

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

Policy Committee Meeting
Lincoln Center, Director's
Rm. – 5:30 P.M.
Board of Education Meeting
Lincoln Center, Hearing Rm.
7:00 P.M.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – March 9, 2015 A – 3

B. CONSENT CALENDAR

- 1) Personnel Information B – 1
- 2) Transfer of Funds B – 2
- 3) Appropriate for FY14/15 \$348,769.84 from the designated fund account B – 3
to pay retroactive salaries to Paraeducators and Tutors under the contract settlements.

C. PUBLIC COMMENTS (any item before the board)

D. SUPERINTENDENT'S REPORT

- 1) Recognition of Board Member Service – Mr. Matthew Geary, Superintendent of Schools
- 2) Update on Uniforms – Mr. Matthew Geary, Superintendent of Schools
- 3) Summer Advantage Academy of Manchester (SAAM) Update - Dr. Amy Radikas D – 3
- 4) School Climate Report – Mr. Matthew Geary, Superintendent of Schools

E. UNFINISHED BUSINESS –

1) Policies Revisions

The Policy Committee submits to the full Board its recommended revision for the second reading and approval in accordance with its policy on policy changes: E – 1

- a. Facilities Maintenance Policy 3510

2.) Policy Revisions

The Policy Committee submits to the full Board its recommended revision for the second reading and approval in accordance with its policy on policy changes: E – 2

- a. Requirements for Graduation from Manchester High School Policy 5127.1

F. NEW BUSINESS - None

G. COMMITTEE REPORTS

1) Curriculum & Instruction Committee Minutes – March 9, 2015

G – 1

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

I. COMMUNICATIONS

1) Student Representative – Joseph Coyne

J. ITEMS FOR FUTURE AGENDAS

K. ADJOURNMENT

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

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

PERSONNEL INFORMATION

RESIGNATIONS

Colleen Booth, Science teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on June 25, 2015. Ms. Booth has been with Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

Flavio Benson, Grade 4 teacher at Waddell Elementary School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Mr. Benson has been with Manchester Public Schools since August 30, 2012. It is recommended that his request be approved.

Yesenia Mercedes, Grade 3 teacher at Robertson Elementary School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Ms. Mercedes has been with Manchester Public Schools since August 30, 2012. It is recommended that her request be approved.

Charles Tripler, Social Studies teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Mr. Tripler has been with Manchester Public Schools since August 30, 2012. It is recommended that his request be approved.

Jonathan Graziano, Special Education teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Mr. Graziano has been with Manchester Public Schools since August 25, 2014. It is recommended that his request be approved.

Meena Aithal, Pre-Kindergarten teacher for the Head Start Program has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Ms. Aithal has been with Manchester Public Schools since August 25, 2014. It is recommended that her request be approved.

Michael Stroneski, Social Studies teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Mr. Stroneski has been with Manchester Public Schools since August 25, 2014. It is recommended that his request be approved.

Joanne Bell, Reading Consultant at Bowers Elementary School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Ms. Bell has been with Manchester Public Schools since August 25, 2014. It is recommended that her request be approved.

Jennifer Leveille, Science teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Ms. Leveille has been with Manchester Public Schools since August 25, 2014. 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 23, 2015

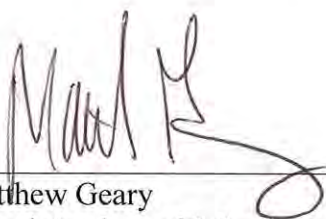
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from MHS Admin Office Supplies/Materials account to MHS Guidance Field & Athletic Trips account. A transfer of \$552 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 2014-2015 Budget.


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

S- 2/25/15
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Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Manchester High School

Date: 02/23/2015

Principal's Sign: [Signature]

Date of Approval: 02/23/2015

JUSTIFICATION (Required Field) : To pay expense of two buses to St. Francis Hospital with the students in the Medical Careers Academy.

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

DECREASE In whole dollars only:

\$ 552.00 Account # 42361240 5680 Description: MHS Office Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$552.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$552.00 Account # 31061210 5512 Description: Guidance - Field Trips

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$552.00 **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: March 4, 2015

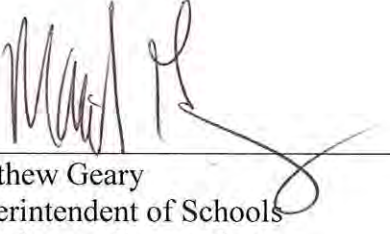
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Systemwide Science Professional Development (\$600) and Systemwide Science Dues & Fees (\$400) to Systemwide Science Instructional Supplies & Materials account. A total transfer of \$1,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



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

S - 3/5/15
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TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School:

Central Office

Approval Signature:

Date: March 4, 2015

Date of Approval:

3.4.15

JUSTIFICATION:

Transfer to purchase instructional supplies



SUBJECT: Science

DECREASE:

\$ 600.00 Account #: 14099221 5320 Description: PD

\$ 400.00 Account #: 14099100 5810 Description: Dues & Fees

Account #: _____ Description: _____

INCREASE:

\$ 1000.00 Account #: 14099100 5611 Description: Instructional Supplies

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

Accounting Department Only

Board Approval Needed:

X

Yes

No

Date of Board Approval:

Date Completed:

Name:

**Town of Manchester
Board of Education**

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


Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Curriculum & Instruction Field & Athletic Trips account to Curriculum & Instruction Dues & Fees account. A total transfer of \$1,650 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 2014-2015 Budget.

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

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

S- 3/9/15
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TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: C&I

Approval Signature:

Date: 3-10-2015

Date of Approval: 3.9.15

JUSTIFICATION:

student registration costs for conferences

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Workshops

\$ 1,650 Account #: 402 99210 5512 Description: Field Trips

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: Consultants

\$ 1,650 Account #: 402 99221 5810 Description: Dues & Fees

\$ _____ 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 11, 2015


Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Systemwide Elementary Art Travel & Lodging account to Systemwide Elementary Art Professional Development account. A total transfer of \$241 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 2014-2015 Budget.



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

5- 3/13/15
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TRANSFER

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Art

Approval Signature:

Date: March 11, 2015

Date of Approval:

3.11.15

JUSTIFICATION:
Transfer for Professional Development



SUBJECT: Art

DECREASE:

\$ 241.00 Account #: 104201005580 Description: Travel & Lodging

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE:

\$ 241.00 Account #: 104202215320 Description: PD

\$ _____ 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 10, 2015


Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Illing Middle School Interscholastic Sports Athletic Supplies & Materials account to Illing Middle School Interscholastic Sports Field Trips account. A total transfer of \$1,200 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 2014-2015 Budget.



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

S- 3/13/15
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TRANSFER

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Iling Middle School

Approval Signature:

Beth Hayes

Date: March 10, 2015

Date of Approval:

3/10/15

JUSTIFICATION: **Funds needed to cover expense of travel to away games,**



SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: ATHLETIC SUPPLIES

\$	<u>1,200.00</u>	Account #:	<u>314 53 320 5616</u>	Description:	<u>ATHLETIC SUPPLIES</u>
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\$	<u> </u>	Account #:	<u> </u>	Description:	<u> </u>
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	<u> </u>	Account #:	<u> </u>	Description:	<u> </u>
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INCREASE: FIELD & ATHLETIC TRIPS

\$	<u>1,200.00</u>	Account #:	<u>314 53 320 5512</u>	Description:	<u>TRIPS</u>
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\$	<u> </u>	Account #:	<u> </u>	Description:	<u> </u>
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\$	<u> </u>	Account #:	<u> </u>	Description:	<u> </u>
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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 11, 2015

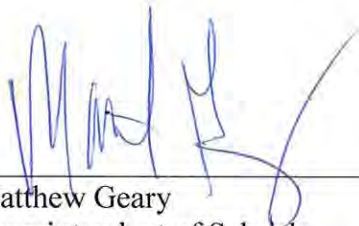
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Systemwide Special Education Consultants (\$10,000) and Systemwide Special Education Contracted Services (\$30,000) accounts to Systemwide Special Education Instructional Supplies and Material account. A total transfer of \$40,000 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 2014-2015 Budget.



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

5-3/13/15
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**Manchester Public Schools
Manchester, Connecticut**



To: **Accounting Department**

School: Special Education

Date: 3/11/2015

Principal's Sign: Shelly Maifera

Date of Approval: 3/11/15

JUSTIFICATION (Required Field) :

To replenish Instructional Supplies and Materials lines to order classroom supplies.

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

DECREASE In whole dollars only:

\$ 10,000 Account # 20899120 5330

Description: Consultants

\$ 30,000 Account # 20899120 5430

Description: Contracted Services

\$ _____ Account # _____

Description: _____

\$ 40,000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 40,000 Account # 20899120 5611

Description: Instructional Supplies & Materials

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 40,000 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: March 16, 2015


Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Systemwide Elementary Art Travel & Lodging account to Systemwide Elementary Art Periodicals account. A total transfer of \$520 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 2014-2015 Budget.



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

S- 3/16/15
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TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: _____

Approval Signature: _____

Date: March 13, 2015

Date of Approval: _____

Art

3.16.15

JUSTIFICATION:
Transfer for Periodicals



SUBJECT: Art

DECREASE: _____

\$ 520.00 Account #: 104201005580 Description: Travel & Lodging

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: _____

\$ 520.00 Account #: 104201005643 Description: Periodicals

\$ _____ 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 16, 2015


Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Bennet Administrative General Supplies & Materials accounts to Bennet Administrative Professional Development account. A total transfer of \$700 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



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

S - 3/17/15
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Manchester Public Schools
Manchester, Connecticut
B



To: Accounting Department

School: Bennet Academy

Date: 3/16/15

Principal's Sign: [Signature]

Date of Approval: _____

JUSTIFICATION (Required Field) :

Need transfer to complete payment for staff Professional Development

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

DECREASE In whole dollars only:

\$700 Account # 42351240-5610 Description: General Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 700 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$700 Account # 42351221-5320 Description: Professional Development

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 700 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: March 17, 2015


Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Martin School Administrative General Supplies & Materials accounts to Martin School Administrative Professional Development account. A total transfer of \$300 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



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

5-31715
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Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Martin

Date: 3-17-15

Principal's Sign: [Signature]

Date of Approval: 3-17-15

JUSTIFICATION (Required Field):

Add'l. money needed for required Prof. Dev.

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

DECREASE In whole dollars only:

\$ <u>300.</u> ⁰⁰	Account # <u>423-16-240-5610</u>	Description: <u>Admin. Gen'l. Supply</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 300.⁰⁰ **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>300.</u> ⁰⁰	Account # <u>423-16-221-5320</u>	Description: <u>Admin. PD</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 300.⁰⁰ **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Items for Appropriation

Date: March 23, 2015

Background:

At the end of the 2013-2014 fiscal year, the Board of Education's budgeted increases for retroactive salary payments, due to union contract settlements, were transferred into a designated fund account.

Discussion/Analysis:

The Board of Education has recently settled contracts with Paraeducators and Tutors. Budgeted projected retroactive salary payments were transferred into a designated fund account at the end of the fiscal year.

Financial Impact:

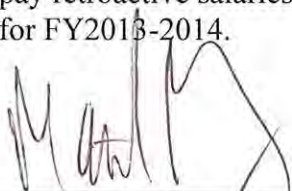
There is \$369,265 in the designated fund account reserve to support the retroactive salary payments. The retroactive contract salary payments total \$348,769.84.

Other Board/Commission Action:

None

Recommendations:

The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$348,769.84 from the designated fund account to pay retroactive salaries to Paraeducators and Tutors under the contract settlements for FY2013-2014.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut

Manchester's SAAM Program 2015



Overview of SAAM

- SAAM – Summer Advantage Academy of Manchester
- Limit impact of “summer slide”
- Two sites:
 - Highland Park – Grades K(1) & 1(2)
 - Bennet Academy – Grades 2(3) & 3(4)
- 20:2 pupil/teacher ratio*



Considerations for SAAM 2015

- Duration of the program
- Guidance counselors
- Journals and phone calls
- Work being sent home
- Schedule of field trips



Messaging for SAAM 2015

- Dedicated webpage
- Registration assistance three evenings
 - March 17th
 - March 25th
 - March 31st
- Meet and Greet before camp begins
- On-the go exit surveys



Questions and Discussion



Manchester Public Schools

FACILITIES MAINTENANCE POLICY

The Manchester Board of Education believes that the condition of the school buildings is central to the capacity of the schools to provide an excellent education. Therefore, school buildings and grounds shall provide to students, staff and visitors a safe and comfortable environment, with appropriate fixtures and furnishings, in order to provide an atmosphere conducive to learning.

The Superintendent, in cooperation with the Business Manager, shall create a comprehensive maintenance plan for long and short-term projects. A summary of the plan will be presented to the Building and Sites Committee on or about December 1 for each school year and the Board of Education during the regularly scheduled first meeting in March of each school year. It is recognized that the plan is subject to review and modification based upon the needs of the school district.

Adequate funding will be defined in the guidelines for

- Custodial Supplies/Materials
- Maintenance Supplies/Materials
- Minor Capital Improvements
- Capital Repairs

Each category is exclusive of salaries/benefits/overtime)

Changing the funding guidelines will require a 2/3 vote of the Board of Education.

Oversight of this policy will be in the realm of the Building and Sites Committee and the Board of Education. Reports relative to the condition of the facilities will be shared quarterly with the Building and Sites Committee and semi-annually with the Board of Education.

Accountability: Superintendent, Business Manager, Principals

Administrative Guidelines:

Facilities expenses shall be divided into four major categories:

Custodial Supplies and Materials

Maintenance Supplies and Materials

Limited Scope Capital Improvements

Capital Repairs

Each category is exclusive of salaries/benefits/overtime

Minimum funding levels are established for the following categories as follows:

CUSTODIAL CLEANING SUPPLIES: The Manchester Board of Education shall set forth a budget of not less than \$.25 per square foot for custodial cleaning supplies and materials.

MAINTENANCE SUPPLIES: The Manchester Board of Education shall set forth a budget of not less than \$.30 per square foot for maintenance materials.

To allow the Board of Education to have flexibility, funds not expended for custodial and maintenance supplies during the school year will be "rolled into" the Facilities Improvement Supplies Account in accordance with a plan approved by the Manchester Board of Directors, until a "cap" equal to 2.5% the total local School Budget approved by the Board of Directors (excluding grants) is reached, or remain as a budget surplus to be rolled into the Capital Reserve Account. The transfer (to the Facilities Improvement Account) would be in conjunction to the normal transfer in agreement with the Board of Directors to the Capital Reserve Account. This account will be reserved for sole use with regards to improvements by the Buildings and Grounds Department and any requests for funds will require the approval of the Superintendent of Schools, Board of Education, and the Board of Directors.

MINOR CAPITAL IMPROVEMENTS:

Minor capital improvements will include, but not be limited to any expenditures for the purchase and installation, including all ancillary expenses for delivery, rigging, etc., of new, permanent facility systems, replacement or upgrade to an existing permanent facility system having a useful life of at least one year, and which will either enhance the property's overall value or increases its efficiency, strength, capacity, quality, or useful life and incurs an installed cost in excess of \$10,000.

For example, oil tank replacements, window replacements, renovations of classrooms and other areas would be considered capital improvements.

The Board of Education will set aside not less than 0.6% of the approved local School Budget approved by the Board of Directors (excluding grants) for Capital Improvements.

CAPITAL REPAIRS:

Capital Repairs are improvements that keep property in efficient operating condition, restore the property to its previous condition, protect the underlying property through routine maintenance, or allow for incidental repair to property.

For example, boiler repairs, emergency asbestos removal, repaired doors, and carpet replacements are examples of capital repairs.

The Board of Education shall set aside not less than 0.35% of the approved local School Budget approved by the Board of Directors (excluding grants), for Capital Repairs.

These funds will permit the Buildings and Grounds Department to prepare bids prior to May 1 and award those bids in advance of June 30th for the coming school year.

Additional funds may be added to the Building and Grounds' line items as approved by a majority vote of the Manchester Board of Education.

Funds not expended during the school year will be "rolled into" the existing, approved Town Capital Reserve Account in accordance with the plan approved by the Manchester Board of Education and Manchester Board of Directors.

Square foot will be defined as the total square footage of the Manchester Public Schools. (1,238,772) Increases to the per foot allotment will be determined by the Board of Education following a review of the current expenses, anticipated expenses and may also be tied to the consumer Price Index as recorded on November 1 of the current budget year.

No transfers out of any Buildings and Grounds accounts will be approved without a 2/3 vote of the Board of Education.

Requirements for Graduation from Manchester High Schools:

Effective with the Class of 2019, to graduate from the Manchester Public Schools a student must have earned a minimum of **25 credits** and must have met the credit distribution requirement.

This must include a minimum of the following core requirements:

9.0 Credits in Humanities including not fewer than

4.0 credits in English

4.0 credits in Social Studies, including 1 credit in U.S. History; and at least one-half credit in a Civics and American government course and a half-credit in *Living in a Global Society*

1.0 credit in Fine or Performing Arts

8 credits in Science, Technology, Engineering, and Mathematics including not fewer than

4.0 credits in Math, including Algebra I, Geometry, and either Algebra II or Probability and Statistics

3.0 credits in Science, including at least one credit in life science and at least one credit in physical science

1.0 credit in Science, Technology, Engineering, and Mathematics electives

4.0 credits in Career and Life Skills including not fewer than

2.0 credits in Wellness, including 1.25 credits in Physical Education, .75 credits in Health

1.5 credits in career and life skills electives, such as career and technical education, English as a second language, community service, and public speaking

.5 credits in Personal Finance

2.0 credits in World Language

1.0 credit in general electives

1.0 credit demonstration project or its equivalent

Beginning with the Class of 2019, students must meet eight performance standards: Critical Thinking, Reading, Writing, Oral Presentation, Application of Technology, Collaboration, Wellness, and Service Learning. The performance standards are described below.

GRADE LEVEL DETERMINATION: Students will not be automatically promoted to the next grade. The number of credits a student has earned by the end of summer school will be used to determine his/her grade classification:

Grade 10: 5 credits, at least 4 of which have been completed at Manchester High School and 3 of which must be in the area of English, Math, Science, Social Studies

Grade 11: 11 credits

Grade 12: 17 credits

Performance Standards

Effective with the Class of 2019, new graduation performance standards will be implemented.

Students at Manchester High School will:

1. Effectively apply critical and creative thinking skills to solve relevant problems.
2. Actively read, analyze, evaluate, and synthesize informational and persuasive texts
3. Produce written materials that appropriately respond to the varying demands of audience, task, purpose, and discipline
4. Create, interpret, and evaluate verbal and nonverbal presentations using a variety of tools/media in varied contexts for a variety of purposes
5. Access and apply appropriate digital resources, media, and other technology in varied contexts for a variety of purposes
6. Work collaboratively to solve problems and accomplish goals
7. Make appropriate decisions in the areas of health, wellness, and physical fitness

In the courses in the departments indicated in the matrix below, students will have designated assignments that measure their ability to meet each of the academic expectations. Performance requirements will be assessed twice yearly (at the end of the second quarter and the end of the fourth quarter) and the student's level of proficiency will be indicated on report cards in the subject areas outlined in the matrix below. To meet the graduation performance standard in each area, a student must score at or above proficient the number of times indicated in the chart below during their sophomore, junior and senior years.

8. Contribute positively to the community.

Students must complete a Service Learning requirement under the supervision of a teacher in the senior year. It is possible for a student to complete this requirement in another discipline and earlier than the senior year, but all projects will be evaluated by senior-year social studies teachers. The purpose of the requirement is to build stronger partnerships with the community, explore career paths, promote active citizenship, and provide real life experiences for students. The Service Learning Project will be scored using a uniform rubric.

Steps for the service learning project

- The student will identify a problem or issue in the "real world."
- The student will list goals for a project that will further analyze and/or help "solve" this problem.
- The student will research the project and construct a strategy to further evaluate the problem or issue.
- The student will execute the strategy, with input from both the student's teacher and appropriate community representation.

Academic Expectation Reporting Matrix

Academic Expectations	# of Prof	English	Math	Social Studies	Science	World Lang.	Tech Ed.	Business	F.A.C.S.	Health	P.E.	Art	Music
1. Effectively apply critical and creative thinking skills to solve relevant problems	6	S	P	S	P	S	P	P	S	S	S	P	P
2. Actively read, analyze, evaluate, and synthesize informational and persuasive texts	4	P	S	P	S	S P	S	S	S	S	S	S	S
3. Produce written materials that appropriately respond to the varying demands of audience, task, purpose, and discipline	4	P	S	P	P	S	S	S	S	S	S	S	S
4. Create, interpret, and evaluate verbal and nonverbal presentations using a variety of tools/media in varied contexts for a variety of purposes	4	S	S	S	S	P	S P	P	S	S	S	P	P
5. Access and apply appropriate digital resources, media, and other technology in varied contexts for a variety of purposes	4	P	S	S	S	S	P	S	S	S	S	S	S
6. Work collaboratively to solve problems and accomplish goals	4	S	P	S	S	P S	S	S	P	P	P	S	S
7. Make appropriate decisions in the areas of health, wellness, and physical fitness	4	S	S	S	S	S	S	S	P	P	P	S	S

P = Primary Reporter (indicated on report card)

S = Secondary Reporter

C & I Committee Meeting Minutes
March 9, 2015

In attendance: Deborah Hagenow, Mary-Jane Pazda, Jason Scappaticci, Carl Stafford, and Dr. Amy Radikas

Also present: Mr. Matthew Geary, Diane Sheehan-Burns, and Keith Berry

Meeting began at 5:30 p.m.

A discussion took place regarding the current art, music and physical education programming K-8 and scheduling in grades 6-8. Presently Bennet Academy has teams in which all teachers teach English Language Arts, looking at specialized teaming more common in secondary settings.

A great deal of time was spent discussing the possibility of promoting choices for student centered learning through the use of electives. Implementation of a varied schedule would allow students to participate in unified arts (music and art classes) based on interest. Band, orchestra and chorus would continue to be offered. Other opportunities discussed included Spanish courses more aligned to Manchester High School and introduction to Chinese.

The discussion will continue at the next Curriculum & Instruction committee meeting.

Meeting adjourned at 6:20 p.m.

Respectfully submitted,
Amy F. Radikas

Next meeting: April 6, 2015, 5:30 p.m. at Verplanck School