

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, APRIL 6, 2015**

**Board of Education Meeting**  
**Verplanck, Media Center**  
**7:00 P.M.**

**A. OPENING**

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

**B. CONSENT CALENDAR**

- 1) Personnel Information B – 1
- 2) Permission to apply for the Carl D. Perkins Career and Technical Education Secondary Basic Grant for FY15/16 provided through the State of CT. B – 2
- 3) Establish an appropriation for FY15/16 in the amount of \$813,097 for Enfield Head Start program. B – 3
- 4) Establish an appropriation for FY15/16, (3/1/15 – 2/28/16) in the amount of \$11,137 for Enfield Head Start Training and Technical Assistance program. B – 4
- 5) Establish an appropriation for FY15/16, (3/1/15-2/28/16), in the amount of \$1,169,102 for the Manchester Head Start program. B – 5
- 6) Establish an appropriation for FY15/16, (3/1/15 – 2/28/16) in the amount of \$15,312 for the Manchester Head Start Training and Technical Assistance program. B – 6
- 7) Transfer of Funds B – 7

**C. PUBLIC COMMENTS (any item before the board)**

**D. SUPERINTENDENT'S REPORT**

- 1) Verplanck School Improvement Plan – Mr. Nicolas Jones, Jr., Principal D – 1

**E. UNFINISHED BUSINESS –**

**1) Policies Revisions**

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

- a. Advertising Policy #3542

**2) Policies Revisions**

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

- a. Professional Learning Policy # 4132

**F. NEW BUSINESS -**

**G. COMMITTEE REPORTS**

1) Policy Committee Minutes – March 23, 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**

Kaitlin Tedone, Grade 5 teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on March 17, 2015. Ms. Tedone has been with Manchester Public Schools since December 15, 2008. It is recommended that her request be approved.

Elizabeth Medynski, Grade 3 teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Ms. Medynski has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

Lauren Marciniak, Grade 2 teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2015. Ms. Marciniak has been with Manchester Public Schools since October 1, 2012. It is recommended that her request be approved.

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for The Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2015-2016 school year.

**Date:** March 23, 2015

**Background:**

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

**Discussion/Analysis:**

Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state and national standards in Career Services, Technology, Family and Consumer Sciences, Business Education, and Health 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.

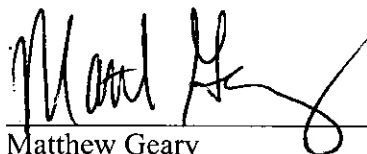
**Financial Impact:** None to the Board of Education

**Other Board/Commission Action:** None.

**Recommendations:**

The Superintendent of Schools recommends the Board of Education request the Board of Directors give permission to apply for the Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut.

**Attachments:** None.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
April 6, 2015

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation Enfield Head Start FY 15-16  
**Date:** March 19, 2015

**Background:** The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Program. This award is for the period 3/1/15- 2/28/16.

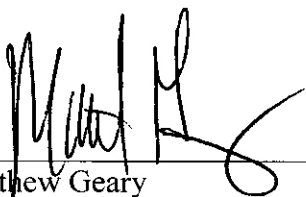
**Discussion/Analysis:** These funds are used to prepare three and four-year-old students for kindergarten.

**Financial Impact:** Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Enfield Board of Education, in the form of real dollars and in-kind services.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent recommends that the Board of Education request the Board of Directors to create the Enfield Head Start appropriation for fiscal year 2015-2016 in the amount of \$813,097.

**Attachments:** None

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
April 6, 2015

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation Enfield Head Start Training FY 15-16  
**Date:** March 19, 2015

**Background:** The Manchester Board of Education receives an annual grant from the Federal government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Training and Technical Assistance activities. This new award will be for the period 3/1/15 - 2/28/16.

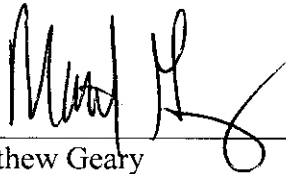
**Discussion/Analysis:** These funds are used to pay for the various training activities for all certified and non-certified staff.

**Financial Impact:** Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent recommends that the Board of Education request the Board of Directors to create an Enfield Head Start Training and Technical Assistance appropriation, in the amount of \$11,137.

**Attachments:** None

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
April 6, 2015

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation Manchester Head Start  
FY 15-16  
**Date:** March 19, 2015

**Background:** The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program. This award is for the period 3/1/15-2/28/16.

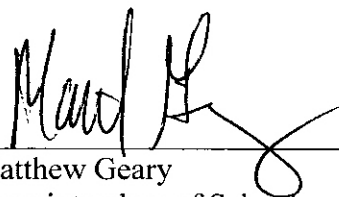
**Discussion/Analysis:** These funds are used to prepare three and four-year-old students for kindergarten.

**Financial Impact:** Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Manchester Board of Education, in the form of real dollars and in-kind services.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent recommends that the Board of Education request the Board of Directors to create the Manchester Head Start appropriation for fiscal year 2015-2016 in the amount of \$1,169,102.

**Attachments:** None.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
April 6, 2015

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation Head Start Training FY 15-16  
**Date:** March 19, 2015

**Background:** The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program's Training and Technical Assistance activities. This award is for the period 3/1/15 - 2/28/16.

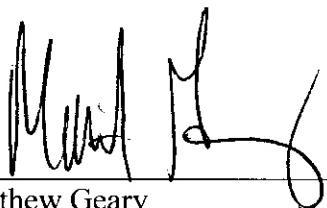
**Discussion/Analysis:** These funds are used to pay for the various training activities for all certified and non-certified staff.

**Financial Impact:** Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent recommends that the Board of Education request the Board of Directors to create the Manchester Head Start Training and Technical Assistance appropriation for the fiscal year 2015-2016 in the amount of \$15,312.

**Attachments:** None

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

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
April 6, 2015



**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Mr. Matthew Geary, Superintendent of Schools

**Subject:** Transfer of Funds

**Date:** March 20, 2015

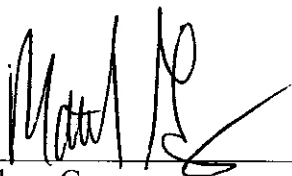
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

**Discussion/Analysis:** Transfer from Manchester High School Science Periodicals (\$585) and Science Instructional Supplies and Materials (\$500) accounts to Manchester High School Science and Athletic Trips account. A total transfer of \$1,085 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  
April 6, 2015

9- 3/24/15  
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**Manchester Public Schools  
Manchester, Connecticut**

**To: Accounting Department**

School: Manchester High School

Date: 03/20/2015

Principal's Sign: [Signature]

Date of Approval: 03/20/2015

**JUSTIFICATION (Required Field) : To fund field trips for year end**

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

**DECREASE In whole dollars only:**

\$ 585	Account # <u>14061100 5643</u>	Description: <u>Science Periodicals</u>
\$ 500	Account # <u>14061100 5611</u>	Description: <u>Science Instructional Supplies</u>
\$ _____	Account # _____	Description: _____

**\$1085 TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$1085	Account # <u>14061100 5512</u>	Description: <u>Science Field Trips</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

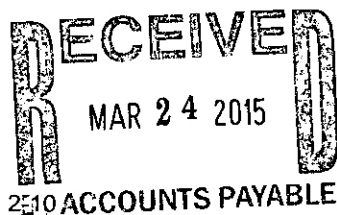
**\$1085 TOTAL INCREASE (Must match total decrease)**

**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 20, 2015

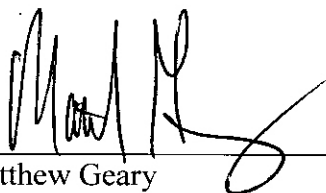
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

**Discussion/Analysis:** Transfer from Systemwide Curriculum and Instruction Testing to Systemwide Curriculum and Instruction Contracted Services account. A total transfer of \$1,211 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 black ink, appearing to read 'Matthew Geary', is written over a horizontal line.

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
April 6, 2015

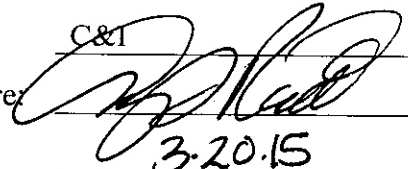
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# TRANSFER

Manchester Public Schools  
Manchester, Connecticut

To: Accounting Department

School: C&I

Approval Signature: 

Date: 3-20-2015

Date of Approval: 3-20-15

## JUSTIFICATION:

To fund District-Wide Science Fair stations

RECEIVED  
MAR 24 2015  
BY ACCOUNTS PAYABLE

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Workshops

\$ 1,211.00 Account #: 402 99221 5615 Description: Testing

\$ \_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

INCREASE: Consultants

\$ 1,211 Account #: 402 99210 5430 Description: Contr. Serv.

\$ \_\_\_\_\_ 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 25, 2015

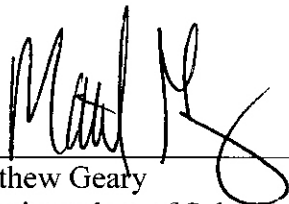
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

**Discussion/Analysis:** Transfer from Manchester High School Library/Media Contracted Services (\$450) and Library/Media Repairs (\$1,000) accounts to Manchester High School Library/Media Office Supplies & Materials account. A total transfer of \$1,450 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  
April 6, 2015

5-3/30/15  
Ql

**Manchester Public Schools  
Manchester, Connecticut**

To: **Accounting Department**

School: MHS Library

Date: 3/25/15

Principal's Sign: JL

Date of Approval: \_\_\_\_\_

**JUSTIFICATION (Required Field) :**

**Money needed for office supplies**

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

**DECREASE In whole dollars only:**

\$ 450.00 Account # 31861222-5430

Description: Contracted Services

\$ 1000.00 Account # 31861222-5435

Description: Repair of Equipment

\$ \_\_\_\_\_ Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$1450.00 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$ 1450.00 Account # 31861222-5680 \_\_\_\_\_

Description: Office Supplies

\$ \_\_\_\_\_ Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$ \_\_\_\_\_ Account # \_\_\_\_\_

Description: \_\_\_\_\_

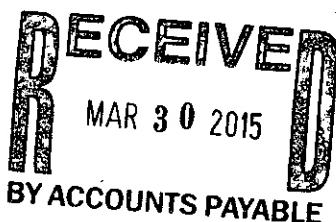
\$1450.00 **TOTAL INCREASE (Must match total decrease)**

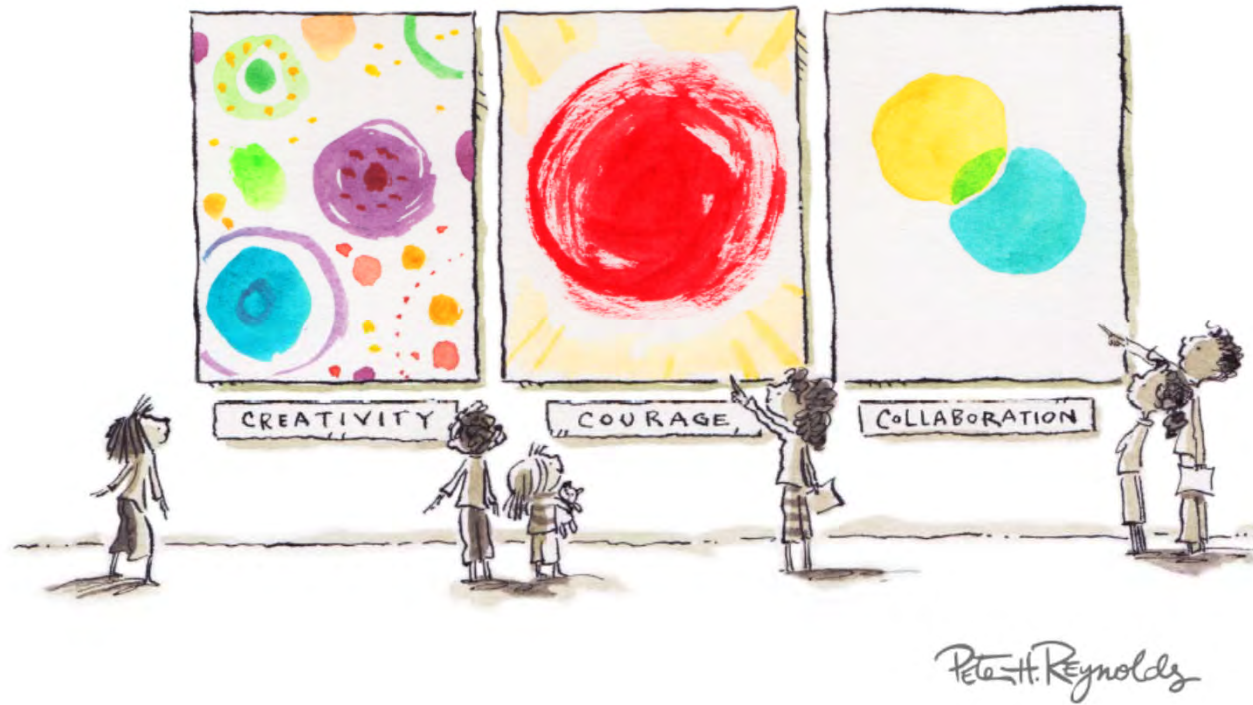
**Accounting Department Only**

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: \_\_\_\_\_

Date Transfer Completed \_\_\_\_\_ Name: \_\_\_\_\_





**Creativity** + **Courage** + **Collaboration** + **Excellence** =

# Board of Education Meeting



Welcome  
to  
Verplanck  
School

April 6, 2015



# DISTRICT IMPROVEMENT PLAN

## What does it look like at VES?



Small group instruction



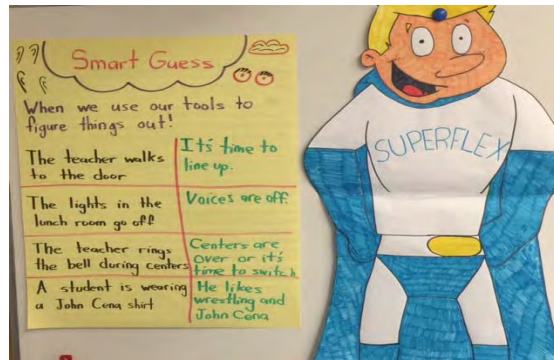
Library/Media Club



Culture Night



College and Career Readiness



Social Thinking skills



Kindergarten Play

# DISTRICT IMPROVEMENT PLAN





## Academics

### DIP Strategy highlighted:

Teachers will incorporate student-centered instructional strategies including opportunities for digital learning to ensure all learners are engaged and achieve at high levels in culturally responsive classrooms

What does it look like  
at VES?





## Welcome to:

- Carla Johnson,  
3<sup>rd</sup> grade teacher
- Sarah  
Nightingale, Math  
interventionist
- Michelle  
Balthazrr, Reading  
Consultant

# Tableaus according to Scholars

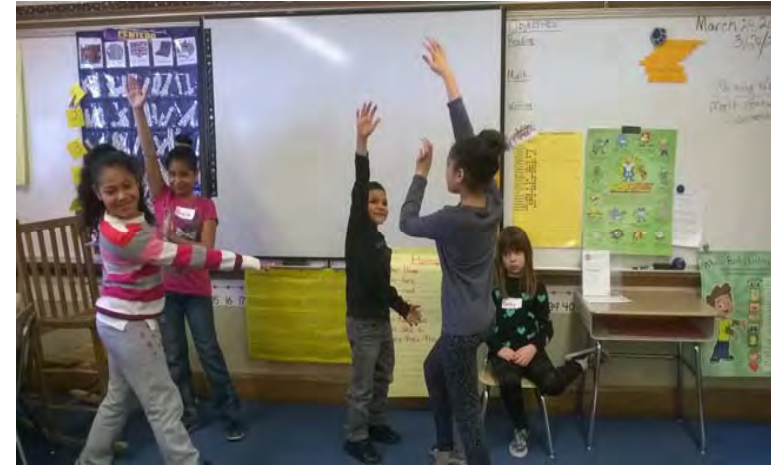




# Instructional Strategies for all Students



Arts integration



Tableaus

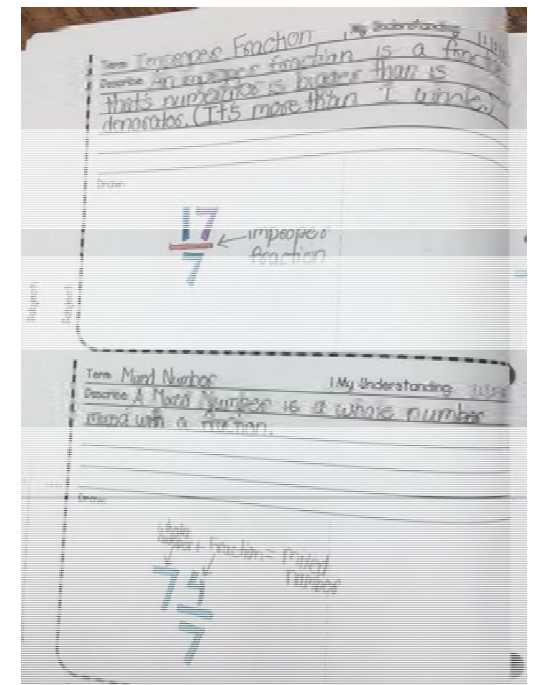
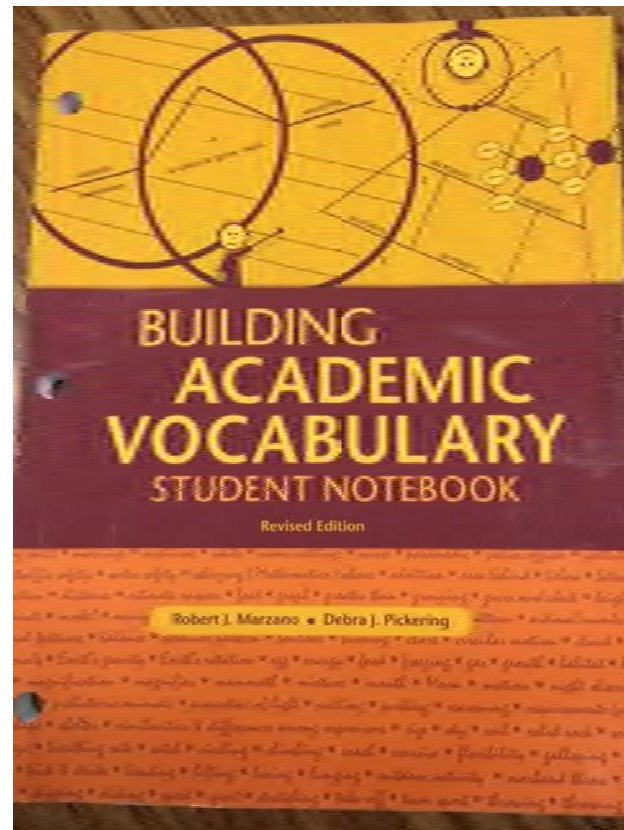
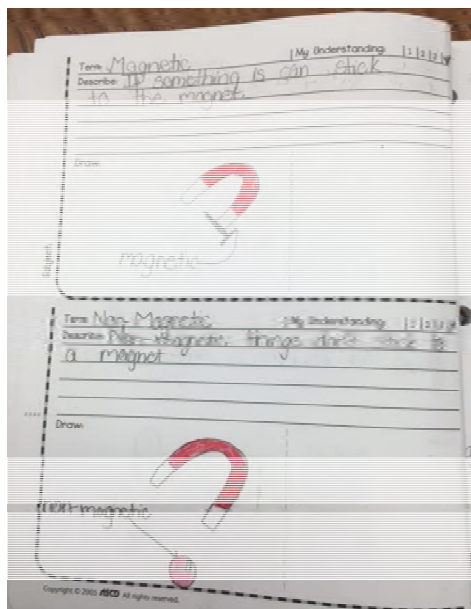
# Instructional Strategies for all Students



Guided Math



# Vocabulary Development



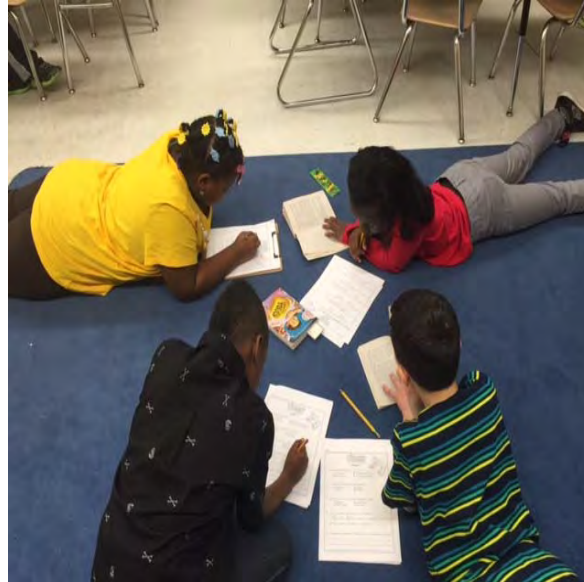
KYLENE BEERS & ROBERT E. PROBST

# Notice & Note

STRATEGIES *for*  
CLOSE READING

Heinemann  
Books for Teachers

# Instructional Strategies for all Students



**Guided Reading**



**Strategies for Close Reading**

# Talent Development

## DIP Strategies highlighted:

- Administrators will support curriculum coaches in their work
- Teachers will implement best instructional practices in all classrooms

What does it look like at  
VES?





## Welcome to:

- Vita Beebe, Literacy Coach
- Kathleen Hackett, Numeracy Coach



Roles	Purpose	Example	% time
1. Resource Provider	To expand teachers' use of a variety of resources to improve instruction	Gathers information and/or resources (articles, materials, etc.) for teachers	
2. Data Facilitator	To ensure that student achievement data is used to drive decisions at the classroom and school level	Works with individuals or groups to facilitate conversations around data--driven instructional decisions	
3. Curriculum Specialist	To ensure implementation of the adopted curriculum	Helps teachers unpack required curriculum	
4. Instructional Specialist	To align instruction with curriculum to meet the needs of all students	Coaches teachers on methodologies and best practices that can be used to deliver content	
5. Mentor	To increase the novice teacher's instructional skills and to support school--wide induction activities	Works with novice teachers and at the induction level	
6. Classroom Supporter	To increase the quality and effectiveness of classroom instruction	Visits teacher's classroom to model, co--teach, observe, and provide feedback	
7. Learning Facilitator	To design collaborative, job--embedded professional learning	Assists with coordinating, planning, & delivery of effective school--level PD	
8. School Leader	To work collaboratively to plan, implement, and assess school change initiatives To monitor transfer of professional development into practice	Participates as a learning walk team member to monitor transfer of knowledge into practice	
9. Change Catalyst	To create disequilibrium with the current state as an impetus to explore alternatives to current practice	Challenge current practices & support teachers as they make changes	
10. Learner	To constantly seek to become better at what he/she does	Continually updates own professional repertoire	

## Coaching Experience Reflection

Please circle the descriptors that best describe where you are, related to the goal you have set for yourself.

<p><b><u>Pre coaching experience:</u></b></p> <p><b>An area of my teaching in which I would like to grow is...</b></p>	<p><b>I am</b> knowledgeable about current evidence-based practices and trends related to the topic, but need/want to learn more about how to implement them.</p> <p><b>My students</b> have a need for this to be an instructional focus and will benefit from this change.</p>	<p><b>I am</b> knowledgeable about implementing current evidence-based practices and trends related to the topic and I am continuing to grow in my professional practice with this topic.</p> <p><b>My students</b> have begun to show growth due to a shift in my instructional practice.</p>	<p><b>I am</b> experienced in implementing and sharing my knowledge of evidence-based practices and trends related to the topic in my math, reading, or writing block, but I need/want to continue to generalize new professional learning across my teaching (i.e. management, structure, philosophy, content, etc).</p> <p><b>My students</b> have shown academic growth in response to this goal I have chosen.</p>	<p><b>I am</b> experienced and confident in implementing and sharing my knowledge of evidence-based practices and trends related to the topic in more than one content area. I can share my learning with my colleagues.</p> <p><b>My students</b> have changed how they think or approach their learning as a result of this experience.</p>
<p><b><u>Post coaching experience:</u></b></p>	<p><b>I am</b> knowledgeable about current evidence-based practices and trends related to the topic, but need/want to learn more about how to implement them.</p> <p><b>My students</b> have a need for this to be an instructional focus and will benefit from this change.</p>	<p><b>I am</b> knowledgeable about implementing current evidence-based practices and trends related to the topic and I am continuing to grow in my professional practice with this topic.</p> <p><b>My students</b> have begun to show growth due to a shift in my instructional practice.</p>	<p><b>I am</b> experienced in implementing and sharing my knowledge of evidence-based practices and trends related to the topic in my math, reading, or writing block, but I need/want to continue to generalize new professional learning across my teaching (i.e. management, structure, philosophy, content, etc).</p> <p><b>My students</b> have shown academic growth in response to this goal I have chosen.</p>	<p><b>I am</b> experienced and confident in implementing and sharing my knowledge of evidence-based practices and trends related to the topic in more than one content area. I can share my learning with my colleagues.</p> <p><b>My students</b> have changed how they think or approach their learning as a result of this experience.</p>

\*Adapted from *Self-Assessment for Elementary Literacy Coaches*, January 2009. Literacy Coaching Clearinghouse. [www.literacycoachingonline.org](http://www.literacycoachingonline.org)





## Culture and Climate

### DIP Strategies highlighted:

- Establish and maintain positive learning environments in all areas of the school
- Create and improve family and community engagement.

What does it look like at  
VES?





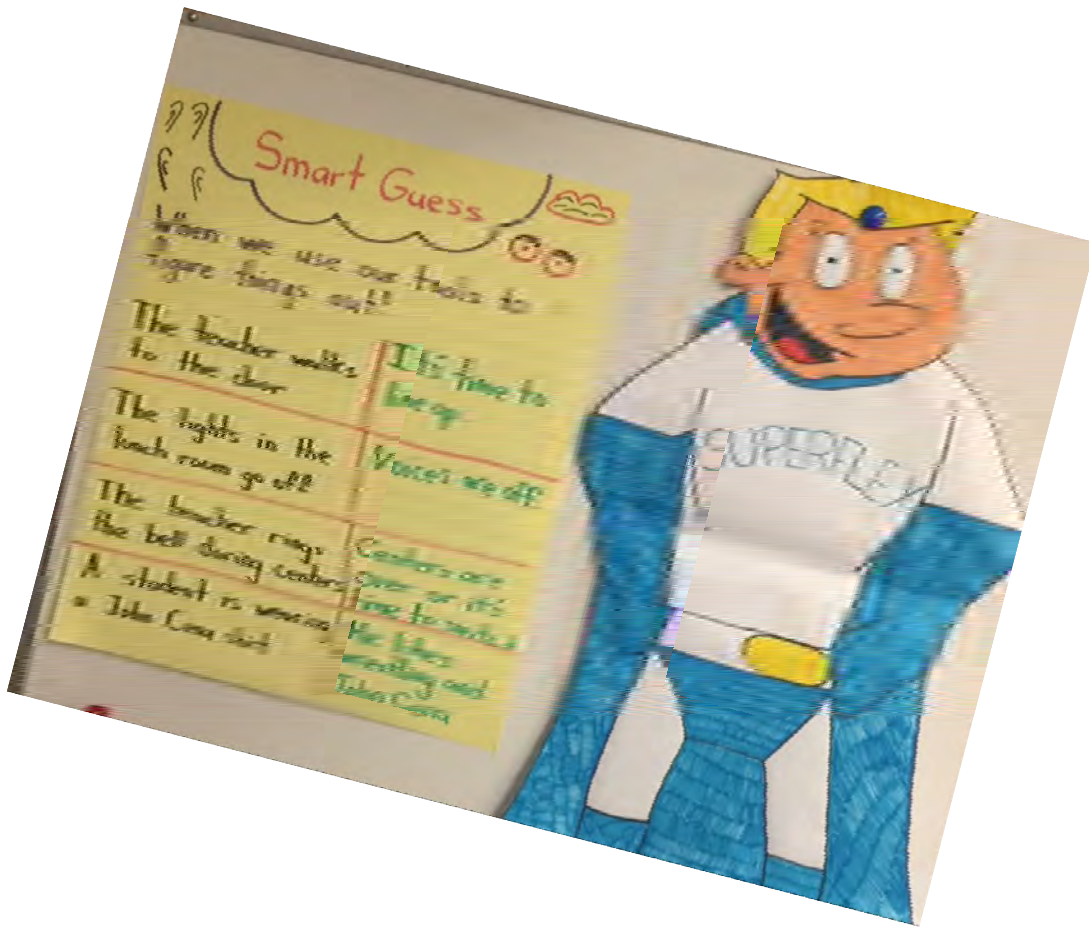
## **Welcome to :**

- Rachael Hyman, FRC
- Christina Rossetti, parent
- Ryan Nunes, 2<sup>nd</sup> grade teacher

# Family Resource Center



# Social Thinking





# Family Engagement



# College and Career Readiness





## Systems and Operations

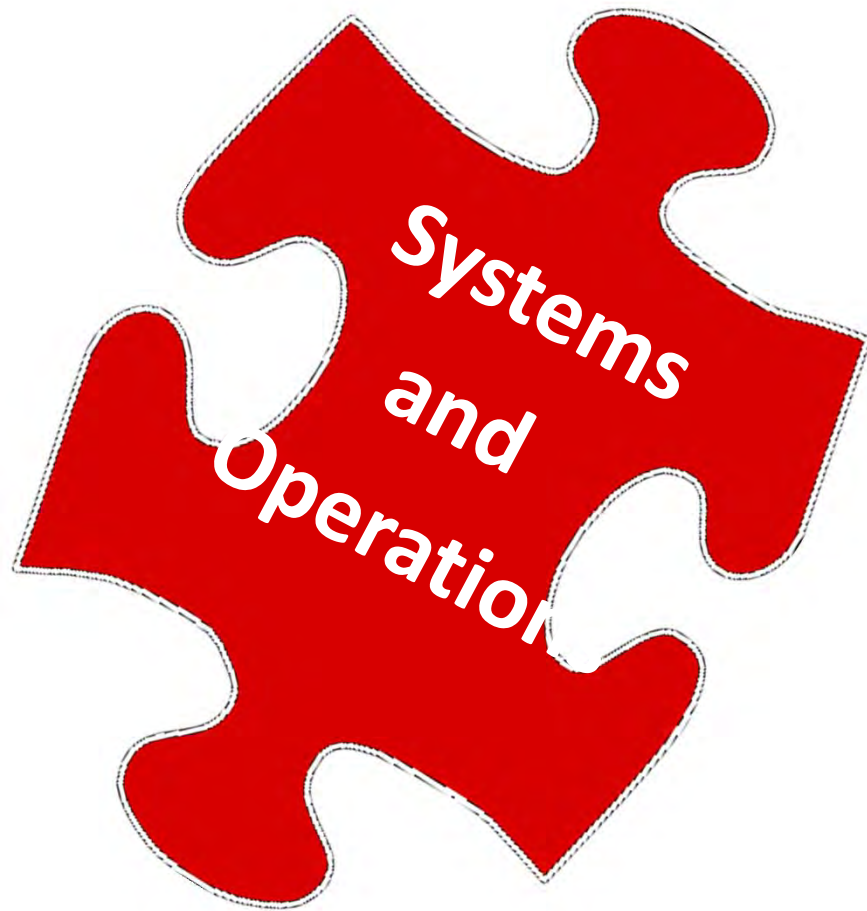
### DIP Goal highlighted:

Establish Professional Learning Communities across grade levels and departments within and between schools...to promote professional conversations regarding student performance and adult practices.

*What does it look like at VES?*





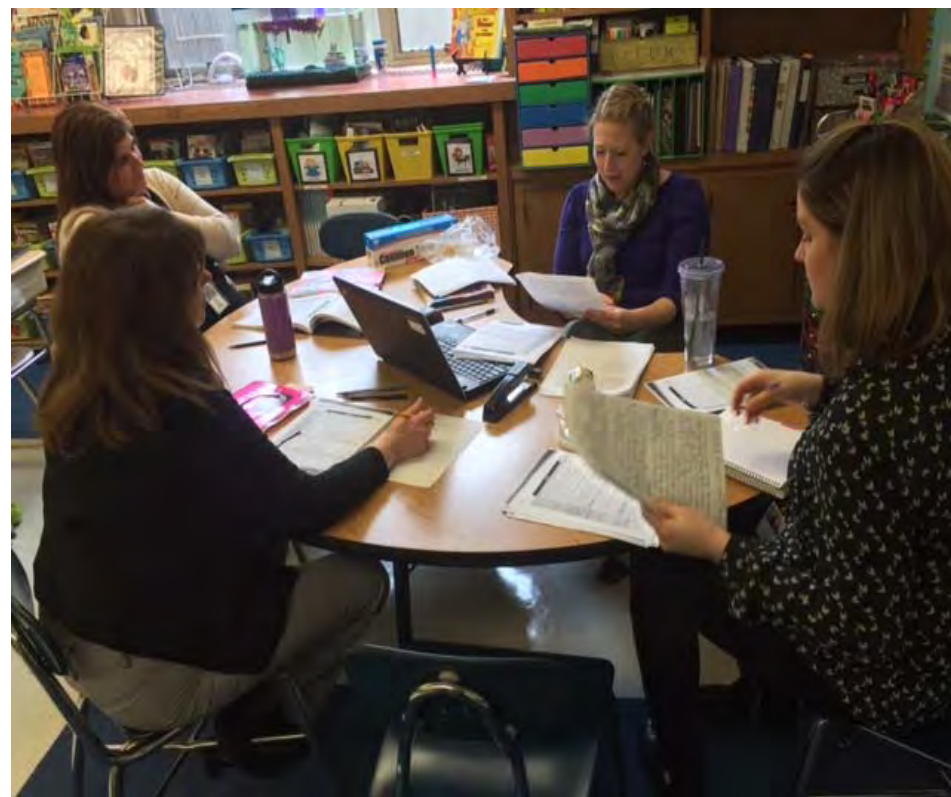
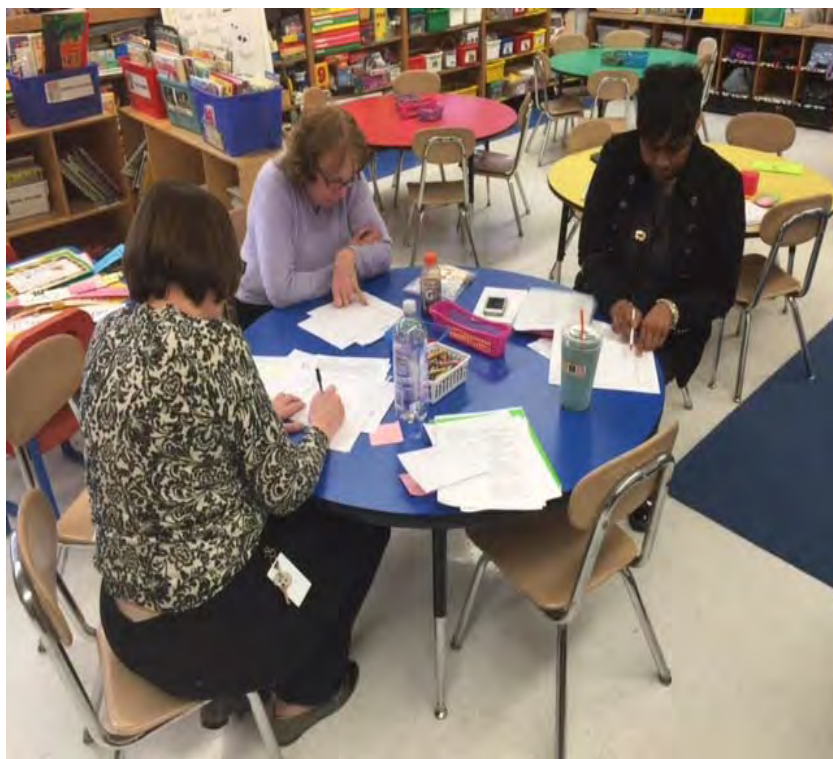


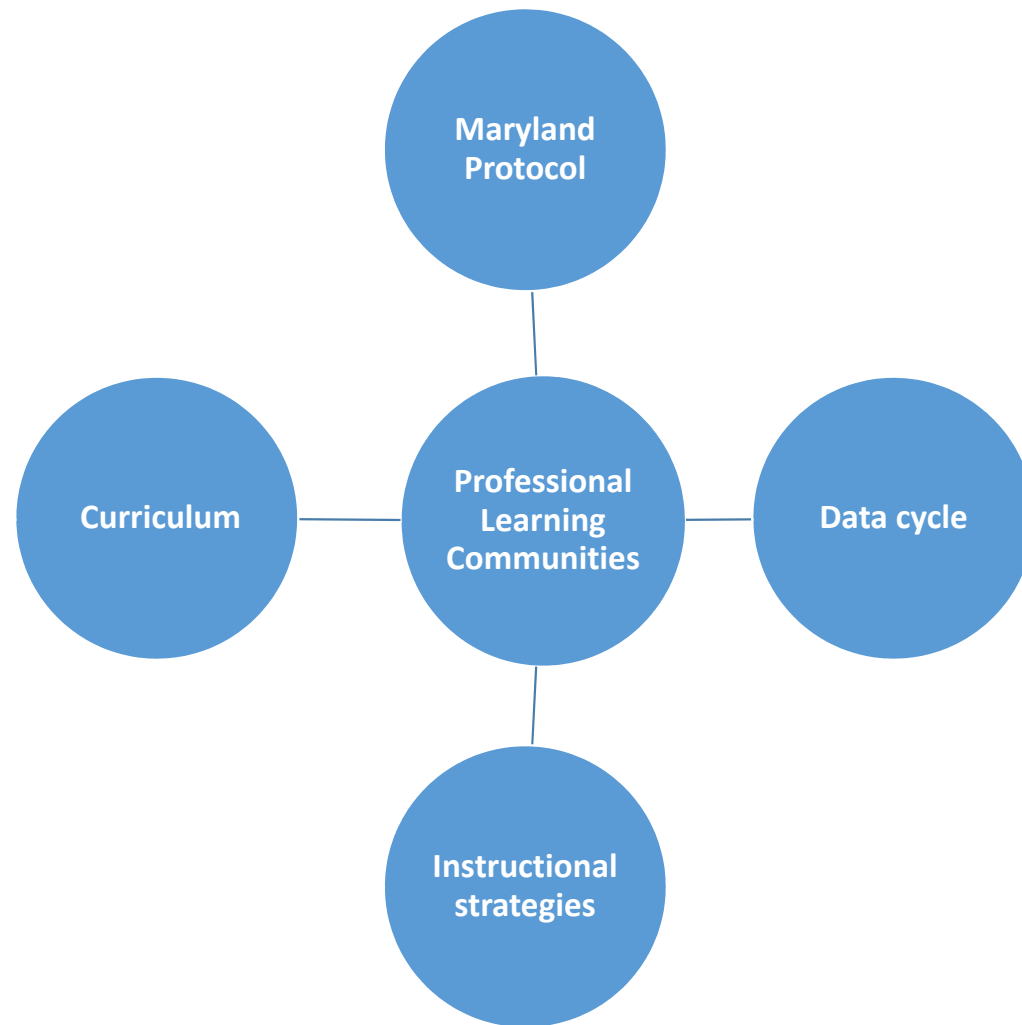
**Welcome to :**

**5<sup>th</sup> grade team**

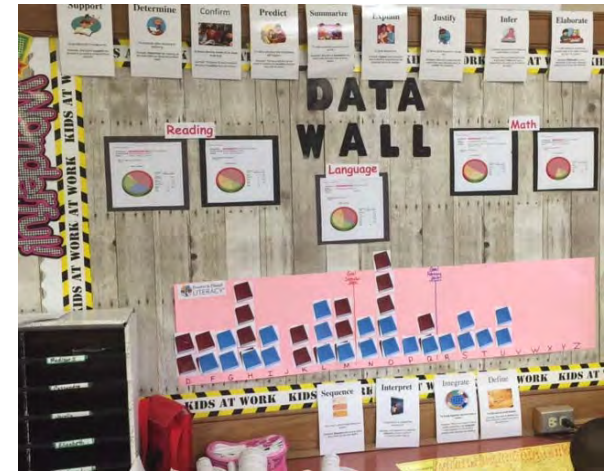
- **Chelsea Gordon**
- **Cindy Woods**
- **Catherine McMath**

# Professional Learning Communities

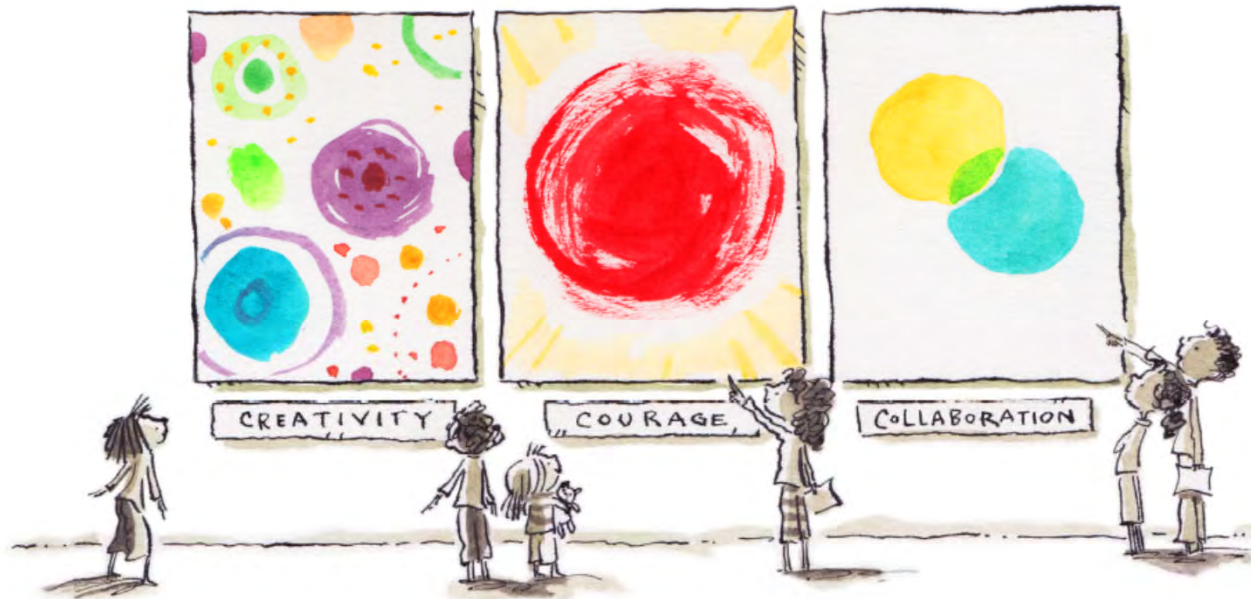








"You are Entering the Doors of Successful Scholars"



**Creativity** + **Courage** + **Collaboration** + **Excellence** =

## PERSONNEL 3542

## Advertising Policy

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, advertising for and promotion of commercial products and services must be screened and approved by the Superintendent of Schools or his designee. Any distribution or display of advertising materials and messages publicized through school media or displayed on school property and at school events must have the authorization of the Superintendent of Schools or his designee.

The superintendent shall develop regulations governing advertising in the schools in accordance with the following guidelines.

1. Advertising is permitted in school publications such as yearbooks, school newspapers, newsletters, and event programs. School officials may permit the publication of commercial advertisements for a reasonable fee or an in-kind contribution that advertises or promotes an outside organization's products, programs or services.
2. School officials may sell, for a reasonable fee or an in-kind contribution, commercial advertisement space on stadium, athletic, gymnasium, or other billboards, banners, or signage for advertisements or promotions of an outside organization's products, services, programs or activities.
3. School officials may permit boards, displays or banners that acknowledge donations or sponsors of a school or the school system.
4. School officials shall prohibit advertising through the school system employee and student e-mail system and the school system website.
5. Advertising in school publications, in school media, in school facilities and on school property will be limited to an advertiser's (a) name, brand name, and/or trade name; (b) logo or picture; (c) location or place of business and contact information; (d) slogans that identify the advertiser
6. School officials have discretion to determine whether to use commercially sponsored materials or materials containing commercial advertising in school instructional programs and activities.

The Board of Education prohibits advertising, commercial or promotional messages, and other items and materials that (1) are vulgar, indecent or obscene; (2) contain libelous statements, personal attacks or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender, family status, or disability; (3) cause or clearly threaten to cause a material and substantial disruption of a school activity; (4) encourage the commission of unlawful acts or the violation of lawful school regulations; (5) are inappropriate considering the age of the students in the school; (6) include information that is inaccurate, misleading or false; or (7) advertise any product or service not permitted to minors by law.

Neither the school system nor the school administrators at any school will require students to provide marketing information to vendors either through the provision of personal information or through marketing surveys. In addition, neither the school system nor any school administrator will enter into any contract for products or services, including electronic media services, in which students are asked to reveal personal information for collection by the providers of such services. For the purposes of this section, personal information includes, but is not limited to, the student's name, telephone number, e-mail address and home address.

## PERSONNEL 4132

## Professional Learning

One core belief of the Manchester Public Schools is that the foundation of a professional learning culture is the cultivation of a creative, collaborative, and collegial environment built on trust, respect and the value of continuous personal growth. The success of all students is intricately linked to the comprehensive and systemic adult practices that have proven to be meaningful in the academic, social/emotional, and cultural lives of students. Working together within professional learning communities to analyze student work and better develop targeted instruction; engaging in the instructional coaching model with trained professionals to refine instructional practice; accessing real-time skill- and content-based refreshers based on need; implementing healthy school climate practices that involve both adults and students as resources for learning; and developing leadership capacity at every level of the educational organization will all contribute to our ultimate goal of improving the learning outcomes for our students.

Administration, through the use of formal and informal observations, achievement data, and various other evidence, shall monitor the impact of professional learning on student growth in determining the type of professional learning taking place and / or continues.

To that end, the Board of Education is committed to funding structured, ongoing professional learning that supports certified and non-certified staff with job-embedded opportunities for growth in the ever-changing landscape of education. Investing in educational frameworks, technological advances, and structures for collaborative learning will affirm the Board's commitment to the belief that learning is a lifelong process which contributes to the well-being of the individual, the district-wide professional learning community, and society.

The District Improvement Team (DIT), through the leadership of the Superintendent, will work to develop and maintain the professional learning plan of the district, with the expectation that accurate reporting of the efficacy of the program be provided to the Board of Education at appropriate intervals throughout the school year.



**Manchester Public Schools**  
**Board of Education**  
Policy Committee  
Minutes  
Monday, March 23, 2015  
Lincoln Center  
5:30 PM

Members Present: Maria Cruz, Deb Hagenow, Mary-Jane Pazda, Carl Stafford  
Others Present: Matt Geary, Superintendent of Schools

The meeting was called to order at 5:30 P.M.

1. The committee endorsed the Professional Learning Policy 4132 and will send it for the full Board of Education for consideration.
2. The committee endorsed a new Advertising Policy, and will send it for the full Board of Education for consideration.
3. The committee discussed the current Electronic Communication Devices Policy and recommended that the Superintendent revise the policy as several elements of the current policy are dated. The Superintendent will bring a revised draft back to the committee at the next meeting.

The meeting adjourned at 6:05 P.M.

Next Meeting Date: Monday, April 27 at 5:30 PM.

Submitted by Matt Geary, Superintendent of Schools