

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, NOVEMBER 9, 2015

Policy Committee Mtg.

Keeney Elementary School

5:30 P.M. – Conf. Room

Executive Session: Personnel Matter

Keeney Elementary School

6:30 P.M. – Conf. Room

Board Of Education Mtg.

7:00 P.M. –

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – October 26, 2015 A – 3
- 4) Recognize Mr. Michael Crockett and Ms. Maria Cruz, Board Members

B. CONSENT CALENDAR

- 1) Personnel Information B – 1
- 2) Transfer of Funds B – 2
- 3) Permission to apply for Title I, Part A – *Improving Basic Programs* Grant for FY15/16 in the amount of \$1,715,711 B – 3
- 4) Permission to apply Title II, Part A – *Teacher and Principal Training and Recruiting Fund* Grant for FY15/16 in the amount of \$145,627 B – 4
- 5) Permission to apply Title III, Part A – *English Language Acquisition and Language Enhancement* Grant for FY15/16 in the amount of \$57,810 B – 5
- 6) Establish an appropriation in the amount of \$119,453 for FY15/16 for the USDA Head Start, breakfast and lunch grant B – 6
- 7) Establish an appropriation in the amount of \$100,000 for FY15/16 for the 21st Century Community Learning Centers Grant for the after school Programs at Washington, Verplanck and Robertson Elementary Schools B – 7
- 8) Extended Field Trip Request – MHS, Jobs for America’s Graduates – 1 student – 1 teacher chaperone – Washington, D.C., National Student Leadership Academy – December 2, 2015 through December 6, 2015 B – 8
- 9) Extended Field Trip Request – MHS, Roundtable Singers/Percussion Ensemble/Chamber Orchestra – Williamsburg, VA – Concert Tour/Competition – 70 Students, 8 Chaperones – April 20, 2016 – April 24, 2016 B – 9

C. COMMITTEE REPORTS

- 1) B&S Committee Meeting Minutes – October 26, 2015 C – 1

D. REPORT FROM STUDENT REPRESENTATIVE

- 1) Ms. Lori Fogg & Ms. Shania Stanton

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Update on Keeney School Improvement Plan – Mrs. Julie Martin-Beaulieu F – 1
Principal
- 2) Manchester Pre-School Update – Mrs. Sinthia Sone-Moyano, Principal, F – 2
and Mrs. Shelly Matfess, Asst. Superintendent for Pupil Personnel Services.

G. UNFINISHED BUSINESS –

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:

- a. Board Policy 6120 – Manchester Public Schools – Mission G – 1
Statement

H. NEW BUSINESS - None

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

J. COMMUNICATIONS

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.*

PERSONNEL ACTION

APPOINTMENTS

Christina Tartaglino to be a Vocational Education teacher at Manchester High School. Ms. Tartaglino received a Bachelor of Professional Studies in Business Management Culinary Arts degree at Culinary Institute of America. Ms. Tartaglino resides in Manchester. It is recommended that her appointment be approved effective August 24, 2015 (BA/Step 1, \$43,611).

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: October 22, 2015

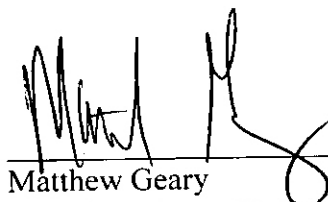
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Special Education Contracted Services account to Systemwide Special Education Computer Supplies & Materials account. A total transfer of \$50,000 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 2015-2016 Budget.


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015

S- 10/23/15
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Manchester Public Schools
Manchester, Connecticut

OCT 23 2015

To: Accounting Department

School: Central Office SPED

Date: 10/21/2015

Principal's Sign: Shelly Mathias

Date of Approval: 10/22/15

JUSTIFICATION (Required Field) :

To replenish our computer supplies account to make needed technology purchases.

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

DECREASE In whole dollars only:

\$50,000 Account # 20899120 5430 Description: Contracted Services

\$ Account # Description:

\$ Account # Description:

\$50,000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$50,000 Account # 20899120 5612 Description: Computer Supplies & Materials

\$ Account # Description:

\$ Account # Description:

\$50,000 **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: October 22, 2015

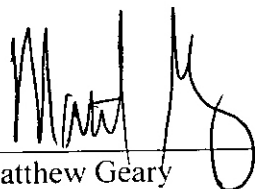
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Special Education Other Purchased Services (\$26,500) and Systemwide Special Education Contracted Services (\$25,000) accounts to Systemwide Special Education Other Professional Services account. A total transfer of \$51,500 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 2015-2016 Budget.

A handwritten signature in black ink, appearing to read 'Matthew Geary', is written over a horizontal line.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015

8-10/23/15
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Manchester Public Schools
Manchester, Connecticut

OCT 23 2015

To: Accounting Department

School: Central Office SPED

Date: 10/21/2015

Principal's Sign: Shelly Maupers

Date of Approval: 10/22/15

JUSTIFICATION (Required Field) :

To align the special education accounts with state and federal guidelines.

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

DECREASE In whole dollars only:

\$26,500	Account # <u>20899120 5590</u>	Description: <u>Other Purchased Services</u>
\$25,000	Account # <u>20899120 5430</u>	Description: <u>Contracted Services</u>
\$ _____	Account # _____	Description: _____

\$51,500 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$51,500	Account # <u>20899120 5340</u>	Description: <u>Other Professional Services</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$51,500 **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: October 21, 2015

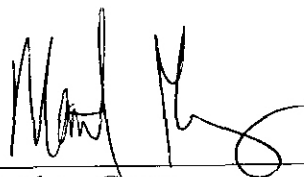
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Waddell School Admin Professional Development account to Waddell School Admin Instructional Supplies & Materials account. A total transfer of \$900 is being requested.

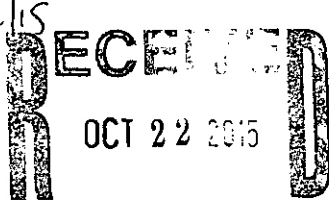
Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015



**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Waddell

Date: 10/21/2015

Principal's Sign: Yvonne Loveland

Date of Approval: 10/21/15

JUSTIFICATION :

We need to move funds from our Professional Development school admin funds and move it to our Instructional Supplies school admin funds to buy supplies for our first grade classrooms.

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

DECREASE In whole dollars only:

\$ <u>900</u>	Account # <u>42313221 5320</u>	Description: <u>Professional Development-School Admin</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
\$ _____ TOTAL DECREASE		

INCREASE In whole dollars only:

\$ <u>900</u>	Account # <u>42313100 5611</u>	Description: <u>Instructional Supplies – School Admin</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
\$ _____ 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: October 14, 2015

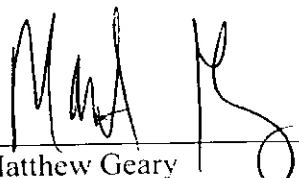
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Martin School Admin General Supplies & Materials account to Martin School Admin Postage account. A total transfer of \$300 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 2015-2016 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015

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Manchester Public Schools
Manchester, Connecticut

OCT 22 2015

To: Accounting Department

School: Martin

Date: 10/14/15

Principal's Sign: AA Krush

Date of Approval: _____

JUSTIFICATION (Required Field) :

Need funds to cover postage.

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

DECREASE In whole dollars only:

\$ <u>300.⁰⁰</u>	Account # <u>42316 240 5610</u>	Description: <u>Gen'l. Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
\$ <u>300.⁰⁰</u> TOTAL DECREASE		

INCREASE In whole dollars only:

\$ <u>300.⁰⁰</u>	Account # <u>42316 260 5541</u>	Description: <u>Postage</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
\$ <u>300.⁰⁰</u> 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: October 22, 2015

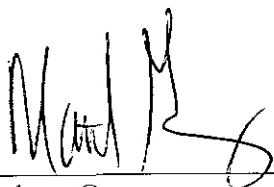
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Illing Middle School Math Instructional Supplies and Materials account to Illing Middle School Field Trips account. A total transfer of \$276 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 2015-2016 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015

5-10/27/15
DC

TRANSFER

OCT 26 2015

Manchester Public Schools
Manchester, Connecticut

BY ACCOUNTANT

To: Accounting Department

School:

Illing Middle School

Approval Signature:

Beth Hayer

Date: 10/20/15

Date of Approval:

10/22/15

JUSTIFICATION:

FIELD TRIP TRANSPORTATION NEEDED

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: MATH

\$ 276.00 Account #: 130 53 100 5611 Description: Instructional Materials

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: FIELD & ATHLETIC TRIPS

\$ 276.00 Account #: 314 53 ~~270~~ 5512 Description: Field & Athletic Trips

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

Accounting Department Only

Board Approval Needed:

Yes

No

Date of Board Approval: _____

Date Completed: _____ Name: _____

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for Title I, Part A - *Improving Basic Programs* Grant
FY 2015-2016
Date: November 2, 2015

Background:

This grant application in the amount of \$1,715,711 will be used to support district and school improvement efforts in the FY 2015-2016.

Discussion/Analysis:

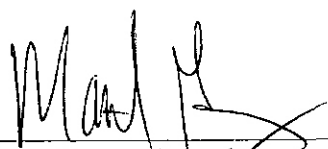
Funds will be used to support programs to ensure that all students demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in Connecticut's Core Standards. Strategies will be implemented to increase the level of students ready for learning in school 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 2015-2016 in the amount of \$1,715,711



Matthew Geary, Superintendent of Schools
November 9, 2015

**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 2015-2016
Date: November 2, 2015

Background:

This grant application in the amount of \$145,627 will be used to ensure that all students are performing at or above grade level in the FY 2015-2016.

Discussion/Analysis:

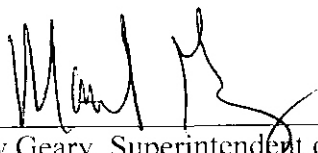
Funds will be used to support programs to ensure that all students identified as not reaching goal receive intensive intervention that will significantly accelerate their academic progress. As a result of these targeted interventions in numeracy and science instruction, regular instruction and additional 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 2015-2016 in the amount of \$145,627.



Matthew Geary, Superintendent of Schools
November 9, 2015

**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 2015-2016
Date: November 2, 2015

Background:

This grant application in the amount of \$57,810 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:

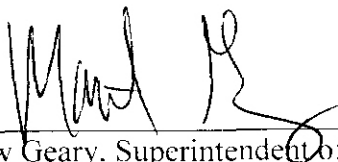
- Support and ELL teacher and tutors.
- Provide an ELL Homework Club at the Secondary level to offer after school academic content support to English Language Learners.
- Purchase additional supplies and materials for use by English Language learning students

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 III Part A, Subpart 1- English Language Acquisition and Language Enhancement Grant, for fiscal year 2015-2016 in the amount of \$57,810.



Matthew Geary, Superintendent of Schools
November 9, 2015

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY 15/16 USDA
Date: November 2, 2015

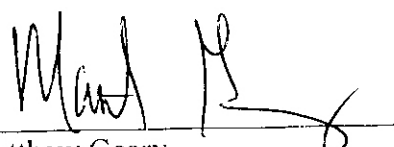
Background: Manchester Head Start participates in the Free and Reduced Lunch program and receives reimbursement through the Connecticut State Department of Education. We contract for breakfast, lunch and snacks with the Board of Education's food service department.

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 request the Board of Directors to create FY 15/16 USDA Head Start, breakfast and lunch grant appropriation, in the amount of \$119,453.


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Interim Superintendent of Schools

Subject: Item for Appropriation 21st Century Community Learning Centers Grant
FY 15-16

Date: November 2, 2015

Background: The Washington, Verplanck and Robertson Elementary Schools currently run after school programs, which provide quality after school academic and enrichment/recreational activities for Washington, Verplanck and Robertson students.

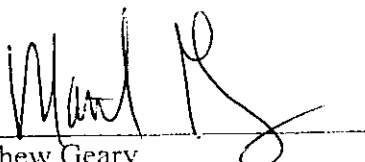
Discussion/Analysis: This program provides homework assistance, academic tutoring and enrichment activities in a seamless transition from the end of the school day until 5:30pm. The 21st Century Community Learning Centers Grant will provide the funding to operate at Washington, Verplanck and Robertson Elementary Schools.

Financial Impact: The 21st Century Community Learning Center Grant provides \$200,000 each year for 3 years with a reduction to \$150,000, 75%, in year 4, and \$100,000, 50%, in year 5. This program is in year 5.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Manchester Board of Education request the Board of Directors establish an appropriation in the amount of \$100,000 for the 21st Century Community Learning Centers Grant for the after school programs at Washington, Verplanck and Robertson Elementary Schools for fiscal year 2015-2016

Attachments: Award letter and budget.


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.287C
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20863-2016-84131-170003

2 Grant Title

21ST CENTURY COMMUNITY LEARNING CENTERS

5 Award Period

7/1/2015 - 9/30/2016

3 Education Staff

Program Manager:
Shelby Rafaniello Pons (860) 807-2103

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

6 Authorized Funding

Grant Amount: \$100,000

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2015 and June 30, 2016 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2016. For grants awarded for two-year periods beginning July 1, 2015, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2017. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

10/29/2015

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

BUDGET FORM

Created On: 10/29/2015

ED 114

Fiscal Year: 2016
Grantee Name: MANCHESTER
Grant Title: 21ST CENTURY COMMUNITY LEARNING CENTERS
Project Title: 21ST CENTURY COMMUNITY LEARNING CTR
Fund: 12060 SPID: 20863 Year: 2016 PROG: 84131 CF1: 170003 CF2:
Grant Period: 7/1/2015 - 9/30/2016
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077
Authorized Amount: \$100,000

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$100,000

CODES	DESCRIPTIONS	CENTERS	MATCH BUD	IN-KIND
100	PERSONAL SERVICES - SALARIES	40,422		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	29,517		
300	PURCHASED PROP/TECH SERVICES			3,000
400	PURCHASED PROPERTY SERVICES			133,000
500	OTHER PURCHASED SERVICES	24,062		6,830
600	SUPPLIES	5,999		
700	PROPERTY			
800	MISCELLANEOUS			
	TOTAL	\$100,000		\$142,830

Original Request Date: 9/23/2015

This budget was approved by Shelby Rafaniello Pons on 10/23/2015.

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:** 10/23/15

Name of Club or Activity: Jobs for America's Graduates

Trip to: Washington, DC **Purpose:** Naitonal Student Leadership Academy

Number of students participating: 1 **From:** 12/2/15 **To:** 12/6/15

Number of school days missed: 3

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

a. Justine Meyer (603) 630-1184 b. _____ **We will be taking a train*
 c. _____ d. _____ *from Hartford at 1pm on*
 e. _____ f. _____ *Wednesday, December 2.*
 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?* N/A

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: \$0 (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).

N/A
a. _____ b. _____
c. _____ d. _____

Name of teacher making request:

Signature: Justine Meyer Typed: Justine Meyer

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: Daniel Deffen Date: 11/3/15

Approved by Principal:

Signature: Joe Krup Date: 10/29/15

Approved by Superintendent or designee:

Signature: [Signature] Date: _____

Attachments: Quotations
Itinerary

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

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:** 10/09/15

Name of Club or Activity: Roundtable Singers/Percussion Ensemble/Chamber Orchestra

Trip to: Williamsburg **Purpose:** Concert Tour/Competition

Number of students participating: 70 **From:** 4/20/16 **To:** 4/24/16

Number of school days missed: 2

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

- | | |
|---|---|
| a. <u>Edward Tyler - Roundtable Director</u> | b. <u>Marco Cancellieri - Band Director</u> |
| c. <u>Susan Kohanski - Orchestra Director</u> | d. <u>others TBD</u> |
| e. <u>others TBD</u> f. <u>others TBD</u> | |
| g. <u>others TBD</u> h. <u>other TBD</u> | |
- Others:**

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

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: Several fundraising activities to include 2 concession stands, a pie sale, a candle sale, and others TBD.

How will funds be allocated to students participating?* Student fundraising and payments are logged into individual accounts.

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: Quad occupancy

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: \$1050 (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: \$0-1050, depending on fundraising.

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. Destinations Unlimited b. Custom Travel
c. Liberty Travel d.

Name of teacher making request:

Signature: Edward Tyler Typed: Edward Tyler

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 10/9/15

Approved by Principal:

Signature: [Signature] Date: 10/23/15

Approved by Superintendent or designee:

Signature: [Signature] Date: 10/23/15

Attachments: Quotations
Itinerary

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

Manchester Board of Education
Building and Sites Committee
Lincoln Center – Director's Hearing Room
October 26, 2015

Attendees: Michael Crockett, Neal Leon, Mary-Jane Pazda, Carl Stafford, Matt Geary, Pat Brooks, Peter Staye

Mr. Staye provided the committee with the following: A list of projects completed throughout the school system, including work performed by school trades staff, contractors and contractors hired by the town was reviewed. Specific projects previously listed for completion have been postponed for various reasons including inadequate budget (High School East Middle Turnpike Lot) needed time for a more refined design (Illing FCS and Martin lift to stage) or should be incorporated into larger more specific projects (ADA Improvements, for example.) To date approximately \$500,000 of work has been completed or contracted. Projects will continue with the next round to be awarded in early spring.

Town projects are proceeding as planned with the exception of the oil tank removal at the High School which will be rebid next year to be performed earlier in the summer recess.

A 3-Year Capital Plan developed to replace the previous "Critical Needs Assessment." It was presented in 2 ways, work sorted by building, and work sorted over a proposed 3 year schedule that will commence in the summer of 2016. Schools that are furthest from being renovated were the focus of the plan with particular attention paid to academic spaces. The plan will be revised and reviewed annually.

Mr. Staye discussed a grant opportunity with the committee. The State Department of Administrative Services (DAS) has announced a Grant Opportunity that provides funding for building projects such as those included in the new 3-Year Capital Plan. Manchester Public Schools would be eligible for \$1,710,000 for the upcoming fiscal year. Projects would not need State Board of Ed review or approval and local approval by the town's building inspector and fire marshals would be acceptable. Acceptance of funds comes with the obligation to continue BOE Capital funding based on previous years. Pending approval by the BOE, Buildings and Grounds will complete the application to meet the first application deadline of 10/30/2015.

The 3-Year Capital Plant includes several large site work projects such as parking lots, tennis courts and entrance renovations, (the Brookfield Street entrance / Rotunda at the High School, for example.) The scope and cost of these projects makes them candidates for some form of Bond funding. In the not too distant past work of this type was included in the town's regular road bond cycle, however, process seems to have lapsed. The committee will discuss developing a bond cycle specifically for these types of projects with the full BOE.

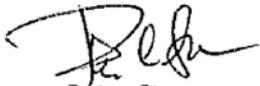
Potential additions / adjustments to the operating budget for FYE 2017 were discussed. Increased funds for custodial supplies and trash removal (in the range of \$50,000) is needed due to demands on food service (more meals are being provided, consuming more supplies and generating more trash.) The addition of a Grounds Mechanic to include playground inspection certification, dedicated planter maintenance and improved snow removal, and the addition of a supervisor dedicated to maintenance. Currently, maintenance supervision is shared with second shift custodial supervision. The increased

complexity of facilities is stretching the ability of the department to respond to issues and maintain systems.

The Bennet Academy Project has completed the Construction Document (CD) phase. Plans are available for review at the Buildings & Grounds office, 325 Olcott Street, and Chris Till's office at 321 Olcott Street.

The next meeting is currently scheduled to be held at 5:30 on Monday, January 11, 2016.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'P. Staye', with a stylized, cursive script.

Peter Staye
Facilities Director

Continuous Improvement

— Keeney Street School —
November 9, 2015

Shared Components

Academics

Workshop Model
STEM

Talent

Professional Learning

Systems

School Improvement Team
PLCs

Culture and Climate

Social Thinking
Student Leadership



Culture and Climate Keeney Highlights: Habits of Mind

Persisting

Listening with Understanding and Empathy

Thinking Flexibly

Finding Humor



Academic Keeney Highlights: Genius Hour



Academic Keeney Highlights: SEM-R



Talent Keeney Highlights: UCONN Support

Enrichment Clusters

Genius Hour

SEM-R



Talent Keeney Highlights: Coaching



Talent Keeney Highlights:

DEVELOPING TALENT

OUR STUDENT TEACHERS

Systems Keeney Highlights: SAT Process

1. Initial Referral
2. Begin Interview Process
3. Identify Strengths and Areas of Need
4. Develop Strategies



Stories of Improvement

THE JOY OF READING!



Stories of Improvement

THE MATHEMATICIAN!



Stories of Improvement

PARENT PARTNERSHIP





Head Start and the Early Childhood Education Program

Sinthia Sone-Moyano, Principal, Head Start

Shelly Matfess, Assistant Superintendent for

Pupil Personnel Services



Preschool Staff and Locations

- Manchester Preschool Center- 11 classes
- Buckley- 3 classes
- Keeney- 3 classes
- MHS- 1 class
- 1 Instructional Coach
- OT/Speech/Social Work/Special Area
- Other Support Staff



Make-up of Preschool Classes



- Three and four year old children with and without special needs
- Students who receive intervention services
- Students who serve as peer models

Number of Preschool Students Enrolled by Year

2015			
Age	Special Ed	Peers/SRBI	Total
3	46	25	71
4	31	49	80
5	1	0	1
Total	78	74	152

2014			
Age	Special Ed	Peers/SRBI	Total
3	31	39	70
4	20	36	56
5	1	1	2
Total	52	76	128

2013			
Age	Special Ed	Peers/SRBI	Total
3	21	29	50
4	20	29	49
5	0	0	0
Total	41	58	99

2012			
Age	Special Ed	Peers/SRBI	Total
3	34	19	53
4	16	14	30
5	1	0	1
Total	51	33	84

Number of Head Start Students Enrolled by Year

2015		
Age	# of Students	Students with IEP
3	35	
4	131	9
Total	166	9

2013		
Age	# of Students	Students with IEP
3	26	
4	144	9
Total	170	9

2014		
Age	# of Students	Students with IEP
3	27	
4	148	7
Total	175	7

2012		
Age	# of Students	Students with IEP
3	33	
4	139	11
Total	174	11

Selection Process



- Birth-to-Three
- Child Find Screenings
- Peer Model Applicants
- Income Guidelines

Services Provided

- Speech and Language Therapy
- Occupational Therapy
- Physical Therapy
- Social Work Services
- Music Therapy
- Outreach to Families



Curriculum

Based upon the Connecticut Early Learning Development Standards

- Personal/Social
- Physical
- Cognitive
- Creative Expression



A Typical Day in Preschool

8:30	Arrival
8:30-8:45	Wash hands/put away items, morning meeting
8:45-9:15	Breakfast and tooth brushing
9:15-9:45	Cooperative Activity (M&T), Art (W), Gym (Th), Music (F)
9:50-10:55	Center Time/Clean Up
11:00-11:30	Outdoor Play
11:35-12:30	Lunch, tooth brushing, bathroom break
12:30-1:30	Quiet Time/Activities
1:30-2:15	Reflection and Choice of IMIL, Story Time, Small Group, snack as a choice
2:15-2:30	Clean Up/Dismissal

A Typical Half Day Schedule

8:30	Arrival
8:30-8:45	Circle
8:45-9:15	Music
9:15-9:45	Art
9:45-10:30	Centers/Curriculum
10:30-10:45	Snack
10:45-11:00	Outside or Music and Movement
11:05	Dismissal

Home/School Communication



- Daily notes
- Home visits
- Newsletters
- Welcome books
- Conferences
- Telephone calls
- Informal parent meetings
- Planning and Placement Team Meetings

Home/School Communication

- Head Start Policy Council
- Parent Center Meetings
- Committee Members
- Book Sharing Bag
- SRBI Meetings
- Informal parent meetings
- Planning and Placement Team Meetings



Assessment



- Brigance Screener
- Speech/Language
- Assessment of Basic Language and Learning Skills (ABLLS)
- BASC
- DECA
- Teaching Strategies Golds

Example of Timeline for Enhancing Kindergarten Transition

Spring	
February	April/May
<ul style="list-style-type: none">• Coordinate K registration dates at all elementary schools• Craft brochures for March parent/teacher conferences	<ul style="list-style-type: none">• Preschool and K teachers coordinate transition efforts• K teachers visit preschool• Preschool teachers to attend PPTs at receiving elementary schools• K registration in all elementary schools provide:<ul style="list-style-type: none">✓ Home literacy activities✓ Date for K orientation (brochure)✓ Support for InfoSnap

Example of Timeline for Enhancing Kindergarten Transition

Summer	Fall	
June	August	September
<ul style="list-style-type: none">• Plan K Orientation (August)• Begin to determine class lists for K	<ul style="list-style-type: none">• Offer open houses – bus trip, snack in cafeteria, visit classroom• K teachers & parents meet• T-shirts for students• Postcards sent to all parents before first day	<ul style="list-style-type: none">• Offer back-to-school events• Begin to utilize FRC to make connections between families and K teachers

Executive Function/Purposeful Play

Preschool and Kindergarten at Washington

- Executive Function-Theoretical and strategy approaches from Tools of the Mind
- Development of Self Regulation while teaching Literacy and Mathematics Skills
- Strategies are aligned to CT Early Learning and Development Standards (emphasis Math/Science), CT Core Standards and CSDE Social Studies Framework for Kindergarten
- Professional Development
 - 2 years
 - 4 days of training (full day pd)
 - monthly on-site coaching

“Our Greatest Natural Resource
is the minds of our children.”

Walter Elias Disney

MANCHESTER PUBLIC SCHOOLS

Mission Statement

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

Vision of the Manchester Public Schools

Three Areas of Focus for the Manchester Public Schools:

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

1. Outcomes and Opportunities for Students:

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

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

2. Overall Quality of the School District

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

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

3. The School District's Relationship with the Community

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

- Constituents from both schools and community recognize the importance of the role each has in making the community a viable and attractive place to live.
- Parents and families are actively involved in their children's educational success, including engagement in school activities and community participation in social, civic and political events.
- Residents understand and support the tax-based educational budget and become advocates for school improvement.
- Faculty, staff and administration are integral in supporting the community through civic, social and political engagement.

- School officials provide many opportunities to include community members in school activities, ensuring an open, welcoming environment.
- School officials communicate frequently and directly to the community so that residents understand the District's vision and goals and are informed of the progress being made toward achievement of the District's expectations for all of its students.

District Goals

All students will:

- Achieve mastery in literacy and numeracy as articulated in the Common Core
- Demonstrate the skills and competencies required for success in learning and work beyond school
- Demonstrate personal responsibility, character, cultural understanding, and ethical behavior

District and building level faculty and staff will:

- Develop capacity through reflection, professional learning opportunities including coaching, job embedded professional development, and participation in workshops, and support from school leaders and colleagues over time.
- Build relationships based on trust through listening, welcoming, respecting individual differences, and allowing for shared decision making with parents, families, and other stakeholder

District Improvement Plan

The District Improvement Plan, developed by a District Improvement Team, outlines strategies and action steps in four areas: Academics, Talent, Culture and Climate, and Systems. The District Improvement Plan drives the work of the district and School Improvement Plans are aligned to the District Improvement Plan to ensure coherence across the Manchester Public Schools.

Indicators of Success

Adult Action Indicators

The District Improvement Plan includes Fidelity Indicators and Indicators of Adult Progress that will be monitored by the District Improvement Team and reported to the Manchester Board of Education.

Student Progress Indicators

The District Data Dashboard contains data points that measure progress in Academics, Culture and Climate, and College and Career Readiness. This data informs the District Improvement Plan.

Revised: 10-26-15

Approved: