

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, MARCH 14, 2016

Board Of Education Mtg.

7:00 P.M. – Bennet Academy – Cone Gym

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – February 22, 2016 A – 3

B. COMMITTEE REPORTS

- 1) Curriculum & Instruction Committee Meeting Minutes – 2-14-16 B – 1
- 2) Policy Committee Meeting Minutes - 2-25-16 B – 2
- 3) Community Relations Committee Minutes - 2-29-16 B – 3

C. CONSENT CALENDAR

- 1) Personnel Information C – 1
- 2) Transfer of Funds C – 2
- 3) Request for approval of Algebra I Textbooks for FY16/17 in the amount of \$41,708.78 C – 3
- 4) Permission to apply for the First Niagara Grant for FY15/16 in the amount of \$1,500.00 C – 4
- 5) Approval of the MHS Underground Storage Tank Replacement final project Plans C – 5
- 6) Donation to the Manchester High School “Project Graduation” for FY15/16 in the amount of \$1000.00 C – 6
- 7) Approval of Manchester High School Graduation date for FY15/16 C – 7
- 8) Approval of the Manchester Head Start Policy Council By-Laws FY15/16 C – 8
- 9) Permission to apply for College Career Pathways Grant (formerly Tech Prep) From Manchester Community College for FY16/17 C – 9
- 10) Permission to apply for Individuals with Disabilities Education Improvement Act (IDEA) 611 Grant for FY16/18 C - 10
- 11) Permission to apply for the Individuals with Disabilities Education Improvement Act (IDEA) 619 Grant for FY16/18 C – 11
- 12) Establish an appropriation for FY15/16 for the High Quality Schools & Common Core Implementation grant in the amount of \$137,015 C – 12

D. REPORT FROM STUDENT REPRESENTATIVE

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

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Presentation of the Prudential Spirit of Community Award - Mr. Richard Mari, Prudential Representative to Emily Christensen, 8th Grade Student at Illing Middle School "Crayons for Cancer"
- 2) Bennet Academy School Improvement Plan – Mr. Joseph Chella, Principal F – 2

G. UNFINISHED BUSINESS – None

H. NEW BUSINESS –

- 1) Discussion regarding liaisons to individual schools H – 1
- 2) **Policy Recommendation**
The Policy Committee submits to the full Board its recommended revision for the first reading and approval in accordance with its policy on policy changes:
Policy Revisions
 - a. Board Policy 1330 – Community Use of School Facilities H – 2a
 - b. Board Policy 5142 – Administration of Medication by Personnel H – 2b
 - c. Board Policy 5121 – Wearing of Photo Identification Badges H – 2c
 - d. Board Policy 3110 – Budget H – 2d
- 3) **Policy Deletions**
 - a. Board Policy 6143 – Physical Education External Credit H – 3a
 - b. Board Policy 3150 – Adoption of the Budget H – 3b

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.*

C & I Subcommittee Meeting
February 22, 2016

In attendance: Susan Jacobsen, Jason Scappaticci, Carl Stafford
Amy Radikas

Also present: Lindsey Boutilier, Diane Sheehan-Burns, Cassandra Holder, Jill Kreiger,
Cathy Mazzotta, Santosha Oliver and James Tierini

Following items were discussed:

- Members supported pilot swimming course for MHS non-swimmers to start in November 2016. Course would be designed to develop swimming readiness by leading students in water exploration activities with the objective of becoming comfortable in, on and around the water. Course would accommodate eight to twelve students with two certified lifeguards.
- Algebra I textbook for grades 7-12 was adopted for 2016-2017 school year.
- Guaranteed STEM experiences K-6 were reviewed.
Grades 2- 6 are in place currently with grades K and 1 being added in 2016-2017.
Experiences are supported through BOE, grant and federal funds.

Grade K - Foster Family Farm or a local farm

Grade 1 - Lutz Children's Museum

Grade 2 - Boston Museum of Science Outreach –STAR Lab

Grade 3- CT Science Center Field Trip

Grade 4 - Audubon Field Trip

Grade 5 CT Science Center Outreach

Grade 6 CT Science Center Field Trip

- SAAM Update – Manchester Early Learning Center (MELC) will join Parks & Recreation as a partner in providing enrichment for SAAM. MELC will run the Waddell site and Parks & Recreation will run Highland Park and Verplanck.

Meeting adjourned at 6:10 p.m.

Respectfully submitted,
Dr. Amy F. Radikas

Manchester Public Schools
Board of Education
Policy Committee
Minutes
Thursday, February 25, 2016
Board Room A
Kennedy Education Center
45 North School Street
5:15 PM

The meeting was called to order at 5:20 PM.

Members Present: Deb Hagenow, Mary-Jane Pazda, Carl Stafford, Darryl Thames, Sr.
Others Present: Matt Geary

1. The committee members reviewed the School Enrollment Policy # 5118. The committee decided not to change the policy but students who enroll in a school where their class size is already at or beyond the preferred class size (18-20 in K/1; 18 - 22 in grades 2 - 5) will be offered enrollment at another school that has class sizes below the preferred numbers in an effort to maintain equitable class sizes across the district.
2. The committee members discussed the proposed revision to the Community Use of Facilities # 1330 and will send the revised policy to the full Board for a first reading at their next meeting. The revised policy is attached. Changes are noted in red.

[Community Use of Facilities Policy Revised](#)

3. The committee members discusses the proposed revision to the External Credit Options for Meeting Manchester High School Graduation Requirements Policy #5127.11. The Superintendent will continue revising the policy and bring a draft back to the committee at their next meeting. The revision will include options for Physical Education external credit.
4. The committee members discussed the proposed deletion of the Physical Education External Credit Policy #6143 and will send the recommendation to delete the policy to the full Board for a first reading at their next meeting.

[PE External Credit \(Current\)](#)

5. The committee members discussed the proposed revisions to the Administration of Medication By School Personnel Policy #5142. This policy was developed by Shipman and Goodwin in accordance with new state regulations. The current policy has not been updated since 2011. The policy developed by Shipman and Goodwin would replace the existing policy. Both are attached.

[Administration of Medication \(Current\)](#)

[Administration of Medication \(Proposed\)](#)

6. The committee members discussed the proposed revisions to the Wearing of Photo ID Badges Policy # 5121 and will send the revised policy to the full Board for a first reading at their next meeting. The current and revised policies are attached.

[Wearing of Photo ID Badges #5121 \(Proposed\)](#)

7. The committee members discussed the proposed revisions to the Budget Policy # 3110 and will send the revised policy to the full Board for a first reading at their next meeting. The revised policy is attached. The information contained in the Adoption of Budget Policy #3150 has been incorporated into Policy #3110 so the committee is recommending that the Adoption of Budget Policy # 3150 be deleted. That recommendation will also be sent to the full Board for a first reading at the next Board meeting.

[Budget Policy \(Proposed Redline\)](#)

[Budget Policy \(Proposed Clean Copy\)](#)

[Adoption of the Budget # 3150 \(Current\)](#)

The meeting adjourned at 6:20.

Submitted by: Matt Geary

Manchester Public Schools
Board of Education
Family and Community Relations
Minutes
Monday, February 29, 2016
Board Room A
Kennedy Education Center
45 North School Street
5:15 PM

The meeting was called to order at 5:20.

Members Present: Susan Jacobsen, Mary-Jane Pazda, Jason Scappaticci, Melanie Stefanovicz
Others Present: Matt Geary, Scott Ratchford

1. The committee members discussed the concept of having a Board of Education liaison to each school. Committee members were in favor of bringing this concept to the full Board of Education for discussion. A draft description is attached.

[BOE School Liaison Draft](#)

2. The committee members discussed the upcoming Education Summit to be held on April 29, 2016 in the morning. The purpose of the summit is to share the work of MPS with the community and take feedback from community members. An evening summit will also be held.
3. The committee members discussed proposed parent sessions for parents / guardians of third and fourth graders. The purpose of these sessions is to gather parent input on the middle school program.

The meeting adjourned at 6:10.

Submitted by: Matt Geary

PERSONNEL ACTION

APPOINTMENTS

Kevin Bernardino to be a Spanish teacher at Manchester High School. Mr. Bernardino received a Bachelor of Science in Education degree at Central Connecticut State University. Mr. Bernardino resides in Ellington. It is recommended that his appointment be approved effective February 4, 2016 (BA/Step 3, \$46,228).

RESIGNATIONS

Rosanne Bill, Remedial Reading Specialist at Martin Elementary School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2016. Ms. Bill has been with Manchester Public Schools since September 2, 1981. It is recommended that her request be approved.

Adina Ciobotaru, School Psychologist at Keeney Street Elementary School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2016. Ms. Ciobotaru 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: February 18, 2016

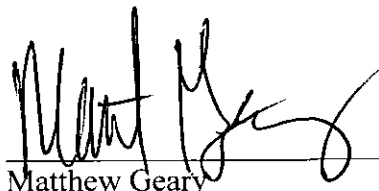
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Education Technology Computer Supplies and Materials account to Systemwide Education Technology Equipment Repair account. A total transfer of \$72 is being requested.

Financial Impact: None

Other Board/Commission Action: None

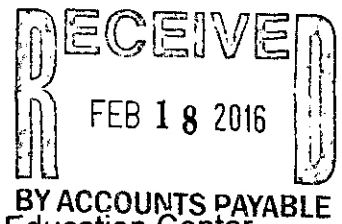
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 14, 2016

S - 2/19/16
2/22/16

**Manchester Public Schools
Manchester, Connecticut**



To: **Accounting Department**

School: Kennedy Education Center

Date: 2/18/2016

Principal's Sign: [Signature]

Date of Approval: 2/19/2016

JUSTIFICATION (Required Field) : Move money from Educational Technology Computer Sup & Mat account to increase Repair of Equipment to pay Security Technologies invoices.

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

DECREASE In whole dollars only:

\$ <u>72.00</u>	Account # <u>11299100 5612</u>	Description: <u>Computer Sup & Mat</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$72.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>72.00</u>	Account # <u>11299100 5435</u>	Description: <u>Repair of Equipment</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$72.00 **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: February 18, 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 Information Services Consultant account to Systemwide Information Services Equipment Repair account. A total transfer of \$219 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.

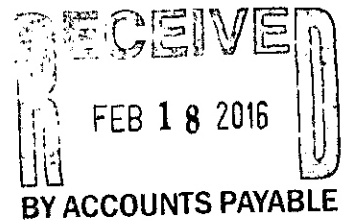


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 14, 2016

S - 2/19/16

2/22/16

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Kennedy Education Center

Date: 2/17/2016

Principal's Sign: Kevin Kearney

Date of Approval: 2/18/2016

JUSTIFICATION (Required Field) : Move money from Information Systems Consultants account to increase Repair of Equipment to pay Security Technologies invoices.

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

DECREASE In whole dollars only:

\$219.00	Account # 41499280 5330	Description: <u>Consultant</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$219.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$219.00	Account # 41499280 5435	Description: <u>Repair of Equipment</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$219.00 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: February 24, 2016

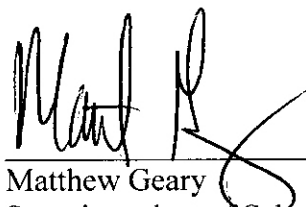
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Social Studies Professional Development account to Systemwide Social Studies Instructional Supplies and Materials account. A total transfer of \$5,000 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
March 14, 2016

S - 2/24/16
ce
2/29/16

TRANSFER

Manchester Public Schools
Manchester, Connecticut

RECEIVED FEB 24 2016
FEB 24 2016
BY ACCOUNTS PAYABLE

To: Accounting Department

School:

Approval Signature:

Social Studies
[Signature]
2.24.16

Date: February 23, 2016

Date of Approval:

JUSTIFICATION:
Transfer to Instructional Supplies for materials.

FEB 24 2016

SUBJECT: Social Studies

DECREASE:

\$ 5,000.00 Account #: 142 99100 5320 Description: Professional Development

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE:

\$ 5,000.00 Account #: 142 99100 5611 Description: Instructional Supplies

\$ _____ 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: February 25, 2016

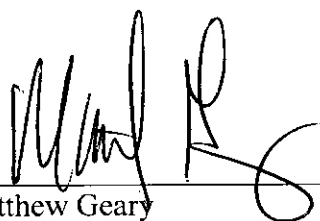
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Language Arts Dues and Fees account to Systemwide Language Arts Professional Development account. 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.

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

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 14, 2016

8-229116
CJP
JTB

TRANSFER

DELIVERED FEB 24 2016

Manchester Public Schools
Manchester, Connecticut

FEB 29 2016

To: Accounting Department

School:

Approval Signature:

Date: February 24, 2016

Date of Approval:

Language Arts

[Signature]
2-25-16

JUSTIFICATION:

Transfer to cover meal costs for PD.

SUBJECT: Language Arts

DECREASE: _____

\$ 1,500.00 Account #: 128 99100 5810 Description: Dues & Fees

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: _____

\$ 1,500.00 Account #: 128 99221 5320 Description: Professional Development

\$ _____ 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: March 1, 2016

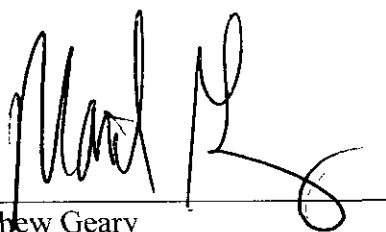
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Bennet Admin General Supplies and Materials account to Bennet Admin Professional Development 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
March 14, 2016

S-3/1/16
ce

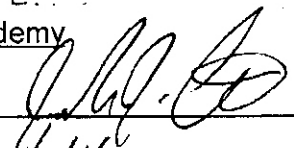
Manchester Public Schools
Manchester, Connecticut

MAR 01 2016

To: Accounting Department

School: Bennet Academy

Date: 3/1/2016

Principal's Sign: 

Date of Approval: 3/1/16

JUSTIFICATION (Required Field) :

Needed for Future Professional Development

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

DECREASE In whole dollars only:

\$2000 42351240-5610

Description: General Supplies

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

~~\$2000~~ TOTAL DECREASE

INCREASE In whole dollars only:

\$2000 42351221-5320

Description: Professional Dev.

\$ _____ 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: February 25, 2016

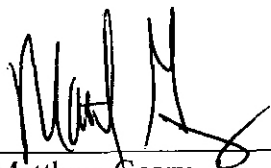
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Language Arts Dues and Fees account to Systemwide Language Arts Professional Development account. A total transfer of \$638 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
March 14, 2016

S - 3/2/16
QJ
pb

TRANSFER

Manchester Public Schools
Manchester, Connecticut

DELIVERED MAR 02 2016

MAR 02 2016

To: Accounting Department

School:

L 17,300 Language Arts

Approval Signature:

[Signature]
3.3.16

Date: March 2, 2016

Date of Approval:

JUSTIFICATION:
Transfer to cover costs for PD.

SUBJECT: Language Arts

DECREASE:

\$ 638.00 Account #: 128 99100 5810 Description: Dues & Fees

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE:

\$ 638.00 Account #: 128 99221 5320 Description: Professional Development

\$ _____ 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: Matthew Geary, Superintendent of Schools

Subject: Request Adoption of Algebra I Textbooks
School Year 2016/2017

Date: February 23, 2016

Background: The Superintendent recommends adoption of the following books:

Algebra I – Common Core: Levels PSP, CP, HON – Grades 7-12
Pearson: Algebra I – Common Core by Charles, Hall, Kennedy, et al

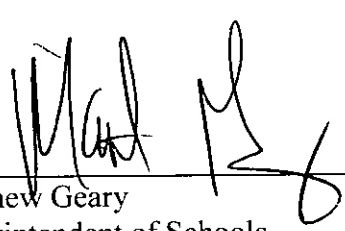
Discussion / Analysis: None

Financial Impact: \$41,708.78

Other Board Action: None

Attachment: Textbook evaluation rating forms

Recommendation: The Superintendent of Schools recommends that the Board of Education adopt the textbooks listed above.



Matthew Geary
Superintendent of Schools
March 14, 2016

MANCHESTER PUBLIC SCHOOLS

TEXTBOOK EVALUATION RATING FORM

Directions: This completed form should be forwarded to the Office of Curriculum and Instruction prior to the adoption by the Board of Education.

Title: Algebra 1 Common Core

Author: Charles, Hall, Kennedy, etal.

Publisher: Pearson

Price: \$89.47

Copyright: 2015

Course: Algebra 1

Grade: 7-12

Level: PSP, CP, HON

A. OVERVIEW

1. The material is compatible with the Manchester Public School's curriculum as described in guides and course syllabi.

Yes	No	NA
X		

2. The material has significant value for instructional use.

X		
---	--	--

3. The book closely supports the objectives of the curriculum.

X		
---	--	--

4. This book is the best title reviewed to meet the curriculum objectives.

X		
---	--	--

B. CONTENT

5. Content of lessons, activities, and supporting materials is age-appropriate.

X		
---	--	--

6. Lessons and activities provide challenges for students of varying abilities.

X		
---	--	--

7. Content and illustrations are:

- a. accurate
- b. up-to-date
- c. applicable to everyday life
- d. appealing to students

X		
X		
X		
X		

8. The text is equitably balance in its coverage of controversial issues.

		X
--	--	---

9. Student reasoning and thinking are stimulated.

X		
---	--	--

10. The book reflects recent findings in the teaching of the subject area.

X		
---	--	--

11. The text, both pictorial and written, reflects the pluralistic, multiethnic nature of our society, past and present.

X		
---	--	--

C. ORGANIZATION

12. Instruction in skill areas is sustained, and tests come at appropriate, regular intervals.

Yes	No	NA
X		

13. Ancillary materials provide:

- a. background material/information
- b. suggestions for motivation
- c. suggestions for modifying materials to meet individual needs of students
- d. suggestions for the integration of technology
- e. suggestions for appropriate activities

X		
X		
X		
X		
X		

D. LANGUAGE ARTS BOOKS

14. The content of this textbook:

a. presents a multicultural theme

Please Check

☐

Please Indicate

Culture(s)

b. conforms to grade level genre

☐

Grade:

Genre:

c. is a recommended selection (K-8)

☐

Silver Burdett & Ginn

☐

Harcourt, Brace & Co.

☐

d. should be integrated into:

Social Studies

☐

Topic:

Science

☐

Topic:

Other

☐

Topic:

E. BASED ON YOUR EVALUATION, CHECK ONE OF THE STATEMENTS BELOW:

☒ Instructional material should be adopted.

☐ Instructional material should be adopted with these restrictions as to its use:

F. C. Mazzotta
Teacher Requesting Materials

C. Mazzotta/Math Department
Department Head/Curriculum Chair

2-19-2016
Date

Principal

Date

Assistant Superintendent

Date

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the First Niagara Grant
FY 2015-2016
Date: February 26, 2016

Background:

The First Niagara grant will be used to support the Fifth Grade Leadership Conference entitled "Leading Our Way into the Future". The purpose of this conference is to expose fifth grade students to the importance of being a leader and to reinforce the fifth grade literacy standard of analyzing stories to develop themes. During the 2015/2016 school year the conferences will be held during the spring semester involving students from all of the elementary schools (one at a time).

Discussion/Analysis:

Funds will be used to:

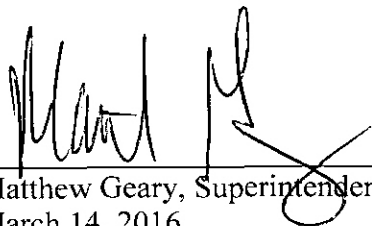
- Support the fee for a storyteller who will be present at all nine leadership conferences.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the First Niagara Grant, for FY 2015-2016 in the amount of \$1,500.00



Matthew Geary, Superintendent of Schools
March 14, 2016

MEMORANDUM - TOWN OF MANCHESTER

TO: MATT GEARY
FROM: CHRISTOPHER TILL
SUBJECT: MANCHESTER HIGH SCHOOL TANK REPLACEMENT
DATE: 3/8/2016
CC: SCOTT SHANLEY, BRIAN MURPHY, PETER STAYE

The Town of Manchester Permanent Building Committee approved the Final Plans and Specifications for the Manchester High School Underground Oil Storage Tank Replacement project dated January 15, 2016 at their March 7th, 2016 meeting. This project is scheduled to be completed during the Summer 2016.

I recommend and request the Board of Education approve the Final Plans and Specifications for the Manchester High School Underground Oil Storage Tank Replacement project dated January 15, 2016 as required by the Connecticut School Construction Grants process as documented by completion of the Form SCG-042 Request for Review of Final Plans.

I have scheduled a follow-up meeting with the Connecticut School Construction Grants office for Wednesday March 16, 2016 during which I expect to secure final grant authorization for public bidding of this project.

Manchester Public Schools Board of Education Recommendation

To: Manchester Board of Education

From: Matt Geary, Superintendent

Subject: Manchester High School Underground Oil Storage Tank Replacement
Educational Specifications

Date: January 21, 2016

EDUCATIONAL SPECIFICATIONS

Project Summary: To replace the 20,000 gallon underground oil storage tank to comply with current code, follow district capital improvement plan and help insure the safety of students now and in the future. The Underground Oil Storage Tank Replacement project is eligible for full reimbursement.

Project Rationale: The Manchester High School is currently heated with steam boilers firing #2 heating oil and natural gas as fuel sources. The existing 20,000 single wall, steel underground storage tank (UST) was installed in 1991 and is due for replacement in accordance with CT DEEP regulations. The Manchester High School is designated as an Emergency Shelter and has a diesel-fired emergency generator to provide for critical areas that are used during shelter operations. The existing base fuel tank capacity is insufficient for extended operation during an emergency that would restrict delivery of fuel.

Project Scope: The project includes removal and replacement of the 20,000 gallon underground storage tank (UST) including pumping system to boiler room and generator base tank, controls and appurtenances that supplies fuel for the heating system and emergency generator at the Manchester High School. The new tank provides storage of ultra-low sulfur diesel fuel to be used as an emergency fuel source for the boilers and the emergency generator.

Project Budget & Funding: The total estimate project cost for design and construction service for the removal and replacement of the 20,000 gallon underground storage tank (UST) as outlined in the Scope of Project is \$351,000. The funding is anticipated from the State School Construction Grants for 67.5% of the eligible project costs (\$236,925) and the local funding portion will be from the Town Capital Projects budget (\$114,075).

Project Schedule: The removal and replacement of the 20,000 gallon underground storage tank (UST) is scheduled for Summer 2016.

Other Board/Commission Action:

Motion: Move that the Manchester Board of Education adopt the educational specifications for the Manchester High School Underground Oil Storage Tank Replacement project and authorize the Superintendent to request the Manchester Board of Directors to:

1. Establish a building committee for the project
2. Authorize the preparation of schematic drawings and outline specifications for the project
3. Authorize the Superintendent to file an application for a School Construction Grant

Recommendation: The Superintendent of Schools recommends the Board of Education approve the Educational Specifications and request the Board of Directors approve the grant application for the V Manchester High School Underground Oil Storage Tank Replacement project, establish a building committee and authorize the design of the project.

Attachments: None.

Matt Geary, Superintendent



MANCHESTER HIGH SCHOOL PROJECT GRADUATION ~ CLASS OF 2016



MHS 2016 Project Graduation Committee

Susan Kerr
Chairperson

Kathleen Weekes
Treasurer

Patricia Adams-Michaud
Monica Lee
Fundraising/Business
Solicitations

Kelly Atzbach
Publicity

Traci Feshler
MCC Liaison
Manchester Honda Liaison

Kathy Lappen
Linda Adams
Registration

Deanna Frankovitch
Aaron Alibrio
Randy Dumond
Food

Kathleen Weekes
Barbara Crockwell
Entertainment

Paula Hurley
Volunteers

Heather Adams
Lisa Kropp
Decorations

March 1, 2016

Ms. Patricia Brooks
Assistant Superintendent, Finance and Management
Manchester Board of Education
45 North School St.
Manchester, CT 06042

Dear Ms. Brooks,

We are the Fundraising Co-Chairs for the MHS Class of 2016 Project Graduation Committee. Project Graduation is a long-standing tradition in our community that recognizes the accomplishments of graduating MHS seniors with an all-night post-graduation celebration. This exciting, fast-paced party at MCC is free of alcohol and drugs, allowing students to celebrate together as a class in a truly safe environment, with no charge to them. All graduates are invited and the party is well-attended.

The entire evening is funded by tax-deductible donations from parents, businesses, and organizations in the community, as well as fund-raising events conducted throughout the year. The event is run entirely by parent and community volunteers. The Board of Education has long been a generous supporter of Project Graduation, and we are asking you to please consider donating again this year.

If you have any questions, please feel free to contact us. Thank you for your consideration.

Sincerely,

Patricia Adams-Michaud
860 645-6836

Monica Lee
860 508-4020

MANCHESTER PUBLIC SCHOOLS
2016 MAR -4 AM 10:07



MANCHESTER HIGH SCHOOL

134 EAST MIDDLE TURNPIKE, MANCHESTER, CT 06040

Mrs. Jill Krieger, Principal
860.647.3521
jkrieger@mpspride.org

March 9, 2016

Dear Manchester Board Of Education,

On behalf of Manchester High School, I am requesting that the Board of Education approve the date for the Manchester High School Class of 2016 Graduation to be Wednesday, June 15, 2016 at 6:30pm at the Connecticut Convention Center, 100 Columbus Blvd., Hartford, CT.

Respectfully Submitted,

Lynn Wabble
Student Activities



Manchester Head Start
60 Washington Street
Manchester, CT. 06042

Policy Council By-Laws

Approved by PC on March 8, 2016

Chairperson: Allisyn Blinn Signature: _____

Accepted by BOE on _____ Signature: _____

**Manchester Head Start
Manchester, Connecticut 06042**

Manchester Head Start Policy Council By-Laws

Name of Organization

The name of this organization shall be the Manchester Board Of Education Head Start Policy Council.

I-Purpose of Organization

The purpose of the Manchester Board Of Education Head Start Policy Council is as follow:

- 1.) To carry out the governance responsibilities for the Manchester Board of Education Head Start program in accordance with the Federal Performance Standards, including Appendix A, and all federal, state and local regulations.
- 2.) To have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on actions taken by the administering agency with regard to its recommendations. This report should be delivered in a timely fashion one week prior to meeting.
- 3.) To plan, coordinate and organize agency-wide activities for parents with the assistance of staff.
- 4.) To assist in communicating with parents and encouraging their participation in the program.
- 5.) To aid in recruiting volunteer services from parents, community residents and community organizations and assist in mobilization of community resources to meet identified needs.

II. Membership

1-Composition

- a. At least 51% of PC membership shall consist of parents of children presently enrolled in the program. Past parents may serve as community representatives.
- b. Parents of children currently enrolled in Manchester Head Start will elect parent representative to PC in October of each year.
- c. The Head Start Director and Family service Manager are expected to attend and participate at PC meetings, in an advisory capacity, pursuant to the Head Start National Performance Standards.

2-Elections:

- a. Elections will be held at the first Parent Center Meeting at the beginning of the school year. Parents will nominate at least two (2) members, (1) voting member and (1) alternate from each classroom, who will be elected at the meeting by ballot or any other agreed upon method.
- b. Community Representatives: **Up to three (3)** Community Representatives will be elected. The Policy Council parent representatives will elect Community Representatives no sooner than October of each year.

3-Term:

- a. The one-year term for PC membership will be from the October meeting through the date of the September meeting in the following year. No elected member of PC may serve more than three terms. Members elected during the course of the year shall be considered to have served for one term.
- b. Community Representatives should be representatives of major community civic or professional agencies or former Head Start parents who have become active in community affairs. The term shall not exceed three years as an elected PC member.
- c. Termination of Membership: Membership may be terminated by written notice at any time with just cause. An alternate will automatically replace a member who misses three (3) meetings without being excused by the chairperson.

4- Voting Rights:

- a. All elected members and community representatives have an equal vote.
- b. If an elected voting member or their alternate is not present, the alternate member from any other classroom may exercise their voting rights. Policy Council members must vote on behalf of all Head Start families & the community they represent.
All voting should be in the best interests of the Head Start program in terms of its mission to provide quality services to children and families in the Manchester area.

5-Vacancies/Absenteeism:

- a. PC members must make reasonable efforts to attend PC meetings.
- b. Vacancies that arise will be filled by a vote of the parents of the classroom from which that representative has resigned.

III-Officers:

I. Duties of Policy Council

Officers& Representatives:

A- List of officers: All officers shall be current Head Start parent. The officers of the Manchester Head Start Policy Council shall include: Chair, Vice-Chair, and

Secretary. Officers shall be elected at the first meeting of the Policy Council in October, as the last part of business.

a. ***Chairperson shall:***

- Coordinate work for officers and members.
- Develop an agenda with staff.
- At the end of each meeting, shall discuss agenda for next meeting of Policy Council.
- Chairperson will only vote in case of a tie. Chairperson and director will present an annual report to the Manchester Board of Education.

b. ***Vice-Chair:*** Acts as aid to chairperson and performs duties of chairperson in their absence or upon request.

c. ***Secretary:*** Will take minutes at all PC meetings. Review and edit minutes with PC chair, Family Service Manager and/or Head Start Director before submitting minutes for PC approval.

Keep a neat and careful record of all business done in the meeting with the exact wording of every motion and whether it was lost or carried.

Review the minutes of the previous meeting for additions and corrections. Have copies of the minutes typed and distributed to all council members; Head Start staff and a copy will be posted at each center for parents to view.

IV-Meetings:

1.) **Regular Meetings:** Regular meetings of the Manchester Head Start Policy Council will be held the second Tuesday of each month. The agenda will be sent out one week in advance. Meetings will proceed according to PC protocol, except as modified by these by-laws.

2.) **Special or emergency meeting:** The Chairperson, when necessary, may call a special meeting.

3.) **Executive Session:** Policy Council will go into executive session only to discuss labor/personnel issues or PC membership issues with the Head Start Director. Minutes will not be taken in **executive session**, and all information discussed will remain confidential.

4.) **Quorum:** A quorum of (2/3) with six (8) members present is necessary for any PC business to be transacted. A majority vote of the members present is required to approve or disapprove an item requiring a PC vote.

5.) **Meetings:** Meetings will be run according to Robert's Rules of Order.

6.) Telephone/ Email Voting: If Policy Council does not have a quorum (8) members present) at a meeting and there are important issues to vote on, the following procedure will be followed:

- a. The Policy Council Chair and /or Vice-Chair will call or email each absent PC member at the telephone number or email address most recently listed. He/she will read the motion(s) to be voted on and obtain the delegate's vote.
- b. The PC Chair and/or Vice-Chair will call or email each Community Representative absent from the meeting at the telephone number or email address most recently listed. He/she will read the motion(s) to be voted on and obtain the Representative's vote. If a representative is not available, the Representative will miss the opportunity to vote on the motion(s).
- c. The outcome of each individual's telephone or email vote (or absence of vote) will be recorded in the PC minutes.

7.) Guest/Visitors: Individuals including program staff or members of the public who are not specifically PC members may attend PC meetings to observe but may not participate in PC meetings with questions or comments concerning PC business. The only participants at PC meetings should be PC members, Family Service Manager, and the Head Start Director, unless otherwise indicated in the agenda or specifically recognized by the PC chair.

V- Executive Committee:

8.) PC executive Committee: The Executive Committee shall consist of the officers of Policy Council. The executive Committee shall have responsibilities for following through on actions taken by the Policy Council and shall serve as an advisory committee for the Head Start Director. The Executive Committee shall also be responsible for enforcing the PC Code of Conduct.

V1 Amendments to Policy Council By-Laws:

- 9.) All Policy Council members shall receive written notice of any proposed amendments to these by-laws at least one week in advance of the next scheduled meeting of the Policy Council.
- 10.) Two-thirds (2/3) vote of PC members attending a regularly called meeting of the PC is needed to amend these by-laws.

V11 Code of Conduct:

1- PC members are role models for our program. PC members will be respectful in their interaction with parents and staff. They will speak respectfully and in a professional manner consistent with the expectations of, agency, parents and staff.

2. PC members are open to different points of view and will listen to and acknowledge concerns presented by others regardless of personal feelings. Members will refrain from personal arguments or debate during meetings.
3. PC members accept and support the decisions made by PC and the outcome of a PC vote regardless of the individual member's position prior to the vote.
4. PC members adhere to confidentiality policies and importance of confidentiality to others.
5. If there is a problem between PC members, they will first try to address the issue with each other. If needed, the PC chair or Vice-chair will be involved to determine how to address the issue.

Policy Council General Area of Responsibility

I.) The general areas of responsibilities shall be to approve or disapprove the following:

- 1.) Establishing goals of the Head Start program and developing ways to meet them within HHS guidelines (Health & Human Services).
- 2.) Determine location of center or classes.
- 3.) Developing plans to use all available community resource in Head Start.
- 4.) Approving all component plans.
- 5.) Approving composition of the appropriate Policy Group and the method for setting it up within HHS guidelines (Health & Human Services).
- 6.) Maintaining general responsibility for establishing a method of hearing and resolving community complaints about the Head Start Program.
- 7.) Consulting to ensure that standards for acquiring space, equipment and supplies are met.

II.) Grant Application Process:

- 1.) Must approve or disapprove request for funds and proposed work program.
- 2.) Must approve or disapprove major changes in budget and work program while program is in operation.
- 3.) Approve or disapprove the information needed for pre-review to Policy Council.

III.) Evaluation:

Policy Council has operating responsibility for conducting self-evaluation of grantee agency's Head Start program.

IV.) Committees:

There will be four standing committees to function at all times. Their responsibilities are as follows:

A.) Personnel Administration:

- 1.) Determine Head Start personnel policies (including establishment of hiring and firing criteria for Head Start staff, career development plans and employee grievance procedure).
- 2.) Approve or disapprove the hiring and firing of Head Start Director of Grantee Agency.
- 3.) Approve or disapprove the hiring and firing of Head Start staff of Grantee Agency.

B.) Budget and Finance Committee:

- 1.) To assist the Head Start Director in preparing request for funds and proposed work program.
- 2.) To assist in major changes in budget and work program while program is in operation.
- 3.) To assist in providing information needed for pre-review to Policy Council in cooperation with Head Start Director

C.) Recruitment:

- 1.) To assist in developing a plan for recruitment of children with program staff.

D.) Health Advisory Committee:

As required by the Head Start Program Performance Standards, the Health Services Advisory Committee is an advisory group that brings together staff, parents, and local health care providers to talk about planning, operation and evaluation of health services in each Head Start program.

V.) Internal Dispute: (See attached)

To be reviewed and updated on an annual basis.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply College Career Pathways Grant (formerly Tech Prep) from Manchester Community College for FY16-17
Date: March 8, 2016

Background:

Manchester Public Schools has demonstrated a record of excellence in career and technical education. Through Manchester Community College we will continue to improve and expand education and career guidance systems for Manchester's youth.

Discussion/Analysis:

Funds will be used to:

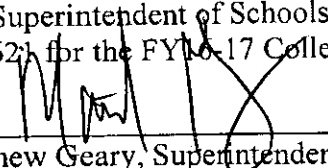
1. Revise and/or re-write curriculum to ensure alignment with state and national standards and Manchester Community College articulated courses in Career Services, Technology, Family & Consumer Sciences and Business Education Departments.
2. Provide professional development opportunities and instructional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

Financial Impact: None to the Board

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education give permission to apply for \$24,621 for the FY16-17 College Career Pathways Grant from Manchester Community College.


Matthew Geary, Superintendent of Schools
Manchester, CT
March 14, 2016

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY16-18 IDEA 611 Grant

Date: March 9, 2016

Background:

The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2016-2018. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 611 grant for use with special education students ages 3-21. The funding offsets the cost of special education teachers, occupational therapists, physical therapists, paraprofessionals, and tutors. It also enables the Board to purchase specialized reading and math programs, computer equipment, and other assistive technology devices. The IDEA 611 grant provides funding for student evaluations as well.

Financial Impact:

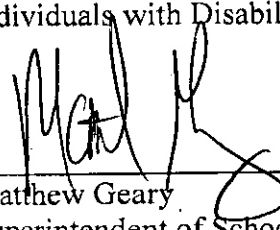
There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY16-18 Individuals with Disabilities Education Improvement Act (IDEA) 611 grant.



Matthew Geary
Superintendent of Schools
Manchester, CT
March 14, 2016

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for FY16-18 IDEA 619 Grant
Date: March 9, 2016

Background:

The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2016-2018. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 619 grant for use with special education students ages 3-5. This funding offsets the cost of a special education preschool teacher and is used in conjunction with our larger IDEA 611 grant.

Financial Impact:

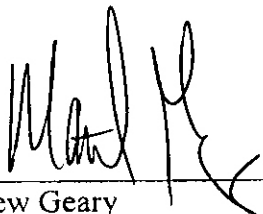
There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY16-18 Individuals with Disabilities Education Improvement Act (IDEA) 619 grant.



Matthew Geary
Superintendent of Schools
Manchester, CT
March 14, 2016

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY15-16 High Quality Schools & Common Core Implementation grant

Date: March 9, 2016

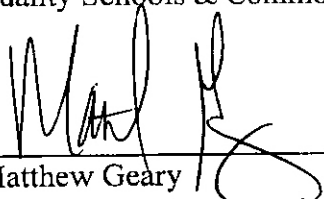
Background: The State Bond Commission has approved the High Quality Schools & Common Core Implementation grants to help Connecticut school districts put more computers in classrooms. The grant is part of the state's efforts to strengthen computer and technology resources as schools continue to implement Connecticut Core Standards and administer computer-adaptive tests aligned to these standards.

Discussion/Analysis: This grant is intended to fund alterations, repairs, improvements, technology, equipment and capital start-up costs, including acquisition costs, to expand the availability of high-quality school models and assist in the implementation of common core state standards and assessments, in accordance with procedures established by the Commissioner of Education.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY15/16 for the High Quality Schools & Common Core Implementation grant in the amount of \$137,015.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 14, 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: BOND
Statute: PA 13-239 S103/PA 14-98 S9(j)
CFDA #: None
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12052-43538-2016-82166-170003

2 Grant Title

High Quality Schls & Common Core Implem (Bonds)

5 Award Period

2/1/2016 - 6/30/2016

3 Education Staff

Program Manager:
Steve Martin

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

6 Authorized Funding

Grant Amount: \$137,015

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.

Funds must support the implementation of the Common Core State Standards and improve the administration of Common Core aligned assessments, specifically the Smarter Balanced assessment system. Additionally, purchases must advance and/or enhance teaching and learning within classrooms. Local educational agencies must use these funds for the following:

- purchase of Intra-School Bandwidth and related hardware and/or
- purchase of Intra-District School or Facility Bandwidth and related hardware.

Network must meet the Smarter Balanced Technology Strategy Framework and System Requirements Specifications. Funds may not be used for personnel services.

This grant has been approved.

3/8/2016

MaryAnne Butler

BUDGET FORM

Created On: 3/8/2016

ED 114

Fiscal Year: 2016

Funding Status: Final

Grantee Name: MANCHESTER

Grantee: 077-000

Vendor ID: 00077

Grant Title: High Quality Schls & Common Core Implem (Bonds)

Project Title:

Fund: 12052

SPID: 43538

Year: 2016

PROG: 82166

CF1: 170003

CF2:

Grant Period: 2/1/2016 - 6/30/2016

Authorized Amount: \$137,015

Project Code: SDE0000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$137,015

CODES	DESCRIPTIONS	BUDGET
340	OTHER PROFESSIONAL SERVICES	
530	COMMUNICATIONS	
650	SUPPLIES - TECHNOLOGY RELATED	
734	TECHNOLOGY RELATED HARDWARE	137,015
	TOTAL	\$137,015

Original Request Date: 2/29/2016

This budget was approved by Steve Martin on 3/7/2016.

Bennet Academy

School Improvement Plan 2015 - 2016

Innovation at Bennet

Bold Steps to Support Students and Staff

New schedule accommodates PLCs

Departmentalized

School Improvement Team - entire staff

Systems

Building Professional Learning Communities

PLCs Priorities

Efficiency of PLCs

Common PLC experience

Student work as a driver

Refine Tier 1 instruction

Standards & Goals

What do we want students to know, understand and be able to do?

- Unit KUD - essential questions
- Learning outlined by and aligned to Manchester curriculum
- SMART goals



Professional Discourse and Review

What will we do if they know it?

- Enrichment

What will we do if they don't know it?

- Remediation
- Systematic intervention



Bennet Academy Professional Learning Communities



Instructional Practice

How will we teach it?

- Instructional strategies - rigor, questioning, discourse and feedback to support student engagement
- Differentiated instruction
- Technology



Assessment

How will we know if students know it?

- Unit assessments
- Formative assessments
- Collaborative scoring
- Analysis of student work
- Monitoring of student learning



Bennet PLC Template

Team / Department		Date:	
-------------------	--	-------	--

Members Present: (Type name next to role for the meeting)	<input type="checkbox"/> Facilitator:
	<input type="checkbox"/> Recorder:
	<input type="checkbox"/> Time Keeper:
	<input type="checkbox"/> Task-Master:
	<input type="checkbox"/> Encourager:

Work Purpose:

Planning	Review of Student Work / Data	Creating Assessments	Student Support
----------	-------------------------------	----------------------	-----------------

Topic	Brainstorming	Action(s)

As a result of our work today, students will be able to...

Notes:

Upcoming PLC Agenda Items:

1.

Systems

Building Professional Learning Communities

Language Arts PLC

Review of student work

A focus on successful strategies

Areas for growth within the writing process

Elaboration in support of a claim

Systems - PLC Video

**Professional Learning Communities Looking at
Student Work**

Academics

Curriculum

- Curriculum Academies
- Curriculum development
- Rigorous Tier 1 instruction
- Interdisciplinary approach

Instruction - Video

[Workshop Model Across Disciplines](#)

Results of Survey and Next Steps

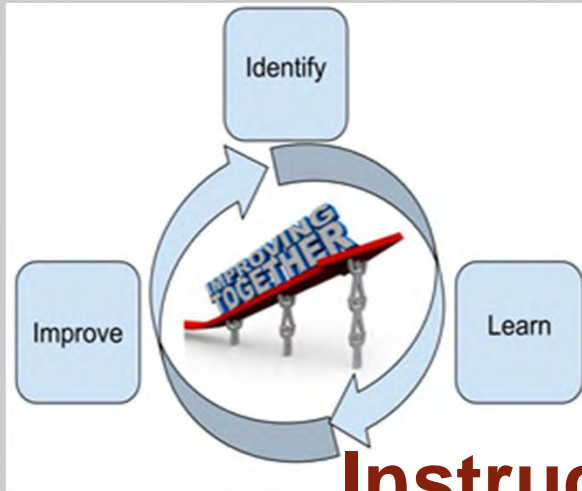
What are we doing well?

- 95% of staff willing to “open doors” to colleagues
- 90% of staff felt Dept PLC focused on student work and instructional strategies

Where do we need to grow?

45% of staff feel Team PLC's need to be more focused on student work and instruction

expanding Workshop Model, implementing effective Tier 2 & 3 instruction, supporting students with social and emotional needs



Talent - Human Capital and Development

Instructional Coaching Model

GOAL - Increase student achievement

APPROACH - Teachers/Coaches collaborate

PHILOSOPHY - When we work together, everybody wins.

Talent - Recruitment and Retention

Goal - Recruit, retain and promote professional growth

Approach - Effective communication

Progress - Develop support systems

Climate and Culture

Strengthening Relationships

- **Staff to families**

- Family fun nights
- Engage families to support student achievement

- **Staff to students**

- Making meaningful connections
- Empowering student

Climate and Culture

Cafe Recommendations

Define parent involvement

Help parents understand academic standards and assessment

Encourage parent involvement by matching talent and sharing expertise

Increase accessibility for bilingual families

Manchester Board of Education*Draft***School Liaisons**

School Board members are encouraged to become familiar with the entire Manchester Public School community. In order to establish and maintain connections and communication links with students, parents, families, teachers, and school community members, individual school board members are assigned certain schools where they can serve as a liaison.

School Liaison Protocols

- A liaison shall be assigned to each school.
- A Board member shall not serve as the liaison at a school where his or her children attend.
- Each school liaison is responsible for familiarizing him/herself with the school's program, principal, and parents and for providing information on School Board proposals so that the school community can successfully bring its needs and concerns to the attention of either the Superintendent or the School Board.
- School liaisons will attend one school event in the fall (Open House, PTA or Parent Council meeting); one school event (fundraiser, concert, athletic or extracurricular event) in the winter; and one event (reading in schools, field day, promotion or graduation ceremony) in the spring.
- School liaisons will visit the school while class is in session at least twice per year.
- School liaisons will make every effort (in person or by phone or email) to welcome every family that is new to the school (either individually or in groups).
- The school liaison does not serve as a direct advocate for the school/program on issues.
- The school liaison does not involve her/himself in administrative/operational matters but instead refers concerns to the appropriate staff.

For each designated school, the liaison shall:

- provide information to individuals/groups (e.g. PTA, civic associations) on how best to communicate to the Superintendent or full School Board specific needs/concerns, acknowledging that all operational matters should be routinely referred to appropriate staff or the Superintendent;
- keep Board Members and the Superintendent informed of concerns or issues that may develop at the school over the course of the year;
- provide information to individuals/groups on upcoming issues that may impact the school/community;
- return citizen phone calls made to the School Board office or to the member's home regarding that particular school/community;

COMMUNITY RELATIONS

1330

COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education believes the schools belong to the people of Manchester. Funds that establish, maintain and operate these facilities are largely provided by local taxes. The Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities as long as these activities do not interfere with school programs. Among responsible organizations shall be included employee organizations recognized by the Board. The Superintendent of Schools or designee shall have the authority to deny the use of school facilities for such activities that are judged inappropriate to take place in a school setting.

Conditions Applicable to All Groups

- 1) Use of the facilities is not to interfere with the school program.
- 2) Use of the facilities must be within the hours of regular custodial service. Otherwise, custodial fees apply.

Nonpaying groups only.

- 3) Use of facilities by nonpaying groups will not create unreasonable additional supervisory or custodial requirements. These groups will be required to provide and/or pay for supervisory and/or custodial coverage if the group exceeds 100 people or extends to periods of time when custodial coverage is not normally available.
- 4) Organizations will provide sufficient supervision to restrict use to permitted areas. It is required that all groups will set up and reset the facilities for school use.
- 5) Organizations will provide a Certificate of Insurance, in the amount of \$2,000,000 single limit coverage, and name the Town of Manchester Board of Education as additional insured.
- 6) Requested use of a school facility is for the current school year. Users may reapply annually.
- 7) The Manchester High School Varsity Football/Soccer field will not be rented for any purpose. Any exception must be by written request to the Superintendent or his/her designee.

Fee Schedule for Use of Buildings, Grounds or Other Facilities of the School District

Free use of school facilities may be granted to the following Manchester organizations or groups provided that membership is composed of not less than 75% local residents and the activity is of a nonprofit nature.

COMMUNITY USE OF SCHOOL FACILITIES (2)**Group I - No Fee**

- a) PTA, Union activity associated with the school system, scholarship associations, school committees, booster clubs, and school staff functions directly related to education and student benefits.
- b) Youth service - school sponsored scouting organizations, 4-H, YWCA, etc.
- c) Officially appointed groups of municipal government, local citizen groups meeting for Town related business. Utility and custodial costs related to the activity are charged to the Town for reimbursement and insurance requirements still apply.
- d) Afternoon nonpublic school athletics. Evening and days when school is not in session, practice sessions for local athletic groups are charged actual utility, labor and material costs.

Group I organizations are encouraged not to plan activities for Saturdays or Sundays. Any organizations in Group I contemplating a weekend activity must have clearance from Buildings and Grounds at least two (2) weeks prior to the date of the contemplated activity. Organizations in this group, using facilities for fund-raising purposes, will be required to pay service costs and custodial fees.

Group I organizations that request use of facilities for Saturdays, Sundays, holidays, or any other permit table time requiring extra custodial help, cafeteria help, police or technicians shall be charged the extra costs incurred.

Group II - Fee

- a) Fees shall be charged for the use of school facilities by approved charitable, philanthropic, cultural groups, service clubs, fine arts associations, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare (see schedule of fees).
- b) Fees shall be charged for use of school facilities by organized groups and individuals within the community for profit when such profit is used by the group for advancement of the group or by individuals for personal gain (see schedule of fees).
- c) Fees shall only be charged if school is not in session or additional custodial support is required to support the use of the facility.

Group III - Fee

- a) Fees shall be charged for all approvable applicants not within the community. Fees for these applicants shall be at two times (2X) the rate shown on the fee schedule. Building use applications must be signed by a local individual or organization who will assume responsibility.

COMMUNITY USE OF SCHOOL FACILITIES (3)

- b) In case of damage to the facilities of a religious group or while the planning for construction of new facilities is in progress, temporary use of school facilities may be permitted to local religious groups, a majority of whose membership is composed of Manchester residents. Fees shall be charged in accordance with the adopted schedule. At the time of reapplication, the religious group, as part of the application process, will attach a progress report indicating a tentative timetable when they will vacate to their own facility.

Miscellaneous:

Any activity where more than 250 people are involved will require a police officer. The cost for the officer will be the responsibility of the agency using the facility.

BAILEY AUDITORIUM –PUBLIC USE POLICY

The Auditorium, Choral Room, Orchestra Room, Band Room, Drama/Dance Room, Practice Rooms as well as the Performing Arts Wing will be made available for musical, theatre, social and community events subject to the regulations listed below.

A. Priority and Eligibility

1. Manchester High School's sponsored programs and activities
2. Illing Middle School, Bennet Academy, and the Elementary School's sponsored programs and activities
3. Activities that further the educational objectives of the public schools (e.g. PTO, Booster Clubs, Safe Graduation Committee and similar organizations)
4. Town department or agency activities
5. Activities of non-profit organizations operating within the Town, other than school-related organizations
6. Activities of for profit organizations operating within the Town
7. Out-of-Town profit and/or non-profit groups and organizations

A. Regulations

1. Any organization or group who has been granted use of the Bailey Auditorium shall accept full responsibility for care of such property and the conduct of those in attendance. Costs incurred from property damage, theft or loss of supplies and equipment arising from occupancy of the school facilities will be charged against the permit holder. **No tap shoes will be allowed unless the stage floor is protected by a spring floor or a floating floor.** Failure to adhere to this regulation can result in the loss of the use of the facility.
2. **AT NO TIME**, are you authorized to make any adjustments or modifications to this facility.

COMMUNITY USE OF SCHOOL FACILITIES (4)

3. Any agency renting the auditorium will be required to play electronically or announce the following statement: *"Welcome to the Manchester High School's Bailey Auditorium. We are glad that you have joined us for this special event and we hope you will enjoy this evening's performance. We would like to request that members of the audience enter and exit the auditorium during intermissions only. We also ask that you disengage any cell phones, pagers, and wristwatch alarms to minimize the distractions for both the performers and the audience around you and to improve our chances of making a quality recording. In addition at this time, we ask you to please take a moment to locate any fire exits nearby. In the unlikely event of an emergency, move quickly and calmly to the nearest exit. Before we begin, we want to thank you for attending tonight's event and hope this visit for you is one of many. Enjoy the program."* Upon the sounding of an alarm, the program will immediately stop and all individuals will exit the building. In the absence of police or fire personnel, the event coordinator will contact 911 to report the alarm. The Lessee must have adult staff available to help patrons leave in an orderly and safe manner.
4. The right is reserved to assess your event for the need to hire police and fire personnel for public safety matters, traffic and the monitoring of the facility during the event. Such hiring would be an additional cost to you.
5. Parking is allowed only in the designated areas located in the front of the school or the rear of the school, as well as legal parking on street parking areas. **ABSOLUTELY NO PARKING** will be allowed on the lawn, athletic field areas, or in the fire lanes. The Manchester Police Department will strictly enforce any violation.
6. If the school district personnel are required to be on duty outside of their normal work schedule when the auditorium is in use, the charges for such work time will include, in addition to the actual time of the event, the time to open, clean-up, and close the facility. The Auditorium Manager and the Buildings and Grounds Department shall make determination of the use of school personnel.
7. **PROHIBITED ACTIVITIES:**

The following ACTIVITIES ARE PROHIBITED and it will be the responsibility of the renter to make sure that they do not occur.

- A) Gambling, intoxicating beverages and illegal/or controlled substances
- B) Activities advocating the overthrowing of the United States, the State of CT or local government.
- C) Smoking and tobacco products are prohibited in all school buildings and on all school property.
- D) Any activity that is inconsistent with the health and welfare of the public and/or the policies delineated by the Board of Education.

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES (5)

E) Any activity that promotes violence or violent behavior.

F) Any activity that is discriminatory in nature.

8. Activities must be confined to those parts of the facilities and to such equipment as specified on the permit and/or the Auditorium Stage Needs Request Form.
9. No food or beverages, other than bottled water are allowed in the Auditorium during a rehearsal or production. No food or beverages, other than bottled water (in squirt bottles, or water bottles) allowed on stage.
10. Arrangements for use or equipment used in connection with the auditorium, stage productions, musical productions, concerts, dance recitals, or other performances must be made in advance with the Auditorium Manager.
11. The Light Booth and Sound Booth are off limits to all except authorized personnel approved by the Auditorium Manager. Only trained Manchester High School students/faculty/staff will operate and focus lights. A light technician is required when lighting changes are necessary. A sound technician is required when sound (mics, CDs, etc.) is required.
12. Five (5) working days notice is required to cancel a permit. Non-use or failure to secure cancellation does not excuse payment of costs that may be incurred in preparation of the facility use.

A. Application Procedures

1. Groups or Organizations desiring to use the Bailey Auditorium, Choral Room, Orchestra Room, Band Room, Drama/Dance Room, Practice Rooms, or Performing Arts Wing shall file an application with the Building & Grounds Department at least 90 days prior to the date requested.
2. If approved, the permit holder who filed the application will be notified by the Building & Grounds Department and be required to sign the contract prior to use of the facility. In addition, proof of liability insurances (workers compensation if applicable), in an amount deemed as appropriate by the District, and in a format acceptable to the District, will be required.
3. In order to insure Bailey Auditorium's safe and well-maintained condition, the Auditorium Manager will conduct a pre-inspection, as well as a post-inspection after you have utilized the facility. In addition, a one hundred dollar maintenance fee will be applied to all users of the auditorium (see fee schedule). These funds will be used to offset the normal wear and tear on the facility.
4. Fees are assessed per event and must be paid when the bill is received. Fees will be assessed according to the auditorium and equipment use costs. Please refer to fee schedule.

COMMUNITY RELATIONS

COMMUNITY USE OF SCHOOL FACILITIES (6)

FEE NOTES:

1. The fee schedule in effect at the time that an individual application is approved by the administration will prevail throughout the school year of the application. Any changes in fees will not go into effect until July 1 of the year following adoption.
2. The Board of Education will review the fee schedule for all facilities at least every two (2) years.
3. If the auditorium is used after 11:00p.m, there will be an additional charge. Any extra custodial work before or after the event will be charged overtime rates.
4. If a group necessitates a complete tear down and set-up of the stage, they will be billed the current overtime rate in effect at that time.

Adopted: March 8, 1976
Revised: March 12, 1979
Revised: July 16, 1979
Revised: November 23, 1987
Revised: May 9, 1994
Revised: May 10, 2004

BUILDING USE -- FEE

COMMUNITY USE OF SCHOOL FACILITIES (7)

Revised: April 22, 2008

BUILDING USE -- FEE

SCHEDULE

RECOMMENDED CHANGES

ELEMENTARY SCHOOL

	1ST 4 HOURS	EACH ADD HR
KITCHEN (cafeteria worker required)	\$ 60.00	\$ 12.00
GYMNASIUM (extra charge set-up & tear down)	\$ 150.00	\$ 36.00
CAFETERIA	\$ 120.00	\$ 24.00
CLASSROOM (only academic classrooms)	\$ 42.00	\$ 6.00
CONFERENCE & FACULTY ROOMS	\$ 30.00	\$ 6.00

MIDDLE SCHOOLS

KITCHEN (cafeteria worker required)	\$ 96.00	\$ 18.00
CAFETERIA--AUDITORIUM @ ILLING	\$ 150.00	\$ 36.00
STAFF DINING ROOM	\$ 36.00	\$ 6.00
CAFETERIA--@ BENNET	\$ 48.00	\$ 6.00
GYMNASIUM	\$ 150.00	\$ 36.00
1-LOCKER & SHOWER ROOM	\$ 48.00	\$ 6.00
CLASSROOM (only academic classrooms)	\$ 42.00	\$ 6.00
CONFERENCE & FACULTY ROOMS	\$ 30.00	\$ 6.00
CHORAL ROOM	\$ 42.00	\$ 12.00

HIGH SCHOOL

GYMNASIUM	\$ 210.00	\$ 42.00
POOL (Lifeguards Required)	\$ 168.00	\$ 42.00
LOCKER/SHOWER ROOM	\$ 42.00	\$ 12.00
CLASSROOM (only academic classrooms)	\$ 42.00	\$ 12.00
CAFETERIA (extra charge set-up & tear down)	\$ 168.00	\$ 48.00
KITCHEN (cafeteria worker required)	\$ 96.00	\$ 30.00
G-47 GYM	\$ 144.00	\$ 36.00
PRESENTATION ROOM	\$ 75.00	\$ 18.00

BAILEY AUDITORIUM

AUDITORIUM - PERFORMANCE	\$ 300.00	\$ 72.00
AUDITORIUM - REHEARSAL	\$ 144.00	\$ 36.00
AUDITORIUM--MAINTENANCE (per performance)	\$ 100.00	
AUDIO/LIGHTING TECH--HRLY RATE \$70.00		
AUDITORIUM TECH--HRLY RATE \$50.00		
LIGHT PANEL OPERATOR--HRLY RATE \$30.00		
STUDENT ASSISTANT--HRLY RATE \$16.00		
CHORAL ROOM, ORCHESTRA ROOM	\$ 42.00	\$ 12.00
BAND ROOM, DRAMA/DANCE ROOM	\$ 54.00	\$ 12.00
PRACTICE ROOMS--PERFORMING ARTS WING	\$ 42.00	\$ 12.00

Revised: 4/22/08

STUDENTS**5142****ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL**

The Manchester Board of Education recognizes the need to administer medication as a program adjustment to meet the health needs of individual students. Medication prescribed by an authorized prescriber licensed in this state or any other state shall be given by a licensed registered nurse, or in his/her absence a trained principal or teacher and school personnel as designated in Connecticut General Statutes Sec. 10-212a and the Regulation Section 10-212a to 10-212a-10. Student may self-administer non-controlled medication with the written authorization of an authorized prescriber.

Medications will be administered in compliance with Connecticut General Statutes Sec. 10-212a and Regulations Section 10-212a to 10-212a-10 effective October 7, 2010.

Adopted: May 29, 1990

Reviewed: July 13, 1992

Reviewed: October 24, 1994

Revised: November 12, 1996

Reviewed: November 9, 1998

Revised: May 23, 2011

Administration Of Medication By School Personnel Guidelines (1):**Sec. 10-212a-2 Administration of Medication**

- I. Prescribed medications should be not administered during school hours if it is possible to achieve the desired effects by home administration. If such a medication is prescribed during the school day, the school nurse will contact the physician and parent to arrange for home administration.
- II. If a prescribed medication must be given during the school day, it will be given by a licensed registered nurse (RN) or, in his/her absence, a trained principal or teacher. The prescribed medications include controlled drugs listed in Schedules II-V of the DEA. The trained principal or teacher may give oral, topical, intranasal or inhalant medications. Individuals who have had added instruction in injectable medication will be allowed to give injectable medication for a medically diagnosed allergic condition only. All investigational drugs shall be administered only by the RN.
- III. Students who meet the criteria for self-medication and have the appropriate medication authorization form completed by a physician may give their own medication with the guidance of the school nurse. See Section 10-212a-4
- IV. A written order on a standard form must be completed by an authorized prescriber licensed to practice in this or any other state is required before a medication can be given. No telephone orders will be accepted.

This form shall include:

Name of Student
Diagnosis for which the medication is prescribed
Duration of order
Name of drug and method of administration
Dosage
Time of administration
Side effects to be observed
State DEA number if a controlled substance
Signature of the physician and parent

These forms shall be available in Manchester physician's offices, walk-in clinics and school health offices. (The prescribed medication shall be administered to and taken only by the person for whom the prescription is written. Siblings shall not share medication.) This form shall be renewed annually.

Administration Of Medication By School Personnel Guidelines (2):

- V. Any drug listed in the PDR must be administered under the Medication Administration Policy. If the substance is not found in the PDR, it is not a medication and it will be handled as a food substance.
- VI. If a student has an adverse reaction to a medication, the following emergency procedures will be followed:
 - 1. If anaphylaxis occurs, refer to emergency procedure. This procedure is outlined in the Manchester School Health Manual and shall be posted in the Health Office.
 - 2. If the individual develops symptoms which are not life threatening, the following procedure will be used:

The nurse will complete an evaluation of the student and contact the prescribing physician and parent.

If the nurse is not available, the building administrator shall contact the backup nurse to complete the evaluation.

If the physician is not available, the Poison Control Center (1-800-222-1222) shall be called and their advice shall be followed.

If the nurse cannot reach anyone in the Poison Control Information Center, Manchester Memorial Hospital Emergency Room (647-4777) will be contacted.

These emergency numbers shall be posted on the phone or adjacent to the phone.

All information and actions shall be documented in the Cumulative Health Record.

A written report shall be submitted to the School Nurse Supervisor.

Administration Of Medication By School Personnel Guidelines (3):**Section 10-212a-3 Training of School Personnel**

All principals and teachers giving medications when the school nurse is not available shall complete a medication-training course provided by the school health coordinator or the school nurse.

I. Program content:

1. General overview of procedural aspects of medication administration.
2. Method of administration including oral, topical, and inhalants
3. Giving of injectable adrenalin for medically diagnosed anaphylaxis
4. The storage of medications
5. Recording of medications
6. Review of medication idiosyncrasies, adverse effect, contraindication and desired effects
7. Return demonstration for each method of administering medication

Upon completion of this program, the trained principal and teachers will meet with the school nurse in their building to review individual plans for students who receive medication.

- II. Names of trained principals and teachers will be kept on file in the superintendent's office.

Sec. 10-212a-4 Self-medications

The orders for self-administration of medications must be updated yearly.

- I. The authorized prescriber and parent shall complete the form for self-administration of medication.

This form shall include:

8. Name of student
9. Condition for which medication is prescribed
10. Dose and frequency
11. Relevant side effects and management
12. Authorized prescriber's statement that the student has been appropriately instructed regarding self-administration and that the authorized prescriber has conferred with the student's parents.
13. Parent's permission with a statement that the student has permission to self-administer medication.

Administration Of Medication By School Personnel Guidelines (4):

- II. The school nurse shall evaluate the student's ability to self-administer medications. This evaluation shall include, but not limited to, student's age, development, type of medication and potential hazards to other students.
 - 14. If the school nurse determines that the student can safely self-administer medication, a contract shall be developed. This contract shall include; when and where the student will keep the medications; backup medication if necessary; supervision schedule; and method of evaluation. A copy of the evaluation shall be sent to the parent and the authorized prescriber at the end of the school year.
 - 2. If the nurse determines that the medication cannot be safely administered, the plan will be reviewed by the supervising school nurse. If the supervisor agrees, the authorized prescriber and parent will be notified. If the situation cannot be resolved, the school medical advisor will determine if the student can safely self-administer medication.
 - 3. If, during the evaluation, the school nurse determines that the student is not continually in compliance, the school nurse shall contact the prescribing person and, if necessary, the order for self-medication may be withdrawn.
- III. The school nurse will contact the student's teachers that the student has permission to self-administer his/her medication. A list of students shall be submitted to the building administrator. This list shall be updated as necessary.

Sec. 10-212a-5 Handling, Storage and Disposal of Medication

- I. All medications, except those approved for transporting by students for self-medication, shall be delivered to school by a responsible adult. If medication is brought in by the student, the school nurse shall contact the parent, and the parent must personally identify the medication brought in by the student.

Administration Of Medication By School Personnel Guidelines (5):

II. All medication must be in a pharmacy labeled bottle, which includes:

15. Name of student
16. Name of medication and method of administration
17. Strength of medication and dosage
18. Date of issue
19. Instructions for administration
20. Name of authorized prescriber

Any medication which is delivered in any other way than a properly labeled bottle shall not be given. The parent will be contacted and the medication guidelines shall be reviewed with the parent.

The medication will be returned to the parent or a responsible adult selected by the parent.

III. When the medication arrives at school, the school nurse shall examine on site the medication, medication order and permission form. If all is in order, the nurse shall develop a medication administration plan.

This plan shall include:

1. The medication
2. Side effects
3. Special directions
4. Mode of administration
5. Time of administration
6. Backup system if nurse is absent

The school nurse shall count pills and record the amount on the documentation form.

IV. Storage

21. All medications, except those approved for keeping by the student for self-medication, shall be kept in their original containers in a locked area. The supervising nurse shall ensure that each school has a locked cabinet for the storage of medication only.
22. Controlled drugs shall be kept separate from non-controlled drugs in a permanently fixed cabinet. Only trained school personnel will have access to the keys to the storage areas.

Administration Of Medication By School Personnel Guidelines (6):

23. The school nurse shall keep a list of school personnel who are trained to give medication.
24. Medications requiring refrigeration shall be kept in a refrigerator in its original container and at a temperature 36 degrees - 46 degrees F. This refrigerator shall be in the school health office and not in a staff room.
25. No more than a forty-five (45) school day supply of medication shall be stored.
26. No medication shall be stored in school unless a current written order from an authorized prescriber is on file.

V. Disposal

27. All controlled, unused, discontinued or obsolete medications shall be returned to the parent. If the parent does not pick up the medication within three school days after discontinuance, the school nurse shall contact the Office of Consumer Protection (713-6065) and make arrangements for surrendering the controlled medication.
 2. The School Health Coordinator will pick up any controlled drugs left over at the close of school. A Medication Destruction Form must be completed. The bottle will be numbered according to the line on the form. For example, if the student's name is listed on line one, that student's medication bottle will be labeled one.

Sec. 10-212a-6 Documentation and Record keeping

- I. All medications given during the school day shall be recorded in the following manner:
 28. Name of student
 29. Name of medication
 30. Dosage and frequency of medication
 31. Route of administration
 32. Name of the authorized prescriber
 33. Date the medication was ordered
 34. Quantity received
 35. Date the medication is to be reordered
 36. Student allergies to food or medicine
 37. Date and time of administration or omission including the reason for the omission

Administration Of Medication By School Personnel Guidelines (7):

- 38. Prescribed dosage
- 39. Full legal signature of the nurse or principal or teacher giving the medication
- II. Transactions shall be recorded in ink and cannot be altered.
- III. All medication records and permission forms shall be placed in a three-ring notebook which shall be made available to the State Health Department for their review. At the end of the school year, the medication record and all permission forms shall be placed in the Cumulative Health Record.
- IV. The original prescription authorization form shall remain at the school. A copy will be sent to the transfer school. The copied prescription form will be attached to the copies of the documentation sheet.
- V. For controlled medications, the school nurse shall keep the white copy of the documentation sheet. The yellow copy will be placed in the health record. For non-controlled medications, make a copy and attach the copy to the prescription authorization form. Document the medications on the health record. All documentation sheets must be kept for three years and then they may be destroyed.
- VI. The same documentation sheet may be used until the prescription number changes. If the prescription number remains the same, one does not need to make out a new documentation sheet.
- VII. Controlled medications do not have to be counted daily. However, the school nurse is accountable if any medications are missing or if there is an error in the number of pills. Each time a new supply arrives at school, the medication must be counted and the accurate number be inserted in the appropriate space on the documentation form. The number must be the same as the number of pills sent in by the parent. If there is a discrepancy in the number, contact the parent immediately. If the problem is not resolved, contact the School Health Coordinator immediately.
- VIII. If one pill is dropped, it may be destroyed. The principal or teacher who is trained in medication administration must countersign the documentation sheet. A Medication Error Form must be completed. The original form is placed in the health record and a copy is sent to the School Health Coordinator. The parent is notified. If more than one pill is dropped the

Administration Of Medication By School Personnel Guidelines (8):

School Health Coordinator is notified and he/she will contact the Drug Enforcement Agency.

- IX. An error in medication means that one failed to complete the order as written. Errors will be documented on the Cumulative Health records and a copy of the Error Report Form will be kept on file. If one of the following events occurs, a Medication Error Report Form shall be submitted to the nursing supervisor:

- 40. Failure to give the medication when student is present in school
- 41. Failure to give the medication within one-half hour before or one-half hour after the prescribed time
- 42. Failure to administer the specific medication prescribed for a student
- 43. Failure to administer the correct dosage of medication
- 44. Failure to administer the proper routine
- 45. Failure to administer according to generally accepted standards of practice.

The parent and, if needed, the prescribing physician shall be notified by telephone or by letter. A copy of the incident report may be sent to the authorized prescriber.

Sec. 10-212a-7 Supervision

- I. The school nurse is responsible for general supervision of administration of medications in the schools to which the school nurse is assigned. When the school nurse is not in the building, the trained principal or teacher will be responsible for the daily administration of medications.
- II. When a medication arrives at school, the principal or teacher shall contact the school nurse immediately. The school nurse will complete the following tasks prior to the person giving the medication.

The school nurse shall:

- 46. Review the medication forms
- 47. Check the medication bottle for proper label
- 48. Check the contents of the bottle to be sure it is the proper medication and note the amount of medication on the medication log
- 49. Initiate the individual medication log

Administration Of Medication By School Personnel Guidelines (9):

- 50. Develop or review the drug data card with the person giving the medication
 - 51. Develop a medication plan which includes the person responsible for the medication, the time the medication is given and a phone number where the trained principal or teacher can reach the school nurse
- III. The school nurse shall review with the person responsible for giving the medication:
- 52. Proper handling and storage of medication
 - 53. Proper documentation
 - 54. Drug data card
 - 55. Development of communication system for:
 - Questions about medication
 - Change in behavior or physical status
 - Error in administration of medication
 - Changes in appearance of medication
 - Failure of the student to comply with medication protocol
 - Missing medications
- IV. The school nurse shall:
- 56. Observe the new person giving medication for the first time
 - 57. Review monthly all medication documentation
 - 58. Observe the effects of medication, especially medication given to alter classroom behavior
 - 59. Communicate with the authorized prescriber
- V. The school nurse shall attend CST/PPT meetings for any child placed on long-term medication.

The policy and administrative guidelines shall be reviewed biannually by the school medical advisor and the supervising school nurse. Whenever they are revised, the Director of Pupil Personnel Services shall forward them to the State Department of Health for review and approval.

Revised: March 10, 2003

STUDENTS 5142

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route;
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid as permitted by state law and regulations and Section D below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational Therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board of employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by Board who has met the minimum standards as established by Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies On Administration of Medications

- (1) Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.

- (3) Except as provided in Section D, medications may be administered only by a licensed nurse; or, in the absence of a licensed nurse, by:
- (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students with chronic medical conditions who are able to self-administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written medication order, including the recommendation for such self-administration;
 - (ii) there is a written authorization for self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for self-administration and general supervision, and has documented the plan in the student's cumulative health record;
 - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan.
 - (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is self-administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy;

- (vii) controlled drugs, as defined in this policy, may not be self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
 - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of an automatic prefilled injection cartridge or similar automatic injectable equipment at all times while attending school, in order to provide for

prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- (i) an authorized prescriber provides a written order requiring the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an automatic prefilled injection cartridge or similar automatic injectable equipment by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student;
 - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a coach of intramural or interscholastic athletic events or licensed athletic trainer, who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
- (i) the school nurse has determined that a self-administration plan is not viable;

- (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section H of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section E of this policy, when appropriate.
- (f) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, except as provided in Section D below, and the following additional conditions are met:
 - (i) there is written authorization from the student's parents/guardian to administer the medication in school;
 - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370, (B) an optometrist licensed to practice optometry under chapter 380, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes; and
 - (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor, and under the supervision of the school nurse; and
 - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - (v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations

- (g) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
 - (i) there is written authorization from the student's parents/guardians to administer the medication; and
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes; and
 - (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication; and
 - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
 - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (h) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
 - (i) only to a child enrolled in such program; and
 - (ii) in accordance with Section K of this policy.
- (i) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train

or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:

- (i) training in administration of medications as part of their basic nursing program;
- (ii) successful completion of a pharmacology course and subsequent supervised experience; or
- (iii) supervised experience in the administration of medication while employed in a health care facility.

- 4. Medications may also be administered by a parent or guardian to his/her own child on school grounds.
- 5. Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Manchester Board of Education permits blood glucose testing by students who have a written order from a physician stating the need and capability of such student to conduct self-testing.
- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.
- (3) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student's parent or guardian has provided written authorization.
 - (b) A written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes.

- (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.
- (d) The school nurse shall provide general supervision to the selected school employee.
- (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon.
- (f) The school nurse and school medical advisor have attested in writing that selected school employee completed the required training.
- (g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section D, "regular school hours" means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
 - (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer

the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (1) above, in the absence of the school nurse.

- (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.
 - (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (2) above shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours;
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (2) above shall be responsible for the emergency administration of epinephrine;
- (5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication; and the Regulations adopted by the Department of Education.
- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.

- (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine;
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
 - (b) A medication administration record shall be:
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

E. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration,
(i.e., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended year programs;

- (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered; and,
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication;
 - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
 - (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.
 - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
- (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

F. Errors In Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
- (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s).
 - (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.

- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

G. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and
 - (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

H. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.

(2) The school nurse's duty of general supervision includes, but is not limited to the following:

(a) availability on a regularly scheduled basis to:

- (i) review orders or changes in orders, and communicate these to personnel designated to give medication for appropriate follow-up;
- (ii) set up a plan and schedule to ensure medications are given properly;
- (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and to identified paraprofessionals designated in accordance with Section B(3)(f), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
- (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(f), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;
- (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes; and
- (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.

(b) In addition, the school nurse shall be responsible for:

- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;

- (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
- (iii) perform observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who have been newly trained to administer medications; and,
- (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, regarding the needs of any student receiving medication.

I. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, who are designated to administer medications shall at least annually receive training in their safe administration; and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapist employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall be allowed to administer medications.
- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(e), above, and identified paraprofessionals designated in accordance with Section B(3)(f), above, shall include, but is not necessarily limited to the following:
 - (a) the general principles of safe administration of medication;

- (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping;
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually completed the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.
- (4) The Board shall maintain documentation of medication administration training as follows:
 - (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (5) Licensed practical nurses may not conduct training in the administration of medication to another individual.

J. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(e) above, and epinephrine to be used for emergency first aid in accordance with Section D above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the

parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(e) above.

- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine to be used as emergency first aid in accordance with Section D above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine intended for emergency first aid in accordance with Section D above.
- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication;
 - (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location, used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.

- (8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator, at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medication may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box which is affixed to the refrigerator shelf.
- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies;
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.
- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
 - (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;

- (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

K. School Readiness Programs and Before-and-After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:
 - (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
 - (b) Except as provided by Section D above, no medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.
 - (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.
 - (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant

medications. Investigational drugs or research or study medications may not be administered in these programs.

- (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
 - (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision making regarding medication administration.
 - (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
 - (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
 - (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section I of this policy.
 - (5) All medications must be handled and stored in accordance with Section H of this policy. Where possible, a separate supply of medication shall be stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
 - (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;

- (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.
- (7) The procedures for the administration of medication at school readiness programs and before-and-after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

L. Review and Revision of Policy

In accordance with the provisions of Section 10-212a-2(a), the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:

Section 10-206
Section 10-212
Section 10-212a
Section 19a-900
Section 21a-240
Section 52-557b

Public Act 15-215, An Act Concerning Various Additions to the Education Statutes
Regulations of Conn. State Agencies:

Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Code of Federal Regulations:
Title 21 Part 1307.21

Adopted: May 29, 1990
Reviewed: July 13, 1992
Reviewed: October 24, 1994
Revised: November 12, 1996
Reviewed: November 9, 1998
Revised: May 23, 2011
Revised: April, 2016

[NOTE: This form makes reference to a school medical advisor. If your district does not, and is not required to, have a medical advisor, all references to such should be deleted before providing this form to parents]

**[Board of Education/School Letterhead]
REFUSAL TO PERMIT ADMINISTRATION
OF EPINEPHRINE FOR EMERGENCY FIRST AID**

Name of Child: _____ Date of Birth: _____

Address of Child: _____

Name of Parent(s): _____

Address of Parent(s): _____
(if different from child)

Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. State law permits the parent or guardian of a student to submit a written directive to the **school nurse or school medical advisor** that epinephrine shall not be administered to such student in emergency situations. This form is provided for those parents who refuse to have epinephrine administered to their child. The refusal is valid for only for the 20__-20__ school year.

I, _____, the parent/guardian of _____,
Print name of parent/guardian Print name of student
refuse to permit the administration of epinephrine to the above named student for purposes of emergency first aid in the case of an allergic reaction.

Signature of Parent/Guardian

Date

Please return the completed original form to your child's school nurse or school medical advisor,
_____ *[Insert name of medical advisor]* at
_____ *[Insert address of medical advisor]*.

STUDENTS 5121**WEARING OF PHOTO IDENTIFICATION BADGES**

The Board of Education requires all students at Bennet Academy, Illing Middle School, and Manchester High School to be issued and carry photo identification badges.

In addition, all visitors to schools will report to the school office; and, once admitted to the school, will be issued a visitor's ID which will be worn while in the building. The purpose of this policy is to better ensure both the safety of all our students and staff, and the security of our buildings and personal property.

Adopted: April 11, 2011

Revised: April, 2016

STUDENTS 5121

WEARING OF PHOTO IDENTIFICATION BADGES ADMISINTRATIVE GUIDELINES

1. Students will be provided an initial badge and lanyard at no cost.
2. If the student loses his or her badge a charge for the replacement badge would occur.
3. A building-based progressive discipline approach would be implemented for those students who fail to comply with the policy.

STUDENTS 5121

WEARING OF PHOTO IDENTIFICATION BADGES (Red line)

The Board of Education requires all students at Bennet Academy, Illing Middle School, and Manchester High School to be issued and ~~wear in a visible place~~ **carry** photo identification badges, ~~beginning the 2011-2012 school year.~~

In addition, all visitors to schools will report to the school office; and, once admitted to the school, will be issued a visitor's ID which will be worn while in the building. The purpose of this policy is to better ensure both the safety of all our students and staff, and the security of our buildings and personal property.

Adopted: April 11, 2011

Revised: April, 2016

STUDENTS 5121

WEARING OF PHOTO IDENTIFICATION BADGES ADMISINTRATIVE GUIDELINES

1. Students will be provided an initial badge and lanyard at no cost.
2. If the student loses his or her badge a charge for the replacement badge would occur.
3. A building-based progressive discipline approach would be implemented for those students who fail to comply with the policy. ~~This could include parent or guardian notification, detention, and in-school suspension~~

BUSINESS

3110

BUDGETFunction of the Board

The Board of Education recognizes that finances and financial management are critical to the community's support of public education in Manchester. To help ensure that this support remains strong, the Board will:

1. Encourage advance planning using thorough and well thought out budget procedures.
2. Guide the expenditure of funds so as to extract the greatest educational returns.
3. Explore all practical sources of financial support.
4. Maintain a level of expenditure needed to provide high quality education within the ability of the community of Manchester to pay.
5. Establish sound and efficient accounting and reporting procedures.

Function of the Superintendent

1. Maintain appropriate and customary management, control, and accounting functions for all budget expenditures as outlined in the Town Charter, State Statutes accepted practices and policies.
2. Elicit a wide range of input in the development of the annual budget.
3. Prepare a yearly budget estimate for the Board of Education and Board of Directors as outlined in the Town Charter and Statutes.
4. Submit quarterly reports to the Board of Education projecting the fiscal health of the budget.
5. Regularly disseminate budget information to the community, parents, staff and students.
6. Maintain appropriate purchasing procedures to insure the highest quality of instructional supplies, materials and services for the lowest price.
7. Seek economies whenever and wherever possible.

Establishing Budget Priorities

Before developing and adopting a recommended budget, the Board of Education will study educational programs in relation to the present and future student, parent and community needs. Based on those needs, it will establish budget priorities for each fiscal year.

Budget Planning Process

Budget planning is a year-round process that includes specifying measurable objectives, evaluating programs in relation to those objectives and formulating budget requests to support them. To make the budget a comprehensive reflection of the needs of students, parents and the community, the Board and the Superintendent will take appropriate steps to ensure the involvement of professional and administrative staff in the budget development process and to ensure there is ample opportunity for community input.

Budget Evaluation and Adoption

The Superintendent will present the Board with a detailed recommended budget request not later than the first regular meeting of the Board in January of each year.

Following the presentation of the Superintendent's Recommended Budget, the Board will conduct a detailed financial review of the Superintendent's recommended budget through a series of workshops. The Board will study the Superintendent's recommended budget to determine that budget line items meet the present and future needs of the students, the parents and the community, as outlined in the Board of Education's adopted criteria, including budget priorities, its strategic plan, technology plan and any and all other documents approved by the Board. The budget evaluation process is organized into three phases, with a workshop or series of workshops in each phase.

Phase One

~~The initial workshop will be scheduled for the Superintendent to deliver an overall budget presentation. This workshop will include, but not be limited to, a review of how new budget initiatives and present spending levels meet the Board's adopted criteria. During phase one, the Board will not entertain nor request additions/reductions to the Superintendent's recommended budget until the Board has reviewed the budget in its entirety.~~

Phase Two

~~When the Superintendent has completed his/her review, phase two of the budget evaluation process will begin. The Board will conduct a detailed financial review of the Superintendent's recommended budget. This review may include an examination of the following:~~

- ~~➤ any adjustments the Superintendent may wish to make in his/her initial recommendation;~~

➤ ~~additions/reductions to the Superintendent's recommended budget to achieve economies,~~

➤ ~~any necessary technical additions and/or reductions.~~

Phase Three

~~Once the Board of Directors has approved an appropriation for Manchester's schools, a phase three workshop may be held. At this workshop, the Board, in consultation with the Superintendent, will make such adjustments in the budget as are necessary to conform the budget to the appropriation.~~

~~Not later than February 1 of each year,~~

The Board of Education will adopt a request for an appropriation and forward that request to the General Manager of the Town by February 14. The request for an appropriation filed by the Board of Education with the General Manager shall be accompanied by a copy thereof for each member of the Board of Directors.

Within three (3) days after said filing the request for an appropriation, the Chair of the Board of Education may submit a letter to the General Manager requesting joint meeting of the two (2) Boards for the purpose of discussing the appropriation request of the Board of Education and the recommendations of the General Manager. If the Chair of the Board of Education requests this initial joint meeting, the joint meeting shall be held no later than five (5) days before the General Manager submits his tentative budget to the Board of Directors.

Following the submittal of the General Manager's tentative budget, but not later than seven (7) days before the adoption of the final budget, the Chairperson of the Board of Education and Superintendent of Schools will attend a Board of Directors budget workshop ~~mandatory joint meeting of the two (2) Boards shall be held for the purpose of presenting and discussing the appropriation request of the Board of Education.~~

~~The Chairman of the Board of Education may, at any time, sign and file with the General Manager a written waiver dispensing with said adjourned joint meeting.~~ Once the Board of Directors has approved an appropriation for Manchester's schools, the Board of Education will conduct additional budget workshops as necessary and will adopt a final budget on or before June 30.

Adopted: September 10, 2001

Revised: August 26, 2013

Revised: April, 2016

BUDGETFunction of the Board

The Board of Education recognizes that finances and financial management are critical to the community's support of public education in Manchester. To help ensure that this support remains strong, the Board will:

1. Encourage advance planning using thorough and well thought out budget procedures.
2. Guide the expenditure of funds so as to extract the greatest educational returns.
3. Explore all practical sources of financial support.
4. Maintain a level of expenditure needed to provide high quality education within the ability of the community of Manchester to pay.
5. Establish sound and efficient accounting and reporting procedures.

Function of the Superintendent

1. Maintain appropriate and customary management, control, and accounting functions for all budget expenditures as outlined in the Town Charter, State Statutes accepted practices and policies.
2. Elicit a wide range of input in the development of the annual budget.
3. Prepare a yearly budget estimate for the Board of Education and Board of Directors as outlined in the Town Charter and Statutes.
4. Submit quarterly reports to the Board of Education projecting the fiscal health of the budget.
5. Regularly disseminate budget information to the community, parents, staff and students.
6. Maintain appropriate purchasing procedures to insure the highest quality of instructional supplies, materials and services for the lowest price.
7. Seek economies whenever and wherever possible.

Establishing Budget Priorities

Before developing and adopting a recommended budget, the Board of Education will study educational programs in relation to the present and future student, parent and community needs. Based on those needs, it will establish budget priorities for each fiscal year.

Budget Planning Process

Budget planning is a year-round process that includes specifying measurable objectives, evaluating programs in relation to those objectives and formulating budget requests to support them. To make the budget a comprehensive reflection of the needs of students, parents and the community, the Board and the Superintendent will take appropriate steps to ensure the involvement of professional and administrative staff in the budget development process and to ensure there is ample opportunity for community input.

Budget Evaluation and Adoption

The Superintendent will present the Board with a detailed recommended budget request not later than the first regular meeting of the Board in January of each year.

Following the presentation of the Superintendent's Recommended Budget, the Board will conduct a detailed financial review of the Superintendent's recommended budget through a series of workshops. The Board will study the Superintendent's recommended budget to determine that budget line items meet the present and future needs of the students, the parents and the community, as outlined in the Board of Education's adopted criteria, including budget priorities, its strategic plan, technology plan and any and all other documents approved by the Board.

The Board of Education will adopt a request for an appropriation and forward that request to the General Manager of the Town by February 14. The request for an appropriation filed by the Board of Education with the General Manager shall be accompanied by a copy thereof for each member of the Board of Directors.

Within three (3) days after said filing the request for an appropriation, the Chair of the Board of Education may submit a letter to the General Manager requesting joint meeting of the two (2) Boards for the purpose of discussing the appropriation request of the Board of Education and the recommendations of the General Manager. If the Chair of the Board of Education requests this initial joint meeting, the joint meeting shall be held no later than five (5) days before the General Manager submits his tentative budget to the Board of Directors.

Following the submittal of the General Manager's tentative budget, but not later than seven (7) days before the adoption of the final budget, the Chairperson of the Board of Education and Superintendent of Schools will attend a Board of Directors budget workshop for the purpose of-presenting and discussing the appropriation request of the Board of Education.

Once the Board of Directors has approved an appropriation for Manchester's schools, the

BUDGET

3

3110

Board of Education will conduct additional budget workshops as necessary and will adopt a final budget on or before June 30.

Adopted: September 10, 2001

Revised: August 26, 2013

Revised: April, 2016

BUSINESS 3150

Adoption of the Budget

On or before February 11 of each year, the Board will adopt a budget request for the next fiscal year.

Before adopting the budget request, the Board will study the school budget in relation to present and future needs of the students, the parents, and the community. To make the budget a comprehensive reflection of the financial needs of the school program, steps will be taken to involve the professional, non-certified, and administrative staff in its development. The Board of Education will adopt a final budget not later than the first regularly scheduled Board meeting in June of each year.

Adopted: April 8, 1974
Revised: March 12, 2012