

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JANUARY 11, 2016

**Executive Session – Legal Update
Board Of Education Mtg.**

**6:00 P.M. – Director’s Rm.
7:00 P.M. – Lincoln Center
Hearing Rm.**

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – November 23, 2015 A – 3

B. CONSENT CALENDAR

- 1) Personnel Information B – 1
- 2) Transfer of Funds B – 2
- 3) Establish an appropriation for FY15/16 in the amount of \$7,203.74 to be placed in the Community Use of Schools account and made available to cover repair and maintenance costs to Bailey Auditorium. B – 3
- 4) Create an appropriation for FY15/16 in the amount of \$204,451 for MCC/Adult Education Transitional Strategies REACT II Grant. B – 4
- 5) Establish an appropriation for FY15-17 in the amount of \$182,704 under the Title II – Part A Grant, to be funded by the Connecticut State Dept. of Education. B – 5
- 6) Establish an appropriation for FY15-17 in the amount of \$1,746,972 under The Title I Improving Basic Program grant FY2015-2017, to be funded by the Connecticut State Department of Education. B – 6
- 7) Establish an appropriation for FY15-17 in the amount of \$750,000 for the Hartford Foundation for Public Giving. B – 7
- 8) Extended Field Trip Request – MHS – Varsity Wrestling Team – State Wrestling Championship – 16 students – Feb. 19, 2016 – Feb. 20, 2016
Chaperones: Mr. Gerry Navarra, Asst. Coach and Teacher and Mr. Louis LaGuardia, Head Coach. B – 8

C. COMMITTEE REPORTS

- 1) Buildings & Sites Comm. Meeting Minutes – November 23, 2015 C – 1
- 2) Curriculum & Instruction Comm. Meeting Minutes – December 14, 2015 C – 2

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 Manchester High School Track & Field and Locker Rm. Project, F – 1
Mr. Mark Carlino, Public Works Director, & Mr. Lindsey Boutilier, MHS,
Athletic Director.
Track & Field Presentation by: Luke J. McCoy, PLA, LEED AP/ Associate
Manager of Landscape Architecture – CT BSC Group
The Locker Room Presentation by: David Wenchell, R.A., Historic Architect/
Project Manager, Silver/Petrucelli & Associates
- 2) Superintendent's presentation of 2016-2017 Proposed Budget, Mr. Matthew F – 2
Geary

G. UNFINISHED BUSINESS –

1) Policy Recommendation:

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

- a. Board Policy 1400 – Parent/Family/Community Involvement G – 1a
- b. Board Policy 6153 – School Sponsored Field Trips G – 1b
- c. Board Policy 6180 - Evaluation of Instructional Programs G – 1c

H. NEW BUSINESS - None

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

J. COMMUNICATIONS

K. ITEMS FOR FUTURE AGENDAS

L. ADJOURNMENT

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

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

PERSONNEL ACTION

APPOINTMENTS

Confirming the appointment of Timothy Field as an Elementary Dean of Students at Waddell Elementary School effective January 4, 2016, (Dean of Students (200 days) Step 5, \$93,000. Mr. Field received a Sixth Year Certificate in Educational Administration at University of Connecticut and a Master of Science in Educational Technology degree at Central Connecticut State University. Mr. Field resides in Tolland.

Tara Nelson to be a Grade 3 teacher at Verplanck Elementary School. Ms. Nelson received a Master of Arts in Elementary Education degree at Sacred Heart University. Ms. Nelson resides in Simsbury. It is recommended that her appointment be approved effective December 7, 2015 (MA/Step 1, \$46,228).

Katherine Costello to be a Special Education teacher at Washington Elementary School. Ms. Costello received a Bachelor of Arts in Psychology degree at University of Hartford. Ms. Costello resides in Glastonbury. It is recommended that her appointment be approved effective January 4, 2016 (BA+30/Step 2, \$47,536).

Janina Johnkoski to be an Engagement Specialist at Washington Elementary School. Ms. Johnkoski received a Sixth Year Certificate in Administration and Supervision at University of Hartford and a Master of Arts in Elementary Education degree at Saint Joseph College. Ms. Johnkoski resides in South Windsor. It is recommended that her appointment be approved effective January 4, 2016 (MA+30/Step 13, \$87,177).

Amanda Rivers to be a Grade 4 teacher at Buckley Elementary School. Ms. Rivers received a Bachelor of Science in Communication degree at Eastern Connecticut State University. Ms. Rivers resides in Meriden. It is recommended that her appointment be approved effective January 4, 2016 (BA+15/Step 1, \$44,920).

Amanda Smith to be a Kindergarten teacher at Robertson Elementary School. Ms. Smith received a Bachelor of Science in Elementary Education degree at Eastern Connecticut State University. Ms. Smith resides in Manchester. It is recommended that her appointment be approved effective January 4, 2016 (BA/Step 1, \$43, 611).

Stephen Trojan to be a Grade 4 teacher at Keeney Street Elementary School. Mr. Trojan received a Bachelor of Science in Elementary Education degree at Lock Haven University. Mr. Trojan resides in East Haddam. It is recommended that his appointment be approved effective January 4, 2016 (BA/Step 6, \$51,461).

April Beckman to be a Grade 4 teacher at Waddell Elementary School. Ms. Beckman received a Master of Arts in Teaching degree at Sacred Heart University. Ms. Beckman resides in Manchester. It is recommended that her appointment be approved effective January 5, 2016 (MA/Step 1, \$46,228).

Renise Washington to be a Special Education teacher at Manchester High School. Ms. Washington received a Bachelor of Arts in Psychology degree at Western New England University. Ms. Washington resides in Madison. It is recommended that her appointment be approved effective January 19, 2016 (BA+30/Step 1, \$46,228).

RESIGNATIONS

Allison LaPointe, Grade 4 teacher at Keeney Street Elementary School, has submitted a letter of resignation for personal reasons effective the end of business on January 5, 2016. Ms. LaPointe has been with Manchester Public Schools since September 21, 2015. It is recommended that her request be approved.

Barbara Riley, Grade 6 teacher at Bennet Academy, has submitted a letter of resignation for personal reasons effective the end of business on December 23, 2015. Ms. Riley has been with Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

Jennifer West, PreKindergarten teacher for the Head Start Program, has submitted a letter of resignation for personal reasons effective the end of business on December 22, 2015. Ms. West has been with Manchester Public Schools October 19, 2015. It is recommended that her request be approved.

Kathleen Schueler, Kindergarten teacher at Robertson Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on December 31, 2015. Ms. Schueler has been with Manchester Public Schools since January 2, 1991. It is recommended that her request be approved.

Robert Healy, Physical Education teacher at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business June 30, 2016. Mr. Healy has been with Manchester Public Schools since January 20, 1987. It is recommended that his request be approved.

Susan McLaughlin, Special Education teacher at Bennet Academy, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2016. Ms. McLaughlin has been with Manchester Public Schools since August 28, 1997. It is recommended that her request be approved.

Virginia Schneider, Science teacher at Illing Middle School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2016. Ms. Schneider has been with Manchester Public Schools since October 11, 1994. It is recommended that her request be approved.

Patricia Ware, Grade 2 teacher at Bowers Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2016. Ms. Ware has been with Manchester Public Schools since August 20, 1989. 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 17, 2015

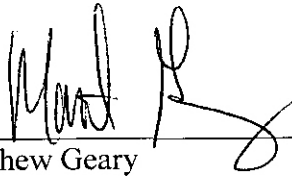
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Keeney Admin General Supplies & Materials account to Keeney Admin Postage account. A total transfer of \$350 is being requested.

Financial Impact: None

Other Board/Commission Action: None

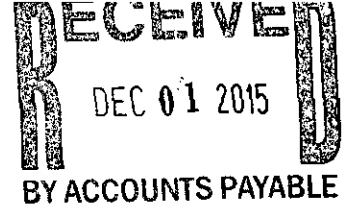
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.



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

5-12/1/15
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Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Keeney School

Date: November 17, 2015

Principal's Sign: J. Mente

Date of Approval: Blawie

JUSTIFICATION (Required Field) :

Funds are being transferred to increase the postage account.

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

DECREASE In whole dollars only:

\$350.00	Account # 42306240-5610	Description: Admin. General Supply & Material
\$	Account #	Description:
\$	Account #	Description:
\$ 350.00	TOTAL DECREASE	

INCREASE In whole dollars only:

\$350.00	Account # 42306240-5541	Description: Admin Postage
\$	Account #	Description:
\$	Account #	Description:
\$ 350.00	TOTAL INCREASE (Must match total decrease)	

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 20, 2015

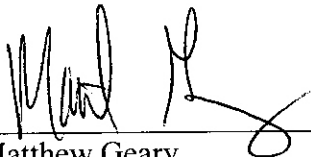
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Maintenance Contracted Services account to Systemwide Maintenance New Vehicles account. A total transfer of \$7,031 is being requested.

Financial Impact: None

Other Board/Commission Action: None

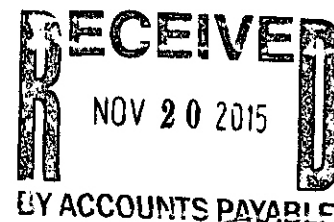
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.



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

\$ - 11/23/15
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Manchester Public Schools
Manchester, Connecticut



To: Accounting Department
Date: 11/20/15

Buildings &
Grounds Sign: [Signature]

Date of Approval: 11-20-15

JUSTIFICATION (Required Field) : Balance due to complete purchase of four vehicles.

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

DECREASE In whole dollars only:

\$7031.00 Account # 41799260-5430

Description: Sys Maint Contracted Services

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$7031.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$7031.00 Account #41799260-5732

Description: Sys Maint New Vehicles

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$7031.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 24, 2015

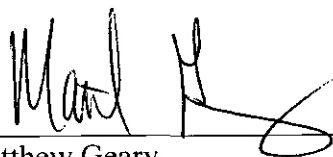
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from MHS Technology Equipment Contract Services (\$10,000) account to MHS Business Education Textbooks (\$2,000) and MHS Admin Office Supplies & Materials (\$8,000) account. A total transfer of \$10,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

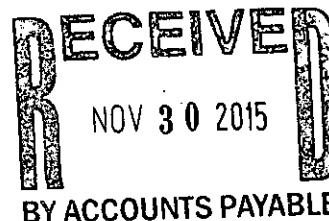
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.



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

5-12/1/15
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Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Manchester High School _____

Date: 11/24/2015

Principal's Sign: [Signature]

Date of Approval: 11/24/2015

JUSTIFICATION (Required Field) : Transfer funds to cover the expense of current edition textbooks necessary for the Web Design class (MCC Credit class – required text) and furniture purchases.

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

DECREASE In whole dollars only:

\$ 10,000 Account # 14861100 5430

Description: TE – Contracted Services

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$10,000 TOTAL DECREASE

INCREASE In whole dollars only:

\$2,000 Account # 10661100 5641

Description: Business Ed Textbooks

\$8,000 Account # 42361240 5680

Description: Admin Office Supplies

\$ _____ Account # _____

Description: _____

\$10,000 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 9, 2015

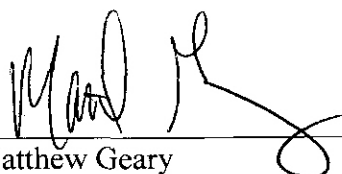
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Waddell Admin Contracted Kelly Subs PD account to Waddell Admin Instructional Supplies & Materials account. A total transfer of \$1,000 is being requested.

Financial Impact: None

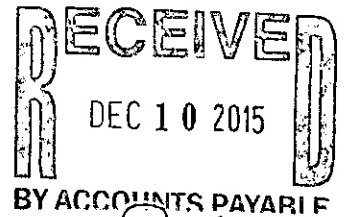
Other Board/Commission Action: None

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
January 11, 2016

3 - 12/11/15
DC

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Waddell

Date: 12/9/15

Principal's Sign: Kimberly Revelante

Date of Approval: 12/9/15

JUSTIFICATION:

Replenish Instructional Supply line

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

DECREASE In whole dollars only:

\$ <u>1000</u>	Account # _____	423132215432	Description: <u>Kelly Subs</u>	<u>Wad School Admin</u>
\$ _____	Account # _____		Description: _____	
\$ _____	Account # _____		Description: _____	

\$ 1000 TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>1000</u>	Account # _____	423131005611	Description: <u>Inst. Sup + Mat</u>	<u>School Admin</u>
\$ _____	Account # _____		Description: _____	
\$ _____	Account # _____		Description: _____	

\$ 1000 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: December 9, 2015


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

Discussion/Analysis: Transfer from Waddell Admin Professional Development account to Waddell Admin General Supplies & Materials account. A total transfer of \$1,000 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.

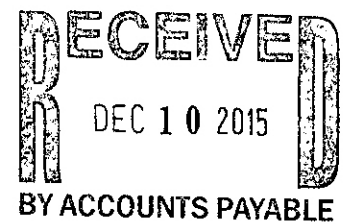


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 11, 2016

S - 12/10/15

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12/11/15

**Manchester Public Schools
Manchester, Connecticut**



To: **Accounting Department**

School: Waddell

Date: 12/9/15

Principal's Sign: Kim Reveland

Date of Approval: 12/9/15

JUSTIFICATION:

Replenish general supply line

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

DECREASE In whole dollars only:

\$ 1000 Account # _____ 423132215320 Description: PD School Admin

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 1,000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 1000 Account # _____ 423132405610 Description: General sup + mat Wad. School Admin

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 1,000 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 15, 2015

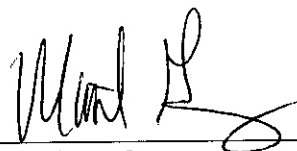
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Enrichment Office Supplies account to Systemwide Enrichment Travel & Lodging account. A total transfer of \$1,090 is being requested.

Financial Impact: None

Other Board/Commission Action: None

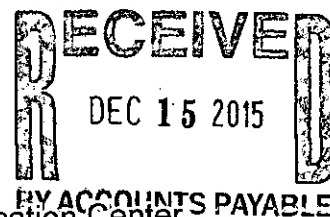
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.



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

S- 12/15/15
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12/16/15

**Manchester Public Schools
Manchester, Connecticut**



To: **Accounting Department**

School: Kennedy Education Center

Date: 12/15/2015

Principal's Sign: [Signature]

Date of Approval: 12/15/15

JUSTIFICATION (Required Field) : Move money from Enrichment Program Office Supplies to Travel/Lodging to cover travel stipend expense.

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

DECREASE In whole dollars only:

\$ <u>1,090.00</u>	Account # <u>17020100 5680</u>	Description: <u>Office Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1,090.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>1,090.00</u>	Account # <u>17020100 5580</u>	Description: <u>Travel/Lodging</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1,090.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: December 8, 2015

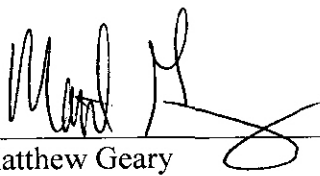
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from MHS Guidance General Supplies & Materials account to MHS Guidance Dues & Fees account. A total transfer of \$475 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
January 11, 2016

S - 12/10/15

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12/11/15

**Manchester Public Schools
Manchester, Connecticut**

REC-11
DEC 10 2015

To: **Accounting Department**

School: Manchester High School PAYABLE

Date: 12/08/2015

Principal's Sign: Jill King

Date of Approval: 12/08/2015

JUSTIFICATION (Required Field) : To fund the cost of College Board and other membership fees

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

DECREASE In whole dollars only:

\$475.00 Account # 31061210 5610 Description: Guidance General Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$475.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$475.00 Account # 31061210 5810 Description: Guidance Dues/Fees

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$475.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 17, 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 Information Services Contract Services (\$1,500) and Information Services Repair (\$2,200) to MHS Information Services Computer Supplies and Materials. A total transfer of \$3,700 is being requested.

Financial Impact: None

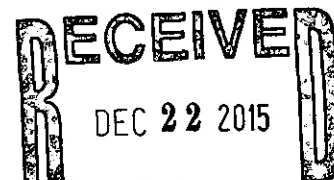
Other Board/Commission Action: None

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
January 11, 2016

S - 12/23/15
SE

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Manchester High School
BY ACCOUNTS PAYABLE

Date: 12/17/2015

Principal's Sign: Julie Knig

Date of Approval: 12/17/2015

JUSTIFICATION (Required Field) : To fund the purchase of computer parts to be used by technicians at MHS

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

DECREASE In whole dollars only:

\$1500	Account # <u>41461280 5430</u>	Description: <u>IS Contracted Services</u>
\$2200	Account # <u>41461280 5435</u>	Description: <u>IS Repair of Equipment</u>
\$ _____	Account # _____	Description: _____

\$3700 TOTAL DECREASE

INCREASE In whole dollars only:

<u>\$3700</u>	Account # <u>41461280 5612</u>	Description: <u>IS Computer S/M</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$3700 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: December 17, 2015

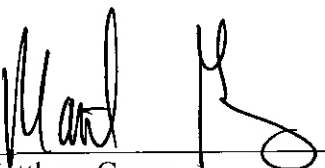
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from MHS Computer Technology Contracted Services to MHS Computer Technology Computer Supplies & Materials. A total transfer of \$700 is being requested.

Financial Impact: None

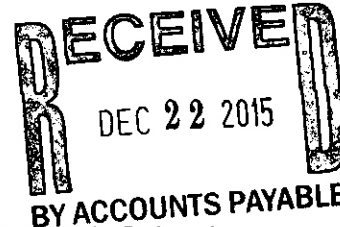
Other Board/Commission Action: None

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
January 11, 2016

S - 12/23/15
DL

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Manchester High School

Date: 12/17/2015

Principal's Sign: [Signature]

Date of Approval: 12/17/2015

JUSTIFICATION (Required Field) : To fund the purchase of computer parts to be used by technicians at MHS

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

DECREASE In whole dollars only:

\$700	Account # <u>11261100 5430</u>	Description: <u>Computer Tech Contracted Svcs</u>
\$	Account #	Description:
\$	Account #	Description:

\$700 TOTAL DECREASE

INCREASE In whole dollars only:

\$700	Account # <u>11261100 5612</u>	Description: <u>Computer Tech Comp S/M</u>
\$	Account #	Description:
\$	Account #	Description:

\$700 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: December 24, 2015

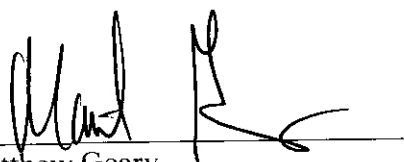
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Illing Admin Postage (\$3,000) and Admin Printing & Advertising (\$2,667) to Illing Admin Office Supplies & Materials (\$3,000), Admin General Supplies & Materials (\$1,857) and Admin Contracted Services (\$810). A total transfer of \$5,667 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.

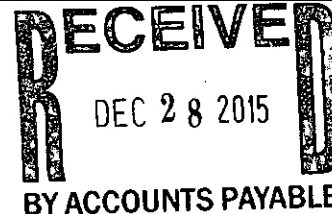


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 11, 2016

S - 12/28/15
DC
12/29/15

TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Iling Middle School

Approval Signature: Beth Hayer

Date: December 23, 2015

Date of Approval: 12/24/15

JUSTIFICATION:

Funds needed for Building Use

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: ADMINISTRATION

\$	<u>3,000.00</u>	Account #:	<u>423 53 240 5541</u>	Description:	<u>Postage</u>
\$	<u>2667.00</u>	Account #:	<u>423 53 100 5540</u>	Description:	<u>Printing & Advertisitng</u>
		Account #:		Description:	

INCREASE: ADMINISTRATION

\$	<u>3,000.00</u>	Account #:	<u>423 53 240 5680</u>	Description:	<u>Office Supplies</u>
\$	<u>1,857.00</u>	Account #:	<u>423 53 240 5610</u>	Description:	<u>General Supplies</u>
\$	<u>810.00</u>	Account #:	<u>423 53 100 5430</u>	Description:	<u>Contracted Services</u>

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: December 29, 2015

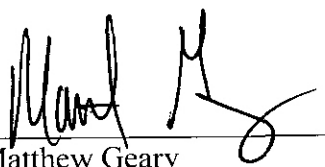
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Plant Operations Other Purchased Services to Systemwide Plant Operations Office Supplies & Materials. 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
January 11, 2016

S-12/29/15
DC

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department
Date: 12/28/15

School: _____
Principal's Sign: [Signature]

Date of Approval: 12/29/15

JUSTIFICATION (Required Field) :

Money needed for office supplies.

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

DECREASE In whole dollars only:

\$	Account #	Description:
\$ <u>3,000.00</u>	Account # 42099260-5590	Description: <u>Purchased Services</u>
\$ _____	Account # _____	Description: _____

\$3,000.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$	Account #	Description:
\$ <u>3,000.00</u>	Account # 42099260-5680	Description: <u>Office Supply</u>
\$ _____	Account # _____	Description: _____

\$3,000.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 15/16 Board of Education
Community Use of Schools – Bailey Auditorium

Date: December 16, 2015

Background: The Manchester Public Schools' Buildings and Grounds Department bill public and private groups a maintenance fee for the use of Bailey Auditorium at Manchester High School. These funds are collected to cover the costs to repair and maintain the auditorium. The total amount of funds in the Town revenue account is \$7,203.47.

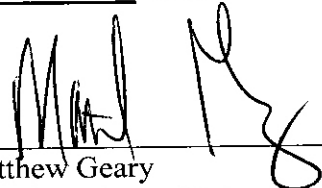
Discussion/Analysis: The funds are designated to cover auditorium maintenance and repair due to community use.

Financial Impact: The funds will be used to cover the cost of repair and maintenance to Bailey Auditorium.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish for FY15/16 an appropriation of \$7,203.47 to be placed in the Community Use of Schools account and made available to cover repair and maintenance costs to Bailey Auditorium.

Attachments: None



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 4, 2015

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Re: Appropriation for Adult Education Transitional Strategies (REACT II)
Grant FY 2015-2016
Date: December 2, 2015

Background: Manchester Community College and Manchester Adult and Continuing Education have had a successful partnership for the past several years through the Reaching Education Achievement for College Transition (REACT II) program which provides a supportive educational environment for students who want to transition to college, but whose assessment scores place them below the Intensive level of remediation. This 1-year pilot program will give students the opportunity to earn three college credits in Student Development, First Year Experience and complete the equivalent of Manchester Community College's developmental Math and English sequence. Students receive support services, career and academic counseling, participate in cultural enrichment excursions that support their learning program, meet and learn with other students with the same goals and receive continued support from Manchester Community College staff after completion of the program.

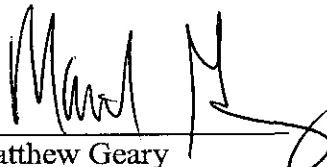
Discussion/Analysis: Funds will be used to offer pathways to postsecondary education for high school seniors and high school graduated adults. The program will provide preparatory support to meet the Accuplacer criteria for entry level college courses.

Financial Impact: None

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY 15/16 MCC/Adult Education Transitional Strategies REACT II appropriation in the amount of \$204,451.

Attachments: Contract


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

Connecticut
Community
Colleges

STATE OF CONNECTICUT
BOARD OF REGENTS FOR HIGHER EDUCATION
39 Woodland Street, Hartford, CT 06105

Original ☒ Amendment ☐ ID #C146-16

Education That Works For a Lifetime

State Contracting Agency: Board of Regents for Higher Education
On behalf of Manchester Community College

Street: Great Path, MS#10

City: Manchester State: CT Zip: 06045

Tel#: 860-512-3647

Hereby enters into a Contract with:

Contractor's Name: Manchester Board of Education- Adult and Continuing Education

Street: 901 Main Street

City: Manchester State: CT Zip: 06040

Tel#: 860-647-5075 E - MAIL: B11dkear@manchesterct.gov FEIN/SSN: 06-6001633

The term of this contract is from 09/01/2015 through 06/30/2016

This Contract shall become effective as of the date of signature by the Contracting Agency's authorized official and, where applicable, the date of approval by the Connecticut Office of the Attorney General (OAG). Upon such execution, this contract shall be deemed effective for the entire term. No amendment to this contract shall be valid or binding upon the parties unless made in writing, signed by the parties, and, where applicable, approved by the OAG.

State Contracting Agency agrees to make payment to the Contractor.
Total Contract shall not exceed \$204,451.00

Contractor should address all contract questions to:
Maria Generis, Acquisitions Manager, MCC, 860-512-3647

Contractor should address all questions regarding the scope or performance of services to:
G. Duncan Harris, Interim Chief Academic Officer, MCC, 860-512-3202

Contracting Agency should address all contract questions to:
Diane Clare-Kearney, Manchester Board of Education- Adult and Continuing Education 860-647-5075

FOR INTERNAL USE ONLY

EXPENSE CODING		FISCAL YR(s)	AMOUNT	NOTES
Banner Fund Code:	BA2000	16	\$204,451.00	REACT
Banner Org Code:	B3TD			
Banner Account Code:	7223ES			
Banner Program Code:	15A			

SECTION 1 - DESCRIPTION OF SERVICES AND /OR PRODUCTS

- (a) The Contract ("Contract") is made by and between the Board of Regents for Higher Education on behalf of Manchester Community College ("College" or "MCC"), a constituent unit of the State of Connecticut System of Higher Education with an address of Great Path, Manchester, Connecticut, 06045, and Manchester Board of Education- Adult and Continuing Education ("Contractor") with a principal place of business at 901 Main Street, Manchester, CT 06040.
- (b) The Contractor shall offer a transitional strategy program for students who seek to enter the College but whose assessment scores place them below the Intensive Level of Remediation. The creation of this program is in direct response to legislative mandate identified by the Connecticut General Assembly's enactment of Public Act No. 14-217.
- (c) The Contractor shall work with MCC to provide Transitional Level Math and English courses and provide ongoing support services to assist students with developing their academic skills at an accelerated pace. Exhibit One lists the courses offered in the Fall 2015 semester. Spring 2016 offerings will be similar.
- (d) The curriculum will consist of transitional strategies level courses, foundations for College English and Math, a First Year Experience course (3 college credits), computer literacy, career pathways, and financial planning. Curriculum will be taught by both Manchester Community College and Manchester Adult and Continuing Education staff. The class structure will be multileveled to support a program-wide technology integration initiative that recognizes and addresses the varying abilities and learning styles among students by differentiating instruction and increasing communication skills. Learning to use contemporary technological mobile devices in the classroom is a natural engagement strategy, empowering opportunity, and a 21st century reality.

This project will consist of eight inter-related components: recruitment, pre-screening, orientation, delivery of program curriculum, transition support through collaborative partnerships; post-testing and coordination of student support services. We will deliver all of these components in collaboration with the consortium.

The team from Manchester Community College will include:

1. Dr. G. Duncan Harris, Interim Chief Academic Officer
2. Mr. Jason Scapatticci, Director, Office of First Year Programs and Student Success
3. Ms. Marcia Jehnings, Director, Division of Math, Science, and Health Careers
4. Dr. James Gentile, Interim Co-Division Director, Liberal Arts

The team from Manchester Adult and Continuing Education will include:

1. Dr. Diane D. Kearney, Director of Manchester Adult and Continuing Education
2. Mrs. Yolanda Feliciano, School Counselor, Coordinator of REACT

SECTION 2 - COST AND SCHEDULE OF PAYMENTS

1. State Liability.

The State of Connecticut and the State Contracting Agency ("State" or "College") shall assume no liability for payment for services under the terms of this contract until the contract is fully executed by the State Contracting Agency, the Contractor, and if applicable, by the Attorney General of the State of Connecticut.

~~2. Total Contract Not to Exceed~~

The COLLEGE shall pay the CONTRACTOR a total sum not to exceed \$204,451.00 for services performed under this agreement.

3. Invoicing and Payment

(a) The Contractor shall submit invoices in accordance with the schedule below:

The Contractor shall provide invoice and back up information for all expenditures incurred during the contracting term 09/1/15- 6/30/16. Invoices shall be addressed to: Manchester Community College, Business Office, MS#10 Manchester, CT 06045

(b) Invoices shall, at a minimum, include the Contractor name, the Purchase Order Number, the Contractor's Federal Employer Identification Number, the billing period, and an itemization of expenses invoiced. The State of Connecticut does not pay taxes, therefore Contractor invoices should not reflect the inclusion of any taxes on services or work performed under this contract.

(c) Payment shall be made by the College to the Contractor within 45 days after receipt of properly executed and approved invoices.

SECTION 3 - OTHER TERMS AND CONDITIONS

1. Professional Standards:

In rendering services under this contract, the Contractor shall conform to high professional standards of work and business ethic. The Contractor warrants that the services shall be performed: 1) in a professional and workmanlike manner; and 2) in accordance with generally and currently accepted principles and practices. During the term of this contract, the Contractor agrees to provide to the College in a good and faithful manner, using its best efforts and in a manner that shall promote the interests of said College, such services as the College requests, provided in this contract.

2. Quality Surveillance, Examination of Records and Inspection of Work:

Pursuant to C.G.S. §§ 4e-29 and 4e-30, all services performed by the Contractor and all records pertaining to this contract shall be subject to the inspection and approval of the State and the State Contracting Agency at reasonable times.

3. Assignment:

This contract shall not be assigned by either party without the express prior written consent of the other.

4. Confidential Information

- (a) The Contractor acknowledges that it may have access to Confidential Information (as hereinafter defined). The Contractor agrees that it will use the Confidential Information solely for the purpose of performing its duties as a consultant and agrees that it will not divulge, furnish, publish or use for its own benefit or for the direct or indirect benefit of any other person or entity, whether or not for monetary gain, any Confidential Information.
- (b) For purposes of this Agreement, the term "Confidential Information" shall mean (i) all information related to the business operations, marketing plans, financial position and (ii) other business information and any other information disclosed to the Contractor. Confidential Information shall not include information which (i) is or becomes part of the public domain through no act or omission attributable to the Contractor, (ii) is released after prior written authorization or (iii) the Contractor receives from any third party who is unrelated to it and who is not under any obligation to maintain the confidentiality of such information.

5. Audit Requirements for State and Federal Grants:

~~(a). For State Funded Grant Contracts where the Contractor has or will receive \$100,000 or more in any State~~
grants(s) during the Contractor's fiscal year. For purposes of this clause, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in Conn. Gen. Stat. § 4-230. The Contractor shall provide for an annual financial audit acceptable to the College for any expenditure of State-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor will comply with federal and State single audit standards as applicable.

(b). Audit Requirements for Federal Grants: For U.S. based, non-profit Contractors expending \$500,000 or more of federal awards in one year: The Contractor agrees to comply with the requirements of Office of Management and Budget (OMB) Circular A-133. Contractor further agrees to provide the College with copies of all independent auditors' reports which cover the period of performance of this Contract. Contractor will provide a copy of its response to auditors' reports and, in instances of non-compliance, a plan for corrective action. All records and reports prepared in accordance with the requirements of OMB Circular A-133 shall be made available for review or audit by appropriate officials of the Federal agency, College, or the General Accounting Office (GAO) during normal business hours.

(c). Audit Requirements for Federal Grants: For U.S. based, non-profit Contractors expending less than \$500,000 of Federal awards in one year: Contractor agrees that all records pertaining to this agreement will be made available for review or audit by appropriate officials of the Federal agency, College, or the GAO during normal business hours.

6. Family Educational Rights and Privacy Act (FERPA):

In all respects, Contractor shall comply with the provisions of the Family Educational Rights and Privacy Act (FERPA). For purposes of this contract, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations, as amended from time to time. Nothing in this agreement may be construed to allow Contractor to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation or by this contract. Contractor agrees that it shall not provide any student information obtained under this contract to any party ineligible to receive data protected by FERPA. This section shall survive the termination, cancellation or expiration of the contract.

7. Claims Against The State:

The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State arising from this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

8. Indemnification and Insurance:

- (a) The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or contractor parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with claims, Acts or the contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against claims includes claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance.
- (b) The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.

~~(c) The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any contractor parties. The State shall give the Contractor reasonable notice of any such claims.~~

(d) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the claims.

(e) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall cause the State to be named as an additional insured on the policy and shall provide (1) a certificate of insurance, (2) the declaration page and (3) the additional insured endorsement to the policy to the Client Agency prior to the Effective Date of the Contract evidencing that the State is an additional insured. The Contractor shall not begin Performance until the delivery of these 3 documents to the Client Agency. State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that State is contributorily negligent.

(f) This section shall survive the termination of the contract and shall not be limited by reason of any insurance coverage.

9. Sovereign Immunity:

The parties acknowledge and agree that nothing in this Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this Contract. To the extent that this section conflicts with any other section, this section shall govern.

10. Contracting with State Employees or Related Family/Business:

Section 1-84 (i) of the Connecticut General Statutes prohibits the College to engage in contracts over \$100 with State employees and certain related family or businesses as defined by Sections 1-79 (b) and (f), unless awarded through an open and public process. Contractor has disclosed to State whether it is an employee, related family member or associated business as defined by the statute. The Contractor and State each represent that they have fully complied with all applicable requirements of this statute, which is set forth below (emphasis added), or as it may be amended from time to time:

C.G.S. § 1-84 (i) No public official or state employee or member of the official or employee's immediate family or a business with which he is associated shall enter into any contract with the state, valued at one hundred dollars or more, other than a contract of employment as a state employee, or a contract with a public institution of higher education to support a collaboration with such institution to develop and commercialize any invention or discovery, or pursuant to a court appointment, unless the contract has been awarded through an open and public process, including prior public offer and subsequent public disclosure of all proposals considered and the contract awarded. In no event shall an executive head of an agency, as defined in section 4-166, including a commissioner of a department, or an executive head of a quasi-public agency, as defined in section 1-79, or the executive head's immediate family or a business with which he is associated enter into any contract with that agency or quasi-public agency. Nothing in this subsection shall be construed as applying to any public official who is appointed as a member of the executive branch or as a member or director of a quasi-public agency and who receives no compensation other than per diem payments or reimbursement for actual or necessary expenses, or both, incurred in the performance of the public official's duties unless such public official has authority or control over the subject matter of the contract. Any contract made in violation of this subsection shall be voidable by a court of competent jurisdiction if the suit is commenced not later than one hundred eighty days after the making of the contract.

C.G.S. § 1-79 (b) provides: "Business with which he is associated" means any sole proprietorship, partnership, firm, corporation, trust or other entity through which business for profit or not for profit is conducted in which the public official or state employee or member of his immediate family is a director, officer, owner, limited or

~~general partner, beneficiary of a trust or holder of stock constituting five per cent or more of the total outstanding~~
stock of any class, provided, a public official or state employee, or member of his immediate family, shall not be deemed to be associated with a not for profit entity solely by virtue of the fact that the public official or state employee or member of his immediate family is an unpaid director or officer of the not for profit entity. "Officer" refers only to the president, executive or senior vice president or treasurer of such business.

C.G.S. 1-79 (f) provides: "Immediate family" means any spouse, children or dependent relatives who reside in the individual's household.

11. Forum and Choice of Law:

The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

12. Termination:

- (a) Notwithstanding any provisions in this contract, the College, through a duly authorized employee, may terminate the contract whenever the College makes a written determination that such termination is in the best interests of the State. The College shall notify the Contractor in writing of termination pursuant to this section, which notice shall specify the effective date of termination and the extent to which the Contractor must complete its performance under the contract prior to such date.
- (b) Notwithstanding any provisions in this contract, the College, through a duly authorized employee, may, after making a written determination that the Contractor has breached the contract, terminate the contract in accordance with the following breach provision.
 - i. Breach. If either party breaches the contract in any respect, the non-breaching party shall provide written notice of the breach to the breaching party and afford the breaching party an opportunity to cure within ten (10) days from the date that the breaching party receives the notice. In the case of a Contractor breach, any other time period which the College sets forth in the notice shall trump the ten (10) days. The right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective contract termination date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the termination date, no further action shall be required of any party to effect the termination as of the stated date. If the notice does not set forth an effective contract termination date, then the non-breaching party may terminate the contract by giving the breaching party no less than twenty four (24) hours' prior written notice. If the College believes that the Contractor has not performed according to the contract, the College may withhold payment in whole or in part pending resolution of the performance issue, provided that the College notifies the Contractor in writing prior to the date that the payment would have been due.
- (c) The College shall send the notice of termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the College for purposes of correspondence, or by hand delivery. Upon receiving the notice from the College, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all College all records. The records are deemed to be the property of the College and the Contractor shall deliver them to the College no later than thirty (30) days after the termination of the contract or fifteen (15) days after the Contractor receives a written

~~request from the College for the records. The Contractor shall deliver those records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.~~

- (d) Upon receipt of a written notice of termination from the College, the Contractor shall cease operations as the College directs in the notice, and take all actions that are necessary or appropriate, or that the College may reasonably direct, for the protection, and preservation of the goods and any other property. Except for any work which the College directs the Contractor to perform in the notice prior to the effective date of termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- (e) The College shall, within forty-five (45) days of the effective date of termination, reimburse the Contractor for its performance rendered and accepted by the College in accordance with the terms of this contract, in addition to all actual and reasonable costs incurred after termination in completing those portions of the performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the College is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the College, the Contractor shall assign to the College, or any replacement Contractor which the College designates, all subcontracts, purchase orders and other commitments, deliver to the College all records and other information pertaining to its performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its performance, all as the College may request.
- (f) For breach or violation of any of the provisions in the section concerning representations and warranties, the College may terminate the contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor parties or any third party.
- (g) Upon termination of the contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive termination. All representations, warranties, agreements and rights of the parties under the contract shall survive such termination to the extent not otherwise limited in the contract and without each one of them having to be specifically mentioned in the contract.
- (h) Termination of the contract pursuant to this section shall not be deemed to be a breach of contract by the College.

13. Entire Agreement:

This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by College. This contract may not be changed other than by a formal written contract amendment signed by the parties hereto and approved by the Connecticut Attorney General.

14. Nondiscrimination:

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;

- ~~vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to~~
comply with statutory or regulatory requirements and additional or substituted efforts when it is
determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed,
separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the
American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record
of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or
more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in
the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the
enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of
Connecticut General Statutes § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State
or any political subdivision of the State other than a municipality for construction, rehabilitation,
conversion, extension, demolition or repair of a public building, highway or other changes or
improvements in real property, or which is financed in whole or in part by the State, including, but not
limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each
contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a
quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not
limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-
267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state
or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will
not discriminate or permit discrimination against any person or group of persons on the grounds of
race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or
expression, mental retardation, mental disability or physical disability, including, but not limited to,
blindness, unless it is shown by such Contractor that such disability prevents performance of the work
involved, in any manner prohibited by the laws of the United States or of the State of Connecticut;
and the Contractor further agrees to take affirmative action to insure that applicants with job-related
qualifications are employed and that employees are treated when employed without regard to their
race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or
expression, mental retardation, mental disability or physical disability, including, but not limited to,
blindness, unless it is shown by the Contractor that such disability prevents performance of the work
involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or
on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in
accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each
labor union or representative of workers with which the Contractor has a collective bargaining
Agreement or other contract or understanding and each vendor with which the Contractor has a
contract or understanding, a notice to be provided by the Commission, advising the labor union or
workers' representative of the Contractor's commitments under this section and to post copies of the
notice in conspicuous places available to employees and applicants for employment; (4) the
Contractor agrees to comply with each provision of this Section and Connecticut General Statutes
§§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission
pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor
agrees to provide the Commission on Human Rights and Opportunities with such information
requested by the Commission, and permit access to pertinent books, records and accounts, concerning
the employment practices and procedures of the Contractor as relate to the provisions of this Section
and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor
agrees and warrants that he will make good faith efforts to employ minority business enterprises as
subcontractors and suppliers of materials on such public works projects.

- ~~(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the~~
following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
 - (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
 - (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
 - (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
 - (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

15. Executive Orders:

This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set

~~forth in it. The Contract may also be subject to the applicable parts of Executive Order No. 7C of Governor M.~~
Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. If Executive Orders 7C and 14 are applicable, they are deemed to be incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Department shall provide a copy of these orders to the Contractor.

16. SEEC:

For all state contracts as defined in Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Election Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Notice below.

NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (*italicized words are defined below*):

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties: Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable

~~efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.~~

Criminal penalties: Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "Lobbyist/Contractor Limitations."

DEFINITIONS

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates.

"Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

~~17. Summary of State Ethics Law:~~ Pursuant to the requirements of section 1-101gg of the Connecticut General Statutes, the summary of State ethic laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the contract as if the summary had been fully set forth in the contract.

18. Whistleblower:

This contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the contractor.

19. Disclosure of Records:

This Contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to the Freedom of Information Act (FOIA) and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes

ACCEPTANCES AND APPROVALS

By the Contractor (Documentation granting authorization to sign must be attached).

Are you currently a State Employee or Related Family / Business (see Sec.3.10)? Yes ☐ No ☐

Manchester Board of Education- Adult and Continuing Education

Contractor (Corporate/Legal Name of Contractor)

Signature (Authorized Official)

Date

10/11/15

Matthew Geary, Superintendent of Schools

(Typed/Printed Name and Title of Authorized Official)

By the State Contracting Agency

Statutory Authority C.G.S. 4a-52a, 10a-151b

Manchester Community College

Contracting Agency Name

Signature (Authorized Official)

Date

10/30/15

G. Duncan Harris, Interim Chief Academic Officer

(Typed/Printed Name and Title of Authorized Official)

By the Connecticut Attorney General (approved as to form)

Signature

Date

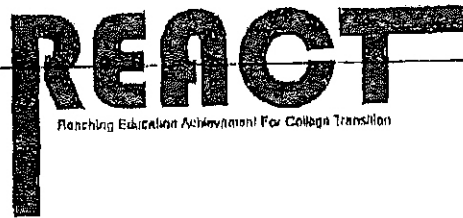
11/12/15

Robert W. Clark

(Typed/Printed Name)

Assistant / Associate Attorney General

Exhibit One



Course & Room Assignments: Fall 2015 Semester

REACT Program Begins: MANDATORY ATTENDANCE

- August 31st-September 4th

A.M. Course Schedule:

- ENG 9000 / CRN # 31985:
Class meets: Monday's & Wednesday's: 8:00am -10:50 am / room LRC B209
Class starts: (9/9/15-12/9/15)
- Math B9000 / CRN # 31983:
Class meets: Tuesday's & Thursday's: 8:00am – 11:00am
Different Location (NOT AT MCC): Manchester High School: 134 East Middle Turnpike (Room PC4),
Manchester CT, 06040
Class starts: (9/8/15 – 12/10/15)
- IDS 101 FYE/ CRN# 31969
Class meets: Friday: 9:00am- 12:00 pm/ room LRC B221
Class starts: starts (9/11/15- 12/11/15)

P.M. Course Schedule:

- Math B9000/ CRN# 31984:

Class meets: Monday's: 6:00pm- 9:00 pm/ room GPA GP157
Class starts: (9/14/15- 12/7/15)

Class meets: Tuesday's: 6:00pm-9:00pm/ room LRC B220
Class starts: (9/8/15- 12/8/15)

*please note that this is the SAME class it just needs to be held in two different classrooms during the week due to lack of room availability. Students MUST attend class on both days.

- ENG 9000/ CRN# 31986:
Class meets: Wednesday's: 4:00pm- 6:50 pm/ room AST D205
Class starts: (9/9/15- 12/9/15)
- IDS 101 FYE/ CRN# 31970:
Class meets: Thursday's: 6:00pm-9:00pm / room LRC B214
Class starts: (9/10/15 – 12/10/15)

REACT Program Ends: MANDATORY ATTENDANCE: December 18th

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title II Grant FY 2015-2017
Date: December 28, 2015

Background:

The Connecticut State Department of Education has awarded funding under the Title II – Part A Grant FY 2015-2017. This grant will be used to ensure that all students are performing at or above grade level.

Discussion/Analysis:

The Title II – Part A Grant for the FY 2015-2017 will support programs to ensure that students identified as not reaching goal receive intensive intervention that will significantly accelerate their academic progress. The funding will be used to support math/literacy training and ongoing professional development, as well as focused attention on quality Tier I instruction for all students.

Financial Impact:

The District has been granted \$182,704 for the FY 2015-2017.

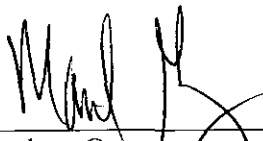
Other Board/Commission Action:

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$182,704 under the Title II – Part A Grant FY 2015-2017, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award Title II – Part A Grant for the FY 2015-2017.



Matthew Geary
Superintendent of Schools
January 11, 2016



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.367A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20858-2016-84131-170002

2 Grant Title

TITLE II-PART A TEACHERS

5 Award Period

7/1/2015 - 6/30/2017

3 Education Staff

Program Manager:

Marlene Padernacht 860-713-6568

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$182,704

Funding Status: Final

7 Terms and Conditions of Award

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

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

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

This grant has been approved.

12/8/2015

MaryAnne Butler

BUDGET FORM

Created On: 12/8/2015

ED 114

Fiscal Year: 2016

Grantee Name: MANCHESTER

Grantee: 077-000

Funding Status: Final

Vendor ID: 00077

Grant Title: TITLE II-PART A TEACHERS

Project Title:

Fund: 12060 SPID: 20858

Year: 2016

PROG: 84131

CF1: 170002

CF2:

Grant Period: 7/1/2015 - 6/30/2017

Authorized Amount: \$182,704

Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$182,704

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
100	PERSONAL SERVICES - SALARIES	26,516	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	13,737	
300	PURCHASED PROF/TECH SERVICES	105,374	17,863
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES		
600	SUPPLIES		
700	PROPERTY		
800	MISCELLANEOUS		
917	INDIRECT COST		
930	TRANSFERRED FUNDS		19,214
	TOTAL	\$145,627	\$37,077
XCHR	TOTAL CHARTER SCHOOLS		

Original Request Date: 10/22/2015

This budget was approved by Marlene Padernacht on 11/16/2015.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title I Grant FY 2015-2017
Date: December 28, 2015

Background:

The Connecticut State Department of Education has awarded funding under the TITLE I Improving Basic Programs grant FY 2015-2017. This grant will be used to fund instructional curriculum coaches and support staff.

Discussion/Analysis:

The TITLE I Improving Basic Programs Grant FY 2015-2017 will support curriculum coaches and support staff to help teachers build their capacity of offering best practices to assist students reach grade level or higher in areas of literacy and numeracy. Students not reaching that goal will receive remediation and intensive intervention to significantly accelerate their academic progress.

Financial Impact:

The District has been granted \$1,746,972 for the FY 2015-2017.

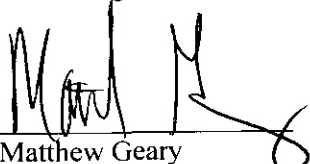
Other Board/Commission Action:

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$1,746,972 under the TITLE I Improving Basic Program grant FY 2015-2017, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award of TITLE I Improving Basic Programs Grant for the FY 2015-2017.


Matthew Geary
Superintendent of Schools
January 11, 2016



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.010A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20679-2016-82070-170002

2 Grant Title

TITLE I IMPROVING BASIC PROGRAMS

5 Award Period

7/1/2015 - 6/30/2017

3 Education Staff

Program Manager:
Marlene Padernacht 860-713-6568

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

6 Authorized Funding

Grant Amount: \$1,746,972

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.

Although this grant is issued for a two-year period, Section 1127 of P.L. 107-110 requires that 85% of this Title I allocation must be expended by September 30, 2016. This requirement does not apply to districts that receive less than \$50,000 in Title I funds. The percentage limitation on carryover funds may be waived once every three years if the State Department of Education deems a district's waiver request to be reasonable and necessary.

This grant has been approved.

12/8/2015

MaryAnne Butler

BUDGET FORM

Created On: 12/8/2015

ED 114

Fiscal Year: 2016

Grantee Name: MANCHESTER

Grantee: 077-000

Funding Status: Final

Vendor ID: 00077

Grant Title: TITLE I IMPROVING BASIC PROGRAMS

Project Title:

Fund: 12060

SPID: 20679

Year: 2016

PROG: 82070

CF1: 170002

CF2:

Grant Period: 7/1/2015 - 6/30/2017

Authorized Amount: \$1,746,972

Project Code: SDE0000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$1,746,972

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD	NEGL BUD
100	PERSONAL SERVICES - SALARIES	1,276,872	5,574	1,393
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	241,336	426	107
300	PURCHASED PROF/TECH SERVICES	192,167	4,000	2,400
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES	1,315		1,940
600	SUPPLIES	4,021	9,597	5,024
700	PROPERTY			800
800	MISCELLANEOUS			
917	INDIRECT COST			
	TOTAL	\$1,715,711	\$19,597	\$11,664

Original Request Date: 10/22/2015

This budget was approved by Marlene Padernacht on 11/16/2015.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY15-17 Hartford Foundation for Public Giving Grant Number 20151837

Date: December 23, 2015

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

Discussion/Analysis: These funds will be used over one year (January – December 2016) to:

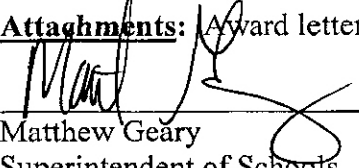
1. Continue to develop the district's Family Resource Centers, adding health, wellness, counseling and basic support services
2. Hire parent liaisons for each elementary school
3. Pilot a model of academic Parent Teacher Teams
4. Open school registration locations in some Manchester downtown neighborhoods
5. Expand on-line and digital parent information portals
6. Continue to strengthen community relationships, emphasizing on community partners' development of shared goals with the district and new extended learning opportunities
7. Establish an interdisciplinary team comprised of the School Readiness Council, Office of Neighborhoods and Families, Youth Services Bureau, Parks and Recreation, Building healthy Families and others

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to establish an appropriation for FY15-17 Hartford Foundation of Public Giving in the amount of \$750,500.

Attachments: Award letter


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



Hartford Foundation
FOR PUBLIC GIVING

Together for good.®

December 16, 2015

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

RECEIVED DEC 21 2015

Board of Directors

Yvette Meléndez, Chair
Bonnie J. Mailey, Vice Chair
Robert B. Goldfarb, Treasurer
Nancy P. Bernstein
David M. Borden
Rodney O. Powell
JoAnn H. Price
Theodore S. Sergi
Andrew R. Worthington

President

Linda J. Kelly

Grant Number 20151837

Dear Mr. Geary:

I am pleased to inform you that the Hartford Foundation for Public Giving has approved a grant of \$750,500 to Manchester Public Schools (MPS) over one year (January – December 2016), for continued support for the Family and Community Partnership Plan serving Manchester families, as presented in your proposal.

As described in your proposal, Manchester Public Schools will use the awarded funds to continue to bring greater educational equity and opportunity to Manchester students, particularly, increasing the district's capacity to implement partnerships and practices that engage families and the broader community in children's learning and success.

Expected project outcomes include:

- continuing to develop the district's Family Resource Centers, adding health, wellness, and counseling and basic support services;
- hiring parent liaisons for each of the elementary schools;
- piloting a model of academic Parent Teacher Teams;
- opening school registration locations in some of Manchester's downtown neighborhoods;
- expanding on-line and digital parent information portals;
- continuing to strengthen relationships community-wide with emphasis on community partners' development of shared goals with the district and new extended learning opportunities; and
- establishing an interdisciplinary team comprised of the School Readiness Council, Office of Neighborhoods and Families, Youth Services Bureau, Parks and Recreation, Building Healthy Families, and others.

It is expected that you will participate in an external evaluation of the Foundation's education strategy supporting this grant and in periodic convenings of Foundation-funded school districts.

To accept the terms of this grant, please return a signed copy of this letter to the Foundation within 30 days of receipt. Signing and returning the grant award letter indicates your compliance with *Hartford Foundation Grant Payment and Reporting Procedures*. We require that you use the *Hartford Foundation Grant*

10 Columbus Boulevard, 8th Floor
Hartford, CT 06106

860-548-1888
fax 860-524-8346
www.hfpg.org

Mr. Matthew Geary
December 16, 2015
Page 2

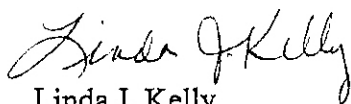
Project Report Form and Hartford Foundation Expenditure of Project Funds Report Form to be forwarded to you upon your acceptance of this grant award.

Please send a written request to grantsadministration@hfpg.org for the release of the first quarter of this grant when the project begins. Subsequent payment will occur quarterly contingent upon your completion and the Foundation's acceptance of required narrative, financial and expense reports.

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

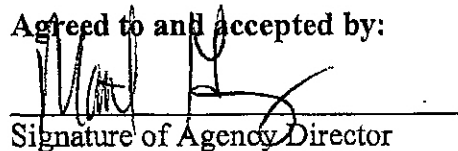
We wish you the best on this important effort.

Sincerely,



Linda J. Kelly
President

Agreed to and accepted by:


Signature of Agency Director

12/21/15
Signature Date

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS Date of Request: 2-19-2016

Name of Club or Activity: Varsity Wrestling

Trip to: Trumbull Purpose: LL State Wrestling Championship

Number of students participating: 160 ^{High School} From: 2/19/16 To: 2/20/16

Number of school days missed: 0

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

a. _____ b. _____ Gerry Navarra Asst. Coach / MHS Teacher
 c. _____ d. _____
 e. _____ f. _____ Louis LaGuardia Head Coach
 g. _____ h. _____
 Others: _____

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

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

How will funds be allocated to students participating?* _____

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: 1 Room managers / 4 Rooms divided between athletes

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

Total cost per student: \$ 45 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$ n/a

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

a. NYA b. _____
c. _____ d. _____

Name of teacher making request:

Signature: J. J. [Signature] Typed: Louis LaGrand

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 1-4-16

Approved by Principal:

Signature: [Signature] Date: 1-4-16

Approved by Superintendent or designee:

Signature: [Signature] Date: 1-4-16

Attachments: Quotations
Itinerary

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

Manchester Board of Education
Building and Sites Committee
Lincoln Center – Director's Hearing Room
November 23, 2015

Attendees: Lindsey Boutillier, Mark Carlino, Deborah Hagenow, Matthew Geary, Susan Jacobsen, Neal Leon, Mary-Jane Pazda, Carl Stafford, Pat Brooks, Peter Staye

Mr. David Stein and Mr. David Weschell of Silver / Petrucelli and Assoc. (Architects) presented the committee schematic design drawings of the renovation to the boys and girls locker rooms at the High School. This project is a component of the High School Track and Field renovation that is being designed by the BSC Group, under the guidance of the Town Public Works Department.

The work will address conditions in the PE, Varsity and Pool locker rooms, approximately 10, 420 square feet in total, and will vary based on existing conditions in each space. Varsity boy's locker rooms will be a gut renovation. The girl's locker rooms will receive moderate renovations as they are in fair condition, and the pool locker rooms will receive cosmetic improvements (patch and paint) as they are in good condition. Work will result in the spaces being ADA compliant, and provide for discrete access to the trainer's area.

At this point in the design process, the project is estimated to cost \$1.26 million. Construction schedule is planned to commence with the end of the school and continue through September 2016. Mr. Boutillier indicated that plans are being made to relocate students to other locker rooms if construction goes into the academic year as planned. A final presentation shall be offered as the design progresses through the construction documents phase.

Mr. Eric Roise of the BSC Group presented the final design of the new track and football field at the High School. Existing asphalt base of the track is in good condition and will be reused. New football field will be of polyurethane fabric and crumb rubber & sand design. Surface has an expected life of 12 ~ 14 years; seams are warranted for 8 years. Contrary to media reports, this design has not been shown to be hazardous in any way. Penn State University has been a major clearing house for objective research in this regard – searching the Penn State website ("Turf Research") for information.

Pending final approval the work will be bid within the next 2 months with construction starting the day after school ends. Project cost is estimated at \$1.8 million, which is within the original budget.

Mr. Randall Luther, Project Architect of Tai Soo Kim, presented the final construction drawings for the Cheney Bennet academy. Key components of the project were discussed, including the 4 pipe HVAC system and the 2 Pipe Chilled Beams, additional refrigeration for the kitchen, and use of a temporary cooling tower for the summer if a new tower could not be positioned in time for the start of the cooling season. A list of items that were "value engineered" (VE) out of the project included display cases, stone floor finishes and 4 pipe chilled beams. Switching to 2 pipe chilled beams reduced costs by \$250,000± and is expected by all to achieve the same results as a 4 pipe chilled beam system. With approval of the full MPS Board, the project will apply to the State Board of Ed on December 18, 2015, for approval to bid and build the project.

The next meeting is currently scheduled to be held at 5:30 on Monday, March 14, 2016, at the Bennet Academy.

Respectfully Submitted,

Peter Staye - Facilities Director

C & I Committee Meeting Notes
December 14, 2015

In attendance: Susan Jacobsen, Mary-Jane Pazda, Jason Scappaticci, Carl Stafford
Amy Radikas

Also present: Diane Sheehan-Burns, Kerri Kearney and Santosha Oliver

Inside view and update of Humanities, STEAM and technology

Committee reviewed how the district is working in service to schools to connect all large bodies of work – instructional practices, culture, climate and mindset and communication and partnerships.

Examples of these efforts included:

- Video clip of Manchester High Spanish 4 students providing a weather report to their peers;
- You-tube video of a kindergarten class at Washington being provided a literacy-based mini lesson by a coach and their teacher;
- Movie trailer of students from all grade levels taking part in academies at Manchester High, robotics, science fair and Invention Convention, off-site Audubon experiences and inquiry-based lessons being delivered by STEM specialists;
- Hour of Code experience in which committee members had to crack a code using various literacy and numeracy based clues supported by technology to open several locked boxes.

The meeting demonstrated the need for incorporating creativity, collaboration, persistence, problem solving and communication in all facets of the district's work to ensure that all students are successful.

Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Dr. Amy F. Radikas



Manchester High School Synthetic Turf Field and Running Track Improvements

Manchester, CT

Presentation

January 11, 2016

Project Team



- **BSC Group – Connecticut Inc.**
 - Glastonbury, CT
- **Luke McCoy, PLA, ASLA, LEED AP - Project Manager**
 - ✓ Nearly 15 years of experience as a landscape architect, athletic facility designer, & project manager servicing an array of municipalities and private clients.
 - ✓ Recent athletic facility projects include: Bloomfield High School, Plainville High School, Bowen Field at Beaver Pond Park, Lyman Hall High School, Southington High School, O'Brien Stadium, Bellingham High School, Oyster Shell Park, Uxbridge High School, Tolland High School, The Loomis Chaffee School, Western CT State University, Crosby High School, Fairfield Ludlowe High School, and Bunnell High School.



Programming

- Bleachers and Pressbox Code Compliant
- Multi-Use All-Weather (Synthetic) Turf Field within Track
- New Track Surfacing Over Existing Asphalt Base
- New Track Events
- Plan for Future Athletic Facility Improvements
 - Scoreboard
 - Recreation Building
 - Second Synthetic Turf Field

Proposed Site Plan



Project Budget

TOWN OF MANCHESTER ATHLETIC FACILITY IMPROVEMENTS AT MANCHESTER HIGH SCHOOL

DESIGN DELVEOPMENT PHASE

OPINION OF PROBABLE CONSTRUCTION COST

Project: ATHLETIC FACILITY IMPROVEMENTS AT MANCHESTER HIGH SCHOOL
Project #: 83603
Project #: NA
Location: 134 Middle Turnpike East
Location: Manchester, CT

Computed By: JAH
Checked By: LJM
Date: 10/16/15
Revised:
Revised:

A. MAJOR ITEMS

Item Description	Units	Quantity	Unit Price	Cost
Division 1 - General Requirements				
SEDIMENTATION CONTROL SYSTEM	l.f.	800	\$2.00	\$1,600.00
HAY BALES	l.f.	30	\$7.00	\$210.00
20' - 8' HIGH DOUBLE SWING CONSTRUCTION GATE	ea.	2	\$1,500.00	\$3,000.00
CONSTRUCTION ENTRANCE(S)	s.y.	67	\$40.00	\$2,680.00
TEMPORARY CONSTRUCTION SIGNAGE	e.a.	4	\$55.00	\$220.00
TEMPORARY CONSTRUCTION SIGNAGE - CUSTOM	e.a.	2	\$100.00	\$200.00
INLET PROTECTION - EXISTING DRAINAGE SYSTEM	ea.	31	\$150.00	\$4,650.00
Division 2 - Existing Conditions				
STRIP TOPSOIL AND HAUL OFF SITE	c.y.	4,708	\$12.00	\$56,472.00
SITE DEMOLITION - REMOVAL OF BITUMINOUS PAVEMENT	s.y.	1,056	\$3.50	\$3,696.00
SITE DEMOLITION - SAWCUT BITUMINOUS PAVEMENT	l.f.	1,292	\$4.00	\$5,168.00
SITE DEMOLITION - REMOVAL OF STORM DRAINAGE PIPING	l.f.	2,392	\$12.50	\$29,900.00
SITE DEMOLITION - REMOVAL OF AREA DRAIN	ea.	21	\$500.00	\$10,500.00
SITE DEMOLITION - REMOVAL OF CHAIN LINK FENCE	l.f.	500	\$3.00	\$1,500.00
SITE DEMOLITION - REMOVAL OF GOAL POSTS	e.a.	2	\$50.00	\$100.00
SITE DEMOLITION - REMOVAL OF IRRIGATION	l.s.	1	\$2,500.00	\$2,500.00
Division 3 - Concrete				
CAST-IN-PLACE 6"x12" NOTCHED CONCRETE ANCHOR CURB	l.f.	2,131	\$37.50	\$79,912.50
CAST-IN-PLACE CONCRETE PADS	s.f.	2,732	\$8.00	\$21,856.00
Division 11 - Equipment				
SOCCER GOALS	ea.	2	\$2,500.00	\$5,000.00
FOOTBALL GOAL POST	ea.	2	\$7,500.00	\$15,000.00
TEAM BENCHES (10') STAND ALONE, ALUMINUM	ea.	6	\$900.00	\$5,400.00
DISCUS CAGE AND NETTING	e.a.	2	\$9,500.00	\$19,000.00
ALL-WEATHER TURF MAINTENANCE EQUIPMENT	l.s.	1	\$26,500.00	\$26,500.00
Division 26 - Electrical				
TRENCH EXCAVATION, ELECTRICAL AND TELECOMMUNICATIONS CONDUIT	c.y.	250	\$15.00	\$3,750.00
1" PVC CONDUIT IN TRENCH, LIGHTING	l.f.	2,500	\$6.00	\$15,000.00
HANDHOLE, FIBERGLASS, LIGHTING	ea.	4	\$750.00	\$3,000.00
Division 31 - Earthwork				
FINISH GRADING	s.f.	150,000	\$0.13	\$19,500.00
AGGREGATE BASE	c.y.	600	\$28.00	\$16,800.00
STONE DUST (SHOT PUT)	c.y.	24	\$20.00	\$480.00
Division 32 - Exterior Improvements				
3 INCH BIT PAVEMENT (1 1/2" CLASS 1 AND 1 1/2" CONNODOT CLASS 2)	tons	423	\$170.00	\$71,910.00
FILTER FABRIC	s.f.	118,064	\$0.15	\$17,709.60
LONG/TRIPLE JUMP PIT SAND (2N)	c.y.	20	\$52.00	\$1,040.00
ALL-WEATHER TURF	s.f.	114,971	\$4.15	\$477,129.65
ALL-WEATHER TURF LINES PER SPORT	e.a.	2	\$7,000.00	\$14,000.00
ALL-WEATHER TURF LOGO	l.s.	1	\$10,000.00	\$10,000.00
ALL-WEATHER TRACK SURFACING (STRUCTURAL SPRAY)	s.y.	7,130	\$42.50	\$303,025.00
ALL-WEATHER TRACK LANE STRIPING	l.s.	1	\$11,850.00	\$11,850.00
FIELD TOP STONE	c.y.	682	\$65.75	\$44,841.50
FIELD BOTTOM STONE	c.y.	2,129	\$49.75	\$105,917.75
FIELD PERIMETER DRAIN STONE	c.y.	282	\$65.95	\$18,597.90
BLACK VINYL COATED CHAIN LINK FENCE, 4' TALL	l.f.	547	\$24.00	\$13,128.00
CLF GATE, VEHICULAR	ea.	2	\$1,500.00	\$3,000.00
CLF GATE, PERSONNEL	e.a.	2	\$750.00	\$1,500.00
SEEDING	s.f.	20,000	\$0.25	\$5,000.00

Division 33 - Utilities				
TRENCH EXCAVATION 0'-10' DEEP, DRAINAGE SYSTEMS	c.y.	300	\$15.00	\$4,500.00
DRAINAGE PIPE BEDDING	c.y.	100	\$20.00	\$2,000.00
10" FIELD PERIMTER DRAIN PIPE AND TRENCH	l.f.	1,268	\$15.88	\$20,104.08
12" REINFORCED CONCRETE PIPE	l.f.	100	\$45.00	\$4,500.00
12" HIGH DENSITY POLYETHYLENE PIPE	l.f.	250	\$24.00	\$6,000.00
12" FLAT PANEL DRAIN	l.f.	5,708	\$3.75	\$21,397.50
DRAINAGE MANHOLE	e.a.	2	\$2,500.00	\$5,000.00
TRENCH BACKFILL	c.y.	200	\$10.00	\$2,000.00
CATCH BASIN	ea.	3	\$3,000.00	\$9,000.00
AREA DRAIN	ea.	2	\$850.00	\$1,700.00
PERFORATED UNDERDRAIN	l.f.	30	\$30.00	\$900.00
			MAJOR ITEMS COST: \$1,529,345.48	

B. LUMP SUM ITEMS (% OF "MAJOR ITEMS" AS INDICATED)

Item	Item Description	Units	Quantity	Unit Price	Cost
	MOBILIZATION	l.s.	1	1.0%	\$15,293.45
	CONSTRUCTION STAKING	l.s.	1	1.0%	\$15,293.45
LUMP SUM ITEMS COST:					\$30,586.91

SUBTOTAL A+B: \$1,559,932.39

C. CONTINGENCY (10% OF A+B)

\$155,993.24

TOTAL PROJECT COST: \$1,715,925.63

SAY: \$1,716,000

ALTERNATES

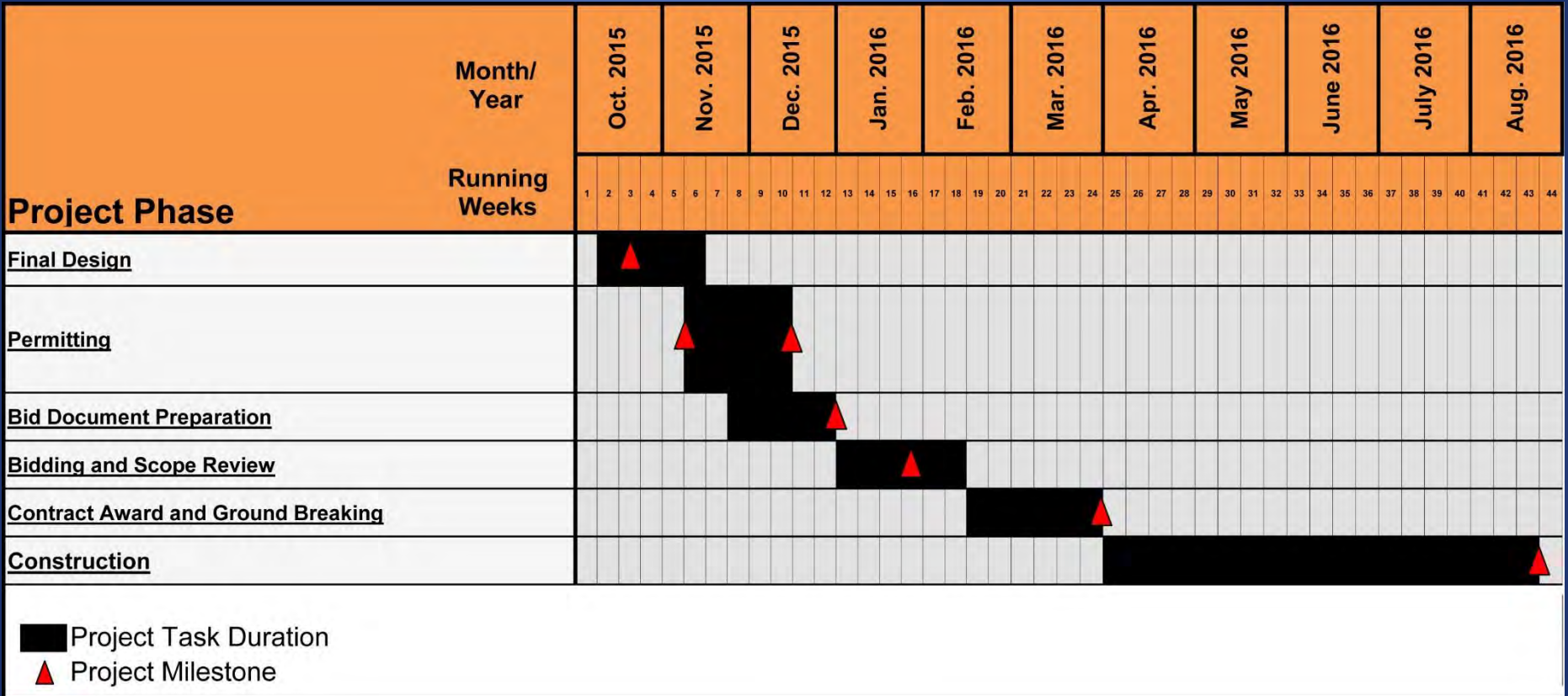
Item	Item Description	Units	Quantity	Unit Price	Cost
#1	D-AREA NETTING (SLEEVES)	l.s.	1	\$17,500.00	\$8,000.00
#2	D-AREA NETTING (POSTS AND NETTING)	l.s.	1	\$405,000.00	\$10,500.00
#3	TRACK SANDWICH SYSTEM (IN ADDITION TO BASE BID)	l.s.	1	\$4.00	\$130,000.00
			ALTERNATE ITEMS COST: \$148,500.00		

Legend

s.y. = Square Yard
c.y. = Cubic Yard
s.f. = Square Foot
ea. = Each
l.f. = Linear Foot
l.s. = Lump Sum

Opinion of Probable Construction Costs: \$1,750,000

Project Schedule



Thank You!



- Let's Play Q & A



Manchester High School

Locker Room Renovations

***Presentation to the Manchester
Board of Education
January 11, 2016***



SILVER/**PETRUCELLI**+ASSOCIATES

Architects / Engineers / Interior Designers

Manchester High School Existing Conditions

Men's Locker Room/Restroom



SILVER/**PETRUCELLI**+ASSOCIATES
Architects / Engineers / Interior Designers

Manchester High School Existing Conditions

Training Room



SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Manchester High School Existing Conditions

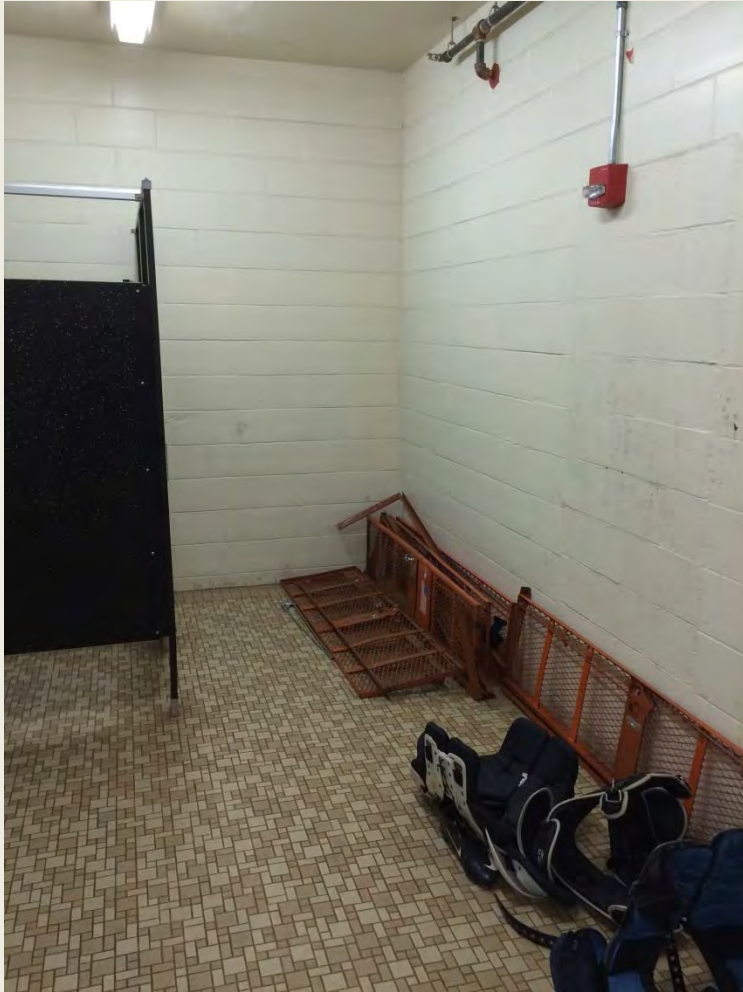
Men's Pool Locker Room



SILVER/**PETRUCELLI**+ASSOCIATES
Architects / Engineers / Interior Designers

Manchester High School Existing Conditions

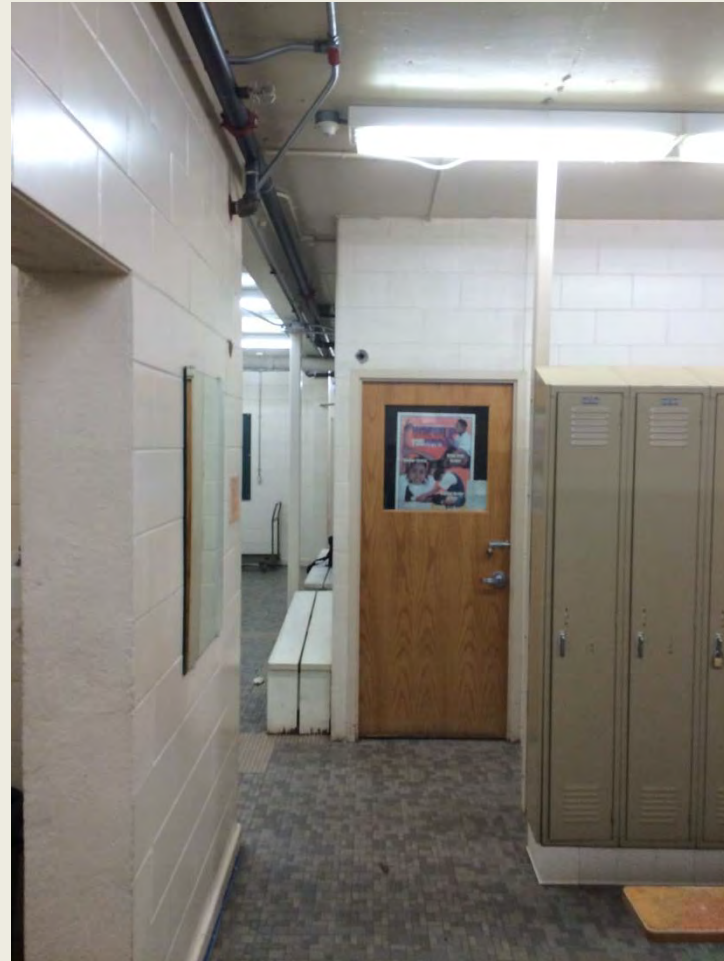
Men's Varsity Locker Room/Restrooms



SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Manchester High School Existing Conditions

Women's Locker Room



SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

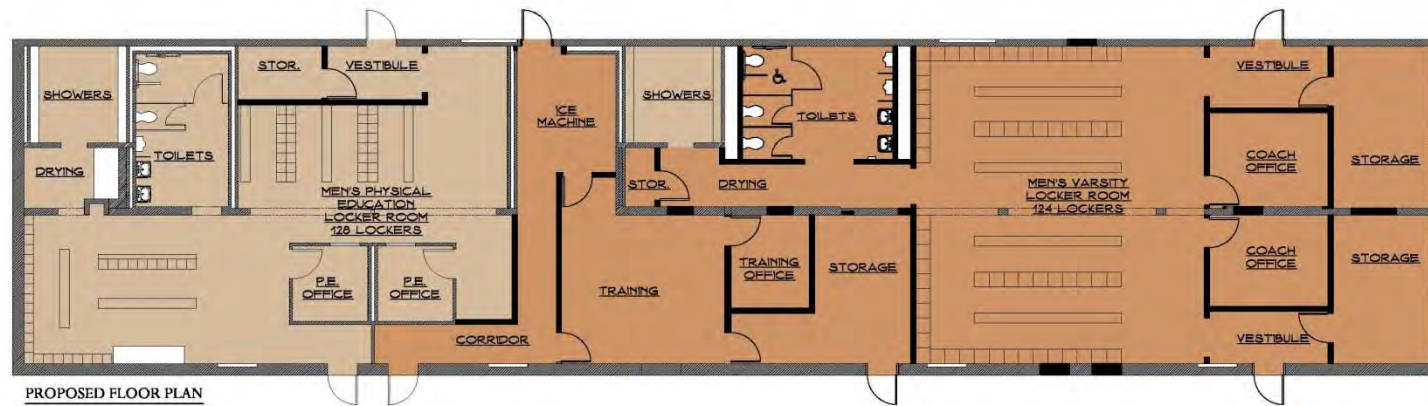
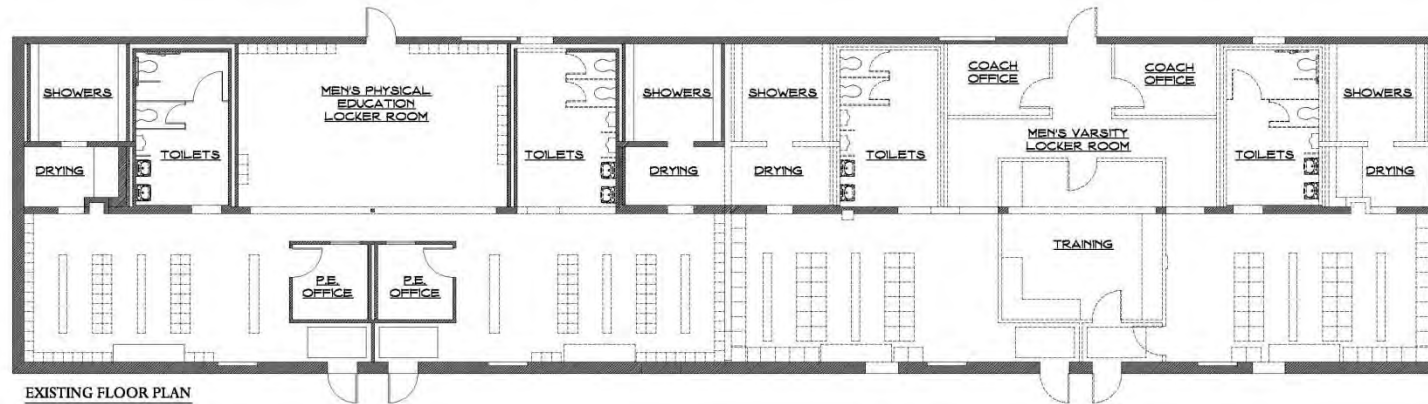
Manchester High School Existing Conditions

Women's Restrooms



SILVER/**PETRUCELLI**+ASSOCIATES
Architects / Engineers / Interior Designers

Men's Locker Room - Proposed Options



SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Women's Locker Room – Proposed Options



SILVER/PETRUCELLI+ASSOCIATES
Architects / Engineers / Interior Designers

Predesign Stage

Manchester High School
Manchester, Connecticut

Heavy Renovations	New wall locations, MEP systems, minor structural, and finishes
Moderate to Light Renovations	New lockers, painting, and floor tile
Light Renovations	Painting, incidental repairs

Opinion of Probable Construction Costs

	AREA	TASK	COST/SF	SUBTOTAL
Heavy Renovations	3,120	MEN'S VARSITY LOCKER ROOMS	\$ 200.00	\$624,000.00
Moderate to Light Renovations	1,550	MEN'S P.E. LOCKER ROOMS	\$ 50.00	\$77,500.00
Moderate to Light Renovations	4,670	WOMEN'S LOCKER ROOMS (VARSITY AND P.E.)	\$ 50.00	\$233,500.00
Light Renovations	500	MEN'S POOL LOCKER ROOMS (SHOWER AREA NIC)	\$ 15.00	\$7,500.00
Light Renovations	580	WOMEN'S POOL LOCKER ROOMS (SHOWER AREA NIC)	\$ 15.00	\$8,700.00
Total SF	10,420		\$ 91.29	

CONSTRUCTION TOTAL	\$951,200.00
CONSTRUCTION ESCALATION 4% 2015-2016	\$38,048.00
10% DESIGN CONTINGENCY	\$95,120.00

A/E CONSTRUCTION DESIGN, BID & CA	\$66,584.00
ENVIRONMENTAL (tbd..PLACEHOLDER)	\$50,000.00
FURNITURE FIXTURES EQUIPMENT (tbd..PLACEHOLDER)	\$40,000.00
BID PRINTING & LEGAL NOTICES	\$2,000.00
SPECIAL INSPECTIONS AND MATERIAL TESTING	\$4,000.00
BONDING AND FINANCING COSTS (tbd..PLACEHOLDER)	\$0.00
LEGAL FEES (tbd..PLACEHOLDER)	\$0.00

SOFT COST TOTAL	\$162,584.00
10% SOFT COST CONTINGENCY	\$16,258.40

TOTAL PROJECT COST	\$1,263,210.40
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ANTICIPATES 2016 CONSTRUCTION



Preliminary Project Schedule

Finalize project scope and design criteria early January

Town project approval mid January

Complete construction documents end of January / Early February

Bidding of project in February

Construction contract award in March

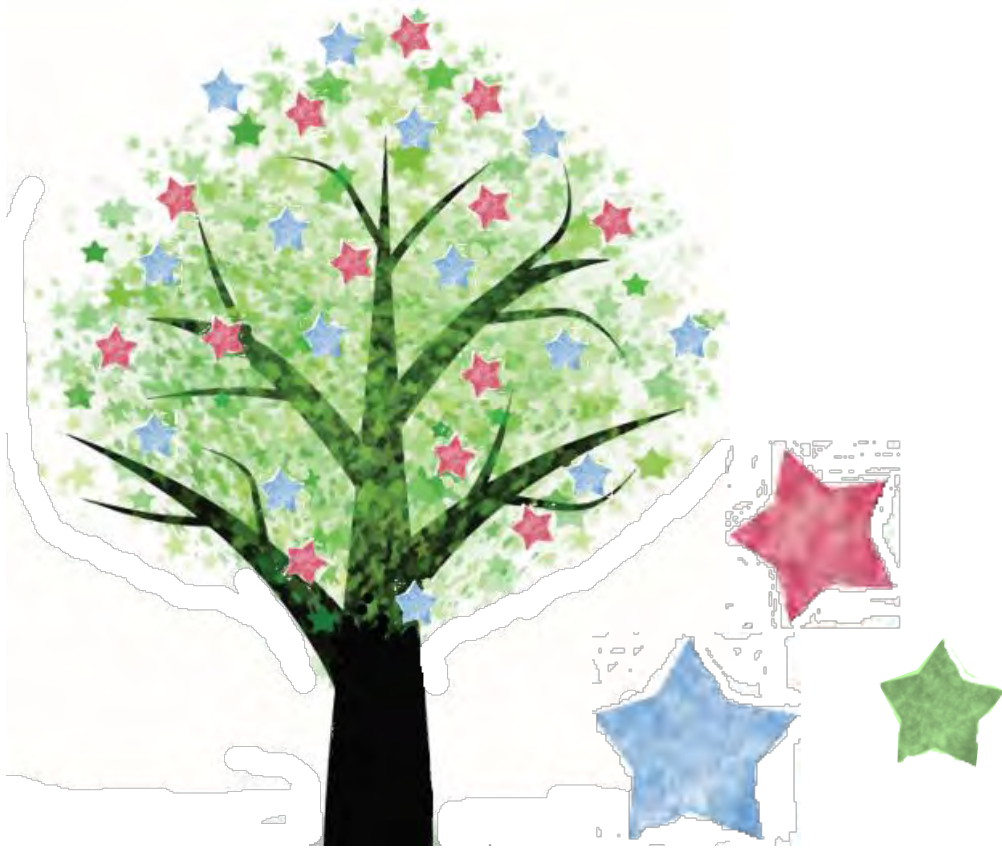
Construction commencement in late June

Construction completion mid/late September



SILVER/**PETRUCELLI**+ASSOCIATES
Architects / Engineers / Interior Designers





Pride in Excellence

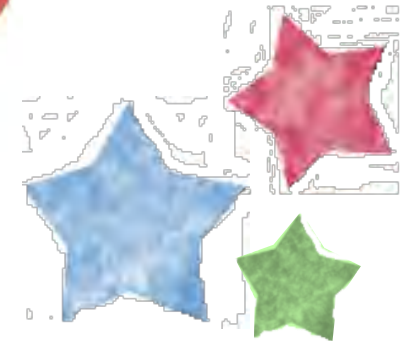
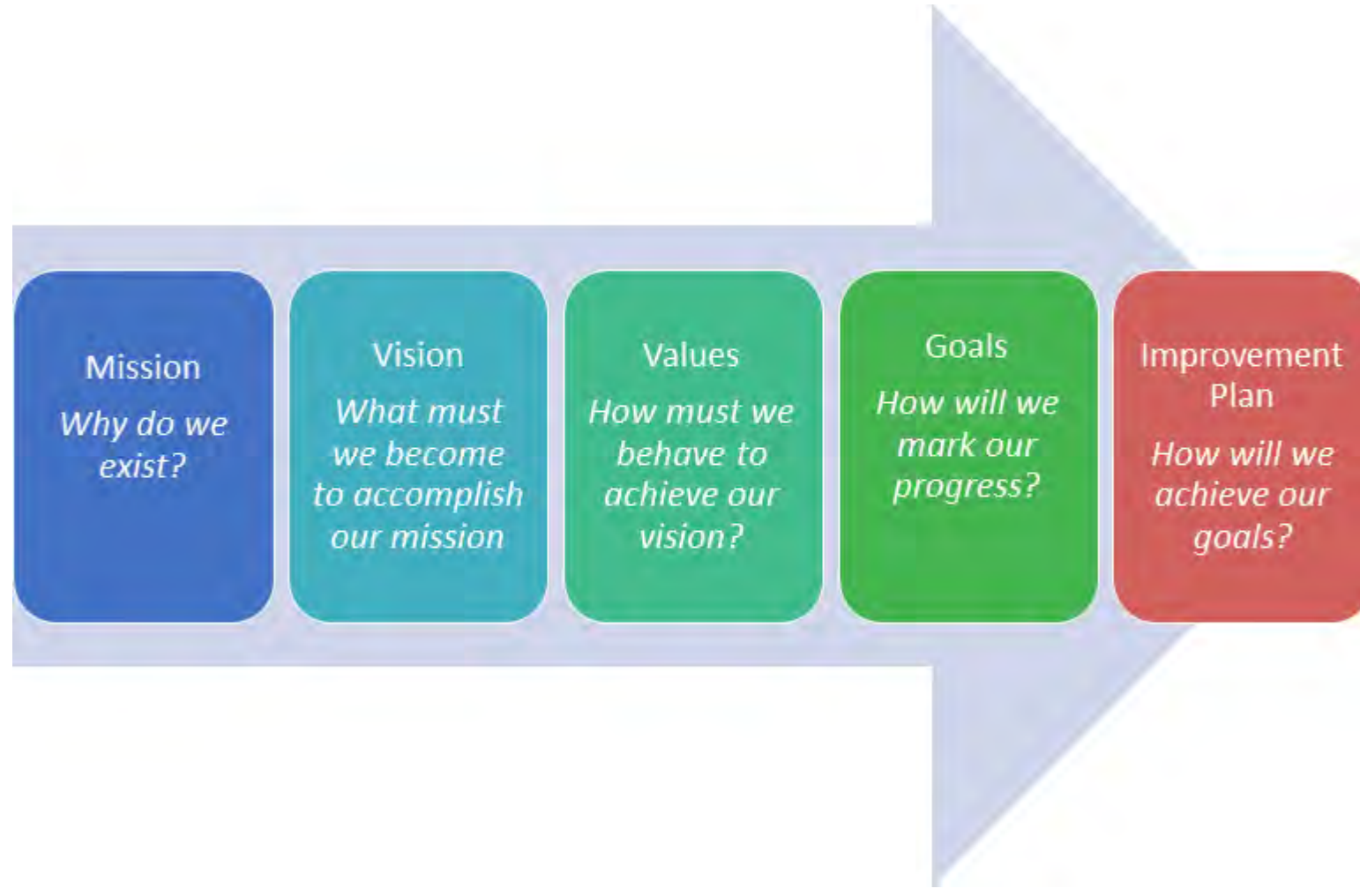
Manchester Public Schools

**Superintendent's Proposed
2016-17 Budget**

We work in service ...

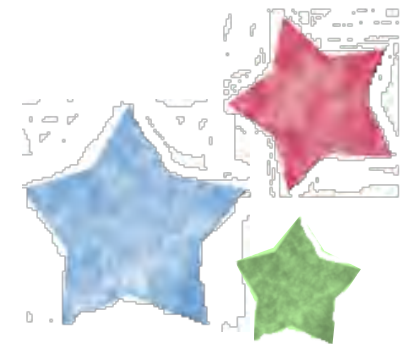


THE FOUNDATION OF OUR WORK



MISSION OF THE MANCHESTER PUBLIC SCHOOLS

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





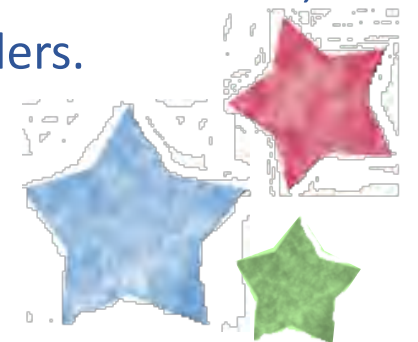
GOALS

All students will:

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

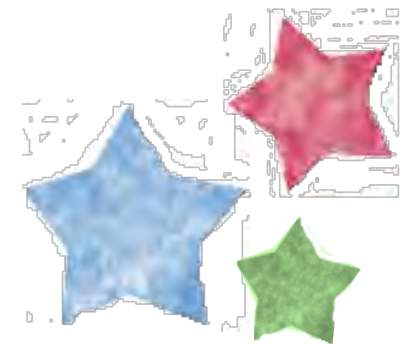
District and building level faculty and staff will:

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



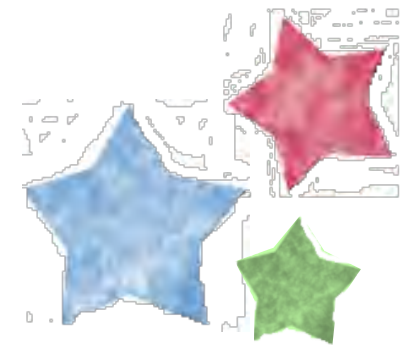
DATA DASHBOARD – HIGHLIGHTED MEASURES

- Early Screening Inventory (K readiness)
- Percent of students
 - reading at or above grade level as indicated by the Developmental Reading Assessment 2 and Fountas and Pinnell assessments
 - scoring at or above standard on Math Unit Assessments
 - scoring at or above the state average on the PSAT
 - earning a B or better on High School Final Exams
- High school graduation rate
- Percent of students who are chronically absent



Keep in mind ...

- Every student does not learn the same way or develop at the same pace.
- Some students struggle with the social and academic behaviors needed to succeed in school.



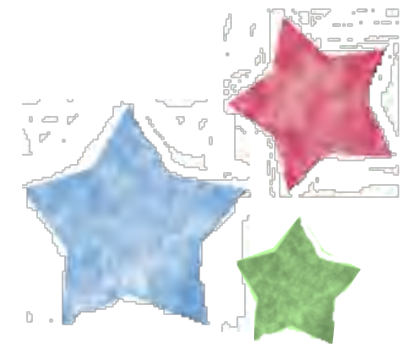
DISTRICT IMPROVEMENT PLAN

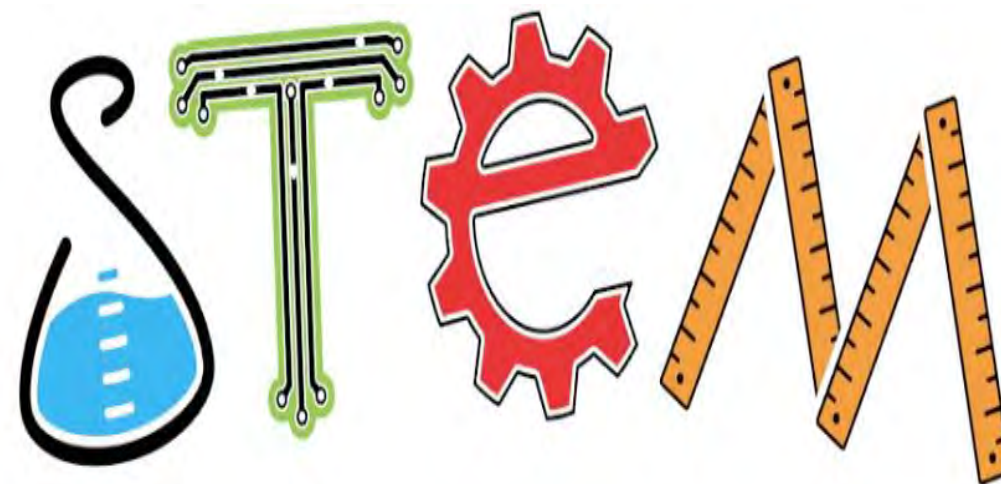
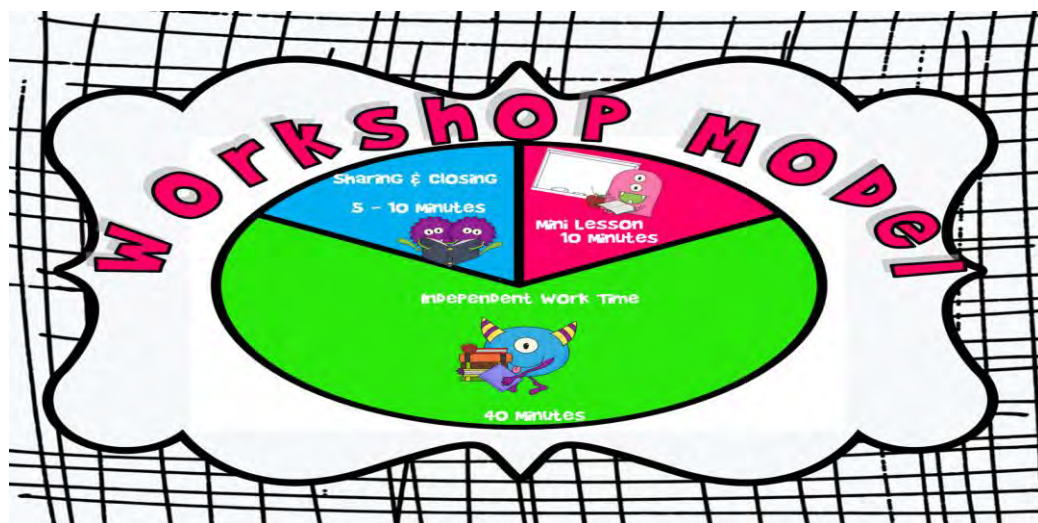
Academics

Talent

Systems

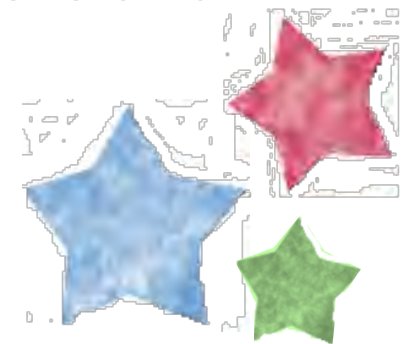
Culture and Climate





DISTRICT IMPROVEMENT PLAN - ACADEMICS

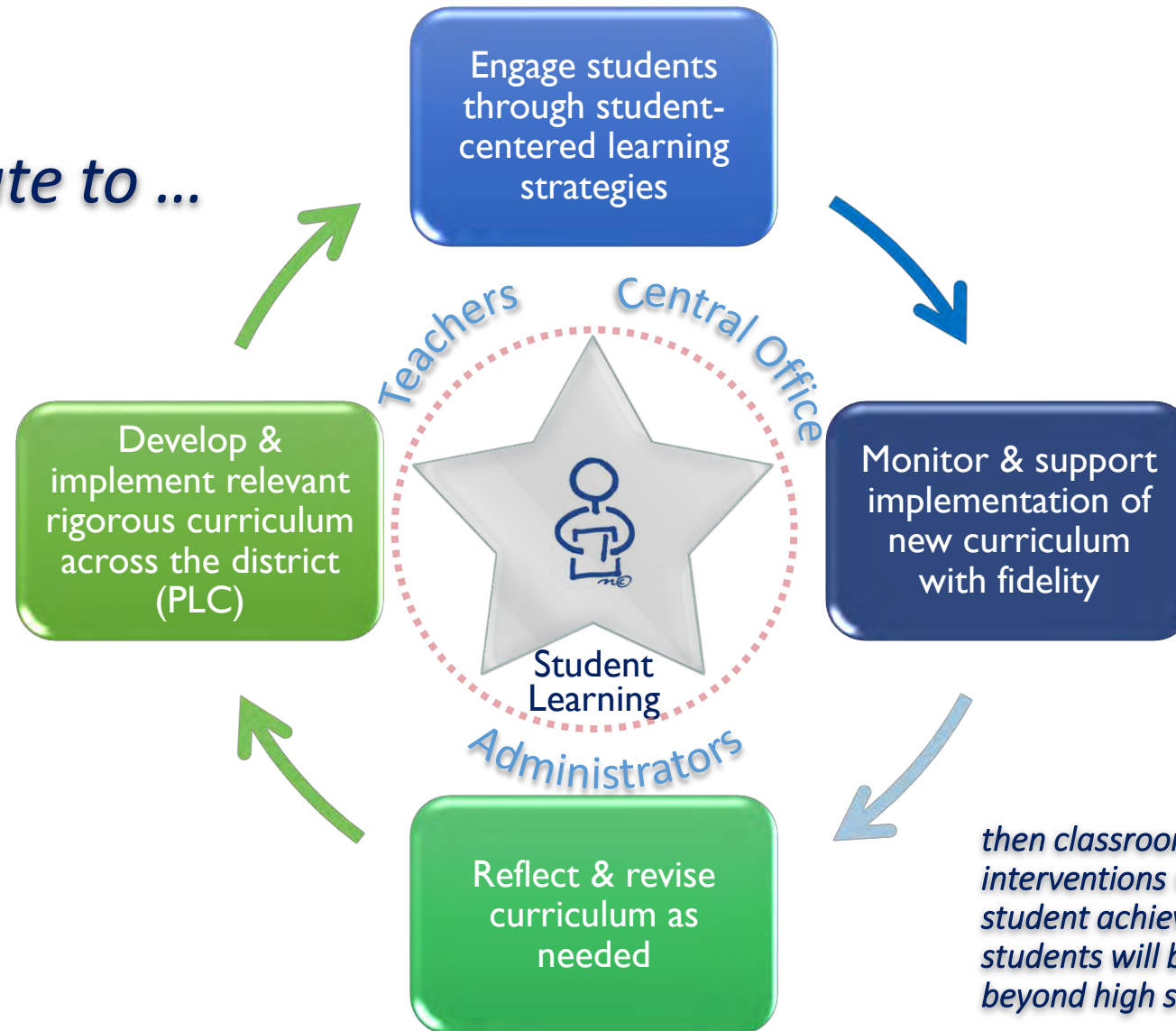
- Create curricular units aligned to CCSS and related state standards in all core areas including Social Studies, Science, and Elective Areas
- Strengthen instruction Prek-12 utilizing research-based instructional practices (workshop model / personalized learning)
- Incorporate new resources and technology to engage students in their own learning (1:1 technology; STEM specialists)
- Develop curriculum embedded, unit based performance tasks and assessments in all content areas.



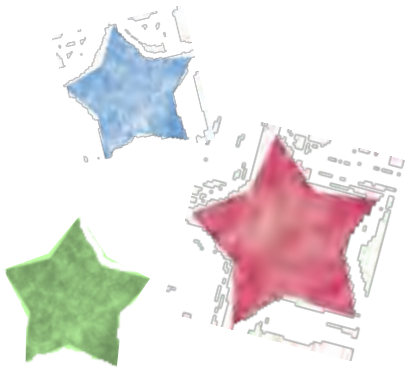
Academics: Theory of Change



If we collaborate to ...



then classroom instruction will improve, tiered interventions will be focused on targeted areas, student achievement will increase, and all students will be prepared for learning and work beyond high school.

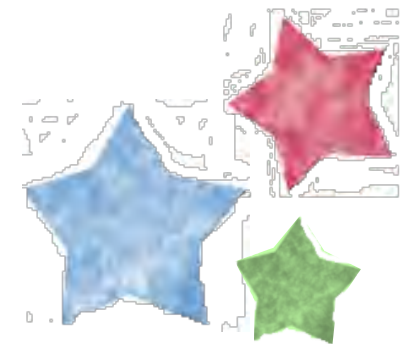


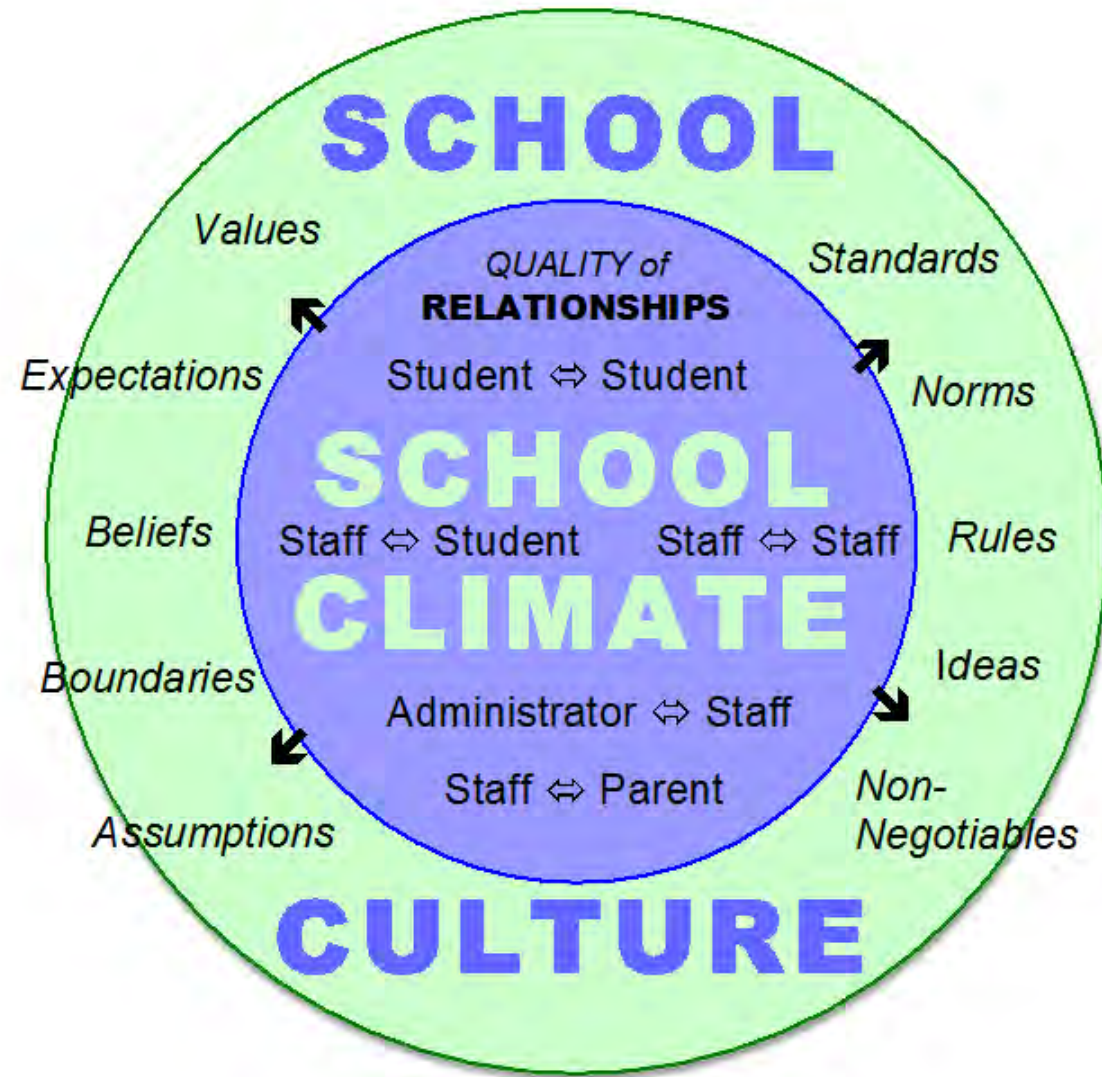
COACHING MODEL



DISTRICT IMPROVEMENT PLAN – TALENT

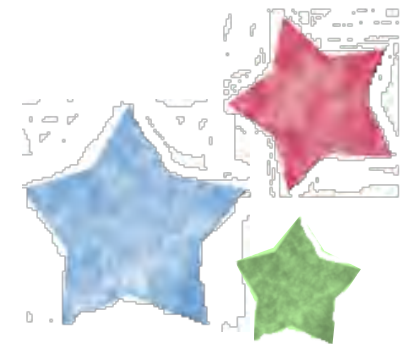
- Provide leadership development opportunities for all building- and central office administrators in district
- Strengthen the instructional effectiveness of faculty through the coaching model and collaborative curricular practice
- Strategically recruit candidates that are representative of student demographics of Manchester Public Schools

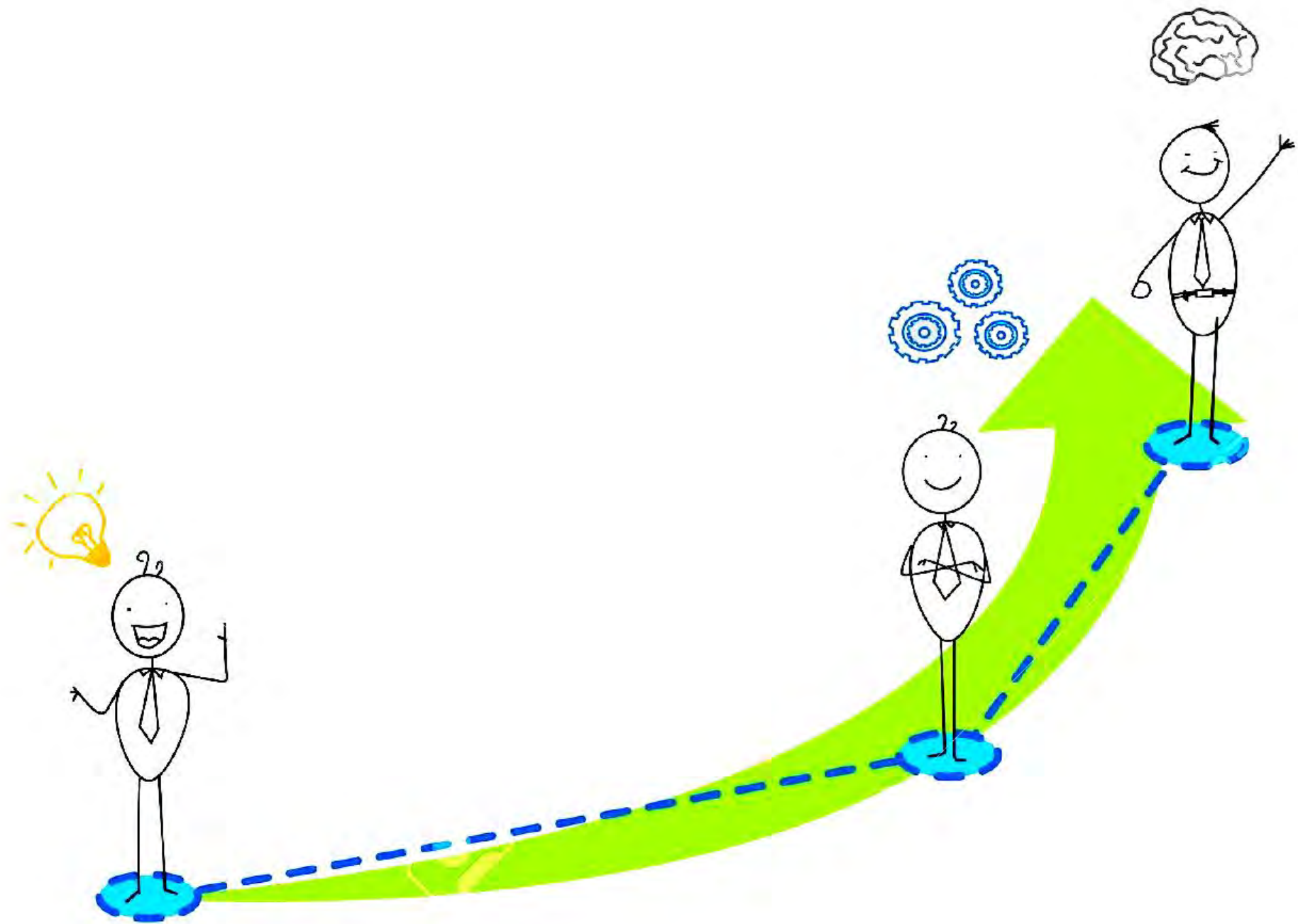




DISTRICT IMPROVEMENT PLAN – CULTURE AND CLIMATE

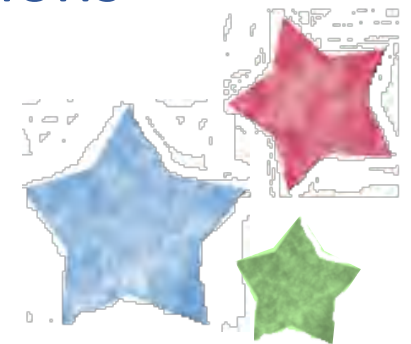
- Identify and implement a set of culture/climate core practices focused on improvement of school climate, including family-school partnerships
- Actively engage families as partners in their children's education
- Develop trust and collaboration among all stakeholders
- Reduce the impact of barriers on students, families and community members affecting school success





DISTRICT IMPROVEMENT PLAN - SYSTEMS

- Maintain District Improvement Team to monitor the implementation of the District Improvement Plan and support School Improvement Teams in developing and implementing School Improvement Plans
- Strengthen the work of the Professional Learning Communities (PLC), with an emphasis on translating the work of the PLCs into high-leverage, research-based practices in all schools and classrooms
- Conduct systems and operations audit and program evaluations



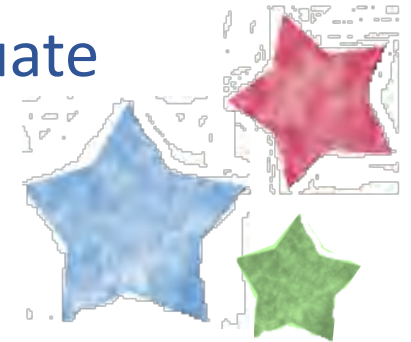
PROGRAM EVALUATION

The Collaborative for Educational Services has been engaged to evaluate the following programs:

- Elementary STEM
- Instructional Coaching
- SAAM
- Family and Community Partnership Work

They were previously engaged at Manchester High School to evaluate

- Imagine College
- Academy Personalized Learning Experiences





2015-16 EXPENDITURES TO DATE

	ORIGINAL	TRANSFERS	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE
SALARIES	\$63,584,505	\$0	\$63,584,505	\$26,036,052.21	\$37,494,640.28	53,812.51
BENEFITS	\$22,940,366	\$0	\$22,940,366	\$12,556,318.86	\$10,401,946.93	(17,899.79)
PURCHASE PROF SERVICES	\$4,596,487	(\$83,360)	\$4,513,127	\$1,942,168.45	\$2,453,045.20	117,913.35
OTHER PURCHASE SERV	\$11,033,930	\$72,269	\$11,106,199	\$5,487,915.70	\$5,785,736.16	(\$167,452.86)
SUPPLIES/UTILITIES	\$5,426,973	\$16,061	\$5,443,034	\$2,175,142.42	\$3,247,154.17	\$20,737.41
EQUIPMENT/OTHER	\$1,564,985	\$(4,970)	\$1,560,015	\$698,924	\$868,122	(\$7,030.59)
TOTAL	\$109,147,246	\$0	\$109,147,246	\$48,896,521.30	\$60,250,644.67	\$80.03

CAPITAL PROJECTS

Total Budgeted:	\$654,375
Total Spent to Date:	\$482,868

CAPITAL PROJECTS 2015-16 UPDATE

Project	Location	Status	Planned	Actual
ADA Enhancements *	MHS	Deferred	\$100,000	\$0
Install Fume Hood in room 246	MHS	In Progress	\$0	\$40,000
Add Playscape	MHS	Completed	\$0	\$42,500
Restroom Tile Restoration *	MHS	Deferred	\$20,000	\$0
Repair Front Parking Lot *	MHS	Work to begin in 2016	\$150,000	\$150,000
Fam & Consumer Sci Classroom Updates *	MHS	Completed	\$50,000	\$50,000
MHS Library Update	MHS	Completed	\$0	\$82,500
Install Fencing Adjacent to Playground *	Bowers	Completed	\$10,000	\$8,300
Repair Pavement in Playground *	Bowers	Deferred	\$10,000	\$0
Replace Stall Walls in All Bathrooms *	Bowers	Planned for Spring 16	\$40,000	\$5000
Repair Rear Stairway and Sidewalk	Bowers	Completed	\$0	\$15,100

CAPITAL PROJECTS 2015-16 UPDATE

Project	Location	Status	Planned	Actual
Refinish Lockers in Hallway *	Illing	Completed	\$24,000	\$29,464
Family & Consumer Science Updates *	Illing	In design	\$8,000	\$8,000
Hallway Painting *	Illing	Completed	\$9,000	\$9,000
Parking Lot Patch	Illing	Completed	\$20,000	\$16,150
Install ADA Lift to Stage *	Martin	Out to Bid	\$50,000	\$50,000
Fence to Enclose Play Area	Martin	Completed	\$15,000	\$13,100
Drop Off Lot repairs and restriping	Waddell	Completed	\$0	\$30,000
Carpet Replacement	Washington	Completed	\$0	\$22,000
Repair Exterior Front Steps *	Washington	Completed	\$30,000	\$5,000
Replace Pipe Insulation *	CO	Deferred	\$20,000	\$0
Demolish Portables	Robertson	Completed	\$0	\$33,700
Window and Siding Repairs *	B&G	Deferred	\$50,000	\$0

Capital Repairs

Total Budgeted: \$381,719

Total Spent to Date: \$215,078

CAPITAL REPAIRS 2015-16 UPDATE

Repointing and Waterproofing	Central Office	\$ 7,000
Parking Lot Patching & Sealing	Waddell	\$ 3,695
Sidewalk Repairs (lifting)	Verplanck, Bennet	\$ 4,920
Roof Repairs	MRA	\$ 3,125
Bathroom Tile Repair	Waddell	\$ 850
Masonry Repair	Bowers	\$ 7,800
Boiler Refractory Repair (includes abatement)	Washington	\$ 21,200
Parking Lot Repairs	Illing	\$ 16,150
Storage Room Asbestos & Mold Abatement	Buckley	\$ 1,500
Ceiling Repairs Rec Hall	Washington	\$ 2,650
Catch Basin/Drain Repair	Illing	\$ 2,600
Boiler Refractory Repair	Robertson	\$ 4,800
Coping Stone Waterproofing	Waddell	\$ 3,575



CAPITAL REPAIRS 2015-16 UPDATE

Fence Repairs	Bennet	\$ 2,500
High School Paving Repair (West Auditorium Side)	High School	\$ 2,800
Concrete Stair Repair	Bowers	\$ 6,300
Main Pool Filter Media Replacement	High School	\$ 6,500
Refinish Main Gym Floor	High School	\$ 25,500
Lab Hood Flow Monitor Relacemnt	High School	\$ 12,257
Fire Alarm System Repairs	High School	\$ 2,200
Emergency Lighting System Repairs	Illing, MHS, Washington	\$ 10,388
Glass Replacement	Buckley	\$ 1,800
Paint Flag Pole	Bowers	\$ 1,800
Duct Cleaning	Robertson	\$ 3,285
Door Replacement	Central Office	\$ 3,200
Repairs to Boiler Breech	Washington	\$ 19,482



CAPITAL REPAIRS 2015-16 UPDATE

Potential Capital Repairs Jan 16 ~ June 16

Waddell Boiler 2 Leak Repair	\$ 40,000
Reserve for Asbestos Abatement	\$ 25,000
Illing 133 Abatement	\$ 7,000
Post Winter Playground Repair	\$ 22,500
Post Winter Concrete Repair	\$ 15,000
Illing Pavement Repair & Sealing	\$ 87,500
Post Winter Pavement Repair MHS	<u>\$ 35,000</u>
	\$ 232,000



SPECIAL EDUCATION

- For Manchester residents, we are responsible for the first \$69,203 of the total cost including tuition, support, and transportation.
- For Department of Children and Families (DCF) placements, we are responsible for the first \$15,379 of the total cost including tuition, support, and transportation.
- After we exceed that cost, we are eligible for 75% reimbursement.
- Total Spent to Date \$3,058,678.68

Reimbursement

Manchester Residents

\$741,661.98 X .75 = \$556,246.49

DCF Placements

\$202,492.61 X .75 = 151,869.46

Total Projected Reimbursement \$708,115.94



Pride in Excellence

Manchester Public Schools

**Superintendent's Proposed
2016-17 Budget**

STUDENT PROFILE

Student Data			
Year	2015	2009	2004
Percent Eligible for Free or Reduced Lunch	56.45%	46.28%	31.56%
Total Number of Students	6243	6941	7541

Magnet School Impact			
Year	2015	2009	2004
Number of Students (Paid)*	538	221	207
Cost	\$2,136,455	\$793,462	\$549,000

*Actual Number of Students who attend Magnet Schools is 1000



The Professional Firefighters of Manchester Local 1579 led a fundraiser drive to provide winter coats for students and families of MPS. With support from sponsors including Highland Park Market, Manchester Municipal Federal Credit Union and Trinks Brothers Oil, they raised approximately \$10,000 -- which accounts for about 300 coats.

BUDGET PRIORITIES

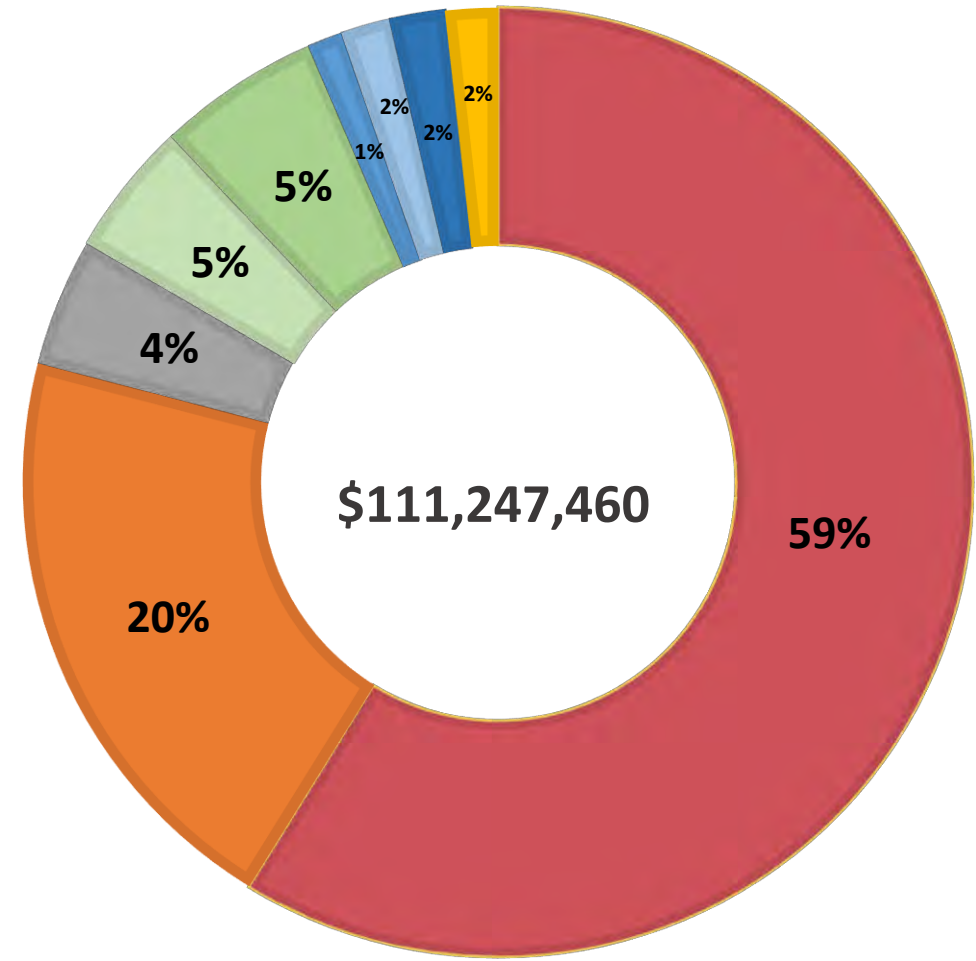
- Maintain adequate and equitable class sizes in all classrooms
- Ensure necessary instructional resources and materials are in place to support teaching and learning equitably across the district
- Continue implementation and strengthening of curriculum units pre K - 12
- Expand personalized learning opportunities at Manchester High School
- Provide professional learning experiences necessary to support shifts in classroom instruction and strengthening school climate
- Strengthen work of the Professional Learning Communities (PLCs) at all schools by providing professional development and additional planning time
- Ensure adequate funding of Capital Improvements and Capital Repairs

SUMMARY OF BUDGET REQUEST

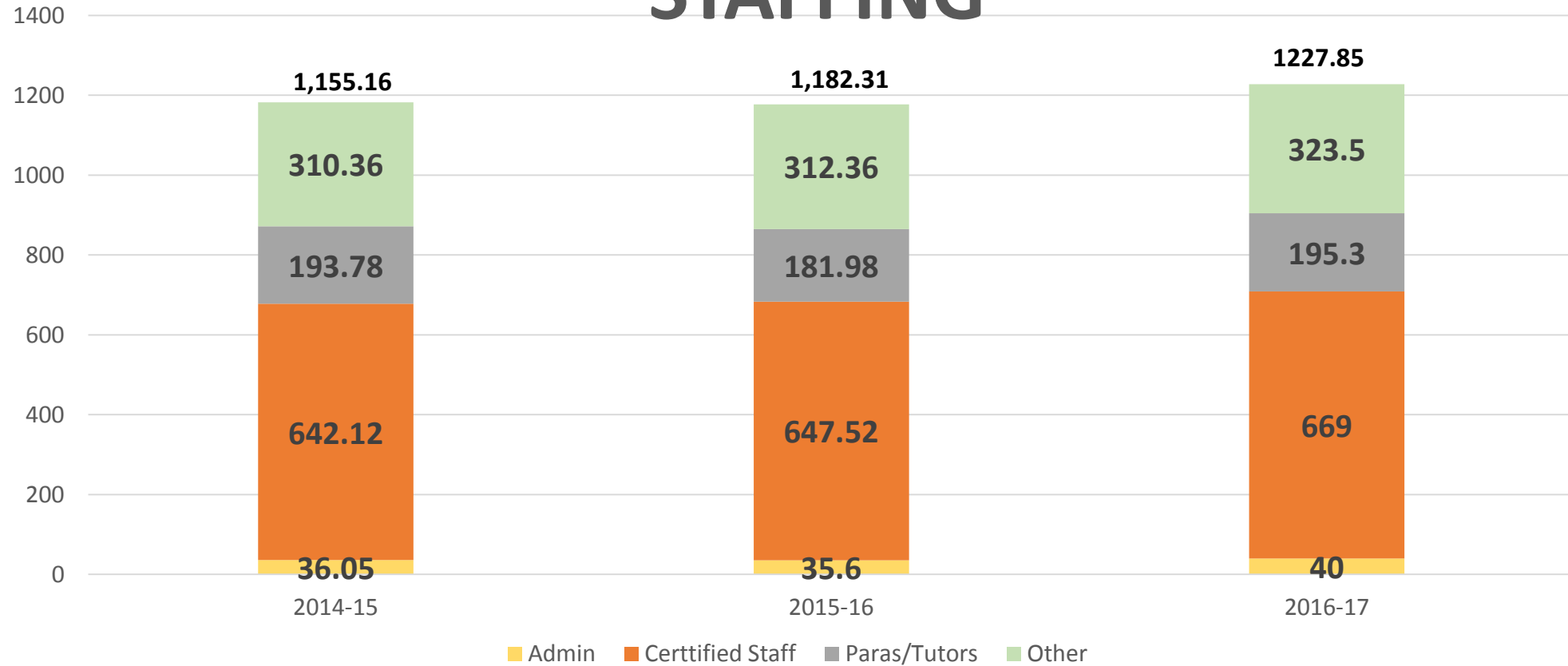
PROPOSED 2016-2017 BUDGET	\$111,247,460
ADOPTED 2015-2016 BUDGET	\$109,147,246
PROPOSED BUDGET INCREASE	\$ 2,100,214
PROPOSED PERCENT INCREASE	1.9%

BUDGET SUMMARY

- SALARIES
- BENEFITS
- PURCHASED PROFESSIONAL SERVICES
- OTHER PURCHASED SERVICES: TRANSPORTATION
- OTHER PURCHASED SERVICES
- SUPPLIES / UTILITIES: INSTRUCTIONAL SUPPLIES
- SUPPLIES / UTILITIES: OTHER SUPPLIES
- SUPPLIES/UTILITIES: UTILITIES
- EQUIPMENT AND OTHER



STAFFING



From 2015-16 to 2016-17, there is an increase in overall staffing from 1182.31 to 1227.85. The additional positions that impact the Board of Education Budget are 13 paraprofessionals, 2 secretaries, and 1 Systems Application Engineer. The four additional administrators are paid from grants (2 from Alliance, 1 from Title 1, and 1 from HFPG) as are the additional teachers and other staff.

GRANTS AND STAFFING

	IDEA	Title 1	HFPG	Head Start	Alliance	Total
Total Dollars	\$1,658,730	\$1,746,972	\$750,500	\$1,169,102	\$4,245,648	\$9,570,952
Administrators	1.0	2.5	1.0	1.0	4.0	9.5
Teachers	21.3	23.6	0	5.0	34.8	84.7
Non-certified	0	1.9	2.8	3.0	8.2	15.9
Hourly	5.7	2.0	2.3	3.0	9.0	22
Tutors	0	12.0	0	.7	0	12.7
Paraprofessionals	3.0	0	0	16.0	1.0	20.0
Total Staff	31.0	42.0	6.1	28.7	57.0	165.6

2015-16 Elementary Class Size										2016-17 Elementary Class Size								
SCHOOL	KDG.	GR.1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6			SCHOOL	KDG.	GR.1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6	
Bowers	14	16	20	22	19	24				Bowers	15	19	20	20	22	19		
Elementary	14	15	17	23	21	23				Elementary	15	19	21	17	23	21		
School	15	15	20	23	18	25				School	15	19	21	20	23	18		
	14	16	18								15			18				
TOTAL	57	62	75	68	58	72	0	21.0		TOTAL	60	57	62	75	68	58	0	20.0
Buckley	17	21	19	17	24	21				Buckley	20	17	21	19	22	24		
Elementary	16	22	20	17	23	20				Elementary	20	16	22	20	22	23		
School	17		19	10		20				School	20	17		19				
	5	4	7		5	5												
TOTAL	55	47	65	44	52	66	0	16.0		TOTAL	60	50	43	58	44	47	0	15.0
Highland Park	15	13	22	18	15	21				Highland Park	15	15	21	22	18	15		
Elementary	12	14	22	20	19	22				Elementary	15	12	21	22	20	19		
School	14	15			18					School	15	14				18		
TOTAL	41	42	44	38	52	43	0	15.0		TOTAL	45	41	42	44	38	52	0	15.0
Keeney	17	16	17	19	17	15				Keeney	20	17	16	17	19	17		
Elementary	19	15	18	20	16	16				Elementary	20	19	15	18	20	16		
School	19	16	17	18	14	16				School	20	19	16	17	18	14		
TOTAL	55	47	52	57	47	47	0	18.0		TOTAL	60	55	47	52	57	47	0	18.0
Martin	23	13	16	26	22	18				Martin	20	15	21	16	16	22		
Elementary	23	16	15	23	22	20				Elementary	20	15	22	15	16	22		
School		14	15							School		16		15	17			
		4	2	1		1												
TOTAL	46	47	48	50	44	39	0	14.0		TOTAL	40	46	43	46	49	44	0	15.0

2015-16 Elementary Class Size									2016-17 Elementary Class Size								
SCHOOL	KDG.	GR.1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6		SCHOOL	KDG.	GR.1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6	
Robertson	16	17	15	21	22	14			Robertson	20	16	17	20	21	22		
Elementary	19	20	16	21	19	16			Elementary	20	19	20	20	21	19		
School	16	17	14	22		14			School	20	16	17	19	22			
	18	21	14							20	18	21					
TOTAL	69	75	59	64	41	44	0	21.0	TOTAL	80	69	75	59	64	41	0	20.0
Verplanck	16	18	18	20	21	18			Verplanck	16	16	18	22	20	21		
Elementary	15	19	15	23	21	20			Elementary	16	15	19	22	23	21		
School	15	19	16	21	17	18			School	16	15	19	23	21	17		
	17	20	18							16	17	20					
TOTAL	63	76	67	64	59	56	0	21.0	TOTAL	64	63	76	67	64	59	0	21.0
		16										16					
Waddell	16	17	19	21	18	15			Waddell	20	16	17	19	21	18		
Elementary	22	16	18	24	16	18			Elementary	20	22	16	18	24	16		
School	19	16	20	20	18	19			School	20	19	16	20	20	18		
	7	2	5	4	1	1											
TOTAL	64	67	62	69	53	53	0	19.0	TOTAL	60	57	65	57	65	52	0	19.0
Washington	18	16	17	17	20	16			Washington	18	18	19	17	17	20		
Elementary	18	11	19	19	20	16			Elementary	18	18	19	19	19	20		
School	17	15	18	16	23	16			School	18	17	18	18	16	23		
	17	14		16						18	17			16			
TOTAL	70	56	54	68	63	48	0	21.0	TOTAL	72	70	56	54	68	63	0	21.0

Note: Preferred elementary class size is 18 – 22 students. At K/1 the range is 18-20.

SALARIES

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
CERTIFIED ADMINISTRATORS	4,651,592	4,713,106	61,514	1.30%
CERTIFIED SALARIES	40,920,485	42,016,233	1,095,748	2.70%
NON-CERTIFIED SALARIES	10,867,805	11,548,353	680,548	6.30%
GRANT DATA SPECIALIST	18,144	10,957	(7,187)	-39.60%
GRANT FACILITATORS	44,063	54,533	10,470	23.80%
HOURLY EMPLOYEES	1,719,133	1,709,055	(10,078)	-0.60%
TUTORS	754,102	776,336	22,234	2.90%
PARAPROFESSIONALS	3,592,450	3,982,336	389,886	10.90%
SPED 1:1 PARAPROFESSIONALS	128,685	78,557	(50,128)	-39.00%
STUDY HALL MONITORS	135,886	138,744	2,858	2.10%
BUILDING SUBSTITUTES	248,880	256,201	7,321	2.90%
CERT. DEGREE CHANGES	100,000	100,000	0	0.00%
WORKPLACE ED/BUSINESS	20,800	22,032	1,232	5.90%
TECH/ON-LINE LEARNING COOR	40,280	22,303	(17,977)	-44.60%
OVERTIME	342,200	368,150	25,950	7.60%

SALARIES

2015-16	2016-17	DIFFERENCE	% DIFFERENCE
\$63,584,505	\$65,796,896	\$2,212,391	3.5%

Total Budget Increase
\$ 2,100,214

BENEFITS

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
LIFE INSURANCE	111,740	119,855	8,115	7.30%
SOCIAL SECURITY	2,037,350	2,107,370	70,020	3.40%
TOWN PENSION	2,078,418	2,280,605	202,187	9.70%
DEFINED CONTRIBUTION	202,956	297,077	94,121	46.40%
TUITION REIMBURSEMENT	30,000	30,000	0	0.00%
UNEMPLOYMENT COMP.	100,000	100,000	0	0.00%
HEALTH & MAJ. MED.	16,951,411	16,425,799	(525,612)	-3.10%
MAN. SELF INS. PROG. M	973,210	869,165	(104,045)	-10.70%
CERTIFIED-ACCUM. SICK	250,000	250,000	0	0.00%
NON-CERT. ACCUM. SICK	100,000	100,000	0	0.00%
CERTIFIED LONGEVITY	41,453	30,920	(10,533)	-25.40%
NON-CERT. LONGEVITY	63,828	49,330	(14,498)	-22.70%

BENEFITS

2015-16	2016-17	DIFFERENCE	% DIFFERENCE
\$22,940,366	\$22,660,121	-\$280,245	-1.22%

Total Budget Increase
\$ 2,100,214

PURCHASED PROFESSIONAL SERVICES

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
PROFESSIONAL DEVELOPMENT	435,765	493,314	57,549	13.20%
CONSULTANTS	255,560	269,894	14,334	5.60%
LEGAL FEES	175,000	150,000	(25,000)	-14.30%
OTHER PROFESSIONAL SER	91,500	172,700	81,200	88.70%
SPORTS OFFICIALS	49,811	52,870	3,059	6.10%
ASSISTANTS OTHER EVENT	700	0	(700)	-100.00%
DISPOSAL SERVICES	151,000	186,000	35,000	23.20%
CONTRACTED SERVICES	1,834,471	2,042,995	208,524	11.40%
CONTRACTED KELLY SUBS	1,015,316	1,032,491	17,174	1.70%
REPAIR OF EQUIPMENT	161,413	160,988	(425)	-0.30%
RENTALS	342,590	342,195	(395)	-0.10%

PURCHASED PROFESSIONAL SERVICES

2015-16	2016-17	DIFFERENCE	% DIFFERENCE
\$4,513,126	\$4,903,447	\$390,320	8.65%

Total Budget Increase
\$ 2,100,214

OTHER PURCHASED SERVICES: TRANSPORTATION

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
REGULAR TRANSPORTATION	2,731,013	2,808,964	77,951	2.90%
SPECIAL TRANSPORTATION	1,985,873	1,900,000	(85,873)	-4.30%
FIELD & ATHLETIC TRIPS	179,653	320,719	141,066	78.50%
HOMELESS TRANSPORTATION	73,243	94,652	21,409	29.20%

OTHER PURCHASED SERVICES: OTHER

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
INTERSCHOLASTIC INSURANCE	26,000	26,000	0	0.00%
TELEPHONE/COMMUNICATION	200,500	236,297	35,797	17.90%
SOFTWARE LICENSES/FEES	23,990	29,245	5,255	21.90%
PRINTING/ADVERTISING	116,718	138,075	21,357	18.30%
POSTAGE	67,260	63,230	(4,030)	-6.00%
TUITION-CT. DISTRICTS	3,263,377	3,305,528	42,151	1.30%
TUITION-PRIVATE	2,140,624	2,140,624	0	0.00%
TRAVEL/LODGING	91,678	121,451	29,773	32.50%
OTHER PURCHASED SERV.	206,270	104,620	(101,650)	-49.30%

OTHER PURCHASED SERVICES: TOTAL

2015-16	2016-17	DIFFERENCE	% DIFFERENCE
\$11,106,199	\$11,289,405	\$183,206	1.65%

Total Budget Increase
\$ 2,100,214

SUPPLIES/UTILITIES: INSTRUCTIONAL SUPPLIES

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
INSTRUCTIONAL SUP. & MAT	800,357	805,947	5,590	0.70%
COMPUTER SUP. & MAT	335,011	284,389	(50,622)	-15.10%
AV SUPPLIES & MAT	23,202	0	(23,202)	-100.00%
TESTING	56,483	2,000	(54,483)	-96.50%
TEXTBOOKS	158,885	128,963	(29,922)	-18.80%
LIBRARY BOOKS	55,403	92,891	37,488	67.70%
PERIODICALS	21,457	26,909	5,452	25.40%

SUPPLIES/UTILITIES: OTHER SUPPLIES

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
ATHLETIC SUPPLIES	34,000	34,950	950	2.80%
MEDICAL SUPPLIES	30,527	30,890	363	1.20%
OFFICE SUPPLIES	211,495	194,937	(16,558)	-7.80%
GENERAL SUP. & MAT.	179,622	239,818	60,195	33.50%
MAINTENANCE SUPPLIES	380,376	401,111	20,735	5.50%
CUSTODIAL SUP. & MAT.	316,980	316,273	(707)	-0.20%

SUPPLIES/UTILITIES: UTILITIES

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
HEAT ENERGY	612,135	489,706	(122,429)	-20.00%
ELECTRICITY	1,353,660	1,261,796	(91,864)	-6.80%
WATER	92,722	94,445	1,723	1.90%
GASOLINE	399,000	207,283	(191,717)	-48.00%

SUPPLIES/UTILITIES: TOTAL

2015-16	2016-17	DIFFERENCE	% DIFFERENCE
\$5,061,315	\$4,612,308	-\$449,007	- 8.87%

Total Budget Increase
\$ 2,100,214

EQUIPMENT / OTHER

CATEGORY	2015-16	2016-17	DIFFERENCE	CHANGE
VEHICLES	150,000	150,000	0	0.00%
COMPUTER EQUIP.	555,312	575,673	20,361	3.70%
CAPITAL REPAIR	381,719	388,972	7,253	1.90%
CAPITAL PROJECTS	654,375	666,808	12,433	1.90%
SECURITY UPGRADES	100,000	100,000	0	0.00%

CAPITAL PROJECTS (IMPROVEMENTS)

<u>School</u>	<u>Description</u>	<u>Cost</u>
All	Window and Door Numbering Signage	\$10,000
All	Stair / Sidewalk repair	\$60,000
Bennet	Replace failed exterior surface of Freezer	\$6,500
Bennet	Repairs and modifications to HVAC system per Retro-commissioning	\$15,000
Bennet	2 to 3 way valve conversion in Cone Gym	\$16,500
Bowers	Replace last set of metal restroom partitions	\$4,750
Bowers	Replace building sign on Henry Street side of building	\$5,500
Bowers	Repipe sprinklers in PTA storage to extend below heating pipes	\$9,000
Bowers	Replace Gym Air Handler	\$25,000
Bowers	Sand & Refinish Gym Floor	\$28,000

CAPITAL PROJECTS (IMPROVEMENTS)

<u>School</u>	<u>Description</u>	<u>Cost</u>
Buckley	Sand selected interior doors - year 1 of 3	\$5,000
Buckley	Install A/C in Library	\$35,000
Buckley	Upgrade interior finish 2 rooms	\$50,000
MHS	Replace A/C in Office	\$20,000
MHS	Replace basketball back stops, operators, and frames in main gym	\$45,000
MHS	Sand selected interior doors - year 1 of 3	\$5,000
MHS	Replace East Middle Trpk Parking Lot	\$100,000
Illing	Sand selected interior doors - year 1 of 3	\$5,000

CAPITAL PROJECTS (IMPROVEMENTS)

<u>School</u>	<u>Description</u>	<u>Cost</u>
Keeney	Sand selected interior doors - year 1 of 3	\$5,000
Keeney	Relocate gas meter to exterior of building	\$5,800
Keeney	Replace exterior doors	\$36,000
Keeney	A/E design 6 Rooms East Wing	\$65,000
MRA	Replace dysfunctional Kitchen Make-Up Air Unit	\$13,500
Pre School	Replace Hydronic Pumps on Heating System	\$16,000
Robertson	Replace Rotted Exterior Doors	\$12,500
Robertson	Preplace carpet in 1976 addition	\$37,500
Verplanck	Install A/C in Asst Principal's office	\$6,800
Verplanck	Replace rotted exterior doors	\$10,300

EQUIPMENT/OTHER

2015-16	2016-17	DIFFERENCE	% DIFFERENCE
\$1,941,734	\$1,985,283	\$43,549	2.24%

Total Budget Increase
\$ 2,100,214

KEY COST DRIVERS

- Certified Salaries (Contractual Obligations)
- Non-Certified Salaries (Contractual Obligations / Additional Staff)
- Pension / Defined Contribution
- Professional Development
- Contracted Services
- Field Trips
- Capital Repairs, Capital Improvements, and Security Upgrades

ALLIANCE GRANT

Funded by Alliance Grant

4.0 Family Resource Center Coordinators	\$ 400,000
4.0 Administrators	\$ 540,000
2.0 Substance Abuse Counselors	\$ 105,000
2.4 ELL Teachers	\$ 275,000
5.0 Interventionists	\$ 420,000
2.0 Principals in Residence	\$ 75,000
SAAM Programming	\$ 450,000
Jump Start / High School Summer Program	\$ 100,000
High School Academy Programming	\$ 100,000
18.0 STEM Specialists	\$ 1,200,000
2.0 Chinese Language Teachers	\$ 70,000
Other	\$ 500,000

Note: Staffing costs include salary and benefits.

**ALLIANCE GRANT
TOTAL
\$4,245,648**

BUDGET REQUEST IF ALLIANCE WAS INCLUDED

2016-2017 BUDGET PROPOSAL W/ALLIANCE	\$115,493,108
ADOPTED 2015-2016 BUDGET	\$109,147,246
BUDGET INCREASE WOULD BE	\$ 6,345,862
PROPOSED PERCENT INCREASE	5.8%

Program Evaluation

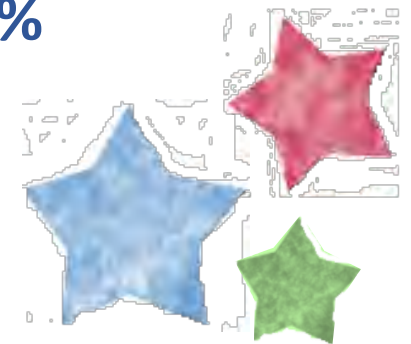


A 3D pie chart with five segments in blue, orange, purple, green, and red is visible in the background. In the foreground, a black pen with a gold nib rests on a spreadsheet. The spreadsheet has a column labeled 'Value' with the following numbers: 9,179.53, 11,426.60, 9,611.01, 7,189.65, and 6,550.22. The rows are color-coded: light purple, light blue, and light yellow.

	Value
	9,179.53
	11,426.60
	9,611.01
re	7,189.65
gy	6,550.22

SUMMARY OF BUDGET REQUEST

PROPOSED 2016-2017 BUDGET	\$111,247,460
ADOPTED 2015-2016 BUDGET	\$109,147,246
PROPOSED BUDGET INCREASE	\$ 2,100,214
PROPOSED PERCENT INCREASE	1.9%





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
G – 1b

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?