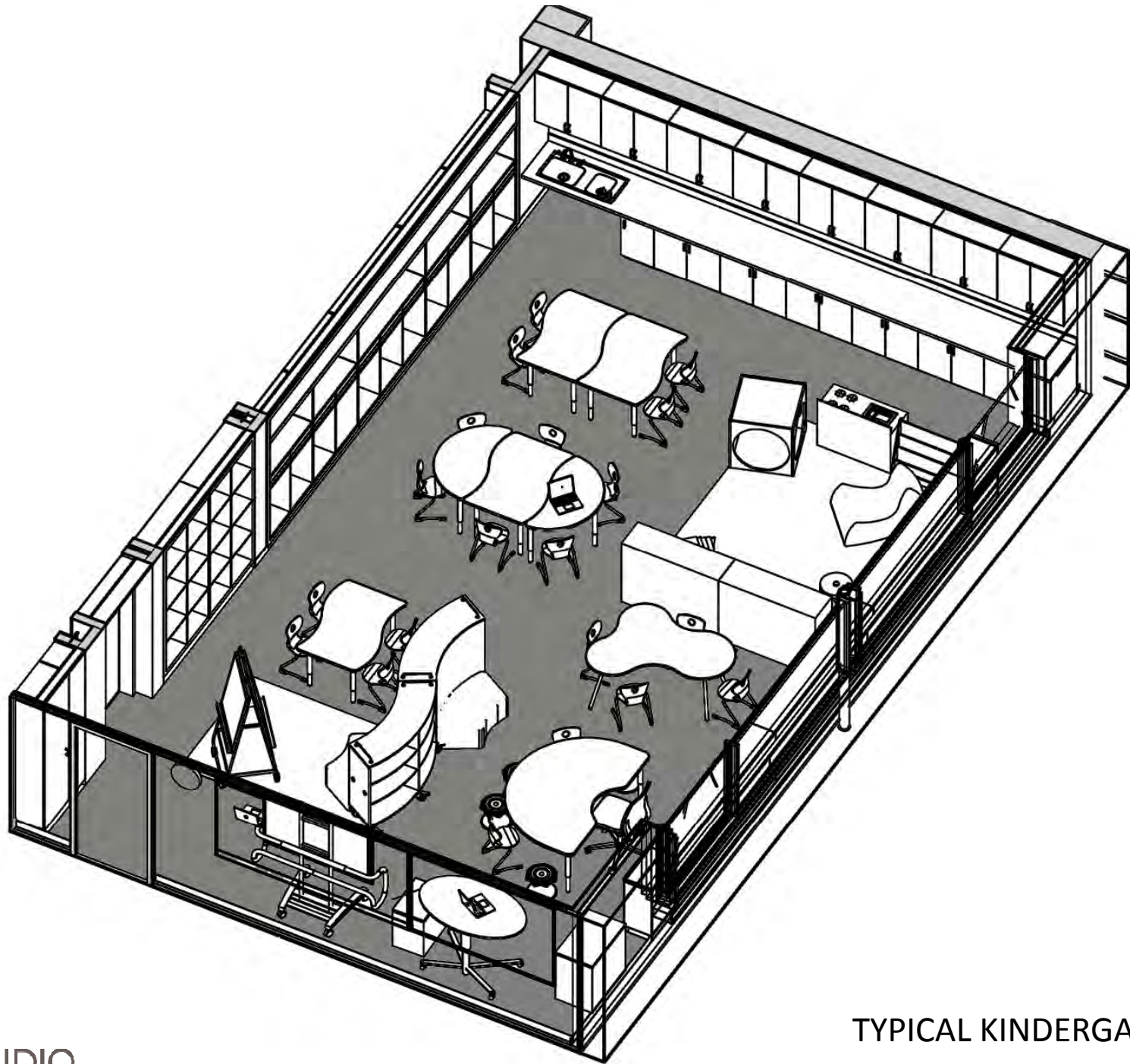
TSKP STUDIO

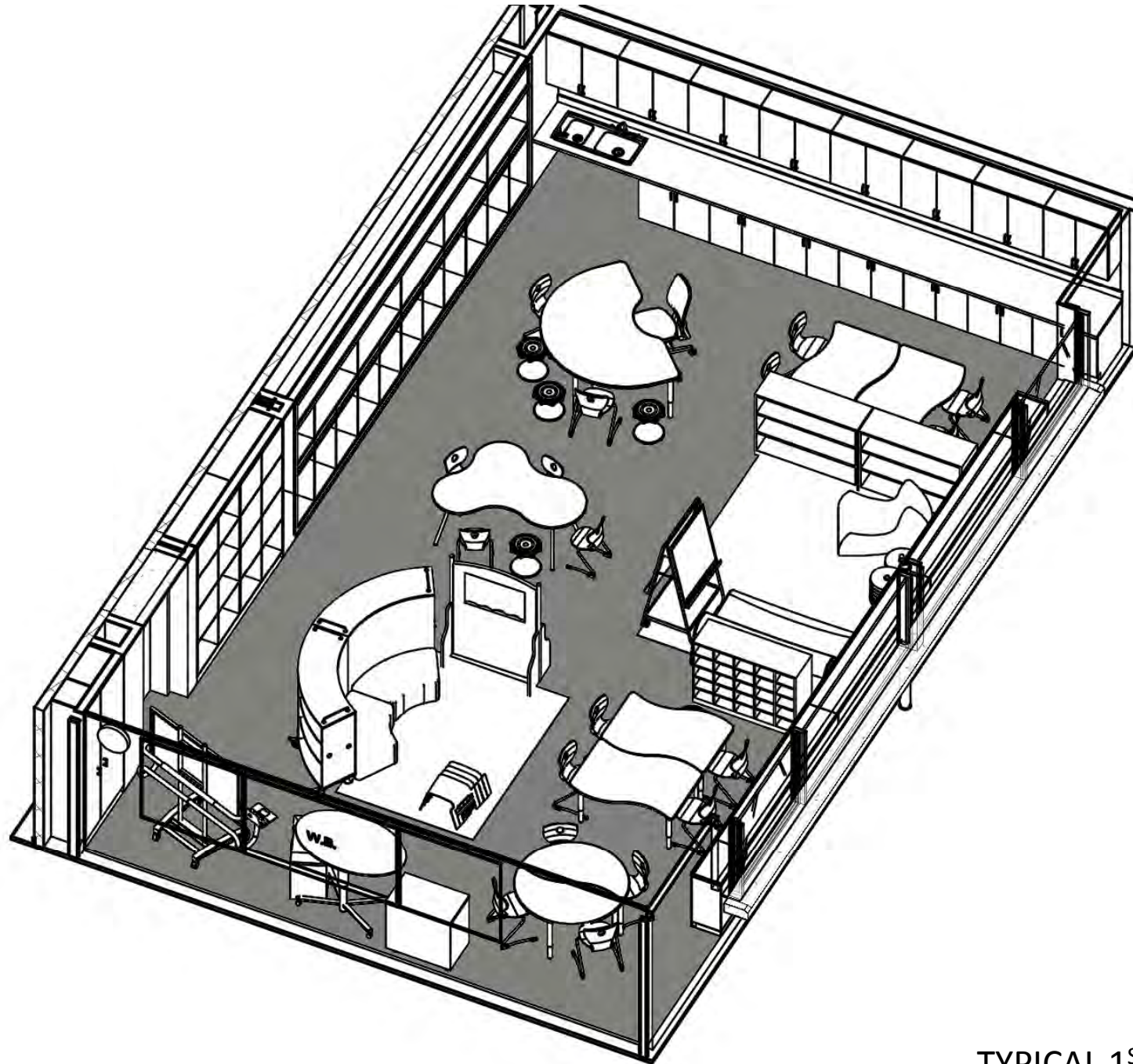
CLASSROOMS

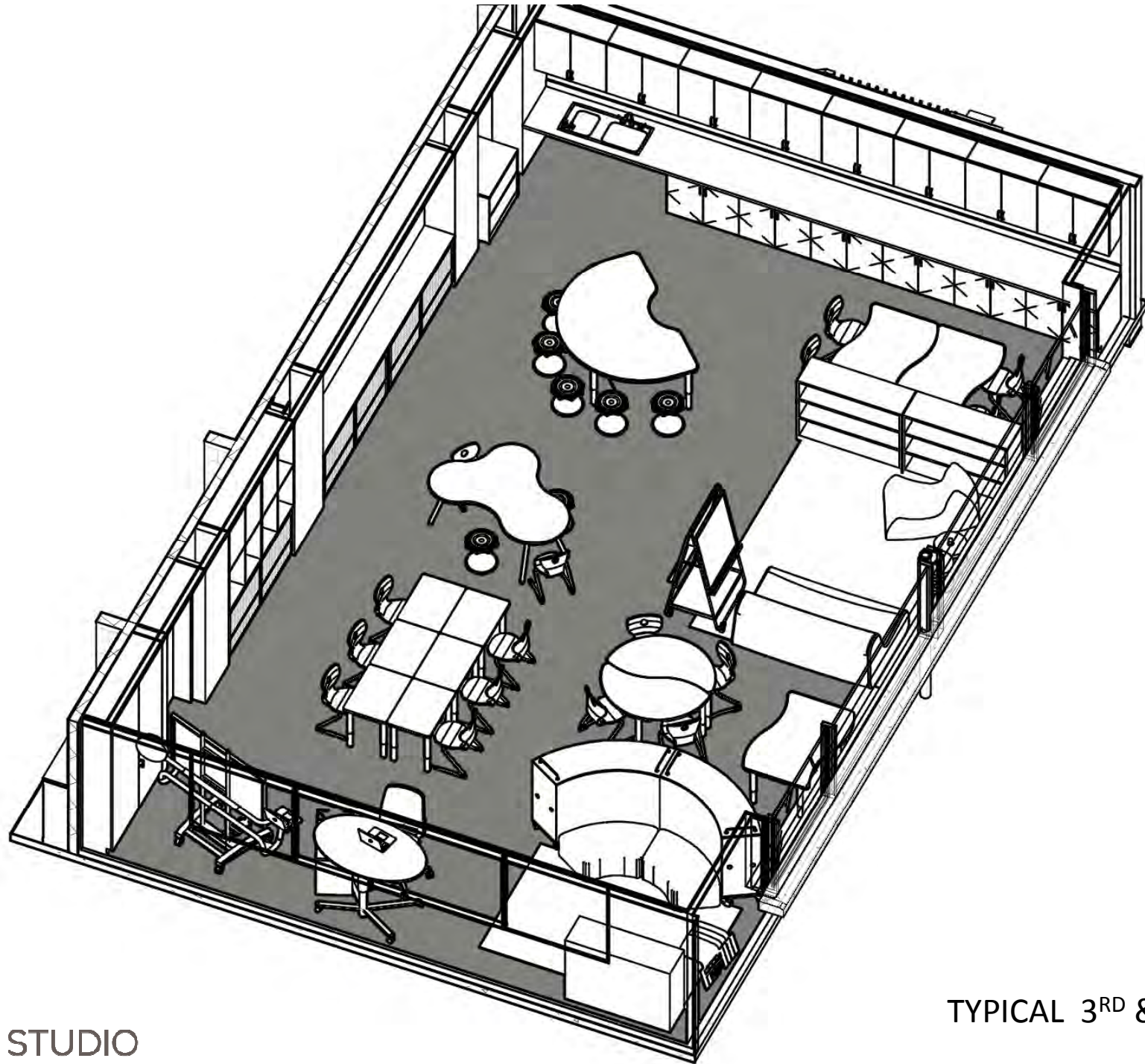


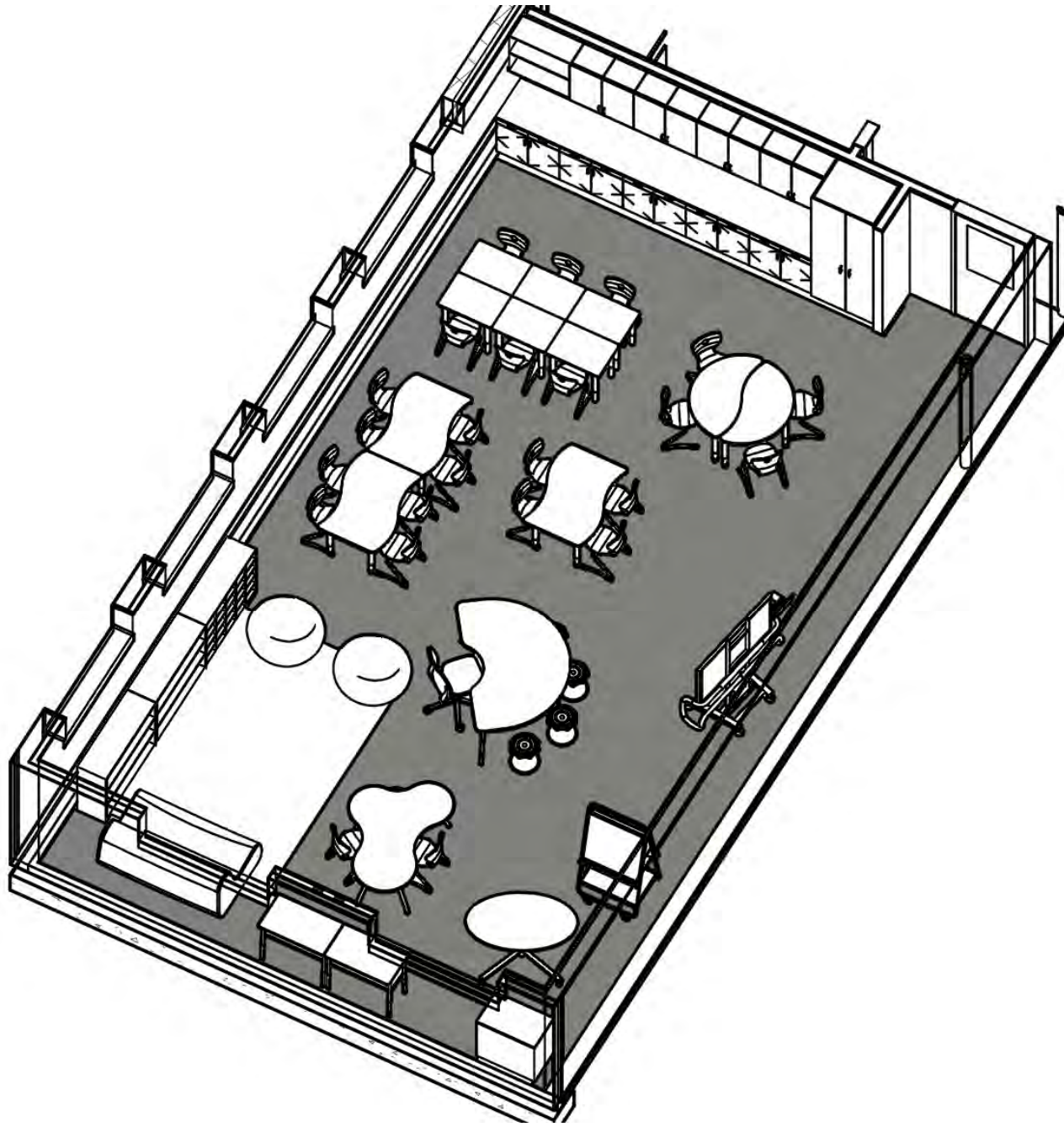
TSKP STUDIO

CLASSROOMS - TEACHERS











TSKP STUDIO

CAFETERIA



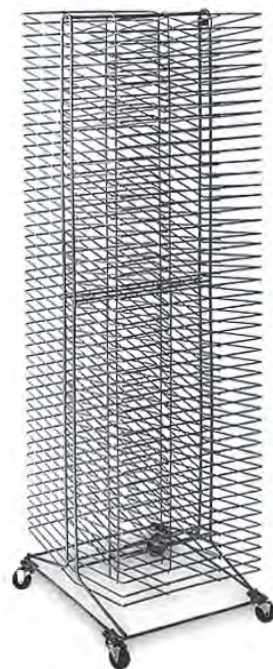
TSKP STUDIO

STEM/PROJECT



TSKP STUDIO

ART





TSKP STUDIO

MUSIC



TSKP STUDIO

LIBRARY MEDIA CENTER



TSKP STUDIO

LIBRARY MEDIA CENTER



LEGO WALL



“PARTICLES”
CHILD HEIGHT



BEAN BAG SEATING



DEMCO – COLORSCAPE
PLAYPOD (VERPLANCK)



CHILD SIZE “MOD ROCKER”

QUESTIONS?