MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
TUESDAY, OCTOBER 11, 2016
Bowers Elementary
141 Princeton Street

Personnel & Finance Committee Meeting **5:30 P.M. – Main Conf. Rm. - Cancelled**
Board of Education Meeting **7:00 P.M. – Gymnasium**

A. ***OPENING***
1) Call to order
2) Pledge of Allegiance
3) Board of Education Minutes 9-26-16 A – 3

B. ***COMMITTEE REPORTS* –**
1) Buildings & Sites Committee Meeting Minutes 9-26-16 B – 1

C. ***CONSENT CALENDAR***
1) Personnel Information C – 1
2) Transfer of Funds C – 2
3) Permission to apply for FY16/17, for the Hartford Foundation for Public Giving Continuation Grant application for Family & Community Engagement Partnership, in the amount of $808,000 C – 3
4) Permission for FY16/17 the Child and Adult Care Food Program (CACFP) in the amount of $120,100 C – 4
5) Permission to apply for FY16/17, Bilingual Education Program Grant, in the amount of $4,945 C – 5
6) Permission to apply for FY16/17, Title I, Part A – Improving Basic Programs Grant in the amount of $1,850,849 C – 6
7) Permission to apply for FY16/17, Title II, Part A – Teacher and Principal Training and Recruiting Grant, in the amount of $177,006 C – 7
8) Permission to apply for FY16/17, Title III, Part A, Subpart 1 – English Language Acquisition and Language Enhancement Grant, in the amount of $55,987 C – 8

D. ***REPORT FROM STUDENT REPRESENTATIVE* -**
Shania Stanton and Nabila Hoor Un Ein

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

F. ***SUPERINTENDENT'S REPORT***
1) Bowers School Improvement Plan – Dr. Mary Lou Ruggiero-Colwell, Principal, Bowers Elementary F – 1

G. ***UNFINISHED BUSINESS*** *– None*

1) Policy Recommendation:

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

Policy Revisions:

1a) Policy – 4025 – Use of Social Networking/Media	G – 1a
1b) Policy – 3170 – Board of Education Issued Credit Card	G – 1b

2) Discussion of Extended Field Trip Request – MHS Euro Trip – World Language – Paris and Madrid - June 7, 2017 – June 16, 2017 — G – 2

H. ***NEW BUSINESS*** *–*

1) Discussion of Road Bond Request for November 2017 — 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.

Manchester Board of Education
Building and Sites Committee
Lincoln Center
September 26, 2016

Attendees: Ranon Caldwell, Tris Carta, Karen Clancy, Matthew Geary, Deborah Hagenow, Neil Leon and Peter Staye

Manchester Road Race Proposal

Mr. Carta, President of the Manchester Road Race Committee, (MRRC) discussed the request of the MRRC to place a plaque, or other monument near the new Steeple Chase at MHS to recognize the contribution of Mr. Joe McCluskey (a Manchester resident, Olympian and renowned athlete) to the Town of Manchester and the Manchester Road Race.

The MRRC has no particular plan, or material in mind and is willing to work within any requirement of the district. Their goal would be to have the plaque in place as soon as November 20, 2016, and not later than May 20, 2017.

The committee expressed no particular concern regarding the concept and instructed Buildings & Grounds to work with the MRRC and Athletics to provide space for a mutually agreeable plaque in a place that meets everyone's needs.

Road/Capital Bond Funded Projects

The town would prefer if large scale work to repair, or replace school parking lots, sidewalks and exterior stairs be funded as part of the bi-annual road bond. Also, the town prefers that road bond not be used for projects like asbestos abatement, or repair of the Grange, suggesting that those projects be funded through a larger school renovation bond in the same way the synthetic field was funded. A revised list of projects to be funded by the next town road bond was reviewed.

The committee expressed frustration that many of these projects, Illing's parking lot and the Brookfield Street parking lot at MHS in particular, have been waiting for years for funding and this change causes another delay.

Mr. Geary is to present the list to the full board of education at its next regular meeting.

School Construction Project Update

The Committee reviewed the status update for the larger projects that are currently underway (i.e. Cheney/Bennet.) All have adequate funding to avoid value engineering cuts and are expected to be completed on schedule.

The next meeting is currently scheduled to be held at 6:00 on Monday, November 28, 2016, at the Lincoln Center – Directors Room.

Respectfully Submitted,

Peter Staye - Facilities Director

PERSONNEL ACTION

APPOINTMENTS

Shari Maltby to be a School Social Worker at Buckley Elementary School. Ms. Maltby received a Master of Social Work degree at University of Connecticut. Ms. Maltby resides in Canton. It is recommended that her appointment be approved effective October 3, 2016 (MA/Step 1, $49,280).

Rose-Merry Unan to be a Special Education teacher at Waddell Elementary School. Ms. Unan received a Bachelor of Arts in Political Science degree at Central Connecticut State University. Ms. Unan resides in Deep River. It is recommended that her appointment be approved effective October 11, 2016 (BA+30/Step 1, $49,280).

RESIGNATIONS

Jennifer Baker, Special Education teacher at Illing Middle School has submitted a letter of resignation for personal reasons effective the end of business on October 14, 2016. Ms. Baker has been with Manchester Public Schools since January 5, 2015. It is recommended that her request be approved.

Elisa Haveles, Music teacher at Keeney Street Elementary School has submitted a letter of resignation for personal reasons effective the end of business on September 30, 2016. Ms. Haveles has been with Manchester Public Schools since August 23, 2005. It is recommended that her request be approved.

Town of Manchester
Board of Education

To: **Manchester Board of Education**

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

Subject: **Transfer of Funds**

Date: **September 20, 2016**

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 2016-2017 Budget.

Discussion/Analysis: Transfer from Special Education Computer Supplies/Materials to Special Education Rentals. A total transfer of $2,000 is being requested.

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 2016-2017 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016

S - 9/22/16

Manchester Public Schools
Manchester, Connecticut

RECEIVED
SEP 22 2016
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Special Education

Date: 9/20/16

Principal's Sign: _____

Date of Approval: 9/21/16

JUSTIFICATION (Required Field) :

To replenish Rentals Line

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

DECREASE In whole dollars only:

$ 2,000.00	Account # 20899120 5612	Description: Computer Supplies
$_____	Account # _____	Description: _____
$_____	Account # _____	Description: _____

$2,000. **TOTAL DECREASE**

INCREASE In whole dollars only:

$2,000.00	Account # 20899120 5440	Description: Rentals
$_____	Account #_____	Description:_____
$_____	Account #_____	Description:_____

$2,000. **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: **September 21, 2016**

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 2016-2017 Budget.

Discussion/Analysis: Transfer from Keeney Professional Development in the amount of $1,445. Transfer to Keeney General Supplies/Materials in the amount of $1,200 and to Keeney Language Arts Periodicals of in the amount of $245. The total amount of the transfer to is $1,445.

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 2016-2017 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016

S - 9/22/16
CP DL

RECEIVED
SEP 21 2016
BY ACCOUNTS PAYABLE

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Keeney Street School

Date: 09/21/16

Principal's Sign: _____

Date of Approval: 9/21/16

JUSTIFICATION (Required Field) :

To Purchase Scholastic News and General School Supplies

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

DECREASE In whole dollars only:

$1445.00	Account# 42306221-5330	Description: Professional Development
$_____	Account # _____	Description: _____
$_____	Account # _____	Description: _____

$1445.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

$245.00	Account # 12806100-5643	Description: Periodicals
$1200.00	Account # 42306240-5610	Description: General Supplies
$_____	Account # _____	Description: _____

$1445.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☑ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

2-10

Town of Manchester
Board of Education

To: **Manchester Board of Education**

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

Subject: **Transfer of Funds**

Date: **September 23, 2016**

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 2016-2017 Budget.

Discussion/Analysis: Transfer from Social Studies Dues and Fees in the amount of $1,500 and transfer to System-wide Language Arts Instructional Supplies and Materials in the amount of $1,500.

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 2016-2017 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016

S - 9/28/16
CDC

TRANSFER

Manchester Public Schools
Manchester, Connecticut

CDC
SEP 27 2016
ACCOUNTS PAYABLE

To: Accounting Department

School: Language Arts

Approval Signature:

Date: September 23, 2016

Date of Approval: 9.26.16

JUSTIFICATION: (KMS)
Transfer to cover cost of Lucy Calkins for ELL Tutors

SUBJECT:

DECREASE: **Social Studies**

$	1,500.00	Account #:	142 99100 5810	Description:	Dues & Fees
$		Account #:		Description:	
	1,500.00	Account #:		Description:	

INCREASE: **Language Arts**

$	1,500.00	Account #:	128 99100 5611	Description:	Instructional Supplies
$		Account #:		Description:	
$	1,500.00	Account #:		Description:	

Accounting Department Only

Board Approval Needed: X Yes No

Date of Board Approval:

Date Completed: Name:

Town of Manchester
Board of Education

To: **Manchester Board of Education**

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

Subject: **Transfer of Funds**

Date: **September 27, 2016**

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 2016-2017 Budget.

Discussion/Analysis: Transfer from Social Studies Travel and Lodging in the amount of $3,000 and transfer to Social Studies Professional Development in the amount of $3,000.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2016-2017 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016

S - 9/28/16
CL

TRANSFER

Manchester Public Schools
Manchester, Connecticut

RECEIVED
SEP 27 2016
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Social Studies

Approval Signature:

Date: September 27, 2016

Date of Approval: 9.27.16

JUSTIFICATION:
Transfer to cover cost of 3 CREC Half Day PDs for Social Studies

SUBJECT:

DECREASE: **Social Studies**

$	3,000.00	Account #:	142 99100 5580	Description:	Travel & Lodging
$		Account #:		Description:	
	3,000.00	Account #:		Description:	

INCREASE: Social Studies

$	3,000.00	Account #:	142 99100 5330	Description:	Professional Development
$		Account #:		Description:	
$	3,000.00	Account #:		Description:	

Accounting Department Only

Board Approval Needed: X Yes No

Date of Board Approval:

Date Completed: Name:

Town of Manchester
Board of Education

To: **Manchester Board of Education**

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

Subject: **Transfer of Funds**

Date: **September 23, 2016**

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 2016-2017 Budget.

Discussion/Analysis: Transfer from System-wide Mathematics Dues/Fees in the amount of $390 and from System-wide Mathematics Instructional Supplies/Materials in the amount of $2,000 for a transfer from total of $2,390. Transfer to System-wide Mathematics Professional Development in the amount of $2,390.

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 2016-2017 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016

S - 9/28/16
CPOC

TRANSFER

Manchester Public Schools
Manchester, Connecticut

DELIVERED SEP 23 2016
SEP 27 2016
ACCOUNTS PAYABLE

To: Accounting Department

School: Central Office

Approval Signature:

Date: 9/23/16

Date of Approval: 9.23.16

JUSTIFICATION:
Transfer for Professional Development

SUBJECT: Math 130

DECREASE:

$	390.00	Account #:	130991005810	Description:	Dues and Fees
$	2,000.00	Account #:	130991005611	Description:	Instructional Supplies
	2390.00	Account #:		Description:	

INCREASE: Math 130

$	2,390.00	Account #:	130992215330	Description:	Professional Development
$		Account #:		Description:	
$	2390.00	Account #:		Description:	

Accounting Department Only

Board Approval Needed: X Yes No

Date of Board Approval:

Date Completed: Name:

U:\Shared ACoates\Budget Transfer Form.docx

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Mr. Matt Geary, Superintendent of Schools
Subject: Permission to apply for the FY16-17 HFPG Continuation Grant for Family & Community Engagement
Date: 9/26/2016

Background:
Manchester Public Schools has made a deep commitment to engaging and partnering with all families and the community to maximize student success. Over the past year and a half we have established a solid infrastructure, set of core practices and programs to more fully realize the goal. Our district policies, District Improvement Plan, School Improvement Plans, and teacher goals all establish clear expectations around this mission. Administration, school staff, families, and community members have worked together to develop and drive this plan and to build understanding of why the work is important as well as how to make it actionable. Research-based and practitioner tested programs are established and being tested for impact. We believe we are poised to scale up the efforts that have demonstrated the greatest efficacy and to forge ahead with the next phase of implementation.

Discussion/Analysis:
We are seeking to apply for year three funds from the Hartford Foundation for Public Giving in order to more cement the establishment of our Family Resource Centers across 11 schools. District professional development will emphasize means of connecting families to the work and goals of schools and student progress, cultural competence, and work specific to scaling effective programs such as Family Literacy Nights, inclusion of parents in school decision making, revision of the Parent-Teacher conference model, and how to leverage family and community assets.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of the Hartford Foundation for Public Giving Continuation Grant application for Family & Community Partnership, for the 2016-2017 school year in the amount of $808,000.

Mr. Matt Geary
Superintendent of Schools
Manchester, CT
October 11, 2016

Hartford Foundation
FOR PUBLIC GIVING

Alliance District
Continuation Grant Application

The goal of this grant opportunity is to help select school districts with low performance indices to develop and sustain the types of substantive family, school and community partnerships that have been demonstrated to measurably support student learning and student success. Grant strategies must focus on deepening school districts' partnerships not only with parents/families, but also with health and mental health service providers, dental and vision care services, cultural institutions, and other community resources and organizations.

This Continuation Grant Application is to be used only by Connecticut Alliance Districts that previously have received either a Hartford Foundation for Public Giving planning grant or other Education grant. The Foundation is here to support your work; please feel free to reach out to the Director of Education Investments or Grants Administration if you have any questions. **Please refer to page 2 for more instructions.**

District Name: Manchester Public Schools

Time Period to be Covered: **From: January 1, 2017** **To: December 31, 2017**

Total Amount Requested: $808,000

*Note that the amount requested must be consistent with the budget submitted with the proposal.

Who is the contact person for additional questions regarding the content of this application?

Name: Matt Geary **Title: Superintendent of Schools**

Email: mgeary@mpspride.org **Phone: 860-647-3441**

The Chairperson of the Board of Education and the District Superintendent have reviewed and hereby certify that the information in this grant application is true and correct. These signatures also certify that the district does not discriminate on any basis prohibited by law including, but not limited to: race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual ability, learning disability or physical disability (including, but not limited to, blindness or deafness), pregnancy, genetic information, sexual orientation, and/or any other characteristic protected under federal, state and/or local laws.

District Superintendent Signature	**Matthew Geary** **Printed Name**	**09/30/2016** **Date**
Board Chair Signature	**Printed Name**	**Date**

<u>*These two signatures are REQUIRED to complete the application.</u>

Proposal Narrative: This narrative should be a narrative description of your attached work plan. Please include within your narrative:

a) clearly articulated project goals, objectives, and anticipated outcomes for the requested grant year (Note that all Foundation-funded family, school, and community partnership goals must be linked to student learning),

b) describe how your goals, objectives and outcomes build on work accomplished in the prior year,

c) consider the following when crafting your outcomes: partnership capacity and collaboration, infrastructure and policy, and improved practices and experiences for children and families. Also, ensure that all outcomes are observable and measurable;

d) a description of how the stated goals are aligned with and add value to other district improvement plans (including those approved by CSDE);

e) an outline of the specific types of partnerships the district will continue to develop with Foundation funds and the anticipated benefits or purpose of each partnership (include a list of all current and projected new partners and roles);

f) a clear description of your approach to partnering with families and/or strengthening the capacity of parents/families to be your authentic partners, supporting student learning. Please include a description of how this approach reflects any changes that have occurred in district policy and/or practice;

g) a list of the data sources and research used for your district's reflection and analysis of project activity;

h) a description of how Foundation funds can help you to leverage other development opportunities;

i) a clear description of your planned approach to project sustainability (how you will sustain the benefit of the Foundation's investment).

Financial Materials: Please see the budget and reporting forms provided by the Foundation. As you prepare to complete the forms, identify:

a) the total project cost over a three year period;

b) the funds that will be requested of the Foundation (by category and line item);

c) all CSDE funds to be applied toward the project cost by line item – minimally including your Alliance District and Title I funds;

d) any city/town funds to be applied toward the project cost (by line item);

e) any BOE funds to be applied toward costs, including in-kind contributions;

f) any "other funds" to be applied toward project costs with each source listed; and finally,

g) your planned approach to the project's financial sustainability.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to Apply for FY 16/17 Child and Adult Care Food Program (CACFP)

Date: October 6, 2016

Background: Manchester Head Start participates in the Free and Reduced Lunch program and receives reimbursement through the Connecticut State Department of Education. We contract for breakfast, lunch and snacks with the Board of Education's food service department.

Discussion/Analysis: Participation in this program ensures that our most vulnerable preschoolers are provided with healthy foods while in attendance in our Head Start program.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY16/17 Child and Adult Care Food Program (CACFP) in the amount of $120,100.

Attachments: Application, agreement and budget worksheet

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016

CACFP Application Renewal Summary Checklist – Page 2 of 4

Budget OPERATING COSTS	A *Centers Budget Detail* sheet must be submitted if Lines C3 – C10 on the *Center Budget Worksheet* were completed	Have you submitted a *Centers Budget Detail* sheet explaining OPERATING costs for Lines C3 - C10 of the *Budget Worksheet*?	[X] YES [ ] NO **If no, a completed *Centers Budget Detail* sheet explaining all operating costs on all affected lines must be submitted to the Child Nutrition Unit.** [ ] Not Applicable
Budget ADMINISTRATIVE COSTS Institutions with more than one site must submit documentation to support the amount of administrative costs claimed in each fiscal year	A *Centers Budget Detail* sheet must be submitted if Lines D1 – D7 on the *Center Budget Worksheet* were completed	Have you submitted a *Centers Budget Detail* sheet explaining ADMINISTRATIVE costs for Lines D1- D7 of the *Budget Worksheet*?	[ ] YES [ ] NO If no, a completed *Centers Budget Detail* sheet explaining all administrative costs on all affected lines must be submitted to the Child Nutrition Unit. [X] Not Applicable
SITE APPLICATION(S)	Reflect Current (2016-17) Operations	Have all Site Applications been reviewed for accuracy *and* to ensure that they reflect current license, participant eligibility and meal service operations?	[x] YES – all sites have been reviewed and updated as necessary in the online system *OR* [ ] All Site Applications have been reviewed and NO changes are required at this time.
Training Document	Training Dates	Has page 3 of this document been completed with training dates for the 2016-17 year?	[x] YES [ ] NO
Monitoring Requirements *(Applicable only to institutions with more than one site)*	Monitoring Dates	Has page 4 of this document been completed with monitoring dates for the 2016-17 year?	[ ] YES [x] NO
Monitoring Requirements *(Applicable only to institutions with more than one site)*	Item 7 - Monitoring Form	Have all monitoring staff been provided with the monitoring form that was revised in December 2014?	[ ] YES [x] NO

Signature: [signature] Title: Director of Finance + Mgmt Date: 9-27-16

Note: ED-099 Authorized Representative #1 or #2 ONLY may sign this form.

CACFP Application Renewal Summary Checklist

2016-17 STAFF TRAINING

Staff at all sites must receive training a minimum of one time per year. Institutions must keep records from each training session that includes the agenda, date and sign-in for with all participants' signatures. It is recommended that training sessions be conducted by an experienced trainer or staff member who is knowledgeable about CACFP rules and regulations, or who has recently attended a CACFP workshop or training session provided by the state agency.

Please answer each of the following questions and complete the chart below:

1) All appropriate staff will attend required state agency training sessions.
   ✓ YES ☐ NO
2) Our organization will address on-going staff training needs, and communicate CACFP changes and organization policies procedures to all staff at all sites.
   ✓ YES ☐ NO
3) Prior to CACFP approval of a new site, our organization will train the new staff.
   ✓ YES ☐ NO
4) Our organization will ensure that a make-up training session will be held for staff who did not attend annual training.
   ✓ YES ☐ NO

CACFP TOPICS	TRAINER	2016-17 DATE(S)
Meal patterns	Sinthia Sone-Moyano	9/1/16
Meal counts	Sinthia Sone-Moyano	9/1/16
Claim submission	Sinthia Sone-Moyano	9/1/16
Review procedures	Sinthia Sone-Moyano	9/1/16
Recordkeeping requirements	Sinthia Sone-Moyano	9/1/16
Reimbursement system	Sinthia Sone-Moyano	9/1/16
Other (specify):		
CIVIL RIGHTS TOPICS	TRAINER	2016-17 DATE(S)
Collection and use of data	Sinthia Sone-Moyano	9/1/16
Public notification systems	Sinthia Sone-Moyano	9/1/16
Complaint procedures	Sinthia Sone-Moyano	9/1/16
Compliance review techniques	Sinthia Sone-Moyano	9/1/16
Resolution of noncompliance	Sinthia Sone-Moyano	9/1/16
Reasonable accommodation for persons with disabilities	Sinthia Sone-Moyano	9/1/16
Requirements for language assistance	Sinthia Sone-Moyano	9/1/16
Conflict resolution	Sinthia Sone-Moyano	9/1/16
Customer service	Sinthia Sone-Moyano	9/1/16

AGREEMENT TO FURNISH FOOD SERVICE BETWEEN THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) INSTITUTION AND THE BOARD OF EDUCATION (BOE)

This agreement is entered into by and between the Manchester Board of Education (*Board of Education*) and Manchester Head Start (*CACFP Institution*). The Manchester Board of Education (*Board of Education*) agrees to furnish meals to Manchester Head Start (*CACFP Institution*) for the following per meal rates:

Breakfast	$ 1.00
Lunch	$ 2.15
Snack(s)	$ N/A

If applicable, include the types and amounts of any charges paid to the Board of Education in addition to the per meal price: _____

The additional charge must be included in the budget on the *ED-099 Schedule A Application and Management Plan* and be reported as part of the costs on the monthly claim for reimbursement.

Site(s) covered by this agreement include (list below or attach a list of sites):

1. Manchester Preschool – Washington Street
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

It is further agreed that Manchester Board of Education (*Board of Education*) will assure that (check one option):

☒ Meals meet the CACFP meal pattern requirements and that the Board of Education will maintain complete and accurate records, including menus, amount of food prepared and number of meals provided daily;

OR

☐ The School district has been approved by the Office of Child Nutrition to use the nutrient standard menu planning (NuMenus) option to prepare meals (breakfast and lunch) for CACFP participants aged two and above. Meals for children under two and snacks for all ages will be planned using the appropriate CACFP meal patterns. In addition:

- A nutrient analysis will be provided to the CACFP sponsor for all weekly menus and;
- weekly menus will meet the established level of nutrients and calories for the appropriate age group.

Menus must be provided to the institution prior to the month served and the record of the number of meals delivered must be reported to the institution at the end of the month.

Meals served SHALL NOT be claimed under any of the following programs on the reimbursement claim form *(ED-103)*: National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Snack Program.

Revenue from this agreement SHALL be considered income to the National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Snack Program.

Allocation of U. S. Department of Agriculture (USDA) commodities for the National School Lunch Program does not include meals prepared for the Child and Adult Care Food Program.

The Manchester Board of Education agrees also to retain records for three years or until
Board of Education
the resolution of any outstanding audit findings and upon request, to make all accounts and records pertaining to the program available to representatives of the administering agency for audit or administrative review.

This agreement shall be effective from 9/1/2016 *Date* to 8/31/2017 *Date*. It may be terminated by notice in writing by either party at least 30 days prior to the date of termination.

Signature of Board of Education Official		*Signature of CACFP Institution Official*	
Superintendent	9/26/16	Principal	9/27/2016
Title	*Date*	*Title*	*Date*

A copy of the signed agreement must be forwarded to the School Lunch Director and to the State Agency.

Rev. 10/03

C. Operational Costs Result from serving meals to Program participants	Total amount for aggregate purchases under $150,000	Total amounts for aggregate purchases of $150,000	Total amounts of CACFP + Non-CACFP Funded Items
1. Food Purchases			1. Food Purchases: $ 2500 /year
2. Non-Food Supplies and Small Equipment Purchases (under $5,000) (paper goods, cleaning supplies, small equipment purchases, etc.)	Specify Item(s):	Specify Item(s):	2. Non-Food Supplies and Small Equipment Purchases: $ 2500 /year
3. Postage/Printing			3. Postage/ Printing: $ / year

4. Food Service Labor and Taxes Attach a sheet for additional employees		Hours per Month				Total Monthly Required Employer Taxes		Totals	4. Food Service Labor & Taxes:
Employee Name	Position	Work Hours	Hourly Rate	Total Hours Worked for Agency	Total Hours Worked for CACFP	Total Taxes Paid for by Agency	Total Taxes Paid for by CACFP	Monthly Cost Attributable to CACFP	$32099.70 /year
Toolsidai Lowe	Aide	35.0/wk	$22.42		133.0		$228.11	$3209.97	
		Monthly Total Food Service Labor and Taxes							$3209.97

5. Food Service Benefits	Health Insurance										5. Food Service Benefits: $ /year
Employee Name	Annual Amt Paid by Agency	Annual Amt Paid by CACFP	Annual Amt Paid by Agency	Annual Amt Paid by CACFP	Annual Amt Paid by Agency	Annual Amt Paid by CACFP	Annual Amt Paid by Agency	Annual Amt Paid by CACFP	Annual Amt Paid by Agency	Annual Amt Paid by CACFP	

Attach a sheet for additional employees

6. Food Service Equipment Purchases/Depreciation ($5000 and Over)

List all equipment costing $5000 or more. **Note that an individual item must cost at least $5,000 in order to be classified as "equipment."**

Any item that costs less than $5,000 is a "supply" and should be listed on Line 2 above, not here. ***Do not aggregate individual supplies to total $5,000.***

All equipment in this category should be depreciated.
For projected expense items costing $5000 or more, three bids/quotes and a justification of need must be submitted prior to purchase. If purchasing equipment over $150,000, additional procurement procedures must be followed.
Attach documentation to support percent use by CACFP. Attach documentation for determining annual depreciation.

Depreciation example for a $5,500 freezer with a useful life of 7 years:
Step One: $5,500 ÷ 7 = $785.71 Step Two: $785.71 x .50 = $393 or the annual depreciation amount (as allocated to CACFP).

Item	Purchase Date	Total Cost	Life Expectancy	Annual Depreciation	% Allocated to CACFP	Total Cost	6. Food Service Equipment Purchases/ Depreciation ($5000 and Over): $ /year

7. Utilities

Indicate utilities expenses allocated to CACFP.
Attach a description of the percentage allocation to CACFP.

Type of Utility	Total Cost	% Allocated to CACFP	Monthly Cost to CACFP	7. Utilities: $ /year
Electricity				
Gas				
Water/Sewer				

Other (Specify)				

8. **Contracted Services**

Indicate contracted or paid services for administrative and operating functions not performed by any organization personnel. Contracted services may include but not limited to catered meals, kitchen maintenance services, etc. Costs for contracted services may be charged as incurred. Copies of all contracts must be submitted. Attach cost allocation documentation, if applicable.

Type of Service	% Allocated to CACFP	# Of Contract Months	Monthly Cost to CACFP	8. Contracted Services:
Catered Meals	100%	12	$6966.00	
Kitchen maintenance				$83,000.00/year
Other: Specify				

9. **Equipment Rental or Lease**

List all rented/leased equipment and/or postage meter. Attach copies of all equipment leases. Attach cost allocation documentation, if applicable.

Type of Equipment	Monthly Cost	% Allocated to CACFP	9.Equipment Rental or Lease:
			$ /year

10. **Other (Specify)** _____

List all other operating costs here. Note that prior or specific prior written approval is REQUIRED for all *Other Costs*. Contact the Child Nutrition Unit for guidance.

Other Costs	Monthly Cost	% Allocated to CACFP	10. Other
			$ /year

		Operating Budget Grand Total (sum all lines)	**$ 120099.70 /year**

Connecticut State Department of Education
CACFP Centers Budget Detail - Revised August 2014

THE FOLLOWING SECTION ON ADMINISTRATIVE COSTS MUST BE COMPLETED BY ALL SPONSORS WITH MORE THAN ONE SITE

Child and Adult Care Food Program (CACFP) Centers Budget Detail
Item 12 ED-099 Schedule A
(Child Day Care/Head Start Centers, Adult Day Centers, Emergency Shelters, and At-Risk Afterschool Programs)

D. **Administrative Costs** Result from planning, organizing and managing a food service operation under the CACFP

If Administrative Costs are claimed for CACFP reimbursement, they must not exceed 15% of the total operating budget *OR* 15% of the institution's annual CACFP reimbursement unless a written waiver is provided by the Child Nutrition Unit. All CACFP costs must be necessary, reasonable and allowable, in accordance with FNS Instruction 796-2 revision 4, applicable OMB Circulars and Federal Acquisition Requirements. ALL related party transactions (e.g., an institution entering into a business relationship with its parent corporation, subsidiary, employee(s), officer(s), agent(s) and/or family member(s)) MUST be disclosed in advance to the State agency. In addition, the sponsor must provide a justification for the related party transaction AND receive specific prior written approval from the State agency and/or USDA. Supporting documentation will be required for all administrative costs claimed.

1. Administrative Labor and Taxes Attach a sheet for additional employees				Hours Worked per Month		Monthly Required Tax			Total amounts of CACFP + Non-CACFP Funded Items
Employee Name	Position	Work Hours	Gross Hourly Rate	Total Hours Worked for Agency	Total Hours Worked for CACFP	Total Required Employer Taxes	Total Required Employer Taxes Paid by CACFP	Monthly Cost Attributable to CACFP	1. Administrative Labor and Taxes:
									$ /year

2. Administrative Benefits	Health Insurance										2. Administrative Benefits
Employee Name	Annual Amt. Paid by Agency	Annual Amt. Paid by CACFP	Annual Amt. Paid by Agency	Annual Amt. Paid by CACFP	Annual Amt. Paid by Agency	Annual Amt. Paid by CACFP	Annual Amt. Paid by Agency	Annual Amt. Paid by CACFP	Annual Amt. Paid by Agency	Annual Amt. Paid by CACFP	$ /year

Child and Adult Care Food Program (CACFP) Centers Budget Detail
Item 12 ED-000 Schedule A

Administrative Cost Budget Item	Total Cost	Amount Allocated to CACFP	
3. Administrative Office Supplies (Itemize): (CHILD DAY CARE / HEAD START CENTERS, ADULT DAY CENTERS, EMERGENCY SHELTERS AND AT-RISK AFTER-SCHOOL PROGRAMS)			3. Administrative Office Supplies $ /year
4. Transportation for Facility Monitoring / Travel (Describe):			4. Transportation: $ /year
5. Office Rent and Maintenance:			5. Office Rent $ /year
6. Utilities (unless included with rent):			6. Utilities $ /year
7. Other Administrative Costs All other administrative expenses that were previously approved by the State agency for the current reporting period. Specify: training; communications; printing and postage; equipment costing more than $5,000; travel; insurance premiums; contracted services; etc. Attach the State agency's written approval as supporting documentation.			7. Other $ /year

Connecticut State Department of Education
CACFP Centers Budget Detail - Revised August 2014
Page 1 of 7

Indirect Costs (Reported in Line D7, above) Approved federal indirect cost rate _____ % (Attach indirect rate approval documentation)			Indirect Costs $ /year
		Administrative Budget Grand Total (sum all lines)	$ /year

SAMPLE

Child and Adult Care Food Program (CACFP) Centers Budget Worksheet

(CHILD DAY CARE /HEAD START CENTERS, ADULT DAY CENTERS, EMERGENCY SHELTERS AND AT RISK AFTERSCHOOL PROGRAMS)

SPONSOR NAME MANCHESTER BOE AGREEMENT NUMBER 077CICP

Projected CACFP Reimbursement / Allowable Costs / Non-Program Funds

A. PROJECTED ANNUAL CACFP REIMBURSEMENT **The amount listed here is to be dispersed in the 'CACFP Funded' column (below) towards allowable budget costs.** Do not include cash-in-lieu of commodities payments. CACFP reimbursements should be applied to food costs first.	$ 120099.70
B. ALLOWABLE ADMINISTRATIVE COSTS FUNDED BY CACFP **MULTIPLY Line A (above) x 15%.** CACFP-funded administrative costs for multi-site sponsors cannot exceed 15% of the annual CACFP reimbursement, unless a waiver to exceed this amount has been granted in writing by the State agency.	$ LINE A (ABOVE) X .15
TOTAL NON-CACFP FUNDS The amount listed here identifies the total amount of non-Program funds used to meet CACFP expenses. It can be estimated by subtracting the amount of anticipated CACFP reimbursements from total allowable Program expenses. **This line must equal Line E, Column 2** [sum of Lines C11, Column 2 + D8, Column 2].	$ LINE E, COLUMN 2

BUDGETED COSTS NOTE: ANY LINE FOLLOWED BY AN ASTERISK (*) REQUIRES A DETAILED BUDGET WORKSHEET TO BE SUBMITTED TO THE CHILD NUTRITION UNIT.	CACFP Funded Col. 1	Non-CACFP Funds Col. 2	Non-CACFP Funds SOURCE Col. 3	Total Annual Budget Col. 4 (Col. 1 + Col. 2)
C. OPERATIONAL COSTS				
1. Food Purchases	$ 2500	$		$ 2500
2. Non-Food Supplies and Small Equipment Purchases (under $5,000)	2500			2500
3. Postage/Printing*				
4. Food Service Labor and Taxes*	32099.70			32099.70
5. Food Service Benefits*				
6. Food Service Equipment Purchases/Depreciation ($5000 and over)*				
7. Utilities*				
8. Contracted Services*	83000			83000
9. Equipment Rental or Lease*				
10. Other*				
11. **SUBTOTAL - OPERATIONAL COSTS** [Sum of Lines C1 through C10]	$ 120099.70	$		$ 120099.70
D. ADMINISTRATIVE COSTS* THIS SECTION IS REQUIRED FOR SPONSORS OF MULTIPLE SITES.				
1. Administrative Labor and Taxes*	$	$		$
2. Administrative Benefits*				
3. Administrative Office Supplies*				
4. Transportation for Facility Monitoring / Travel*				
5. Office Rent and Maintenance*				
6. Utilities (unless included with rent)*				
7. Other Administrative Costs*				
8. **SUBTOTAL - ADMINISTRATIVE COSTS** [Sum of Lines D1 through D7]	$	$		$
E. TOTAL OPERATIONAL AND ADMINISTRATIVE COSTS [Sum of Lines C11 and D8]	$	$		$

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Bilingual Education Program Grant FY 2016-2017
Date: October 6, 2016

Background:
This Bilingual Education Program Grant will be used to support students identified as English Learners (EL) in our schools where 20 or more of such children are of the same language group. Monies will be used to strengthen English language development.

Discussion/Analysis:
Funds will be used to provide bilingual native language support/programming in the identified mandated bilingual schools

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Bilingual Education Program Grant, for FY 2016-2017 in the amount of $4,945.

Matthew Geary, Superintendent of Schools
October 11, 2016

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for Title I, Part A - *Improving Basic Programs* Grant FY 2016-2017
Date: October 7, 2016

Background:
This grant application in the amount of $1,850,849 will be used to support district and school improvement efforts in the FY 2016-2017.

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

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title I, Part A - *Improving Basic Programs* Grant, for the FY 2016-2017 in the amount of $1,850,849

Matthew Geary, Superintendent of Schools
October 11, 2016

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for Title II, Part A *Teacher and Principal Training and Recruiting Fund* Grant FY 2016-2017
Date: October 7, 2016

Background:
This grant application in the amount of $177,006 will be used to ensure that all students are performing at or above grade level in the FY 2016-2017.

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

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title I, Part A - *Teacher and Principal Training and Recruiting Fund* Grant, for the FY 2016-2017 in the amount of $177,006.

Matthew Geary, Superintendent of Schools
October 11, 2016

Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Title III, Part A, Subpart 1- English Language Acquisition and Language Enhancement Grant FY 2016-2017
Date: October 7, 2016

Background:
This grant application in the amount of $55,987 will be used to support all limited English proficient students to become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and mathematics.

Discussion/Analysis:
Funds will be used to:

- Narrow the achievement gap and create academic excellence for all students
- Prepare students for success in college and careers
- Support district and school improvement efforts
- Support effective teaching and leadership

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title III Part A, Subpart 1- English Language Acquisition and Language Enhancement Grant, for fiscal year 2016-2017 in the amount of $55,987.

Matthew Geary, Superintendent of Schools
October 11, 2016

Improvement Plan Publishable-Talent				
Priority	**Strategy**	**Action Steps**	**Fidelity Indicators**	**Indicators of Adult Progress**
Human Capital Development	To utilize collaborative practices to be a more effective team player	To get to know and understand ourselves and one another as leaders	Staff members take the WPI and True Colors to help them actively participate in learning conversations (PLCs, team meetings, PD, informal conversations, etc)	Increase the number of people who have taken the WPI. New staff take the true Colors.
			Staff meetings will include intentional relationship building activities	Staff will participate in monthly opportunites through staff meetings
			Building PD opportunities will be personalized and differentiated and will include opportunities for teachers to learn from teachers	Staff will be surveyed through the August PD share-out to plan for Spetember onwrds

Improvement Plan Publishable-Academics				
Priority	**Strategy**	**Action Steps**	Fidelity Indicators	Measures of Adult Progress
Curriculum & Instruction	Implement the curriculum with fidelity	Strengthen tiered instruction by implementing the workshop model in Language Arts and Math	Increasing evidence of indicators on the instructional framework checklist and use of anecdotal notes to support instruction through June 2017	Increased percentage of classrooms implementing all components workshop model according to the instructional framework indicators (self-assessments to be done April through June 2016)
		Implement and reflect on personalized learning opportunities	Increasing evidence of student choice built into student learning opportunities. Capture related teacher and student reflections.	Compare teacher thoughts around personalized learning from Spring 2016 to Winter 2016-17 through a PLC discussion

Improvement Plan Publishable-Culture & Climate				
Priority	**Strategy**	**Action Steps**	**Fidelity Indicators**	**Indicators of Adult Progress**
Positive school climate and strong school/family partnerships	To teach, model and uphold common expectations for how all members of the school community (adults and students) interact with each other	Implement the Social Thinking Action Plan.	PD for staff-introduction to Plan B and language card	Use the Language of Plan B as a Tier 1 Practice
		Provide various opportunities (including time to talk with students) for staff to be supported around restorative practice on a regular basis		
	To recognize and develop families as resources and assets to the learning process	Provide training for Academic Parent-Teacher Teams in grades 1-2	Training will have been conducted by September 1st	Pre, post and dipstick survey data from famlies about how they view their role as it relates to their child's learning
		Initiate implementation of Academic Parent-Teacher Teams in grades 1-	Initial team meeting will be held no later than Oct. 31 and full implementation continues thereafter	Greater percentage of parents and teachers are coming together in academic parent-teacher teams
		Communicate practices learned through APTT process with the rest of the staff	agenda for staff metings following each APTT meeting will include a sharing of the process by teachers involved	Other staff members are begnning to talk about and try some of the practices shared by the APTT team ?

Improvement Plan Publishable-Systems				
Priority	**Strategy**	**Action Steps**	**Fidelity Indicators**	**Measures of Adult Progress**
Improvement Planning	SIT will communicate, monitor, and support the implementation of the SIP in an ongoing manner	Develop a system of communication to clarify and monitor the SIP	PD, Staff, and Team meeting agendas include SIP stategies and action steps	Evidence of conversations around the SIP through minutes
			Keep track of fideilty indicators	Annotate the SIP in a dfferent color to document evidence
Professional Learning Community	Create a system of continuous improvement by bringing the work of the PLCs to an exemplary level, with an emphasis on translating the work of the PLCs into high leverage research based practices in all classrooms	Each grade level and department PLC will establish PLC norms.	Use established PLC norms as a rubric to self evaluate by November 1, February 1, and June 1.	Evidence of continuous growth in the implementation of collaborative practices in PLCS.
		Each grade level and department PLC will monitor the use of PLC norms.		
		Each grade level and department PLC will implement and self-monitor based on district PLC standards.	Complete the District PLC Standards Rubric three times per year as determined by the District.	

PERSONNEL **4025**

POLICY: USE OF SOCIAL NETWORKING/MEDIA

Statement

The Manchester Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. In accordance with the provisions of the First Amendment, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

1) Interferes, disrupts or undermines the effective operation of the school district;
2) Is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3) Creates a hostile work environment;
4) Breaches confidentiality obligations of school district employees; and
5) Violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED: 10-22-12

ADMINISTRATIVE REGULATIONS USE OF SOCIAL NETWORKING/MEDIA

Definitions:

Social media includes, but is not limited to, social networking sites, such as

Twitter, Facebook, LinkedIn, YouTube, and ~~MySpace.~~ **Instagram**.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could reasonably be construed as an official school district communication, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.

2. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g., relative or family friend), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.

3. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.

4. Employees must refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.

5. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.

6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access

to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.

7. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.

8. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

9. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; ~~or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.~~

10. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.

2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or ~~an~~ **a** school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:

   - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel, and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site) **unless given permission by the Superintendent or his/her designee to create an "open" or "public" social media account.**
   - When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.
   - Anyone who has access to the communications conveyed through ~~the~~ **a 'closed'** site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access ~~the~~ **a 'closed'** page may join only after the employee invites them and allows them to join.
   - Parents shall be permitted to access any '**closed'** site that their child has been invited to join.

- Access to ~~the~~ **a 'closed'** site may only be permitted for educational purposes related to the club, activity, organization or team.
- The employee responsible for the site will monitor it regularly.
- The employee's supervisor shall be permitted access to any **'closed'** site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.

3. Employees are required to refrain from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media posts on district-sponsored sites.

4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.

5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.

6. All posts on district-sponsored social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.

8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.

9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social/networking media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

3170 BUSINESS

Board of Education Issued Credit Card

The Manchester Board of Education will obtain a credit card in its name to be used for district business only. Under no circumstances is this credit card to be used for personal business.

The credit card will be used by the Director of Finance and Management. The Superintendent is responsible for monitoring all credit card expenditures. The credit card limit is ~~$5,000~~ $20,000.

Legal Reference: CGS 10-248 Payment of school expenses

Adopted: June 25, 2012

Revised: October, 2016
Revised: September, 2016

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:** May 7, 2015

Name of Club or Activity: Eurotrip

Trip to: Party Madrid **Purpose:** Practice W.L. skills

Number of students participating: 30 **From:** 04/07/2017 **To:** 04/14/2017

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. _____ b. _____
c. _____ d. _____
e. _____ f. _____
g. _____ h. _____
Others: _____

a - Jenna Biondino
b - Isabelle Jayawickrema
c - Baileys Irizarry

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

Are fund-raising activities planned? ☑ Yes ☐ No If so, describe: T.B.D.

How will funds be allocated to students participating?* equally.

Lodging: ☑ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: 3 students per room max.

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: $3,020 (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: $T.B.D

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. ____ b. ____
c. ____ d. ____

(a) Prometour. $3,020
(b) Explorica $2,986
(c) E.F. $3,594

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: Rosemary Stone Date: 5/8/15

Approved by Principal:

Signature: Jill Kuni Date: 5/11/15

Approved by Superintendent or designee:

Signature: [signature] Date: 5/15/15

Attachments: Quotations
Itinerary

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

YOUR ITINERARY

PROMÉTOUR
a class of its own



USA: 1-800-304-9446 CAN: 1-800-657-7754 INFO@PROMETOUR.COM

PARIS & MADRID

8 DAYS / 6 NIGHTS

TRAVEL DATES: APRIL 7 – 14, 2017

USA: 1-800-304-9446 CAN: 1-800-657-7754 INFO@PROMETOUR.COM

School	Description	Bond in Nov. of	Cost	Nov. 2017	Nov. 2019	Perform FYE
High School	Replace Brookfield St Parking Lot including Lighting	2017	$ 640,000	$ 640,000		2019
Illing	Replace and expand parking lot and entrance sidewalk	2017	$ 1,750,000	$ 1,750,000		2019
Bowers	Construct Student Drop Off area on Princeton Street	2019	$ 80,000		$ 80,000	2021
Bowers	Enlarge parking lot and repave existing	2019	$ 425,000		$ 425,000	2021
Buckley	Crack Fill & Repair Parking Lot	2019	$ 25,000		$ 25,000	2021
High School	Replace 2 tennis courts on west side of building	2019	$ 175,000		$ 175,000	2021
Keeney	Crack fill asphalt	2019	$ 10,000		$ 10,000	2021
Martin	Enlarge Parking Lot	2019	$ 375,000		$ 375,000	2021
MRA	Repave Parking Lot	2019	$ 175,000		$ 175,000	2021
High School	Repave East Middle Turnpike Parking Lot.	2019	$ 210,000		$ 210,000	2021
Keeney	Modify access drives and add parking	2019	$ 125,000		$ 125,000	2021
High School	Crack Fill and Re-Stripe Summit Street Lot	2019	$ 50,000		$ 50,000	2021
				$ 2,390,000	$ 1,650,000	

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