

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, NOVEMBER 23, 2015

Buildings & Sites Committee Mtg.
Board Of Education Mtg.

5:30 P.M. – Director’s Rm.
7:00 P.M. – Hearing Room
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Introduce New Board Members – Welcome
- 4) Election of New Board Chair and Board Secretary
- 5) Reaffirming of Board of Education Bylaws & Policies A – 5
- 6) Approval of Board of Education Minutes – November 9, 2015 A – 6

B. CONSENT CALENDAR

- 1) Personnel Information B – 1
- 2) Transfer of Funds B – 2
- 3) Establish an appropriation for FY15/16 grant provided through the
Manchester Community College, College Career Pathways program in the
amount of \$1,589. B – 3
- 4) Establish an appropriation for FY15/16 for the Out-of-District Magnet
School Transportation Grant in the amount of \$75,400. B – 4
- 5) Establish an appropriation for FY15/16 for the Carl D. Perkins Career
& Technical Education, Secondary Basic Grant in the amount of \$104,476 B – 5
- 6) Manchester Head Start Federal Grant Budget Justification – FY15
(3/1/2015-2/29/2016) B – 6

C. COMMITTEE REPORTS

- 1) Policy Committee Meeting Minutes – November 9, 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 Bennet/Cheney Project Design Plan, Randall Luther, Principal
Architect, Tai Soo Kim Architects, and Peter Staye, Facilities Director, MPS F – 1
- 2) SAAM Update – Dr. Amy Radikas, Asst. Superintendent for Curriculum &
Instruction F – 2
- 3) Update on Elementary Class Size – Mr. Matthew Geary, Superintendent
of Schools F – 3

G. UNFINISHED BUSINESS – None

H. NEW BUSINESS -

1) Recommended Motion:

RESOLVED, the Board of Education approves the plans and specifications for Additions and Renovations to the Cheney – Bennet Academy, prepared by Tai Soo Kim Partners and dated October 20, 2015, and the associated cost estimate prepared by Downes Construction and dated October 20, 2015, for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans for Construction Authorization.

2) Policy Recommendation:

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

- | | | |
|----|--|--------|
| a. | Board Policy 1400 – Parent/Family/Community Involvement | H – 2a |
| b. | Board Policy 6153 – School Sponsored Field Trips | H – 2b |
| c. | Board Policy 6189 - Evaluation of Instructional Programs | H – 2c |

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.*

BYLAWS

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Article I**ROLE OF THE BOARD OF EDUCATION AND ITS MEMBERS**Section 1 - General Duties

- A. The Manchester Board of Education (the "Board") represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board shall establish policy to be employed in the conduct of the schools. Such policies shall be broad enough to indicate a plan of action to be taken by the Superintendent in meeting a variety of problems of a similar nature.
- C. The Board shall concern itself with questions of policy and not with administrative details.
- D. In determining school policy it shall:
 - (1) hear and consider facts and recommendations,
 - (2) adopt a plan, policy or course of action, and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

Section 2 - Specific Powers and Duties

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

- A. Create, abolish, modify, and maintain such positions, schools, divisions, and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect and evaluate the Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.

- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, and to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
 - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Article II**ORGANIZATION AND MEETINGS OF THE BOARD OF EDUCATION****Section 1 - Membership of the Board of Education**

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

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

Section 2 - Annual Organizational Meeting of the Board

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

Section 3 - Election of Officers

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

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

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

Section 4 - Duties of Board Officers

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

Section 5 - Regular Meetings of the Board

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

Section 6 - Special Meetings of the Board

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

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

Section 7 - Executive Session Meetings of the Board

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

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

- (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer
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or employee, provided that such individual may require that discussion be held at an open meeting.

- (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

No votes shall be taken at an executive session meeting.

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

Section 8- Electronic Mail [E-Mail] Communications

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

Section 9 - Board Actions

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

Section 10 - Amendment to Bylaws

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

Section 11 - Quorum

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

Section 12- Method of Filling Vacancies

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

Board Bylaws 9000 Series

Article I, Section 13

BOARD OF EDUCATION STANDING COMMITTEES:

Curriculum & Instruction Committee

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

Specific responsibilities of this committee include:

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

Personnel & Finance Committee

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

Specific responsibilities of this committee include:

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

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

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

Building & Sites Committee

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

Specific responsibilities of this committee include:

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

Section 14- Meeting Conduct

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

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

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

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

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

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

Section 15 - Minutes

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

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

The minutes shall include the following:

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

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

Section 16 - Pledge of Allegiance

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 18 - Removal of Board Officers

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

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

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

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

Procedures for Removal:

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

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action.
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
- 3) Upon the written request of the Board officer within 7 days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal.

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

Standard for Removal:

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

Article III**DUTIES AND AUTHORITY OF THE SUPERINTENDENT****Section 1 – General Duties**

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

Section 2 -Authority

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

Section 3 – Delegation of Authority

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

Section 4 – Duties in Relation to Board Meetings

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

Section 5 – Specific Duties and Responsibilities

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

ARTICLE IV**Standards of Ethical Conduct For Members of the Board of Education****Section 1 - Purpose.**

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

Section 2 - Definitions.

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

- a. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, investment property or any legal entity through which business is conducted for profit or not for profit.
- b. "Close Relative" means the spouse, domestic partner, parent, child, step-child or sibling of any Member of the Board of Education.
- c. "Confidential Information" means any information concerning the property, business or affairs of the Town of Manchester that is obtained solely by reason of one's participation in Town government as a Member of the Board of Education and which is not readily accessible to or ascertainable by any other member of the public through alternative means.
- d. "Conflict of Interest" means an action, a Financial Interest, or a Personal Interest that a reasonable person would find to be incompatible with the proper discharge of the duties of a Member of the Board of Education or that a reasonable person would find likely to impair one's independence of judgment in the performance of the duties of a Member of the Board of Education. Without limiting the foregoing definition, a "Conflict of Interest"

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

- 1) Has a Financial Interest or Personal Interest in any sale, purchase or lease of real estate, materials, supplies or services to the Board of Education or by the Board of Education;
 - 2) Is an employee, officer, partner, director or consultant of any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
 - 3) Has a Substantial Ownership Interest in any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
 - 4) Has a Financial Interest or Personal Interest in any legislation or other matters coming before the Board of Education.
 - 5) Has a Financial Interest or Personal Interest in any real property located within the Town (excluding a personal residence), the use or development of which may be subject to regulation by the Town for purposes related to use by the Board of Education.
 - 6) Has accepted any service, gift or favor from any person or business having any dealings with the Board of Education.
 - 7) Is employed by or renders services for private interests under circumstances where such employment or service would bring into question his or her independence of judgment in the performance of his or her official duties or permit the inference that he or she has used or disclosed confidential information acquired by him or her in the course of his or her official duties.
- e. "Financial Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield an exclusive economic benefit or specific pecuniary gain, beyond that which is available to every other business or individual within the Town, for a Member of the Board of Education or a Close Relative, or for a Business in which a Member of the Board of Education or Close Relative holds a Substantial Ownership Interest or has an ongoing business relationship as a client or customer.

- f. "Gift" means anything of intrinsic value which is received, and for which consideration of equal or greater value is not given, including tangible goods, payments, loans, subscriptions, advances, services, entertainment, food, beverage, travel and lodging. Gifts do not include:
- 1) Any item, regardless of value, which is offered to the Town or the Board of Education, is accepted on behalf of the Town or the Board of Education, and becomes and remains the property of the Town or the Board of Education.
 - 2) Any item, regardless of value, received from a Close Relative.
 - 3) Items, including cash, with a value not to exceed \$100.00, which are customarily tendered on gift-giving occasions, including Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmation or bar/bat mitzvahs, provided the total value of such gifts in any calendar year received from any one individual do not exceed \$250.00.
 - 4) Items received by individuals at the time of departure from office or at public occasions held to honor a Member of the Board of Education.
 - 5) A certificate, plaque or other ceremonial award or recognition costing less than one hundred (\$100.00) dollars.
 - 6) An honorary degree bestowed upon a Member of the Board of Education by a public or private university or college.
 - 7) The waiver or payment of a registration or entrance fee to attend a civic or philanthropic event to which a Member of the Board of Education has been invited to participate in his or her official capacity.
 - 8) A complimentary meal provided at a civic or philanthropic event to which Member of the Board of Education has been invited to participate in his or her official capacity.
 - 9) A meal provided in the home by an individual.
 - 10) Contributions or donations to a charitable cause made in the name of a Member of the Board of Education.

- 11) A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- 12) A political contribution otherwise reported as required by law.
- g. "Person" means an individual, sole proprietorship, trust, business, corporation, union, association, firm, partnership, limited liability company, committee, club or other organization or group of persons.
- h. "Personal Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield a material benefit, special consideration, treatment or advantage to a Member of the Board of Education or Close Relative beyond that which is available to every other citizen of the Town.
- i. "Substantial Ownership Interest" means control of, legal ownership of, or a beneficial interest in a Business that exceeds five percent of the outstanding securities of the Business or, if the Business is unincorporated, exceeds five percent of the net worth of such Business.
- j. "Town" means the Town of Manchester and the Manchester Board of Education and the Manchester school system.

Section 3- Conflicts of Interest.

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

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

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

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

- b) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the delivery of any Board of Education service, nor attempt to influence anyone concerning the delivery of services, to that particular person or Business that gives rise to the Conflict of Interest.
- c) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the awarding of Board of Education contracts, nor attempt to influence anyone concerning the awarding of Board of Education contracts, to that particular person or Business that gives rise to the Conflict of Interest.
- d) No Member of the Board of Education shall appear on behalf of a private concern or otherwise represent a private concern (other than himself or herself or except as a witness under subpoena) in any state or federal litigation or administrative proceeding to which the Board of Education is a party, where such representation would be against the interest of the Board of Education.

Section 4- Preferential Treatment Prohibited.

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

Section 5- Soliciting or Accepting Inducements Prohibited.

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

Section 6 - Gifts.

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

Section 7 - Incompatible Employment.

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

Section 8- Doing Business with the Board of Education.

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

Section 9 - Disclosure or Use of Confidential Information.

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

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

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

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

Section 11 - Former Members of the Board of Education.

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

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

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

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

Section 12 - Censure

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

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

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

Revised:

January 9, 1995

December 13, 1999

November 27, 2000

December 12, 2007

September 22, 2008

May 27, 2014

Addendum to Board of Education Bylaws: Article II; Section 19**CODE OF CONDUCT FOR BOARD MEMBERS**

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

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

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

Procedures for Censure:

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

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

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED: June 25, 2012

Bylaws

9000

Article IV

Section 13 Use of the Board of Education-Issued iPad Tablets

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

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

1. The iPads are the property of the Manchester Board of Education. Accordingly, the iPads may only be used for Board-related business. Board members should not have any expectation of personal privacy with regard to the use of the iPads. Personal and/or private use of the iPads is prohibited. The iPads are to be used only by Board members, and not by any other persons. Board members may not download and/or utilize any applications, software or any program onto the iPads for personal and/or private use.
2. All information contained on any iPad (including, but not limited to e-mails or other interactive communications) is subject to disclosure under the FOIA, unless a specific statutory exemption applies to such information.
3. The iPads should not be used for the transmission and/or storage of confidential or privileged materials (including, but not limited to, materials that will be discussed in executive session).
4. Personal and/or private e-mail accounts are not to be loaded onto or accessed through the iPads. Any and all e-mails sent by way of an iPad must be sent through the Manchester Board of Education e-mail system. In addition, Board members should not use private e-mail accounts to conduct public business, whether through use of the iPad or otherwise.
5. Any type of interactive communications or series of communications (including in-person communications, telephonic communications and electronic communications of any sort) relating to school district business and involving a quorum of the Board

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

6. Board members are prohibited from sending or receiving electronic messages through the iPad or otherwise during Board meetings and committee meetings.
7. Board members must take care to safeguard the iPads. Board members may be held financially responsible for the loss of or damage to an iPad.
8. In order to protect the security of information contained in the iPad, each Board member shall be issued a password by the district for the use of the iPad. Such passwords will not be modified by Board members.

Section 13 - Committees

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

(a) Standing Committees.

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

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

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

The standing committees are:

- 1) Buildings and Sites
- 2) Community Relations
- 3) Curriculum and Instruction
- 4) Personnel and Finance
- 5) Policy
- 6) Transportation and Residency

Building and Sites Committee

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

Specific responsibilities of this committee include:

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

Community Relations Committee

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

Specific responsibilities of this committee include:

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

Curriculum and Instruction Committee

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

Specific responsibilities of this committee include:

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

Personnel and Finance Committee

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

Specific responsibilities of this committee include:

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

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

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

Transportation and Residency Committee

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

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

b) Special Committees. With the consent of the Board, the Chair may appoint a special committee of the Board to deal with any topic or matter not within the jurisdiction of a

standing committee. The Chair will solicit Board member interest and appoint Board

members to serve on negotiating committees for administrator and teacher contracts. Only Board

members shall serve on a special committee.

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

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

PERSONNEL ACTION

RESIGNATIONS

Linda Parsons, Grade 1 teacher at Robertson Elementary School has submitted a letter of resignation for personal reasons effective the end of business on December 2, 2015. Ms. Parsons has been with Manchester Public Schools since October 10, 2003. 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: November 5, 2015

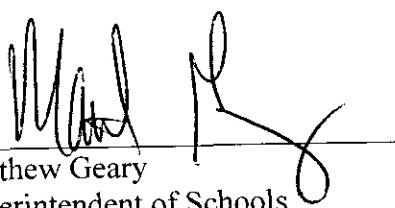
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from MHS Guidance Computer Equipment account to MHS Guidance Instructional Supplies and Materials account. A total transfer of \$1,340 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 23, 2015

S-116615
AC

**Manchester Public Schools
Manchester, Connecticut**

RECEIVED
NOV 06 2015
BY ACCOUNTS PAYABLE

To: **Accounting Department**

School: Manchester High School _____

Date: 11/05/2015

Principal's Sign: Jim B

Date of Approval: 11/05/2015

JUSTIFICATION (Required Field) : Will not be purchasing computer equipment. Funds needed for instructional supplies.

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

DECREASE In whole dollars only:

\$ 1340 Account # 31061210 5734

Description: Guidance Computer Equip

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$1340 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$1340 Account # 31061210 5611

Description: Guidance Inst Supplies

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$1340 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 6, 2015

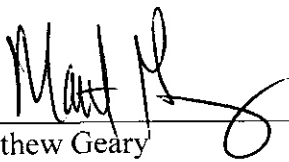
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Verplanck Admin Professional Development account to Verplanck Admin General Supplies and Materials account. A total transfer of \$3,000 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 23, 2015

S - 11/6/15
el
DC

Manchester Public Schools
Manchester, Connecticut

NOV 06 2015
ACCOUNTS PAYABLE

To: Accounting Department

School: Verplanck

Date: 11-6-15

Principal's Sign: [Signature]

Date of Approval: _____

JUSTIFICATION (Required Field) :

For Instructional Supplies

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

DECREASE In whole dollars only:

\$ 3,000⁰⁰ Account # 42312221-5320 Description: Professional Develop.

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 3,000⁰⁰ TOTAL DECREASE

INCREASE In whole dollars only:

\$ 3,000⁰⁰ Account # 42312240-5610 Description: General Sup. & Mat.

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 3,000⁰⁰ TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 4, 2015

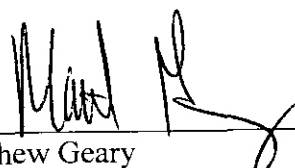
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

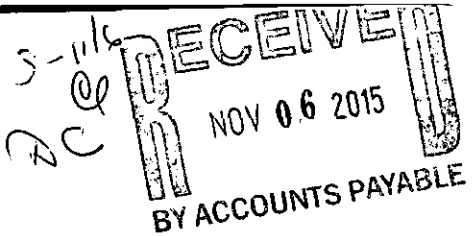
Discussion/Analysis: Transfer from Illing Literacy/Technology Professional Development account to Illing Literacy/Technology Instructional Supplies and Materials account. A total transfer of \$2,000 is being requested.

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 2015-2016 Budget.


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 23, 2015



TRANSFER

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Illing Middle School

Approval Signature:

B. Hayer

Date: November 4, 2015

Date of Approval:

11/4

JUSTIFICATION:

Funds needed for Instructional Materials

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: LITERACY / TECHNOLOGY

\$ 2,000.00 Account #: 129 53 100 5320 Description: LIT/TECH PD

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: LITERACY / TECHNOLOGY

\$ 2,000.00 Account #: 129 53 100 5611 Description: LIT/TECH ^{INSTR} SUPPLIES

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

Accounting Department Only

Board Approval Needed:

X Yes

No

Date of Board Approval: _____

Date Completed: _____

Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 6, 2015

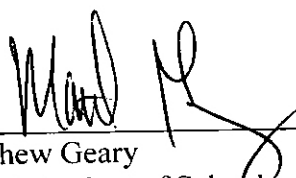
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Illing Science Computer Supplies and Materials account to Illing Administrative Contracted Services account. A total transfer of \$670 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.

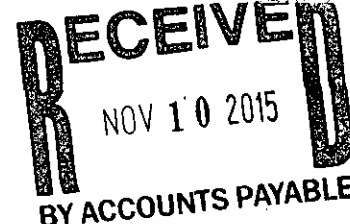


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 23, 2015

S - 11/10/15
11/13/15

TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Iling Middle School

Approval Signature: _____

Date: _____

11/6/15

Date of Approval: _____

JUSTIFICATION:

FUNDS NEEDED FOR SERVICES

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: SCIENCE

\$	<u>670.00</u>	Account #:	<u>140 53 100 5612</u>	Description:	<u>Computer Supplies & Materials</u>
\$	_____	Account #:	_____	Description:	_____
	_____	Account #:	_____	Description:	_____

INCREASE: ADMINISTRATION

\$	<u>670.00</u>	Account #:	<u>423 53 100 5430</u>	Description:	<u>Contracted Services</u>
\$	_____	Account #:	_____	Description:	_____
\$	_____	Account #:	_____	Description:	_____

Accounting Department Only

Board Approval Needed:

X Yes

No

Date of Board Approval: _____

Date Completed: _____

Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 10, 2015

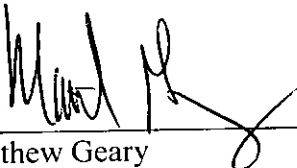
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Illing Art Repairs account to Illing Art Instructional Supplies and Materials account. A total transfer of \$1,325 is being requested.

Financial Impact: None

Other Board/Commission Action: None

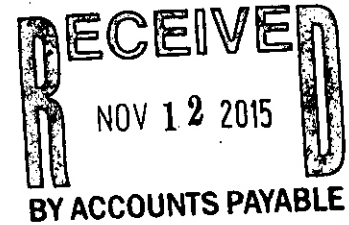
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 23, 2015

S-11/13/15
CC
DC

TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School:

Iling Middle School

Approval Signature:

Beth Hayes

Date: November 10, 2015

Date of Approval:

11/10/15

JUSTIFICATION:

Funds needed for instructional supplies

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: ART

\$ 1,325.00 Account #: 104 53 100 5435 Description: Repairs to Equip

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: ART

\$ 1,325.00 Account #: 104 53 100 5611 Description: Instructional Supplies

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

Accounting Department Only

Board Approval Needed:

X

Yes

No

Date of Board Approval: _____

Date Completed: _____

Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: College Career Pathways Grant (formerly Tech Prep) from Manchester Community College for FY 2015-16
Date: November 16, 2015

Background:

Manchester Public Schools has received a \$1,589 grant to encourage the development of career and technical education opportunities that combine secondary and post secondary programs that lead to related career and technical fields.

Discussion/Analysis:

Funds will be used to:

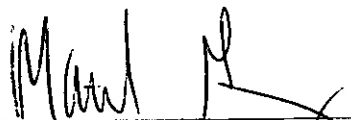
1. Fund an after school academic enrichment, early career exploration/college readiness program
2. Provide high school students with transportation to MCC

Financial Impact: None to the Board

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors to establish an appropriation in the amount of \$1,589 for a FY 2015-16 grant provided through the Manchester Community College, College Career Pathways program.



Matthew Geary, Superintendent of Schools
Manchester, CT.
November 23, 2015

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Re: Out-of-Town Magnet School Transportation FY 15/16
Date: November 10, 2015

Background: Manchester Public Schools has received a grant in the amount of \$75,400 for Out-of-Town Magnet School Transportation from the State Department of Education in support of the district's magnet school activities.

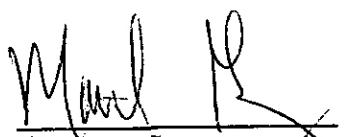
Discussion/Analysis: We are currently transporting 44 students to out-of-town magnet schools.

Financial Impact: The Manchester Board of Education budget funds the difference between the grant and the actual cost of out-of-town magnet school transportation.

Other Board Action:

Recommendation: The Superintendent recommends the Manchester Board of Education request the Board of Directors establish an appropriation in the amount of \$75,400 for the Out-of- District Magnet School Transportation Grant for the 2015-16 fiscal year.

Attachments: None


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 23, 2015

**Town of Manchester
Board of Education**

To: The Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Appropriation of The Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2015-16 school year.

Date: November 17, 2015

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant, in the amount of \$104,476, will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state/national common core standards in Business, Family Consumer Science, and Technology Education departments.
2. Provide professional development opportunities to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional programs, supplies and equipment for grades 9-12 in the aforementioned areas.

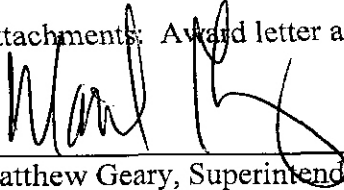
Financial Impact: None to the Board of Education

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors appropriate \$104,476 for the FY 2015-2016, Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut.

Attachments: Award letter and budget.


Matthew Geary, Superintendent of Schools
Manchester, Connecticut
November 23, 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. 109-270
CFDA #: 84.048A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20742-2016-84010-170002

2 Grant Title

CARL D PERKINS CAREER & TECH. EDUC. ACT

5 Award Period

7/1/2015 - 6/30/2016

3 Education Staff

Program Manager:

Lori Matyjas 860-713-6785

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$104,476

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 is awarded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and is subject to all provisions therein. Expenditures for administrative costs, including indirect charges, may not exceed 5% of the total amount expended.

This grant has been approved.

11/13/2015

MaryAnne Butler

BUDGET FORM

Created On: 11/13/2015

ED 114

Fiscal Year: 2016

Grantee Name: MANCHESTER

Grantee: 077-000

Funding Status: Final

Vendor ID: 00077

Grant Title: CARL D PERKINS CAREER & TECH. EDUC. ACT

Project Title: PERKINS SECONDARY BASIC GRANT

Fund: 12060

SPID: 20742

Year: 2016

PROG: 84010

CF1: 170002

CF2:

Grant Period: 7/1/2015 - 6/30/2016

Authorized Amount: \$104,476

Project Code: SDE0000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$104,476

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	4,611
111B	INSTRUCTIONAL	3,372
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	611
322	IN SERVICE	10,203
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
510	STUDENT TRANSPORTATION SERVICES	5,380
580	TRAVEL	6,450
600	SUPPLIES	12,949
700	PROPERTY	60,900
917	INDIRECT COST	
	TOTAL	\$104,476
XANR	AGRICULTURE & NATURAL RESOURCES	
XAVC	ARTS, AUDIO VIDEO TECH, AND COMM. SRVCS.	24,219
XBAS	BUSINESS & ADMIN. SERVICES	5,749
XCON	CONSTRUCTION	11,355
XETS	EDUCATION AND TRAINING SERVICES	4,807
XFS	FINANCIAL SERVICES	4,821
XHS	HEALTH SERVICES	1,200
XHSS	HUMAN SERVICES	
XHT	HOSPITALITY & TOURISM	13,702
XITS	INFO. TECH. TELECOM. SERVICES	7,730
XLP	LEGAL & PROTECTIVE SERVICES	
XMAN	MANUFACTURING	13,197
XPAG	PUBLIC ADMINISTRATION/GOVERNMENT SERVICE	
XSRT	SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS	6,722
XTDL	TRANSPORTATION, DIST. AND LOGISTICS SVCS	5,741
XWRS	WHOLESALE/RETAIL SALES & SERVICES	5,233
	TOTAL for "X" Codes	\$104,476

Original Request Date: 5/13/2015

This budget was approved by Lori Matyjas on 11/9/2015.



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



November 17, 2015

Mr. Chris Pattacini
Chairman
Manchester Board of Education
45 North School Street
Manchester, CT 06042

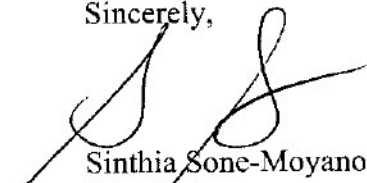
Re: Manchester Head Start Federal Grant - FY 2015 (3/1/2015-2/29/2016)

Dear Chris:

Enclosed for your review are the following documents:

1. Federal Budget Justification.
2. Training & Technical Assistance Budget Justification.
3. Policy Council Approval Statement.
4. Form 424 - Budget Information. Please sign, date and return to me.

Sincerely,



Sinthia Sone-Moyano
Principal

SS-M/gwg
Enclosures

**MANCHESTER HEAD START
PA22 FEDERAL GRANT APPLICATION
BUDGET JUSTIFICATION 2016**

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

For the grant period 3/1/16-2/28/2017, Manchester Head Start is requesting \$1,303,010 (PA22) and \$17,912 (PA20). The non-federal share consists of \$144,800 from state funds and \$114,572 from local sources. The total non-federal share meets the 21% match requirement for the next grant period.

Requested federal funds will be allocated as follows:

Personnel:

Personnel costs will total \$1,175,171, which is 90% of the operating budget. Included in these expenses are:

Four Program Managers: our Education Manager, our Family Service Manager, our Mental Health Manager and our Parent Involvement Manager are funded here. Total cost is \$170,596.

Teachers: We operate nine (9) classrooms which operate full day, throughout the year. In total, we have nine teachers. Six teachers, and 38% of the seventh teacher, are paid through this grant, at a cost of \$374,339. The eighth teacher is paid through the state Head Start expansion grant, and the ninth teacher is paid by the Board of Education.

Teacher's aides: We utilize eleven (11) Paraprofessionals for our nine classrooms. Ten are paid out of this grant, for a total expense of \$271,712.

Family Advocates: We employ four full-time Family Advocates to serve our 162 families. This grant pays for 3.5 of them for a total expense of \$93,443.

The Director is a Mastered level public school administrator. Her salary reflects a regular 220-day annual contract. Her total salary will be \$126,662. For the purposes of this grant, she will spend 85% of her time on administration (\$107,663) and 15% as Disabilities Manager (\$18,993).

Secretary: We have one secretary. Salary includes summer pay, for a total expense of \$58,588.

Health and Nutrition: We have on full time RN who works year round, for a total expense of \$64,695.

Literacy Tutor: We have three (3) part-time literacy tutors, one of whom is funded out of this grant for a total of \$15,136.

Fringe Benefits:

Expenses charged to the federal grant are in the amount of \$58,839 for FICA, and \$30,000 for health benefits, for a total expense of \$88,839.

Supplies:

We are requesting funds for medical supplies (\$2,000), classroom supplies (\$8,000) and office supplies (\$4,000), for a total of \$14,000.

Other

We are allocating \$4,000 for Parent Services, \$1000 for local travel, \$20,000 for staff professional development for a total of \$25,000.

NON-FEDERAL SHARE

Manchester's share of operating expenses totals \$259,372 allocated as follows:

\$144,800= State Head Start grant

114,572= Board of Education, health insurance benefits

Region I Head Start Training and Technical Assistance Plan

Program: Manchester Head Start

Grant Number: 01CH1511-000

Program Year Beginning Date: March 1, 2016

Part A: Mandated Annual Trainings

Mandated Trainings		Responsibilities (Describe the necessary actions of each party)		Budget	
Training	Participants	Grantee	External Resources	Cost	Funding Source(s)
Bus monitor Training	Bus Monitors and Subs	Director provides training	NA	NA	NA
Universal Precautions	All Staff	Health Manager	NA	NA	NA
Hand Washing	All Staff	Health Manager	NA	NA	NA
Nutritional Issues	All Staff	Health Manager	NA	NA	NA
Food Handling	All Staff	Health Manager	NA	NA	NA

NOTE: Please include a short narrative which provides an overview of your program improvement goals and a rationale for the training and technical assistance activities listed on your T/TA Plan.

Region I Head Start Training and Technical Assistance Plan

Program: Manchester Head Start 01CH1511-000

Part B: Training and Technical Assistance Activities

Program Improvement Goal*:	To provide new staff members training of the I am Moving I am Learning Program.
Desired Outcomes:	Staff members utilize it in their overall programming.
Data sources used to identify goal/outcomes:	Self assessment, community needs assessment

* Please use a new page for each program improvement goal.

T/TA Activity (Describe each activity)		Responsibilities (Describe the necessary actions of each party)			Budget	
Activity	Participants	Grantee	TA System	External Resources	Cost	Funding Source(s)
Workshops for staff on I am Moving I am Learning program	Staff members working in Head Start			T & TA staff	FREE	

NOTE: Please include a short narrative which provides an overview of your program improvement goals and a rationale for the training and technical assistance activities listed on your T/TA Plan.

Region I Head Start Training and Technical Assistance Plan

Program: Manchester Head Start 01CH1511-000

Part B: Training and Technical Assistance Activities

Program Improvement Goal*:	Teaching staff will implement and align CT Early Learning and Developmental Standards Framework to TS gold Assessment so that students can perform at high levels of achievement in preparation for kindergarten.
Desired Outcomes:	One hundred percent of students will make progress in all of the domains identified on the TS Gold Assessment.
Data sources used to identify goal/outcomes:	TS Gold Assessment administered twice annually.

* Please use a new page for each program improvement goal.

T/TA Activity (Describe each activity)		Responsibilities (Describe the necessary actions of each party)			Budget	
Activity	Participants	Grantee	TA System	External Resources	Cost	Funding Source(s)
Provide staff training building a greater sense of coherence on the following: CT ELDS, Core instructional practices and the 5 year goals.	All staff	Director will contract with trainer		Cormier Consulting	\$2000	T&TA

NOTE: Please include a short narrative which provides an overview of your program improvement goals and a rationale for the training and technical assistance activities listed on your T/TA Plan.

Last revised June 6, 2006

Page ___ of ___

Region I Head Start Training and Technical Assistance Plan

Consultation to individual classroom staff (subject above)	Classroom teams	Director and Ed. Mgr. will coordinate		Cormier Consulting	\$2912	T &TA

Program: Manchester Head Start 01CH1511-000

Part B: Training and Technical Assistance Activities

Program Improvement Goal*:	Staff will utilize Child Plus program with fidelity to track data to support the implementation and evaluation of PFCE goals.
Desired Outcomes:	All staff will utilize the management system properly and with fidelity.
Data sources used to identify goal/outcomes:	Child Plus will be used and the PIR will be generated monthly to monitor outcomes.

* Please use a new page for each program improvement goal.

T/TA Activity (Describe each activity)		Responsibilities (Describe the necessary actions of each party)			Budget	
Activity	Participants	Grantee	TA System	External Resources	Cost	Funding Source(s)
Train key staff members on how to properly use the Child Plus program	All staff	Director will contract with vendor		Child Plus	\$5000	T&TA& Federal Grant

NOTE: Please include a short narrative which provides an overview of your program improvement goals and a rationale for the training and technical assistance activities listed on your T/TA Plan.

Region I Head Start Training and Technical Assistance Plan

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Program: Manchester Head Start 01CH1511-000

Part B: Training and Technical Assistance Activities

<i>Program Improvement Goal*:</i>	To create an environment that is inviting to parents and that helps support their involvement in their children's educational success.
<i>Desired Outcomes:</i>	All staff members will develop a sensitivity and appreciation of the various cultures represented by our parent population.
<i>Data sources used to identify goal/outcomes:</i>	Self-assessment conducted in the Spring of 2015.

** Please use a new page for each program improvement goal.*

T/TA Activity (Describe each activity)		Responsibilities (Describe the necessary actions of each party)			Budget	
Activity	Participants	Grantee	TA System	External Resources	Cost	Funding Source(s)
Conduct training on cultural sensitivity	All staff	Director will contract with state equity trainer			Free	NA

NOTE: Please include a short narrative which provides an overview of your program improvement goals and a rationale for the training and technical assistance activities listed on your T/TA Plan.

Region I Head Start Training and Technical Assistance Plan

Program: Manchester Head Start 01CH1511-000

Part B: Training and Technical Assistance Activities

Program Improvement Goal*:	To utilize the Scientific Research Based Intervention (SRBI) & Center Social Emotional for Early Learning model (CSEFEL) to program for behavioral and language and literacy skill development.
Desired Outcomes:	Development of systematic intervention strategies that will lead to improved behavior and language and literacy outcomes for Head Start students.
Data sources used to identify goal/outcomes:	Analysis of Head Starts and kindergarten student outcomes.

* Please use a new page for each program improvement goal.

T/TA Activity (Describe each activity)		Responsibilities (Describe the necessary actions of each party)			Budget	
Activity	Participants	Grantee	TA System	External Resources	Cost	Funding Source(s)
Establish a Building-wide Behavioral Health Team	All teaching and family service staff members	Director and education coordinator		Consultation with Behavioral Health Associates (CBA)	FREE	
Conduct workshops on implementing SRBI/CSEFEL	All staff members	Director and education coordinator & mental health manager			FREE	
Develop building wide, consistent	All staff members	Director and education coordinator &		Consultation with Board of Ed CBA	FREE	

NOTE: Please include a short narrative which provides an overview of your program improvement goals and a rationale for the training and technical assistance activities listed on your T/TA Plan.

Region I Head Start Training and Technical Assistance Plan

Tiered level strategies		mental health manager				
Coordinate work of READ tutors with performance standards.	Teachers and READ tutors	Education coordinator			FREE	

NOTE: Please include a short narrative which provides an overview of your program improvement goals and a rationale for the training and technical assistance activities listed on your T/TA Plan.

Last revised June 6, 2006

Page ____ of ____



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



POLICY COUNCIL APPROVAL STATEMENT

for

MANCHESTER BOARD OF EDUCATION

Grantee

The enclosed grant application has been reviewed and approved at a Policy Council Meeting held on November 10, 2015.

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

Signature of Policy Council Chairperson

11/10/15
Date

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☐ New
☒ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

01CH2511

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

01CH2511

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

MANCHESTER BOARD OF EDUCATION

* b. Employer/Taxpayer Identification Number (EIN/TIN):

066001633

* c. Organizational DUNS:

789457756

d. Address:

* Street1:

45 N School St

Street2:

* City:

Manchester

County/Parish:

Hartford County

* State:

CT: Connecticut

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

06042-2010

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Christopher

Middle Name:

* Last Name:

Patticini

Suffix:

Title:

Chairperson

Organizational Affiliation:

* Telephone Number:

(860) 647-3441

Fax Number:

(860) 647-5042

* Email:

cpattacini@mpspride.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

*** Title:**

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Head Start

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

CT-001

b. Program/Project

CT-002

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

03/01/2016

* b. End Date:

02/28/2017

18. Estimated Funding (\$):

* a. Federal

2,145,156

* b. Applicant

0

* c. State

137,938

* d. Local

* e. Other

420,702

* f. Program Income

* g. TOTAL

2,703,696

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Christopher

Middle Name:

* Last Name:

Pattacini

Suffix:

* Title:

Chairperson

* Telephone Number:

(860) 647-3441

Fax Number:

(860) 647-5042

* Email:

cpattacini@mpspride.org

* Signature of Authorized Representative:

* Date Signed:

APPLICATION FOR
FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier 004
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier 01CH0116
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 01CH-1511
5. APPLICANT INFORMATION			
Legal Name: Enfield Board of Education, Enfield Head Start		Organizational Unit: Department:	
Organizational DUNS:		Division:	
Address: Street: 1270 Enfield Street		Name and telephone number of person to be contacted on matters involving this application (give area code): Prefix: Dr. First Name: Jeffrey	
City: Enfield		Middle Name:	
County: Hartford		Last Name: Schumann	
State: CT Zip Code: 06082		Suffix:	
Country: USA		Email: Jschumann@enfieldschools.org	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 04-2001777		Phone Number (give area code): (860)253-6531 Fax Number (give area code): (860)253-6515	
7. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify):		7. TYPE OF APPLICANT: (See back of form for Application Types) H- Independent School District Other (specify):	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 73-220		8. NAME OF FEDERAL AGENCY: ACE/HHS	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Non-Competing Continuation PA20 + PA22, 104 Preschool Children Enfield, CT Head Start Delegate of Manchester, CT			
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Enfield, CT Hartford County			
13. PROPOSED PROJECT Start Date: 3-1-2016 Ending Date: 2-28-2017		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING: a. Federal \$ 824,234 b. Applicant \$ c. State \$ 134,943 d. Local \$ 150,955 e. Other \$ f. Program Income \$ g. TOTAL \$ 1,110,132		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative Prefix: Mr First Name: Thomas Middle Name: J. Last Name: Sirard Suffix: c. Title: Chairman, Enfield Board of Education d. Signature of Authorized Representative: [Signature] e. Telephone Number (give area code): (860)253-6531 f. Date Signed: 10/27/2015			

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Standard Form 424 (Rev. 8-2000)
Prescribed by GSA Circular A-102

Manchester Public Schools
Board of Education
Policy Committee
Minutes
Monday, November 9, 2015
Keeney Elementary School

Present: Maria Cruz, Deb Hagenow, Mary-Jane Pazda, Carl Stafford

Others Present: Matt Geary, Superintendent

The meeting was called to order at 5:30 p.m.

1. The members discussed the proposed revision to the Parent Family Involvement Policy #1400 and will send the revised policy to the full Board for a first reading on November 23, 2015. The revised policy is attached.
2. The members discussed the proposed revision to the Field Trips Policy #6153 and will send the revised policy to the full Board for a first reading on November 23, 2015. The revised policy is attached.
3. The members discussed the proposed revision to the Evaluation of Programs Policy #6180 and will send the revised policy to the full Board for a first reading on November 23, 2015. The revised policy is attached.
4. The members discussed the Non-discrimination Policy (Student) # 5014, specifically related to transgender student. The members directed the Superintendent to add a presentation on the rights of transgender students to a future board agenda prior to the revision of the policy.
5. The Superintendent gave an update on the External Credit Courses Policy #5127-11. A draft will be brought to the next Policy committee meeting.

The meeting adjourned at 6:30 PM.

Next meeting: February 8, 2016

MANCHESTER PUBLIC SCHOOLS - ENROLLMENT BREAKDOWN

Date: November 2015

PAGE: 1

SCHOOL	KDG.	GR.1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6	Pre K Program (Not Head Start)	TOTAL	Oct-15	DIFFERENCE FROM PRIOR MONTH
Bentley									0	0	0
Illing							5		5	5	0
MRA/New Horizons									0	0	0
Bennet							427		427	420	7
Bowers Elementary School	14 14 15 14	16 15 15 16	20 18 20 19	22 23 23 19	17 19 18 24	24 22 24 24				392	-4
TOTAL	57	62	77	68	54	70		0	388		
+/- prior month	-1	0	-1	-1	0	-1					
Buckley Elementary School	17 16 17 4	21 23 4 6	19 20 19 6	18 17 9 6	24 23 6 5	21 20 20 5		40		361	8
TOTAL	54	48	64	44	53	66	0	40	369		
+/- prior month	0	2	2	0	3	1	0				
Highland Park Elementary School	15 12 14	13 14 15	22 22 22	18 20 20	15 19 18	21 22 22				262	-2
TOTAL	41	42	44	38	52	43		0	260		
+/- prior month	0	-2	0	0	0	0					
Keeney Elementary School	17 19 19	16 15 16	17 17 17	19 20 19	17 16 16	16 16 16		52		353	7
TOTAL	55	47	51	58	49	48		52	360		
+/- prior month	1	2	1	1	0	0					
Martin Elementary School	23 22 4	15 16 4	15 16 2	25 24 1	21 21 1	18 20 1				268	4
TOTAL	45	50	46	50	42	39		0	272		
+/- prior month	0	0	0	2	2	0					

SCHOOL	KDG.	GR.1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6	Pre K Program (Not Head Start)	TOTAL	Oct-15	DIFFERENCE FROM PRIOR MONTH
Robertson Elementary School	15 20 17 18	16 19 18 21	14 16 14 15	22 21 21	22 19	14 16 14				356	-4
TOTAL	70	74	59	64	41	44		0	352		
+/- prior month	-1	-3	1	0	-1	0					
Verplanck Elementary School	15 16 15 16	18 19 18 20	18 15 16 18	20 23 21	22 20 17	18 20 20				388	-3
TOTAL	62	75	67	64	59	58		0	385		
+/- prior month	0	0	-1	0	-1	-1					
Waddell Elementary School	16 22 18 6	16 18 17 2	20 18 20 5	23 24 23 3	18 16 18 1	15 19 19 1				380	-6
TOTAL	62	69	63	73	53	54	0	0	374		
+/- prior month	-2	-2	0	-1	-1	0	0				
Washington Elementary School	18 19 17 18	16 11 15 14	18 18 18 16	17 19 17 16	21 20 22	17 15 16				357	5
TOTAL	72	56	54	69	63	48		0	362		
+/- prior month	1	0	0	1	3	0					
Pre K Program @ Manchester PreSchool Ctr (Not Head Start)								49	49	41	8
TOTALS	518	523	525	528	466	470	427	141	3603	3,583	20
Manchester Preschool Center		Head Start								161	1
Subtotal		162							162		
							Total Elementary		3765	3,744	21

SCHOOL	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Academy of Aerospace & Engineering	1	2	2	3											8
Academy of Aerospace & Engineering -Elementary								4	3		3	3	8		21
Ana Grace Academy of the Arts Elementary School	3	3	4	2	4										16
Discovery Academy	3	1		2	2	3									11
East Hartford-Glastonbury Elementary Magnet School			2	2	1	1									6
Greater Academy of the Arts Magnet Middle School								2	4	5					11
Greater Hartford Academy of Math and Science - FD														2	2
Greater Hartford Academy of the Arts Elementary School															0
Greater Hartford Academy of the Arts FD											5	4	5	1	15
International Magnet School for Global Citizenship	8	8	1	3	2	4	6								32
Medical Professions and Teacher Preparation Academy								1	5	2	2	2	3	5	20
Metropolitan Learning Center								3	1	3	3	2	1		13
Montessori Magnet School (CREC)		1		2			6								9
Museum Academy	3	2	3	2	2	2									14
Public Safety Academy								2	1	3	1	2	1	2	12
Reggio Magnet School of the Arts			1			1	1								3
Two Rivers Magnet Middle School								42	36	47					125
Two Rivers Magnet High School											9	18	15	15	57
University of Hartford Magnet School	1	4	3	1	3		5								17
Betances Elementary/STEM Magnet School	9	8	7	6	2										32
Breakthrough II Elementary	10	2	2	4	3	1		1							23
Breakthrough Magnet	3		1		3	1	2		3	1					14
Capitol Community College Magnet Academy														3	3
Capitol Preparatory Magnet	2	1	2		1	1		2	2	3	3	1	1	1	20
Classical Magnet School								5	6	6	4	6	1		28
Environmental Sciences Magnet at Hooker		1	2	2	2	1	4	3	3	1					19
Great Path Academy Middle College High School											26	19	29	18	92
Hartford Magnet Trinity College Academy								11	17	9	3	7	2	3	52
Hartford PreK Magnet School	27														27
Journalism and Media Academy											1	2	2		5
Kinsella Magnet School of Performing Arts		5	1	3	3	4	2	6	6	5	4	1	4	1	45
Montessori Magnet @ Annie Fisher/Moylan School	6	1	2	1		3	1								14
Pathways Academy of Technology and Design											2	9	5	7	23
Sports/Medical Science Academy								3	1	2	4	4	1	1	16
STEM Magnet at Dwight						7	2	7	7						23
STEM Magnet at Fisher		3	2		1	1	1	2	1	1					12
University High School Science/Engineering											5	4	1		10
Webster Microsociety Magnet	2	7	5	6	3	2	2	4	8	2					41
CT International Baccalaureate Academy											4	9	7	4	24
Glastonbury Voag/Rockville Voag											6	5	3	14	28
Global Experience Magnet School - Bloomfield											4		2	1	7
Goodwin College CT Rivers Academy											10	8	3	4	25
Special Education Out of District Enrollment			1	4	2	2	2	3	1	3	1	3	2	15	39
	78	49	41	43	34	34	34	101	105	93	100	109	96	97	1014

[illegible]

NEW = NEW ENROLLED STUDENTS									DIFFERENCE FROM PRIOR MONTH
SCHOOL	GR. 7	GR. 8	GR. 9	GR. 10	GR. 11	GR. 12	TOTAL	Oct	
Bentley Alt. Ed	2	5	13	10	11	15	56	53	3
MRA/New Horizons	5	7	19	11	15	11	68	71	-3
Illing Middle School	407	368					775	780	-5
Manchester High School			435	373	394	339	1541	1534	7
						TOTALS	2440	2438	2

Illing Reason for Withdrawl	
Transferred (within district)	1
Left District	4
Expelled	0
Home Schooled	0

High School Reason for Withdrawal	
Transferred (within district)	3
Dropped Out	0
Left District	9
Expelled	0
Home Schooled	1
Graduated	0

SUMMARY DATA

	Nov	Oct	Difference
	7,219	7,198	21
Pre-School Center	162	161	1
Elementary PreK-6	3,603	3583	20
Secondary 7-12	2,440	2438	2
Out of Distritct Enrollment	1014	1016	-2
TOTAL		7,219	

Statement

The Board of Education believes that a student's education is a responsibility shared by the school, parents or guardian, family members, other significant adults in the child's life, and the community who must work together as knowledgeable partners to educate all students up to their capacity. Build capacity of families to support their children's learning & actively engage as partners in child's education.

The parent/family/community involvement in the Manchester Public Schools will be guided by the following standards:

- Communication between home and school is on-going; two-way, multi-platformed and meaningful, to the greatest extent possible in the language predominantly spoken at home.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents play an integral role in helping student learning.
- Parents are partners in the decisions that affect children and families.

Manchester Public Schools staff will:

- Access the strengths, resources, and assets of families and community members to support school success.
- Work to develop trust and collaboration among all stakeholders.
- Value and support families and communities as a vital component of educating all children.
- Work to reduce the impact of barriers on families and community members to support school success.

The Board of Education supports professional development opportunities for staff members to enhance their understanding of effective parent/family/community partnership strategies. The Board also recognizes the importance of administrative leadership in creating conditions conducive to parental, family, and community involvement in the schools.

The Superintendent of Schools is responsible for instituting administrative guidelines to support this policy.

Legal References : C.G.S. 10-221(f), P.A. 97-290 20 U.S.C §6316, P.L. 107-110 NCLB

Adopted: January 27, 1997

Revised: January 23, 2012

Revised: November, 2015

PARENT/FAMILY/COMMUNITY INVOLVEMENT
Administrative Guidelines

1400

In order to achieve the level of parent/family/community partnership desired by the Board of Education, the following guidelines exist to promote the partnership of parents/families/community members in the schools on behalf of all children enrolled in the Manchester Public Schools.

1. Parent involvement activities developed at each school will include opportunities for:

Volunteering;

- Parent/Family education and leadership;
- Home support for student learning;
- Ongoing two-way and meaningful communication;
- Parent/Family voice and participation in school decision-making; and
- Use of community resources to strengthen schools, families, and student learning.

2. It is the responsibility of the school administration and staff to:

- Actively seek to build coalitions across constituencies in each neighborhood and across the district in the service of young people;
- Develop advisory teams of parents/families, support staff, and school personnel to regularly review and plan for support of children and families;
- Develop and implement a school plan for parent/family/community involvement;
- Effectively and actively communicate with parents/families/community about the curriculum and seek suggestions about improving the curriculum;
- Provide space and resources to support successful parent/family/community involvement practices and activities;
- Provide professional development for teachers and staff on ways to work effectively in partnership with parents/families/community members;
- Provide parents / families with tools and supports needed to enhance student learning
- Promote clear on-going two-way communication between school and family about school issues, the curriculum, and student progress;
- Include parents/families in decision-making on appropriate school issues and programs;
- Provide training for school volunteers to work within the schools;
- Assist parents in understanding their roles as partners in educating their children that would include:
 1. Actively communicating with teachers and administrator;
 2. Being aware of and following the rules and regulations of the school;
 3. Taking an active role in the student's education by reinforcing at home the skills and knowledge the student has learned in school;
 4. Participating in school activities;
 5. Working for the success and improvement of the school program; and
 6. Advocating for student needs

3. Periodically, the Board of Education and the district administration may invite parents/families/community members to participate on committees related to curriculum, budget, personnel selection, policy development, and other areas.

Adopted: January 27, 1997

Revised: January 23, 2012

Revised: October 19, 2015

Revised:

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives. The Board recognizes that learning experiences outside of the school building are a valuable part of the educational experience and is committed to ensuring that all students, regardless of socio-economic status, are able to participate in grade level guaranteed experiences. Beginning with the 2016-17 school year and continuing in subsequent years, a sum not less than 0.1% of the approved local School Budget will be set aside for field trips.

All student field trips shall require prior written approval by the building administrator. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board of Education.

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities and any administrative regulations implementing such Board Policy.

The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

The Board must approve all extended and international student field trips.

Definitions of School Sponsored Field Trips:

Field Trip: An out of school field trip (in and out of state) is a planned activity in which a class or group of students leaves the school grounds for the purpose of continuing and extending the program of instruction. As such, they are considered as instructional and planned with objectives determined in advance and appropriate instruction preceding and following each trip.

Performing Arts Field Trip: Any trip off school grounds to perform or compete in a performing arts contest or practice session.

Co-Curricular Trip: A co-curricular trip is any trip conducted off school grounds through an after-school activity or club or as a result of qualification in a contest or competition.

Extended Field Trip: An extended school trip is one which requires two or more school or vacation days and is initiated as an extension of the educational program or school sponsored club activity.

International Field Trip: An international trip is any trip outside the boundaries of the continental United States.

Field Trips – Use of Privately Owned Automobiles

The use of privately owned vehicles to transport students on school sponsored field trips is prohibited.

Adopted: October 10, 1973

Revised: January 23, 1978

Revised: May 26, 1987

Revised: April 24, 1989

Revised: June 22, 2009

The Administration wishes to encourage that all field trips be of an educational nature in accordance with the curricula.

A) Field Trip Requests should specify how the trip will benefit students in a way not possible in the classroom, how the trip fits into the curriculum, and how the teacher will follow up on the trip afterwards.

Field trips which are made with/without the use of any transportation require the permission of the building administrator. Parental permission slips are required and available through the building administrator's office.

The use of alcoholic beverages and/or drugs by students and adults while participating in a Board of Education sponsored field trip is expressly forbidden. Those persons violating this regulation will be subject to disciplinary action in accordance with policy 5144. The Board requires that all chaperones accompanying class trips receive a copy of this policy with administrative guidelines and are made aware of its provisions prior to departure.

The sponsor of the trip should make every effort to arrange for the payment of children who would find such an expense a hardship. This should be done unobtrusively so as not to embarrass the child involved.

B) Parent-Teacher Association, Student Government, Club Funds for School Trips – PTA, student government or club funds may be used for the purpose of paying field trip costs, upon approval of the groups named. This is not to be interpreted as a suggestion that such funds be used for payment for school trips.

C) Fund-Raising Activities for School Sponsored Trips – Moderate fund-raising activities may be used to defray the cost of a field trip. Students involved in fund-raising activities must fully realize that class trips for which they are raising funds are tentative until approved by the Superintendent and the Board of Education. For those extended class trips with a total cost to the group of students participating exceeds \$1,000, three quotations must be secured. For those extended trips where the total cost to the group of students participating exceeds \$5,000, a minimum of three formal price bids must be secured in a manner prescribed by the Assistant Superintendent, Finance and Management.

D) Extended field trips which take place while school is in session will be limited to a maximum of three regular school days. The Board of Education directs the school administration to make every effort to limit extended/international field trips to those times when school is not in session.

E) The Board discourages extended/international field trips on days that school is in session and teachers are urged to plan trips that minimize student absence from class. As part of the itinerary for the trip, which is to be attached to the application, teachers should describe how the class has been prepared prior to the trip in order to fully benefit from the planned educational value of the experience. International trips are reserved for high school participation only.

F) Non-School Sponsored Trips – The Board cannot accept responsibility for non-school sponsored trips. Non-school sponsored trips do not occur during school time, and; therefore should not be planned for on school time. School equipment should not be used to communicate information regarding these trips.

G) Exceptions – The Superintendent is empowered to make recommendations to the Board for field trips not covered in rules stated above. This will be done only in unusual situations, especially trips that combine education and social experiences or trips of long distances.

H) The following information must be included in the Field Trip Request forms for day trips:

1. The date, destination and purpose of the trip, as well as its appropriateness for the grade level.
2. The number of students participating and the names of the teachers and chaperones involved.
3. Evidence of insurance for the carrier.
4. The insurance arrangements which have been made for staff and students to cover this particular trip.
5. The cost per child of the trip and the means by which the requirements are to be met (i.e. fundraising, BOE budget).
6. The arrangements to be made or which have been made within the school to cover for the teachers who are going on the trip and for those students who will be remaining in school. Request must indicate the teacher who will remain at the school for children who do not participate.
7. Upon completion of the trip, the leader will file a written report with the Superintendent including all unusual incidents.

I) Extended/International Field Trips – Approval Procedures

1. All extended/international field trips must be approved by the building administrator and Superintendent of School prior to submission to the Board of Education.
2. All requests for international trips must be submitted to the building administrator and Superintendent of Schools at least four school months prior to the planned departure.
3. All requests for the trips while school is in session must have approval of the Board of Education.
4. Any travel and expense reimbursement paid to teacher chaperones must be paid from fees collected from the participants.
5. Extended and International field trips may be conducted provided there is one teacher chaperone for every ten (10) secondary students. Extended field trips may be conducted for elementary students providing there is one chaperone for every 7 students.

J) The following items must be included in the extended/international field trip forms:

1. Provide to the Board of Education proof of travel insurance
2. Provide to the Board of Education copies of written itinerary including locations, phone numbers, and estimated time of arrival at each location.

3. A complete listing of the students participating and the field trip participation consent forms should be maintained and accessible for review when needed. Obtain waivers and health forms. Participants should file a waiver for medical treatment and a health questionnaire explaining any special medical problems or needs to the trip organizer. This information should be communicated to all trip chaperones.
4. Provide to the Board of Education copies of contracts with carriers and travel agency.
5. Provide to Board of Education the costs per student, purpose of the program, names of chaperones, accommodations, trip cancellation procedures and refund policy. The age of all chaperones below the age of twenty-five (25) must be included. The relationship of each chaperone will be stated (i.e. teacher, parent, spouse or child of teacher).
6. Provide proof of attendance for all students, guardians and faculty at one orientation meeting (minimum) where the information regarding the trip will be covered. These meetings should highlight the following: travel and packing trips, medical and health concerns, modes of transportation, hours of departure and return. Also, review background information pertaining to upcoming cultural differences that a student and/or faculty may experience while visiting a foreign country. Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
7. Conduct Chaperone training and orientation.
8. Review emergency preparedness processes and the crises response plan.
9. Provide current health and safety information to participants. Also provide information about emergency medical assistance, emergency evacuation, and repatriation procedures. Review options for medical insurance coverage for foreign travel.
10. Identify health and safety products or services that may not be available at overseas locations.
11. Once you reach your destination, conduct orientation briefings which include information on health and safety, legal, environmental, political, cultural and religious conditions in the host country.
12. Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities and conduct during “free-time”. Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation.
13. Review international programs policies and procedures.

*** In the event of adverse political, safety, or health conditions, or any other unforeseen Circumstances, the Board of Education may choose to cancel an international trip.

Adopted: October 10, 1973
Revised: January 23, 1978
Revised: May 26, 1987
Revised: April 24, 1989
Revised: June 22, 2009

EXTENDED FIELD TRIP REQUEST FORM

In accordance with the Board of Education Policy titled "Instruction – 6153" all extended field trips must be approved by the Superintendent of Schools. The following TYPED information must be forwarded to the Superintendent in TRIPLICATE 30 days (4 months for international trips) prior to the Board meeting, which antedates the trip.

Name of School _____ Date of Request _____

Name of Club or Activity _____

Trip to _____ Purpose: _____

Number of students Participating: _____

Dates of Trip: From _____ To _____

Number and names of teachers and chaperones:

(Give ages of chaperones under 25 and list relationship of all chaperones to system or staff)

a. _____ b. _____

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

Transportation: Bus ____ Train ____ Plane ____ Car ____ Other:

Are fundraising activities planned? _____ if so, describe:

Lodging: Hotel/Motel ____ Camp ____ Private Home ____

If known, please give specifics of room assignments:

Insurance Arrangements for Staff and Students:

INSTRUCTION
SCHOOL SPONSORED FIELD TRIPS

POLICY 6153
H – 2b

Cost per Teacher and/or Chaperone: \$

Explain how the above sum is paid.

Cost per Student: \$

Total Cost of Substitute Teachers Needed: \$

If Travel Agencies are engaged, at least three quotations need to be approved with documentation attached to this form:

a. _____ b. _____

c. _____ d. _____

Other:

Signature of teacher making request: _____

Typed Name: _____

Approved by Department Head at: _____

Secondary Level: _____ Date: _____

Approved by Administrator: _____ Date: _____

Approved by Superintendent of Designee: _____ Date: _____

Attachments: Quotations
Itinerary

INSTRUCTION 6180

Evaluation of the Instructional Program

The Manchester Public Schools curriculum and programs are designed to produce optimal student achievement Pre K- 12 and beyond. Based on a shared vision and mission, best practices in planning, instruction and assessing are implemented to accomplish excellence in all areas of student development. Professional staff, including outside consultants will support the review and continual revision of curriculum and programs. The Superintendent and/or designees will inform the Board regarding new and revised curriculum and programs as it relates to the cycle of revision and evaluation.

Programmatic review may include the following:

- student achievement data, pre and post data related to curriculum implementation
- qualitative and quantitative assessment
- student course enrollment, attendance and attrition
- graduation rate
- student, staff, parent and community feedback
- state and/or national assessments

Curriculums and programs that may be included in an evaluation review cycle:

- Adult Education
- English Language Arts Curriculum PK-12
- Enrichment Programing PK-12
- Family Consumer Science Electives
- Mathematics Curriculum PK-1
- Science Curriculum PK-12
- Social Studies Curriculum PK-12
- Social Emotional Learning Curriculum PK-12
- Technology Curriculum
- *Transitional Curriculum*
- Unified Arts Curriculum PK-12 (Music, Art, Physical Education)
- World Language Curriculum 6-12

Curriculum and program review cycle will begin Fall 2016, with staggering of reviews based on consensus between the Board of Education and Superintendent and/or designees.

References: Manchester Board of Education Policy 6161: Selection of Instructional Materials

Connecticut General Statutes-

10-14 n Mastery Examination

10-14 q Exceptions

10-14 r Regulations

10-220 Duties of boards of education

10-221 Boards of education to prescribe rules, policies, procedures

10-221h Plan to improve reading skills

10-223a Promotion and Graduation policies

10-229 Change of textbooks

Review of Instructional Programs

Curriculum/Program Name:

Population Served:

Description and Purpose:

Program Costs:

Personnel (Provide total salaries and classification, such as teachers, FTE, # tutors, etc.)

Resources used to implement curriculum/programs

Programmatic Review process included the following data analysis:

Summary of findings:

Based on findings, should the program be continued within the Manchester Public Schools?