

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JUNE 11, 2012**

**7:00 p.m.
Lincoln Center**

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – May 29, 2012
- 4) Budget Workshop Minutes – May 23, 2012

B. SUPERINTENDENT'S REPORT – PART I

- 1) PTA President Report – Mrs. Jackie Madore

C. CONSENT CALENDAR

- 1) Personnel Actions - Resignations C - 1
- 2) Transfer of Funds C - 2
- 3) Appropriation to increase MRA out-of-town tuition to provide services to special needs students ranging in age from 14 to 21 in the amount of \$25,131 for FY 2011-12 for a total of \$825,131. C - 3
- 4) Appropriation to support middle summer school program in the amount of \$46,000 for FY 2012-2013. C - 4
- 5) Appropriation in the amount of \$200,000 for the Medicaid Grant for FY 2012-2013 C - 5
- 6) Appropriation in the amount of \$771,780 for the State Teachers Retirement Grant for FY 2012-2013. C - 6
- 7) Manchester High School – Extended Field Trip Request – Student Activities Leadership Camp – Stonehill College – July 18, 2012 to July 22, 2012. C - 7

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT'S REPORT - Part II

- 1) NEASC Progress Report – Mr. Geary E - 1
- 2) Reorganization of High School Administrative Personnel E - 2

F. UNFINISHED BUSINESS

None

G. NEW BUSINESS -

- 1) New Policy Recommendations:
 - a) Code of Conduct for Board Members G - 1a
 - b) Internet Safety Policy G - 1 b
- 2) Fall Bond Referendum G - 2

H. COMMUNICATIONS

I. COMMITTEE REPORT

- | | |
|---|-------|
| 1) Building Committee Minutes | I - 1 |
| 2) Curriculum & Instruction Committee Minutes | I - 2 |
| 3) Policy Committee | I - 3 |
| 4) Superintendent Search Committee | |

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

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 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 submitted 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.*

APPOINTMENTS

Katelyn Clancy to be an English Teacher at Manchester High School. Ms. Clancy received a Master of Arts in Secondary Education degree at Eastern Connecticut State University. Ms. Clancy resides in Manchester. It is recommended that her appointment be approved effective August 30, 2012 (MA/Step 1 \$46,228).

Marisa Ives to be a Language Arts Teacher at Illing Middle School. Ms. Ives received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Ives resides in Avon. It is recommended that her appointment be approved effective August 30, 2012 (MA/Step 1 \$46,228).

Anisha Patel to be an English Teacher at Manchester High School. Ms. Patel received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Patel resides in Rocky Hill. It is recommended that her appointment be approved effective August 30, 2012 (MA/Step 1 \$46,228).

Kelly Shea to be an English Teacher at Manchester High School. Ms. Shea received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Shea resides in North Haven. It is recommended that her appointment be approved effective August 30, 2012 (MA/Step 1 \$46,228).

Anna Maggiore to be a World Language Teacher at Manchester High School. Ms. Maggiore received a Master of Arts in Spanish degree at Central Connecticut State University and a Master of Arts in Adult Education degree at University of Oklahoma. Ms. Maggiore resides in Manchester. It is recommended that her appointment be approved effective August 30, 2012 (MA+30/Step 8 \$64,109).

LEAVE OF ABSENCE

Joshua Lewis, teacher at Manchester High School, has requested a personal leave of absence for the 2012/2013 school year. Mr. Lewis has been with Manchester Public Schools since August 21, 2001. If he returns in September, 2013 he will be assigned to a position, if one is available. It is recommended that his request be approved.

TENURE

The following certified staff members have successfully completed the required length of service to receive tenure as indicated in CT General Statute Sec. 151:

Jonathan Bauer, Central Office

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: May 23, 2012

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 2011-2012 Budget.

Discussion/Analysis: Transfer from Buckley School Administration Professional Development to Buckley School Contract Kelly Substitute Professional Development account. A transfer of \$421.00 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 2011-2012 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
June 11, 2012

DC
5/30/12

**Manchester Public Schools
Manchester, Connecticut**

Doreen Caron

MANCHESTER PUBLIC SCHOOLS

To: Accounting Department

School: Buckley

Date: 5/29/12

2012 MAY 31 AM 9:53

Principal's Sign: *Matt [Signature]*

Date of Approval: 5/29/12

JUSTIFICATION (Required Field) :

To pay for teacher subs for PD

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

DECREASE In whole dollars only:

\$ 421- Account # 42303221 5320 Description: Prof Dev.

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 421-TOTAL DECREASE

INCREASE In whole dollars only:

\$ 421- Account # 42303221 5432 Description: Kelly

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 421-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: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: May 23, 2012

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 2011-2012 Budget.

Discussion/Analysis: Transfer from Bowers School Administration Professional Development to Bowers School Administration Hourly account. A transfer of \$80.00 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 2011-2012 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
June 11, 2012

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Bowers

Date: May 23, 2012

Principal's Sign: *Mr. Ryan*

Date of Approval: _____

DC
5/29/12

JUSTIFICATION (Required Field) :

Funds needed to be removed from teacher workshop to teacher salary account to pay for teacher's stipend for presenting at May 18 workshop

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

DECREASE In whole dollars only:

\$80.00 _____ Account # 4230-1221- 5322 _____ Description: workshops/in-service

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$80.00TOTAL DECREASE

INCREASE In whole dollars only:

\$80.00 Account # 4230-1221-5115 Description: teacher salary account

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$80.00TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Manchester Board of Education**

To: Dr. Richard W. Kisiel, Interim Superintendent of Schools
From: Bruce Thorndike, Manchester Regional Academy
Re: Item for Increase in Appropriation for FY 2011-2012
Date: May 29, 2012

Background: MRA out-of town tuition is received to provide services to special needs students ranging in age from 14 to 21.

Discussion/Analysis: A projected increase in tuition is anticipated due to the number of tuition students in the program.

Financial Impact: The tuition increase is anticipated revenue to reduce the district's costs for the overall program.

Other Board Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation \$25,131 bringing the total appropriation to \$825,131.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
June 11, 2012

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Dr. Richard W. Kisiel, Interim Superintendent of Schools

Subject: Item for Appropriation Fiscal Year FYE 12-13

Date: May 29, 2012

Background: Each year the Manchester Board of Education must request an appropriation for summer school. High school and middle school students are charged tuition for attendance in summer school programs unless their families' financial statements indicate that a waiver is needed. Tuition money from the high school program, the middle school program, and the summer instrumental music program are used to cover these summer programs.

Discussion/Analysis: The school district places tuition into this account and summer school bills are paid using the tuition money. This request for appropriation is in the amount of \$46,000.

Financial Impact: The Board of Education budgets additional money to support the middle school summer school program.

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Manchester Board of Education request the Board of Directors to appropriate \$46,000 for the summer school program, funded by tuition payments.

Attachments: None



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
June 11, 2012

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Re: Item for Appropriation for FYE 12/13
Date: May 29, 2012

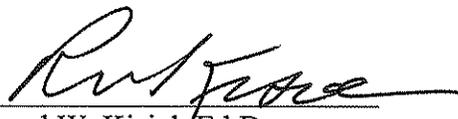
Background: The Manchester Board of Education receives funds from The State of Connecticut, Department of Social Services, for Medicaid eligible Special Education and related services.

Discussion/Analysis: The Board of Education is currently incurring costs under the School Based Child Health Program (Medicaid). The State of Connecticut, Department of Social Services, reimburses the Board for these expenditures in accordance with C.G.S. Section 10-76d(a)(6).

Financial Impact: The anticipated payment of Medicaid funds is calculated as part of the Special Education budget.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$200,000 for the Medicaid Grant for the 2012-2013 fiscal year.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
June 11, 2012

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education

From: Dr. Richard W. Kisiel, Interim Superintendent of Schools

Re: Item for Appropriation FYE 12-13

Date: May 29, 2012

Background: Each year the Manchester Board of Education receives grant funds from The State Teachers' Retirement Board to subsidize health insurance premiums for retirees.

Discussion/Analysis: Retired Teachers and Administrators can elect to continue health insurance coverage through Manchester Public Schools. When they do, the Manchester Board of Education receives the subsidy.

Financial Impact: The Board's cost of retirees health insurance is offset by this subsidy. Connecticut Teachers' Retirement Board issues a quarterly subsidy payment equal to \$110 monthly for individual coverage and up to \$220 monthly for member/spouse coverage.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$771,780 for the State Teachers' Retirement Grant for the 2012-2013 fiscal year.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
June 11, 2012

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School **Date of Request:** 5/7/12

Name of Club or Activity: Student Activities

Trip to: Stonehill College **Purpose:** Leadership Camp

Number of students participating: 5 **From:** 7/19/12 **To:** 7/22/12

Number of school days missed: 0

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

a. Sarah Jones, Adviser b. _____

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

Others: _____

Transportation: Bus Train Plane Car Other _____

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

How will funds be allocated to students participating?* _____

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: College campus dorm rooming

Cost per teacher and/or chaperone: \$\$185 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$\$185 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

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

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

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

Name of teacher making request:

Signature: _____ Typed: _____

~~(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)~~

Approved by Department Chair at secondary level:

Signature: Sarah Jones Date: 5/7/12

Approved by Principal:

Signature: M. H. Jones Date: 5/9/12

Approved by Superintendent or designee:

Signature: Rod Jones Date: 5/9/12

Attachments: Quotations
Itinerary

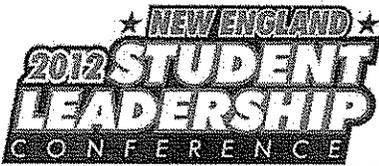
*Every effort should be made to allow all eligible students to participate regardless of financial situation.

★ NEW ENGLAND ★ 2012 STUDENT LEADERSHIP CONFERENCE

July 19-22, 2012
Stonehill College
North Easton, MA



Sponsored by the NFHS Section 1 State Associations



Tentative Schedule of Events

<u>Thursday, July 19</u>	
Registration	1:00 pm - 3:00 pm
Opening General Session	4:00 pm - 6:30 pm
Dinner	6:30 pm - 7:30 pm
State Meetings	7:45 pm - 9:00 pm
Recreation Time	9:00 pm - 10:15 pm
<u>Friday, July 20</u>	
Breakfast	7:00 am - 8:15 am
General Session	8:30 am - 9:00 am
1st Breakout Session	9:15 am - 10:45 am
Elective Session #1	11:00 am - 12:00 pm
Lunch	12:15 pm - 1:00 pm
Elective Session #2	1:15 pm - 2:15 pm
2nd Breakout Session	2:30 pm - 4:00 pm
State Meetings	4:15 pm - 5:15 pm
Load Buses	5:30 pm - 5:45 pm
Special Group Event	6:30 pm - 10:00 pm
<u>Saturday, July 21</u>	
Breakfast	7:00 am - 8:15 am
General Session	8:30 am - 9:00 am
3rd Breakout Session	9:15 am - 10:45 am
State Meetings	11:00 am - 12:00 pm
Lunch	12:00 pm - 12:30 pm
Load Buses	12:30 pm - 12:45 pm
Community Service Projects	1:00 pm - 5:00 pm
Dinner	6:00 pm - 7:30 pm
Special Group Event/Recreation Time	7:00 pm - 10:00 pm
<u>Sunday, July 22</u>	
Breakfast	7:00 am - 8:15 am
State Action Plan Reports	9:00 am - 9:30 am
Closing General Session	9:30 am - 11:00 am
Checkout/Return Room Keys	11:00 am - 12:30 pm

Conference Overview

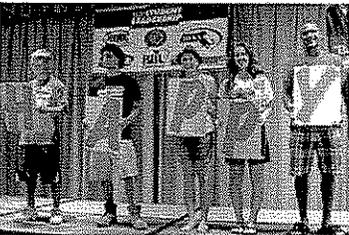


Tomorrow's Leaders: High School Athletics and Activities Participants

Incredible attention is being paid to high school athletics and activities programs today. Participants in these programs are looked up to as leaders because of their position on the team or club. The impact that these young people have on the climate and culture of their schools, fellow students and community is incredible. In fact, studies show that more than one-half of high school students participate in some form of school activity or athletic program. The involvement of these students in the success of a high school is paramount and critical.



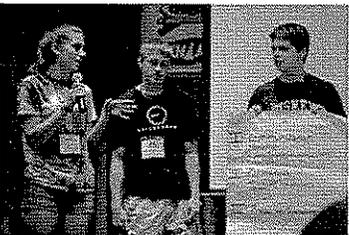
The New England state associations of the National Federation of State High School Associations (NFHS) want to be the leaders in training talented, committed young people to become better citizens who will be positive, contributing adults and role models for youth. We are pleased to announce that in partnership, the state associations from Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont will be hosting the second annual New England Student Leadership Conference from July 19-22, 2012 at Stonehill College in Easton, MA. This conference is a four-day, residential event for over 300 student and adult leaders who participate in interscholastic athletic and activity programs through their state high school athletic/activity associations.



The conference is modeled after the NFHS National Student Leadership Conference that has taken place in Indianapolis, IN for the past decade. The NFHS event was the only national student leadership conference for high school athletes and activity participants. The goal of the NFHS event was to assist high school student-athletes and activity participants in developing their leadership abilities while interacting with peers from across the United States and Canada. This conference will replicate the training curriculum for student-athletes and activity participants from across New England.

Conference Curriculum

The curriculum for the conference will focus on Respect, Positive Values, Perspective, Sportsmanship, Teamwork, Healthy Lifestyles, Community Service and Self-Evaluation. These components will be presented in large and small-group sessions, led by outstanding adult and college facilitators specifically chosen for their involvement in athletics at the high school and collegiate level, and will address contemporary issues that impact a young person being a leader and role model. In addition to group discussion, special guest speakers will share inspirational messages, stories of overcoming adversity and utilizing the power of positive influence. Delegates will be able to choose from a menu of elective topic sessions including: bullying; drug and alcohol prevention; the role of the high school captain; the college admissions process; strength and conditioning; social networking responsibility; collegiate athletic recruiting; and wellness. The conference will also incorporate a community service project as part of the leadership training curriculum that will take place in local communities.



Supervision

In addition to the 30 college and adult curriculum facilitators, approximately 30 adult delegates will serve as advisors and chaperones as they oversee the student delegates from their respective states. These adults will take an active part in the discussions and curriculum of the conference. The adult delegates and adult staff members will be available to help the students with any questions or concerns they might have during the four-day event. A conference nurse will be on site throughout the week for any medical issues. In addition, Stonehill College Public Safety and staff will be available 24 hours a day on campus for any safety and security needs.



Attire

The conference takes place in a relaxed atmosphere to encourage learning and facilitate interaction. The high temperatures and humid weather during the mid-summer dictate casual clothing for this event. Jeans, shorts, sneakers and t-shirts are appropriate for the majority of the conference functions. Participants will be provided with two t-shirts during registration that are intended to be worn on specific days of the conference. There are two occasions when attire needs to be specific. The first event is a community service project when participants should wear clothing/footwear that they will not mind getting dirty. The second event is a celebration/dance on Saturday evening when



participants should wear casual clothes. Please do not bring any questionable or offensive attire. For further information, please see the recommended packing list on page 5.

Housing

Delegates will be housed in traditional college dormitories. Each room will accommodate 2-4 delegates. There will be bathrooms and showers on each floor or in each townhouse. Bed linens (sheets and blanket) and towels will be provided for each participant. However, participants are encouraged to bring their own pillow as this item will not be provided. Delegates are to sleep in rooms to which they have been assigned. Visiting a room assigned to the opposite sex is not permitted. Delegates must submit a separate check made payable to "Stonehill College" in the amount of \$60 as a dorm key/card deposit. When the room key/card is returned at the end of the conference, the check will be returned to the delegate. In the event that a delegate loses a room key/card, the check will be deposited by Stonehill College. The sponsoring state associations and Stonehill College are not responsible for key/cards lost or misplaced for any reason.

Meals

Meals will be provided by the college food service in the college dining hall. All meals will be provided beginning with dinner on Thursday, July 19 and ending with breakfast on Sunday, July 22. Students who have food allergies or special dietary needs are asked to indicate such information on the Student Health History Form (page 8). Some dorms have vending machines that can be utilized for snacks during the week. A snack bar will also be available in the main conference registration area during regular conference hours. Students are encouraged to bring small amounts of money for vending machines and the snack bar in addition to their own snacks/bottled drinks if necessary.

Code of Conduct/Conference Policies

Student participants are expected to act in a responsible manner that will reflect well on themselves, their schools, their state associations and the New England Student Leadership Conference. Students are expected to respect each other and themselves while following the rules of the conference. The use of alcohol, tobacco and drugs is strictly prohibited. In addition, students are expected to observe the established conference and Stonehill College campus curfews each night, sleep in their assigned rooms and not visit housing areas of the opposite gender. Students are not permitted to leave the college campus. Students who violate any of the conference policies will be asked to leave at their own expense without a refund (please see page 10).

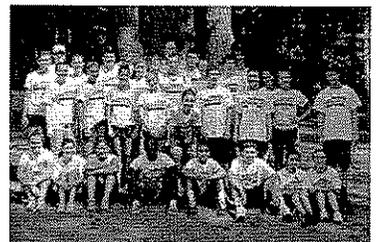
Transportation

Students are not permitted to drive to the conference or leave cars on the Stonehill College campus. Participants from Massachusetts should make arrangements to be dropped off at the event registration area between 1:00-3:00 pm on July 19. Participants travelling from outside Massachusetts will be contacted by their local state associations regarding travel arrangements.

Registration

The student registration fee to attend this conference is \$185. This fee will cover the cost of meals, lodging, training, materials, and transportation during the four days. To register for this conference, please complete the items listed below and submit them to your local state association (contact information listed on page 14). **The registration deadline is May 1, 2012.** Registrants will be contacted by their local state association with further information upon receipt of materials.

- Student Delegate Application - Page 7
- Student Health History/Consent for Treatment - Page 8
- Release and Waiver of Liability and Indemnity Agreement - Page 9
- Student Code of Conduct - Page 10
- Elective Session Selection Form - Page 11
- Registration check in the amount of \$185 made payable to your local state association
- Room key/card deposit check in the amount of \$60 made payable to "Stonehill College"





Founded in 1885

RECEIVED

MAY 31 2012

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
 COMMISSION ON PUBLIC SCHOOLS
 COMMITTEE ON PUBLIC SECONDARY SCHOOLS

Director

JANET D. ALLISON
 direct line (781) 541-5418
 jallison@neasc.org

Executive Assistant to the Director

DONNA M. SPENCER-WILSON
 direct line (781) 541-5419
 dswilson@neasc.org

May 29, 2012

Matthew Geary
 Principal
 Manchester High School
 134 East Middle Turnpike
 Manchester, CT 06040

Associate Director

ANN L. ASHWORTH
 direct line (781) 541-5441
 aashworth@neasc.org

Associate Director

GEORGE H. EDWARDS
 direct line (781) 541-5435
 gedwards@neasc.org

Associate Director

EDWARD J. GALLAGHER, III
 direct line (781) 541-5422
 egallagher@neasc.org

Dear Mr. Geary:

The Committee on Public Secondary Schools, at its March 25-26, 2012 meeting, voted to accept the Two-Year Progress Report of Manchester High School and to continue the school's accreditation. While the Committee acknowledges that progress has been made as noted below, until all cited concerns have been satisfactorily resolved, the school remains on warning for the Standard for Accreditation on School Culture and Leadership.

The Committee commended the following:

- the transparent and open-minded decision-making process resulting from the change in administrative structure
- the inclusion of student survey information and parent feedback in the review and revision of the school's mission and learning expectations
- the hiring of a new freshman center principal with a background in middle school teaching and learning to assist in the transition for 8th grade students to high school
- the hiring of an additional assistant principal who is responsible for teaching and learning and serves as a mentor to support non-tenured teachers in order to improve standardizing instructional practices
- the hiring of a new Perkins Grant coordinator who also develops additional career pathways and articulation agreements with local community colleges
- the hiring of a race relations course teacher and the restoration of two school counselors to the student support services office
- the revised disciplinary protocol that includes a tiered structure ranging from teacher intervention to administrative action to police involvement as necessary
- the creation of additional elective opportunities, including business and art courses

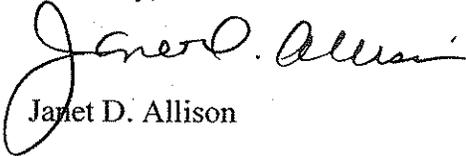
Matthew Geary
May 29, 2012
Page Two

Directions for preparing the Five-Year Progress Report are available at <http://cpss.neasc.org> under the "Ongoing Accreditation" tab. One of the required components of the Five-Year Progress Report is the submission of the school's current core values, beliefs, and learning expectations to reflect the 2011 Standard. Information related to the development/revision of the school's document is available at <http://cpss.neasc.org> under the "Getting Started" tab.

School officials are reminded that all valid recommendations in the evaluation report should have been completed or be in the final stages of implementation when the school submits its Five-Year Progress Report. Inadequate progress to complete valid recommendations could result in a request for additional Progress Reports or a downgrading of the school's accredited status. The Committee requests that it be kept apprised of any substantive changes in the school before that date. For your convenience, we have enclosed a copy of the Substantive Change Policy.

The school's warning status will be reviewed when the Committee considers the Special Progress Report. Consistent with the Committee's follow-up procedures, the Special Progress Report should include an electronic signature of the principal and chair of the school's Follow-Up Committee and be sent electronically to the Committee office at the following address: cpssreports@neasc.org.

Sincerely,

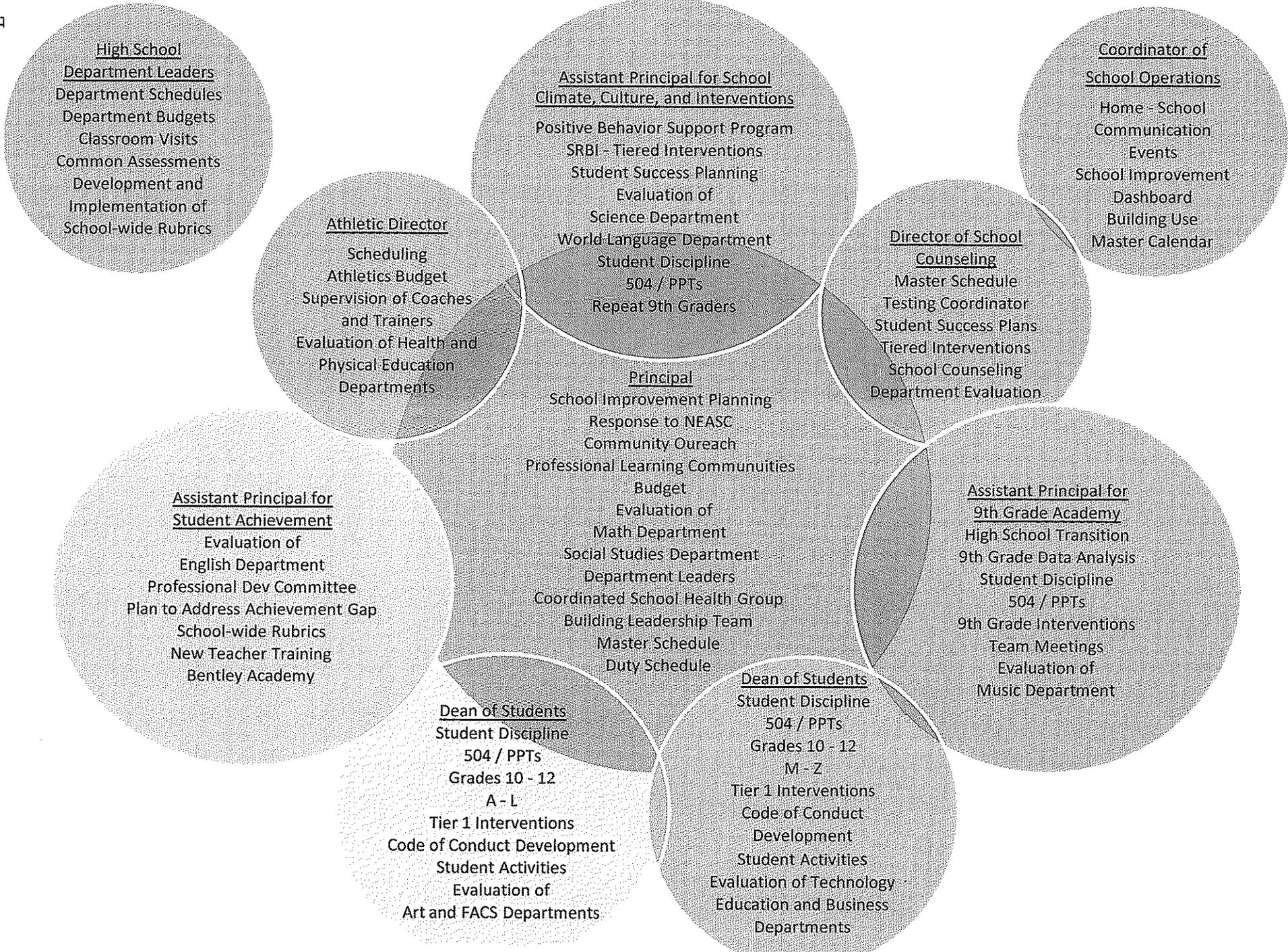


Janet D. Allison

JDA/sb
Enclosure

cc: Richard Kisiel, Interim Superintendent, Manchester Public Schools
Christopher Pattacini, Chairperson, Manchester Board of Education
Scott Leslie, Chair, Committee on Public Secondary Schools

Reorganization of High School Administrative Personnel



Addendum to Board of Education Bylaws: Article II; Section 19

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the Manchester Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official;
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session; and
6. refrain from engaging in slanderous, discriminatory, obscene or threatening conduct or communications toward any student and/or any school district official, in any manner and/or using any medium.

Each member of the Board will act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure will constitute cause for censure or other such action as deemed appropriate by the Board.

Procedures for Censure:

Prior to any vote to censure a Board Member for cause:

1. The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action.
2. If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
3. A vote to censure a Board member shall only take place at a regular meeting or a special meeting called for that purpose.
4. Such censure may be enacted for cause by a majority vote of all Board members.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED:

Internet Safety Policy

Statement

In accordance with The Children's Internet Protection Act (CIPA), it is the policy of the Manchester Public Schools to implement technology protection measures that block access to inappropriate matter such as child pornography, visual depictions of material deemed obscene, and material that is harmful to minors.

The Manchester Public School's will promote the safety and security of users of the computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication.

The Manchester Public Schools will through its K-12 Technology Literacy Skills Curriculum, educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

All network users are prohibited from:

1. accessing Internet sites or online materials that are blocked by the technology protection measure;
2. hacking, unauthorized access, and engaging in any unlawful online activity; and
3. the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Definitions

- A. Minor: The term "minor" means any individual who has not attained the age of 17 years.
- B. Obscene: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sadomasochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. Child pornography: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in

sexually explicit conduct.

- D. Harmful to minors: The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that—(1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. Technology protection measure: The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

Legal References:

Children’s Internet Protection Act [Pub. L. 106-554 and 47 USC 254(h)]
Neighborhood Children’s Internet Protection Act (47 U.S.C. § 254(l)(2))
Protecting Children in the 21st Century Act (Pub. L. 110-385 and 47 CFR 54.520(c)(1&2)(i))

Board of Education Policy #5131.1 Bullying
Board of Education Policy #5131.81 Electronic Communication Devices
Board of Education Policy #6141.321 Acceptable Use of Technology

Adopted:

Children's Internet Protection Act

Background

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

What CIPA Requires

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

Schools and libraries are required to certify that they have their safety policies and technology in place before receiving E-rate funding.

- CIPA does not affect E-rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service.
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD). SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

Manchester Public Schools
Facilities Critical Assessment

7-Jun-12

Priority	School	Priority	Project	Estimated cost	Estimated cost	Estimated cost	Estimated cost	Priorities for Referendum
				Priority 1	Priority 2	Priority 3	Total	
1	Nathan Hale	1	Boiler Replacement	\$ 380,000.00				
		1	Heating Piping Replacement	\$ 200,000.00				
		1	Restroom Renovation	\$ 150,000.00				
		1	Oil Tank Replacement	\$ 100,000.00				
		1	Plumbing Repairs	\$ 160,000.00				
		1	Pipe covering new insulation	\$ 60,000.00				
		2	Electrical Upgrade		\$ 150,000.00			
		2	Window Replacement		\$ 350,000.00			
		2	HVAC - Ventilation Make up Air		\$ 250,000.00			
		2	Floor Tile Replacement		\$ 260,000.00			
		3	Brick Repointing				\$ 120,000.00	
		3	Parking Lot Repairs				\$ 85,000.00	
		3	HVAC Controls Upgrade				\$ 200,500.00	
			Nathan Hale Total			\$ 1,050,000.00	\$ 1,010,000.00	\$ 405,500.00
2	MHS	1	ADA Compliance - Voluntary Corrective Action Plan	TBD - Architectural/Engineering Study Required				
		1	ADA Architectural/Engineering Study	\$ 35,000.00				
		1	Science Room Gas Piping Repairs, Room Renovations	\$ 300,000.00				\$ 300,000.00
		1	Heating Steam Piping & Radiation Repairs	\$ 400,000.00				
		1	Oil Tank Replacement	\$ 150,000.00				
		1	Elevator Repairs	\$ 150,000.00				\$ 150,000.00
		1	Main Office HVAC - Ventilation System Repairs	\$ 25,000.00				
		1	Master Clock System Replacement	\$ 100,000.00				
		1	Pipe covering new insulation	\$ 450,000.00				
		2	Floor Tile Replacement		\$ 2,750,000.00			
		2	Front Parking Lot Repairs		\$ 140,000.00			
		2	Student Parking Lot Repairs		\$ 265,000.00			
			MHS Total		\$ 1,610,000.00	\$ 3,155,000.00	\$ -	\$ 4,765,000.00
3	Waddell	1	Roof Replacement and remedial repairs	\$ 550,000.00				\$ 550,000.00
		1	Brick Repointing	\$ 120,000.00				\$ 90,000.00
		1	Oil Tank Replacement	\$ 100,000.00				
		3	HVAC Controls Upgrade			\$ 230,000.00		
			Waddell Total		\$ 770,000.00	\$ -	\$ 230,000.00	\$ 1,000,000.00
4	Bowers	1	Roof Replacement and remedial repairs	\$ 550,000.00				\$ 550,000.00
		1	Brick Repointing	\$ 90,000.00				
		2	Window Replacement		\$ 350,000.00			
		3	Parking Lot Repairs			\$ 100,000.00		
		3	HVAC Controls Upgrade			\$ 175,000.00		
			Bowers Total		\$ 640,000.00	\$ 350,000.00	\$ 275,000.00	\$ 1,265,000.00
5	Central Office	1	Brick Repointing	\$ 90,000.00				\$ 90,000.00
		1	Elevator/ADA Compliance	\$ 400,000.00				
		1	Air Conditioning Upgrade	\$ 30,000.00				
		1	Security System installation	\$ 15,000.00				
		1	Fire Protection - Sprinkler System	\$ 300,000.00				
		2	Pipe covering new insulation		\$ 10,000.00			
		2	Floor Tile Replacement		\$ 175,000.00			
	Central Office Total		\$ 835,000.00	\$ 185,000.00	\$ -	\$ 1,020,000.00		

Manchester Public Schools
Facilities Critical Assessment

7-Jun-12

Priority	School	Priority	Project	Estimated cost	Estimated cost	Estimated cost	Estimated cost	Priorities for Referendum
				Priority 1	Priority 2	Priority 3	Total	
6	Buildings & Grounds	1	Roof Replacement	\$ 20,000.00				
		1	Insulation	\$ 7,000.00				
		1	Windows & Siding Repairs	\$ 65,000.00				
		1	Gutters	\$ 5,000.00				
		1	Chimney Repairs	\$ 5,000.00				
		1	Heating Repairs	\$ 10,000.00				
		1	Restroom Renovations	\$ 20,000.00				
			Buildings & Grounds Total	\$ 132,000.00			\$ 132,000.00	
7	Martin	1	Main Office HVAC - Ventilation System Repairs	\$ 120,000.00				
		1	Oil Tank Replacement	\$ 100,000.00				
		2	Pipe covering new insulation (fittings only)		\$ 25,000.00			
		2	Floor Tile Replacement		\$ 375,000.00			
		3	HVAC Controls Upgrade			\$ 110,000.00		
					Martin Total	\$ 220,000.00	\$ 400,000.00	\$ 110,000.00
8	Illing	1	Remove three portable classrooms	\$ 60,000.00				\$ 60,000.00
		1	New three permanent classrooms and hallway	\$ 1,200,000.00				\$ 1,200,000.00
		1	Parking Lot Repairs	\$ 300,000.00				\$ 300,000.00
		1	Carpet Replacement	\$ 90,000.00				
		1	Renovate Art Rooms and Home Economics	\$ 120,000.00				
		1	Wood Shop - New Dust Collector & Fresh Air Unit	\$ 200,000.00				
		2	Refinish Lockers in Hallway		\$ 20,000.00			
		2	Floor Tile Replacement		\$ 550,000.00			
			Illing Total	\$ 1,970,000.00	\$ 570,000.00	\$ -	\$ 2,540,000.00	
9	Verplanck	1	Roof Replacement and remedial repairs	\$ 650,000.00				\$ 650,000.00
		1	Boiler Replacement	\$ 60,000.00				
		1	Interior Painting	\$ 40,000.00				
		1	Kitchen/Restroom Floor Replacement	\$ 80,000.00				
		1	Pipe covering new insulation	\$ 120,000.00				
		1	Remove Carpet in classrooms	\$ 181,000.00				
		1	Install new tile floor in classrooms	\$ 154,000.00				
		2	HVAC - Ventilation Make up Air		\$ 250,000.00			
		2	Hallways Floor Tile Replacement		\$ 550,000.00			
		2	HVAC Controls Upgrade		\$ 93,000.00			
			Verplanck Total	\$ 1,285,000.00	\$ 893,000.00	\$ -	\$ 2,178,000.00	
10	Keeney	1	Electrical Distribution Upgrade	\$ 95,000.00				\$ 95,000.00
		1	Window Replacement	\$ 400,000.00				
		1	HVAC - Ventilation Make up Air	\$ 300,000.00				
		1	Interior Painting	\$ 40,000.00				
		1	Parking Lot Repairs	\$ 80,000.00				
		2	Pipe covering new insulation		\$ 70,000.00			
		3	Floor Tile Replacement			\$ 375,000.00		
		3	HVAC Controls Upgrade			\$ 160,000.00		
			Keeney Total	\$ 915,000.00	\$ 70,000.00	\$ 535,000.00	\$ 1,520,000.00	

Manchester Public Schools
Facilities Critical Assessment

7-Jun-12

Priority	School	Priority	Project	Estimated cost	Estimated cost	Estimated cost	Estimated cost	Priorities for Referendum
				Priority 1	Priority 2	Priority 3	Total	
11	Washington	1	Electrical Distribution Upgrade	\$ 100,000.00				\$ 100,000.00
		1	Remove Carpet in classrooms	\$ 130,000.00				\$ 130,000.00
		1	Install new tile floor in classrooms	\$ 90,000.00				
		1	Pipe covering new insulation	\$ 60,000.00				
		1	Burner Replacement	\$ 30,000.00				
		1	Brick Repointing	\$ 120,000.00				\$ 60,000.00
		2	Music Room - HVAC Repairs		\$ 5,000.00			
		2	Hallways Floor Tile Replacement		\$ 550,000.00			
		2	HVAC Controls Upgrade		\$ 172,000.00			
		3	Window Replacement				\$ 350,000.00	
3	HVAC - Ventilation Make up Air				\$ 250,000.00			
			Washington Total	\$ 530,000.00	\$ 727,000.00	\$ 600,000.00	\$ 1,857,000.00	
12	Buckley	1	Electrical Service Upgrade	\$ 500,000.00				\$ 500,000.00
		1	Interior Painting	\$ 40,000.00				
		2	Repair Upper Parking Lot		\$ 60,000.00			
		2	Window Replacement		\$ 350,000.00			
		2	Pipe covering new insulation		\$ 120,000.00			
		2	Floor Tile Replacement		\$ 550,000.00			
		3	HVAC - Ventilation Make up Air				\$ 250,000.00	
		3	HVAC Controls Upgrade				\$ 136,000.00	
			Buckley Total	\$ 540,000.00	\$ 1,080,000.00	\$ 386,000.00	\$ 2,006,000.00	
13	Robertson	1	Electrical Distribution Upgrade	\$ 75,000.00				\$ 75,000.00
		1	Oil Tank Replacement	\$ 100,000.00				
		1	Remove two abandoned portable classrooms	\$ 25,000.00				
		1	Replace defective unit ventilators	\$ 120,000.00				
		2	Window Replacement		\$ 350,000.00			
		2	Pipe covering new insulation (fittings only)		\$ 32,000.00			
		2	HVAC Controls Upgrade		\$ 190,000.00			
		3	Floor Tile Replacement				\$ 550,000.00	
			Robertson Total	\$ 320,000.00	\$ 572,000.00	\$ 550,000.00	\$ 1,442,000.00	
14	MRA	1	Parking Lot Repairs	\$ 100,000.00				
		2	Install Classroom Suspended Ceiling		\$ 10,000.00			
		2	Paint Ceiling in Auto and Wood Shops		\$ 7,500.00			
			MRA Total	\$ 100,000.00	\$ 17,500.00	\$ -	\$ 117,500.00	
			Total	\$ 10,917,000.00	\$ 9,029,500.00	\$ 3,091,500.00	\$ 23,038,000.00	\$ 4,900,000.00

**MANCHESTER PUBLIC SCHOOLS
BUILDING & SITES COMMITTEE MEETING**

Thursday, May 3, 2012

4:30 p.m. at Highland Park

Agenda

- | | |
|---|--------------|
| 1. Highland Park – Project Update & tour | Chris Till |
| 2. Washington – Proposed Memorial Tree | Rich Ziegler |
| 3. June 7 th meeting to be rescheduled | Rich Ziegler |

**Next Meeting: Thursday June 14, 2012 at 4:30 Highland Park for tour, meeting will be at
5:30 pm at Central Office**

"The Board of Education welcomes the public to attend its committee meeting as observers. Public comments will not be recognized, however, written comments may be submitted to the committee chairs on items on the committee's agenda."

Manchester Board of Education
Building and Sites Committee
May 3, 2012

Highland Park Tour Attendees: Michael Crockett, Merrill Kidd, Neal Leon, Kelly Luxenberg, Chris Pattacini, Chris Till, Marcus Brennan, Steve Verdura, Rich Ziegler,

Chris Till, Marcus Brennan, and Steve Verdura took the committee on a tour of Highland Park. Considerable progress has been made since our last tour and the schedule date for completion will remain the same at this time.

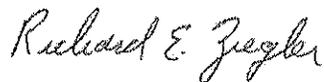
Meeting Attendees: Michael Crockett, Neal Leon, Kelly Luxenberg, Rich Ziegler,

Building & Grounds has received a request from Washington School that a lilac tree be planted as a memorial for a deceased student. The tree will be donated and Buildings and Grounds will assist with the location and installation of the tree which is scheduled to be completed on June 30th. The committee approved the proposal.

The June 7th meeting has been rescheduled to June 14th due to a conflict in meetings.

Next meeting will be held on June 14, 2012 at 5:30 pm at Central Office. A Tour of Highland Park will precede the meeting at 4:30 pm.

Respectfully Submitted,



Richard E Ziegler
Facilities Manager

**Manchester Board of Education
Building and Sites Committee
June 7, 2012**

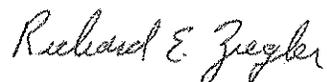
Committee Members Present: Michael Crockett, Deborah Hagenow, Neal Leon

Others: Dr. Kisiel, Pat Brooks, Chris Pattacini, Rich Ziegler

Rich Ziegler presented the Facilities Critical Assessment list with the priorities for referendum identified for discussion. The report will be submitted to the Board of Education at the June 11th meeting.

Next meeting will be held on July 5, 2012 at 5:30 pm at Central Office.

Respectfully Submitted,



Richard E Ziegler
Facilities Manager

Curriculum and Instruction
Minutes
May 7, 2012

Committee Members Present: Maria Cruz, Merrill Kidd, Ann Richardson
Also Present: Bruce Thorndike, Claudia Millette

Summer School Program – Mr. Bruce Thorndike

Mr. Thorndike reviewed the 2012 Summer School Program. A packet of materials was reviewed and discussed by the committee. The programs include:

- Primes - Remedial support for literacy
- Music Program - Enrichment Program
- Special Education -Extended Year Preschool through Middle School and Footsteps to Transition II
- Middle School Program – For students to avoid retention
- High School Program - Credit recovery

Also, Mr. Thorndike explained the eligibility for MHS students to enroll in the program. The students must have:

- Earned the minimum final course grade of 40%
- Attended class for a minimum of 60% of the course
- Taken the final exam

English Language Arts (ELA) Curriculum – Ms. Claudia Millette

Ms. Millette reviewed the newly written Common Core English Language Arts, Grades 7-8 Program. Ms. Millette and her committee have worked very hard to complete the final phase of the 7-8 ELA Curriculum Guide.

The next C&I Meeting is scheduled for Monday, June 4, 2012 at 6:00 p.m. in Central Office

**Manchester Public Schools
Board of Education
Policy Committee Meeting Minutes
June 5, 2012**

In Attendance: Maria Cruz, Deborah Hagenow, Jason Scappaticci

Others in Attendance: Richard Kisiel

The Board's Policy Committee began its meeting on June 5, 2012 at 6:05 p.m., Dr. Kisiel presented two new policies for the Committee's review: (1) An amendment to the Board of Education Bylaws entitled "Code of Conduct for Board Members", and (2) an "Internet Safety Policy." Discussion followed on both policies.

Dr. Kisiel reported that the Board's legal counsel drafted proposed Board of Education amendment to Section II of the bylaws. The Board's legal counsel drafted the amendment to the bylaw at the request of Board chair and other members of the Board. After discussion, the Committee agreed unanimously to bring the bylaw to the full Board for its consideration and deliberation on June 11th. A two thirds vote of those Board members present is required to adopt the amendment to a bylaw, which the Committee expects to occur at the Board's regular meeting on June 25, 2012.

The new proposed policy on Internet Safety is required under the Children's Internet Protection Act that requires public schools to implement certain measure to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. The policy is also required to make the district eligible to receive E-rate funding for schools and must be in place on or before July 1, 2012. Dr. Kisiel distributed a summary of the federal act describing its background and what is required. After discussion and some minor editing to the proposed policy, the Committee agreed to submit this policy to the full Board for its consideration and deliberation.

The Committee meeting adjourned at 6:50 p.m.

Respectfully submitted by: Richard Kisiel