

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, FEBRUARY 8, 2016
Lincoln Center

Policy Committee Mtg.
Board Of Education Mtg.

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

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – January 25, 2016 A – 3

B. CONSENT CALENDAR

- 1) Personal Information B - 1
- 2) Transfer of Funds B - 2
- 3) Establish and appropriation for FY 15/16 in the amount of \$11,397 under the Bilingual Education Grant, to be funded by the Connecticut State Department of Education B - 3

C. COMMITTEE REPORTS - None

D. REPORT FROM STUDENT REPRESENTATIVE

- 1) Ms. Shania Stanton

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT’S REPORT

- 1) Update on Family Community Partnership – Dr. Scott Ratchford, F – 1
Director of Family and Community Partnership

G. UNFINISHED BUSINESS

- 1) Action on Recommended Board of Education 2016-2017 Budget
- 2) Approval of the Board of Education School Calendars 2016-2017 and 2017-2018 G – 2

H. NEW BUSINESS -

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

RESIGNATIONS

Megan Lacey, Technology Integration Specialist at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2016. Ms. Lacey has been with Manchester Public Schools since August 30, 2012. It is recommended that her request be approved.

Colleen Deacon, STEM Specialist at Verplanck Elementary School has submitted a letter for resignation for personal reasons effective the end of business on February 29, 2016. Ms. Deacon has been with Manchester Public Schools since August 26, 2013. 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: January 14, 2016

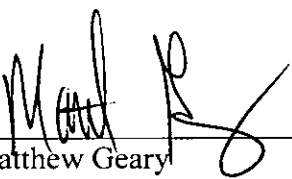
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from MHS Guidance Travel/Lodging account to MHS Guidance Computer Supplies and Materials (\$450) and General Supplies and Materials (\$1,050) accounts. A total transfer of \$1,500 is being requested.

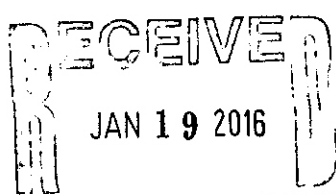
Financial Impact: None

Other Board/Commission Action: None

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



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 8, 2016



5-11/20/16
DCP

**Manchester Public Schools
Manchester, Connecticut**

BY ACCOUNTS PAYABLE

To: **Accounting Department**

School: Manchester High School

Date: 01/14/2016

Principal's Sign: JIS

Date of Approval: 01/14/2016

JUSTIFICATION (Required Field) : To fund the cost of storage cabinets needed for confidential records.

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

DECREASE In whole dollars only:

\$ 1500 Account # 31061210 5580 Description: Guidance Travel

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$1500 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$450 Account # 31061210 5612 Description: Guidance Computer S/M

\$1050 Account # 31061210 5610 Description: Guidance General S/M

\$ _____ Account # _____ Description: _____

\$1500 **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: January 21, 2016

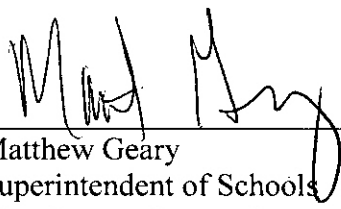
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Illing Admin Computer Supplies and Materials account to Illing Admin Contracted Services account. A total transfer of \$1,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

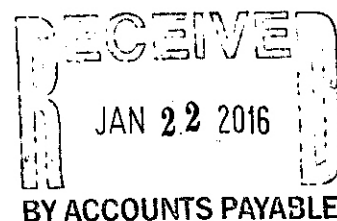
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 8, 2016

S - 1/22/16
of
DC
1/25/16

TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School:

Illing Middle School

Approval Signature:

Ben Hays
1/21/16

Date: 1-20-16

Date of Approval:

JUSTIFICATION:

Funds needed for Author Visit

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: ADMINISTRATION

\$	1,000.00	Account #:	423 53 100 5612	Description:	Computer Supplies
\$		Account #:		Description:	
		Account #:		Description:	

INCREASE: ADMINISTRATION

\$	1,000.00	Account #:	423 53 100 5430	Description:	Contracted Services
\$		Account #:		Description:	
\$		Account #:		Description:	

Accounting Department Only

Board Approval Needed:

X Yes

No

Date of Board Approval:

Date Completed:

Name:

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: January 15, 2016


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

Discussion/Analysis: Transfer from MHS Interscholastic Sports Athletic Supplies and Materials account to MHS Interscholastic Sports Athletic Dues and Fees account. A total transfer of \$2,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

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



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 8, 2016

3-1/20/15
DL

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Manchester High School

Date: 01/15/2016

Principal's Sign: [Signature]

Date of Approval: 01/15/2016

JUSTIFICATION (Required Field) : To fund entry fees for sporting events

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

DECREASE In whole dollars only:

\$ 2000	Account # <u>31461320 5616</u>	Description: <u>Athletic Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$2000 TOTAL DECREASE

INCREASE In whole dollars only:

<u>\$2000</u>	Account # <u>31461320 5810</u>	Description: <u>Athletic Dues/Fees</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$2000 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: January 25, 2016

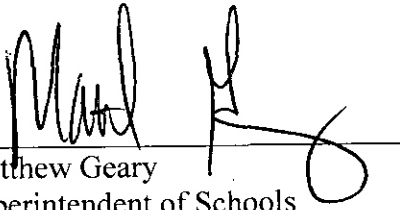
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Library/Media Computer Supplies and Materials account to MHS Software License/Fees account. A total transfer of \$515 is being requested.

Financial Impact: None

Other Board/Commission Action: None

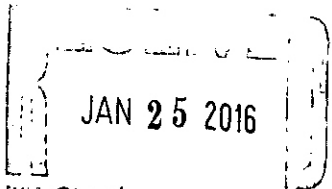
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 8, 2016

S - 1/25/16
CE

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Library/Media/Services PAYABLE

Date: 11/30/2015

Principal's Sign: Karin Kearney

Date of Approval: 1/25/16

JUSTIFICATION (Required Field) :

Money needed to purchase online subscription for library district

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

DECREASE In whole dollars only:

\$ 515.00	Account # 31899222-5612	Description: Computer Supplies
\$	Account #	Description:
\$	Account #	Description:

\$515.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$515.00	Account # 31861222-5535	Description: Online Databases
\$	Account #	Description:
\$	Account #	Description:

\$515.00 **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: January 27, 2016

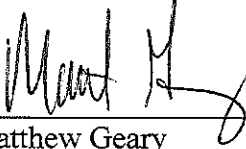
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Illing Language Arts Computer Supplies and Materials account to Illing Admin Contracted Services account. A total transfer of \$3,679 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
February 8, 2016

5 - 1129/16
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TRANSFER

JAN 28 2016

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Iling Middle School

Approval Signature:

Bern Flayer

Date: 1-20-16

Date of Approval:

1/27/16

JUSTIFICATION:

Funds needed for contracted services.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: ELA

\$	_____	Account #:	_____	Description:	_____
\$	<u>3,679</u>	Account #:	<u>128 53 100 5612</u>	Description:	<u>Computer Supplies</u>
	_____	Account #:	_____	Description:	_____

INCREASE: ADMINISTRATION

\$	<u>3,679</u>	Account #:	<u>423 53 100 5430</u>	Description:	<u>Contracted Services</u>
\$	_____	Account #:	_____	Description:	_____
\$	_____	Account #:	_____	Description:	_____

Accounting Department Only

Board Approval Needed:

X

Yes

No

Date of Board Approval: _____

Date Completed: _____

Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: January 27, 2016

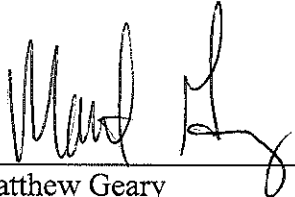
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Martin Admin Dues and Fees account to Martin Admin Professional Development account. A total transfer of \$100 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
February 8, 2016

Manchester Public Schools
Manchester, Connecticut

JAN 29 2016

To: Accounting Department

School: Martin

Date: 1/28/16

Principal's Sign: J. D. Quinn

Date of Approval: 1/28/16

JUSTIFICATION (Required Field):

Funds needed for employee prof. dev.

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

DECREASE In whole dollars only:

\$ 100.00 Account # 42316 340 5810 Description: Admin. Dues & Fees

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 100.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$ 100.00 Account # 42316 221 5320 Description: Admin. P.D.

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 100.00 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: January 27, 2016

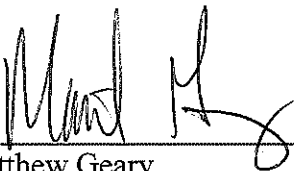
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Bowers Admin Contracted Services account to Bowers Admin General Supplies and Materials account. A total transfer of \$1,625 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
February 8, 2016

8 - 1/28/16
Cl
DC

**Manchester Public Schools
Manchester, Connecticut**

JAN 29 2016

To: **Accounting Department**

School: Bowers

Date: January 27, 2016

Principal's Sign: Mehrzad

Date of Approval: 1/28/16

JUSTIFICATION (Required Field) :

Funds are needed in the general supply account. Contracted services, originally budgeted, are no longer needed due to the fact that a second author visit will be free of charge from CT Humanities.

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

DECREASE In whole dollars only:

\$ <u>1625.00</u>	Account # <u>423011005430</u>	Description: <u>administration contracted services</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
<u>\$1625.00</u> TOTAL DECREASE		

INCREASE In whole dollars only:

\$ <u>1625.00</u>	Account # <u>423012405610</u>	Description: <u>administration general supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
<u>\$1625.00</u> TOTAL INCREASE (Must match total decrease)		

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: January 27, 2016

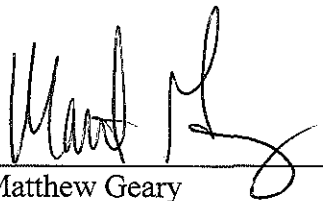
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Math Professional Development account to Systemwide Curriculum and Instruction Contract Services account. A total transfer of \$6,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

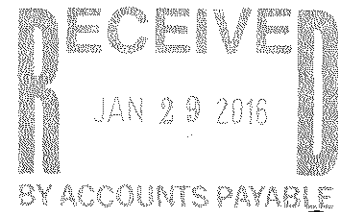
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

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

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 8, 2016

TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School:

Central Office

Approval Signature:

Date: 1-29-2016

Date of Approval:

1.29.16

JUSTIFICATION:

To fund additional contracted services

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Professional Development

\$ 6,000 Account #: 130 99221 5320 Description: Math PD

\$ Account #: Description:

Account #: Description:

INCREASE: Contracted Services

\$ 6,000 Account #: 402 99210 5430 Description: Contr. Services

\$ Account #: Description:

\$ Account #: Description:

Accounting Department Only

Board Approval Needed: ☒ Yes ☐ No

Date of Board Approval: _____

Date Completed: _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: January 27, 2016

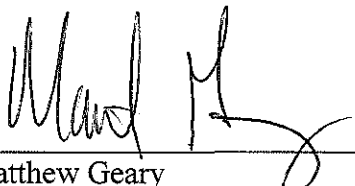
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Special Education Other Purchased Services account to Systemwide Special Education Consultants (\$20,000) and Other Professional Services (\$11,000) accounts. A total transfer of \$31,000 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
February 8, 2016

S - 1/29/16
CP
DC

JAN 29 2016

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Central Office - Special Education

Date: 1/28/2016

Principal's Sign: Shelly Matfess

Date of Approval: 1/29/16

JUSTIFICATION (Required Field) :

To replenish our Consultants & Other Professional Services accounts

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

DECREASE In whole dollars only:

\$31,000 Account # 20899120 5590 Description: Other Purchased Services

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$31,000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$20,000 Account # 20899120 5330 Description: Consultants

\$11,000 Account # 20899120 5340 Description: Other Professional Services

\$ _____ Account # _____ Description: _____

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

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Bilingual Grant 2015-2016 FY
Date: February 2, 2016

Background:

The Connecticut State Department of Education has awarded funding under the Bilingual Education Grant FY 2015-2016. This grant will be used to support children identified as English Language Learners (ELL) in our schools.

Discussion/Analysis:

The FY 2015-2016 Bilingual Education Grant will be used to purchase materials to support the language and transition needs of Bilingual students at each school and support parental activities for ELL students and families.

Financial Impact:

The District has been granted \$11,397 for the 2015-2016 FY.

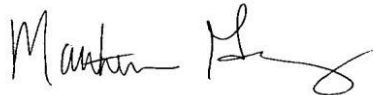
Other Board/Commission Action:

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$11,397 under the FY 2015-2016 Bilingual Education grant, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award of the Bilingual Education grant for the 2015-2016 FY.



Matthew Geary
Superintendent of Schools
February 8, 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: STATE
Statute: C.G.S.10-17a-h
CFDA #: None
SDE Project Code: SDE0000000000002

Grant Number: 077-000 11000-17042-2016-82079-170002

2 Grant Title

BILINGUAL EDUCATION

5 Award Period

7/1/2015 - 6/30/2016

3 Education Staff

Program Manager:

Megan Alubicki (860) 713-6786

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$11,397

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.

2/1/2016

MaryAnne Butler

BUDGET FORM

Created On: 2/1/2016

ED 114

Fiscal Year: 2016

Grantee Name: MANCHESTER

Grantee: 077-000

Funding Status: Final

Vendor ID: 00077

Grant Title: BILINGUAL EDUCATION

Project Title:

Fund: 11000

SPID: 17042

Year: 2016

PROG: 82079

CF1: 170002

CF2:

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

Authorized Amount: \$11,397

Project Code: SDE0000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$11,397

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	1,500
325	PARENT ACTIVITIES	4,397
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	
700	PROPERTY	5,500
917	INDIRECT COST	
	TOTAL	\$11,397

Original Request Date: 7/23/2015

This budget was approved by Megan Alubicki on 1/20/2016.

Partnering with Families and the Community for Student Success:

Manchester Public Schools



Family & Community Partnership

Manchester District FEA DATA Training January 20 - 21, 2016



The purpose of the Family Engagement Assessment (FEA) is to assess how welcome families are in your school and how welcome families are in the learning process.



Students with Engaged Families...

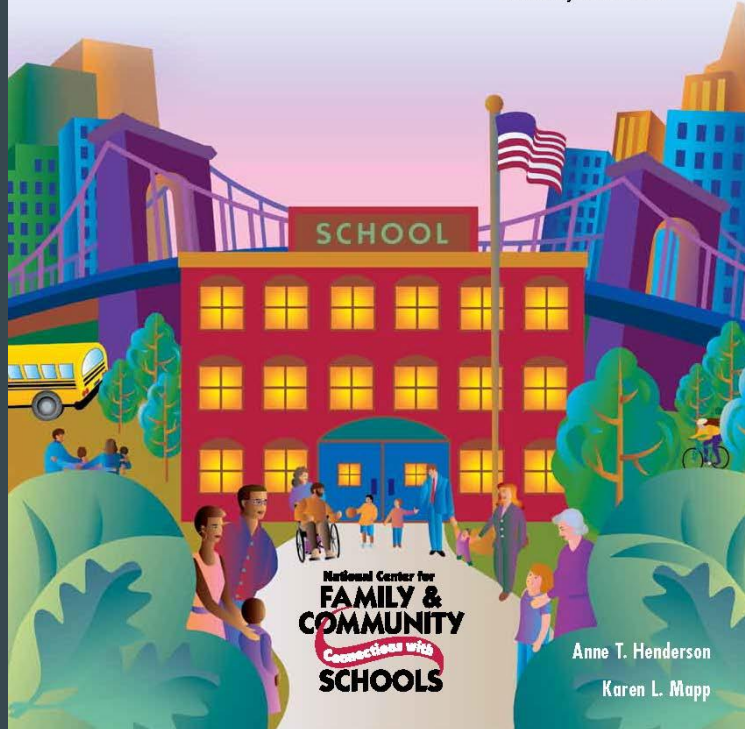
- Exhibit faster rates of **literacy** acquisition.
- Earn **higher grades** and test scores.
- Enroll in **higher level** programs.
- Are promoted more and earn **more credits**.
- Adapt better to school and **attend** more regularly.
- Have **better social skills** and behavior.
- **Graduate** and go on to higher education.

SEDL – Advancing Research, Improving Education

A New Wave of Evidence

The Impact of School, Family, and Community
Connections on Student Achievement

Annual Synthesis 2002



National Center for
**FAMILY &
COMMUNITY**
Connections with
SCHOOLS

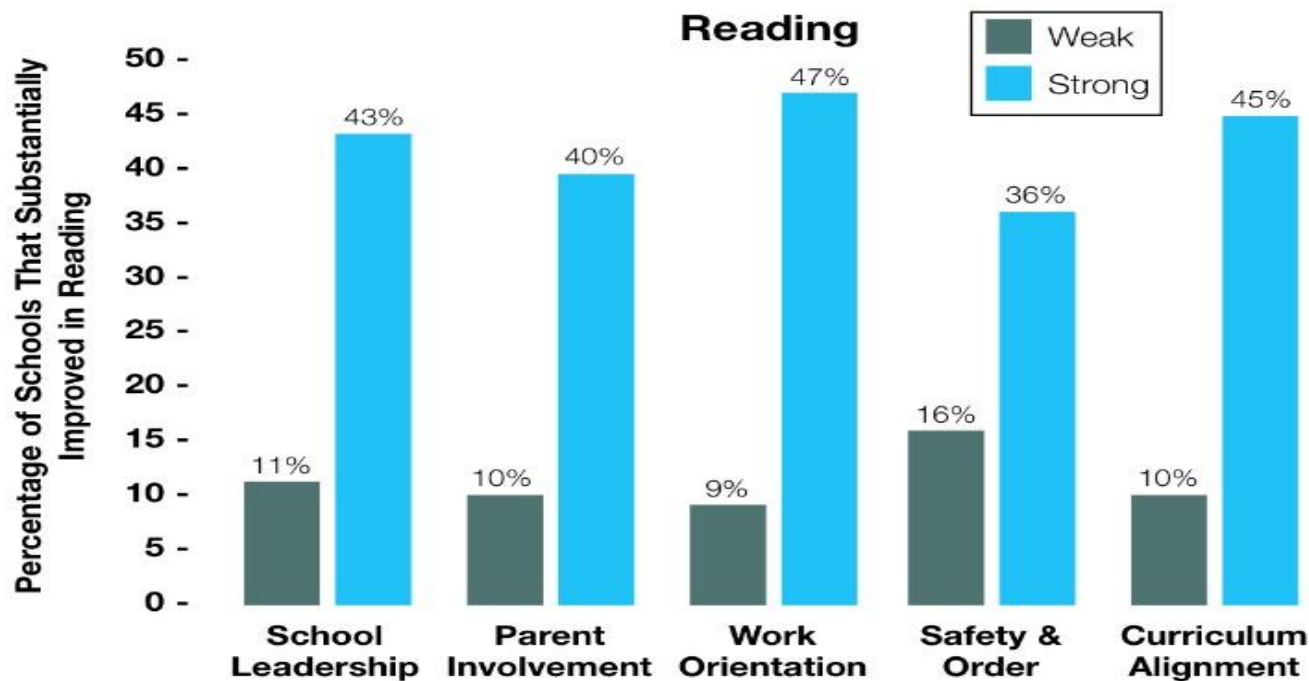
Anne T. Henderson
Karen L. Mapp

When Schools, Families and Community Groups work together to support student learning, children tend to do better in school, stay in school longer, and like school better.

- Mapp

FIG 2.

Likelihood of Substantial Improvement, Given Weak or Strong Supports



Which Types of Engagement?

...(programs) that engage families in supporting their children's learning at home are linked to higher student achievement.

- Epstein

Relationships Matter: Trust

Measures of relational trust are highly correlated with school performance:

School Staff-Families
Teacher-Principal
Teacher-Student
Teacher-Teacher

Bryk & Snyder

Karen Mapp's Dual Capacity Framework





Engaged Families...

- Know what their child should **know and be able to do** at the end of the year.
- Know **how well** their child is doing.
- Know what they can **do at home** to support what their child is learning in the classroom.
- Take **action**.



Engaging schools...

- **Welcome** families into the school and the learning process.
- **Communicate** using multiple methods that encourage two-way communication.
- **Inform** families about learning.
- **Empower** families to support their child's learning and **ensure** they take action at home.



Manchester District FEA DATA

The purpose of the Family Engagement Assessment (FEA) is to assess how welcome families are in your school and how welcome families are in the learning process.



Goal 1 - Welcoming

Indicators	Definition
Family Visits	Procedures are in place to accommodate family visits to the school
Making Families Comfortable	School personnel help families to feel comfortable
Respect	Families' culture and language are respected



Goal 2 - Communication- How we communicate

Indicators	Definition
Nature of Contact	Contact between schools and families is frequent, comfortable, and two-way
Ease of Use	Written and oral communication is clear and comprehensible
Documents & Website	Print information is available, attractive, useful, and family/culturally friendly



Goal 3 - Information- What is communicated

Indicators	Definition
School Resources	The school provides resources and materials to help families learn about school goals, policies, and procedures
Programs and Procedures	The school has programs and procedures to inform families about their child's classroom and activities
Student Performance	Families are kept current on their child's school performance
Involving Families with Achievement	The school has programs and procedures to involve families with their child's academic achievement
Connecting Families with Community Services	The school has programs and procedures to inform families about available community assistance

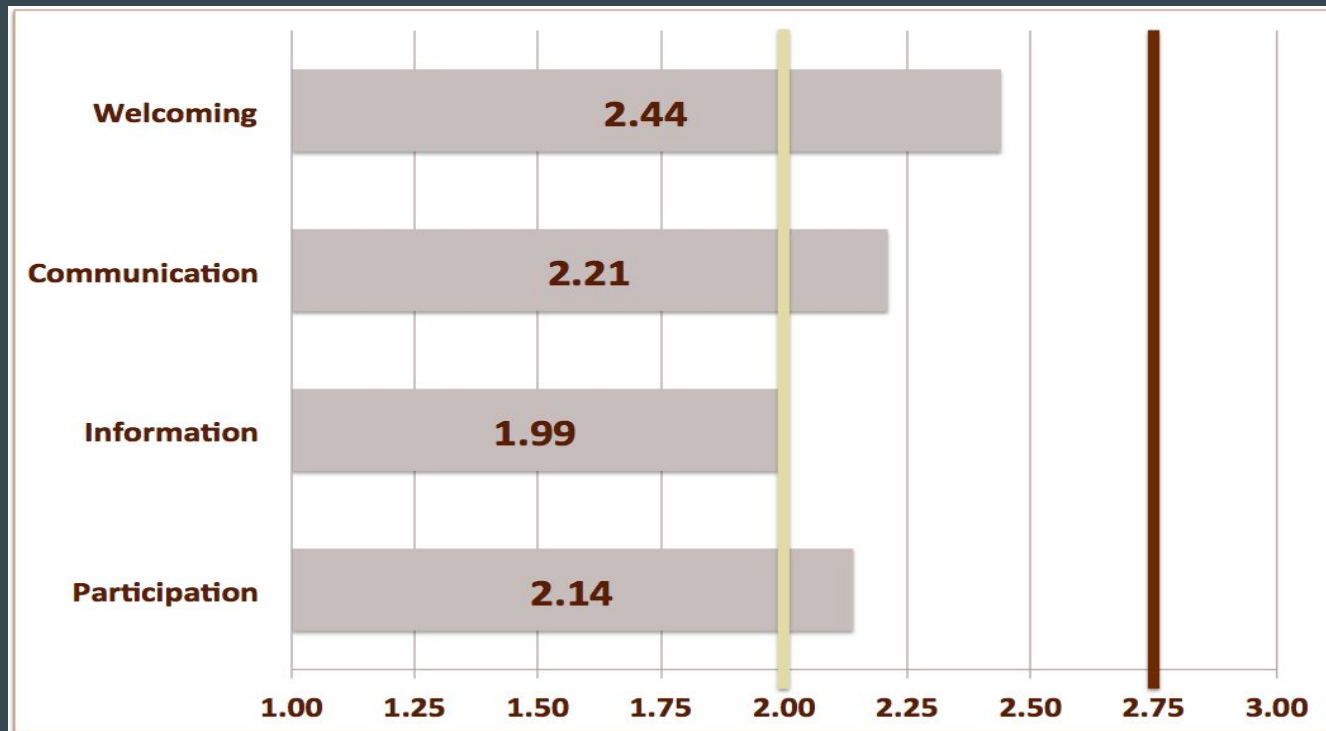


Goal 4 - Participation: How families can be involved

Indicators	Definition
Valuing family knowledge	Individuals and existing documents support family input and ideas
Working Together	Families and teachers meet and work together
Learning & Volunteering Opportunities	Schools provide families with education and volunteering options



SUMMARY - Our District's Scores



Survey By the Numbers

469 staff completed the
online survey

1292 families completed the
family survey

Rating	Range
High	2.75 to 3.00
Emerging	2.00 to 2.74
Low	1.00 to 1.99



District Highlights

Families overwhelmingly feel ...

- good about Manchester Public Schools.
- comfortable communicating with school personnel.
- welcome when they walk through the front door.



Core Beliefs



Core Belief

1

All families have dreams for their children
and want the best for them.



Core Belief

2

All families have the capacity to support their children's learning.



Core Belief

3

Families and school/program staff should be equal partners.

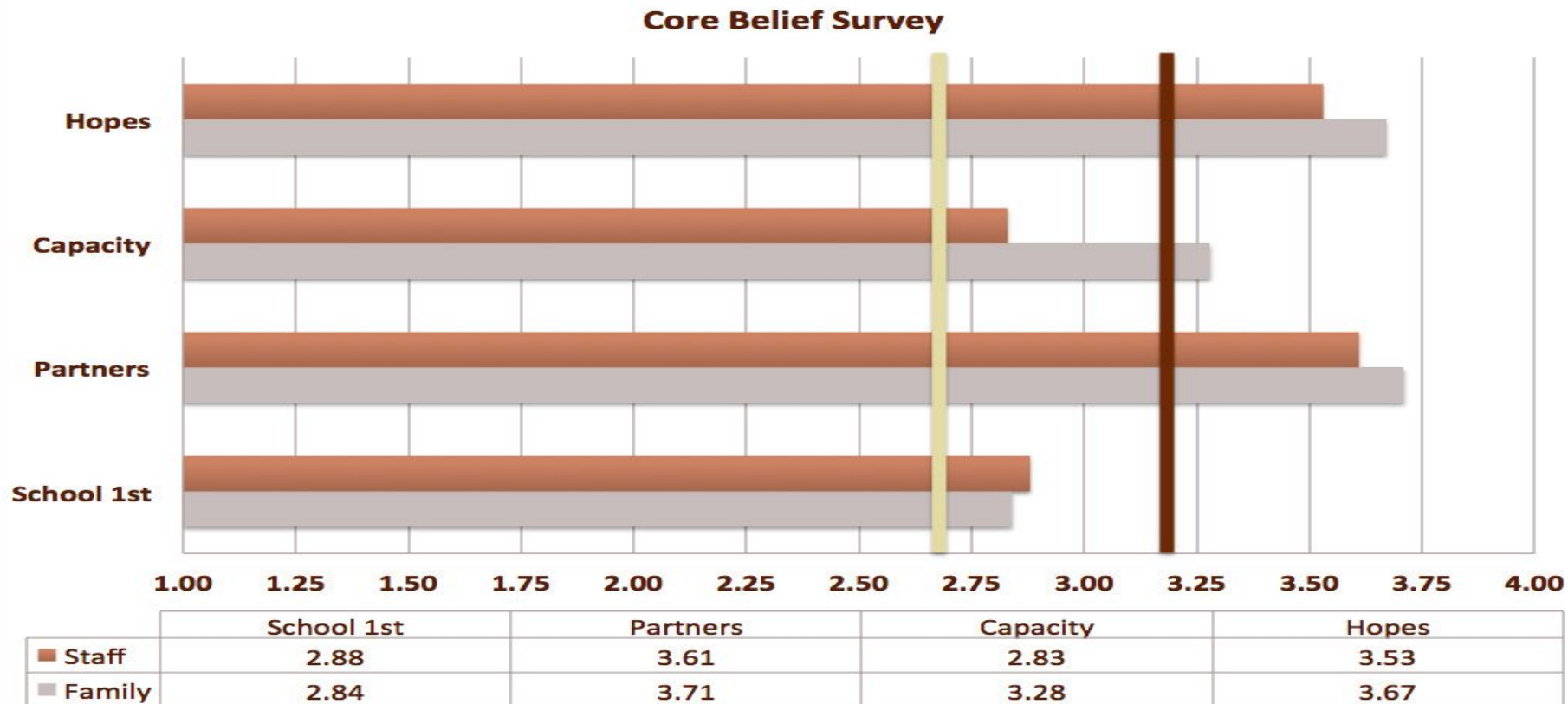


Core Belief

4

The responsibility for building and sustaining partnerships between school, home, and community rest primarily with school/program staff, especially school/program leaders.

Core Beliefs



Walkthroughs

Sister teams visited all schools and Central Office

- Physically welcoming?
- Welcoming to all who visit and call?
- Displaying evidence of learning/growth
- Offering the right information, easily accessible to all (print, person to person, digitally, parent-friendly)?



District Highlights

Manchester personnel were...

- exceptionally warm and welcoming
- friendly and helpful
- (ready to provide) the necessary materials and information requested.

Every school visited was...

- clean and well maintained.
- attractive and healthy place to teach and learn.
- staff(ed by professionals who are) very proud of their schools.



District Wide Data Trends

- Lack of Signage
- Family Resource Center focus
- Family engagement
- Limited display of student performance data
- Quality home-school communication
- Need for more training & capacity for staff & families on how to jointly support student learning
- Missing content across individual school websites



Questions & Answers



©MANCHESTER PUBLIC SCHOOLS FAMILY & COMMUNITY PARTNERSHIP

MANCHESTER PUBLIC SCHOOLS

School Begins: September 1, 2016

2016	M	T	W	T	F
August	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
September	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
October	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				
November	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		
December	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
<p>When it becomes necessary to close schools due to weather conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations: WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM</p> <p>In addition, automated notification of school closings are sent via School Messenger.</p>					

2016 - 2017 School Year

First day of school:
Grades K – 7 and Grade 9: September 1
Grade 8 and Grades 10 - 12: September 2
Head Start: (Early Release) September 12, and 13; (Full Day) September 14

☐ **New Teacher Orientation: August 24 & 25**

District Professional Development Days:
☐ (school not in session) **August 29-31, November 8, 2016, and January 17, 2017**
☐ (half day) **September 21, October 19, December 7, February 8, March 22, May 17**

School Conferences/Early Release

☐ **Grades Pre K-6 ONLY**

November 15

March 7

☐ **Grades Pre K – 12**

November 16 & 17

March 8 & 9

☐ **Abbreviated Day for Students on November 23 and June 13, or last day of school**

☐ / ☐ **Holiday / Vacation Period**

September 5

-Labor Day

October 10

-Columbus Day

November 11

-Veterans Day

November 24-25

-Thanksgiving Recess

Dec 26 – Jan 2

-Vacation Period

January 16

-Martin Luther King Jr.

February 20-21

-Vacation Period

April 10 - 13

-Vacation Period

April 14

-Good Friday

May 29

-Memorial Day

Please see reverse for additional information.

School Ends: June 13, 2017

2017	M	T	W	T	F
January	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
February			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28			
March			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
April	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
May	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
June				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
<p>Adopted: Revised:</p> <p>Tentative High School Graduation Date: TBD</p>					

Total days = 182

2016-2017 SCHOOL YEAR

	Regular Day Systemwide Schedule		Abbreviated Day Systemwide Schedule		Conference Day Systemwide Schedule		Delayed Opening Systemwide Schedule	
	Start	End	Start	End	Start	End	Start	End
MHS Grades 9 – 12	7:30 a.m.	2:05 p.m.	7:30 a.m.	12:05 p.m.	7:30 a.m.	12:05 p.m.	9:00 a.m.	2:05 p.m.
Illing Middle School Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	8:15 a.m.	12:45 p.m.	9:45 a.m.	2:45 p.m.
Bennet Academy Grade 6	8:20 a.m.	2:45 p.m.	8:20 a.m.	12:45 p.m.	8:20 a.m.	12:45 p.m.	9:50 a.m.	2:45 p.m.
All Elementary Schools Grades Pre K – 5	9:05 a.m.	3:25 p.m.	9:05 a.m.	1:17 p.m.	9:05 a.m.	1:17 p.m.	10:35 a.m.	3:25 p.m.
Headstart	8:30 a.m.	2:30 p.m.	8:30 a.m.	11:00 a.m.	8:30 a.m.	11:00 a.m.	10:00 a.m.	2:30 p.m.
Bentley Alt. Ed.	8:10 a.m.	2:05 p.m.	8:10 a.m.	12:05 p.m.	8:10 a.m.	12:05 p.m.	9:40 a.m.	2:05 p.m.
M.R.A.	8:00 a.m.	2:20 p.m.	8:00 a.m.	12:20 p.m.	8:00 a.m.	2:20 p.m.	9:30 a.m.	2:20 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School Grades 9 - 12	September 30, 2016; December 8, 2016; February 27, 2017; May 3, 2017	November 3, 2016; January 18, 2017 (exams January 19-24); March 28; June 6, 2017 (exams June 8-13)
Illing Middle School Grades 7 - 8	September 30, 2016; December 8, 2016; February 27, 2017; May 3, 2017	November 3, 2016; January 18, 2017; March 28; June 6, 2017
Bennet Academy Grade 6	September 30, 2016; December 8, 2016; February 27, 2017; May 3, 2017	November 3, 2016; January 18, 2017; March 28; June 6, 2017
Elementary Schools Grades K - 5	October 7, 2016; January 13, 2017; April 21, 2017	November 3, 2016; February 24, 2017 June 6, 2017

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 14 through June 23, 2017. If more than 8 (eight) days are needed, days will be taken from April vacation.