

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, MAY 13, 2013

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – April 22, 2013 A – 3
- 4) Budget Workshop Minutes – May 1, 2013 A – 4
- 5) Special Meeting Minutes – May 1, 2013 A – 5

B. SUPERINTENDENT’S REPORT – PART I

- 1) Racial Balance Plan Report/Proposal – Mr. Michael Zuba, Associate, Milone & MacBroom B – 1

C. CONSENT CALENDAR

- 1) Personnel Actions C – 1
- 2) Transfer of Funds C – 2
- 3) Extended Field Trip – Manchester High School – Student Leadership Conference – Stonehill College, Easton, MA from 7/16/13 to 7/19/13 – 6 students C – 3
- 4) Extended Field Trip – Illing Middle School – Odyssey of the Mind World Finals – Michigan State University - 5/22/13 to 5/26/13 - 7 students C – 4

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT’S REPORT – PART II

- 1) Keeney School Improvement Plan – Mrs. Julie Martin-Beaulieu E – 1
- 2) MAPS (Manchester Agencies Police and Schools) Collaborative and Alliance District “School Community Collaboration” update - Heidi Macchi and Erica Bromley E – 2
- 3) SMARTR Committee Update – Mr. Michael Crockett

F. UNFINISHED BUSINESS

- 1) 2013-2014 Budget Adjustments F – 1

G. NEW BUSINESS

- 1) Racial Balance Plan G – 1

H. COMMUNICATIONS

I. COMMITTEE REPORT

- 1) Building & Sites Committee I – 1

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.*



Manchester
Public Schools

Manchester Public Schools Racial Balance Plan

Manchester Board of Education

May 13, 2013



Overview of Efforts to Correct Racial Imbalance

- Manchester Board of Education adopted a policy on Racial Balance in the Manchester Public Schools on October 20, 2005.
- Professional development programs focus on cultural awareness and racial equity for staff.
- Manchester engaged in district-wide training through the State Education Resource Center.
- The district monitors demographic shifts at the elementary schools.
- Closure of Nathan Hale School (2012) and subsequent redistricting mitigated racial imbalance.



Plan Rationale / Considerations

- District seeks to minimize impacts to students and families.
- SMARTR school facility planning is well underway having completed feasibility studies for 5th & 6th grades at Bennet Academy & Cheney Building, renovation like new for Robertson School & new construction at Washington School.
- Town will propose referendum for school building projects in November.
- Manchester seeks to minimize facility reorganization/redistricting efforts until outcome of November Referendum
- Diversification of Manchester's population and demographic shifts further complicate racial balance planning.
- Impacts of No Child Left Behind (NCLB) and students no longer opting out of home school.



Plan Rationale / Considerations

- Due to the recent closure of Nathan Hale School, there is limited building capacity in the elementary system, limiting opportunities to balance schools.
- Due to capacity concerns, redistricting would necessitate the shifting of self-contained programs.

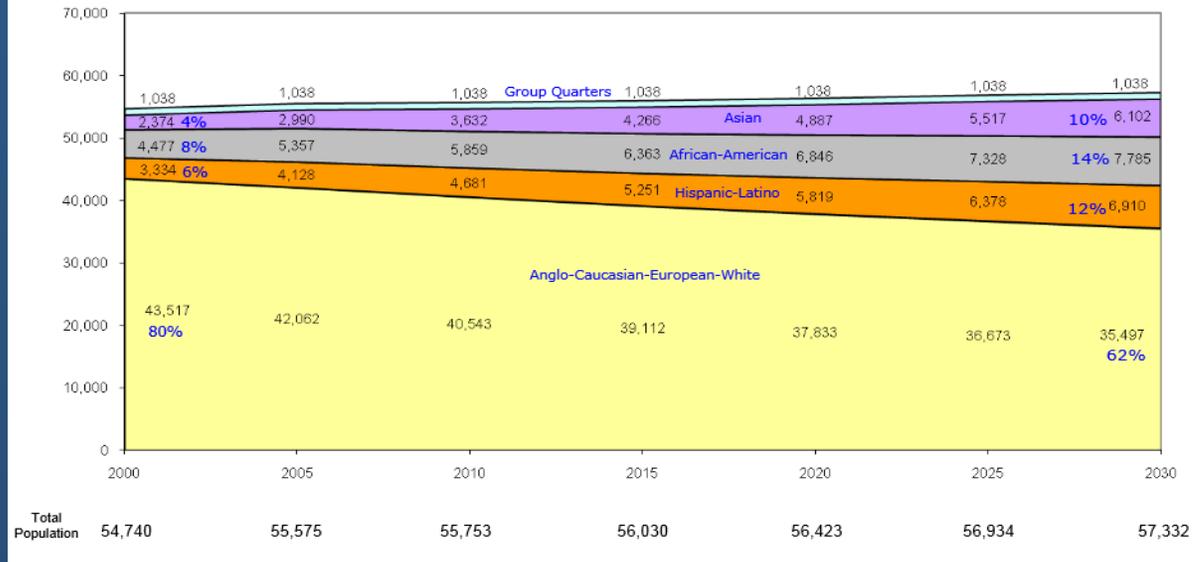


Diversity in Manchester

- Over the last decade, Manchester's population has become more diverse.
- It is projected that the Town's diversification will continue.

Manchester Population Projections by Ethnicity

According to U.S. Census 2000 data, one of every four residents (in the USA) self-reported as a "person of color." By the year 2010, this number will rise to one in three, and by 2050 the projected number is one in two. — Connecticut Health Foundation



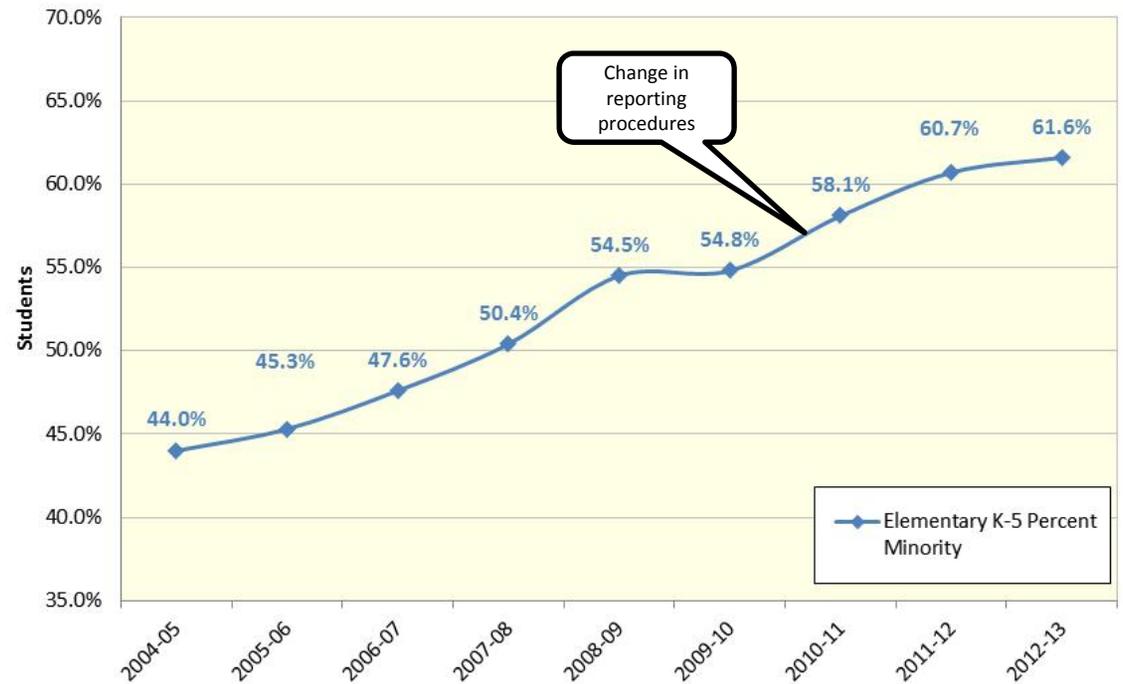
Manchester 2020, Town of Manchester Planning Department (2012).



Elementary Diversity

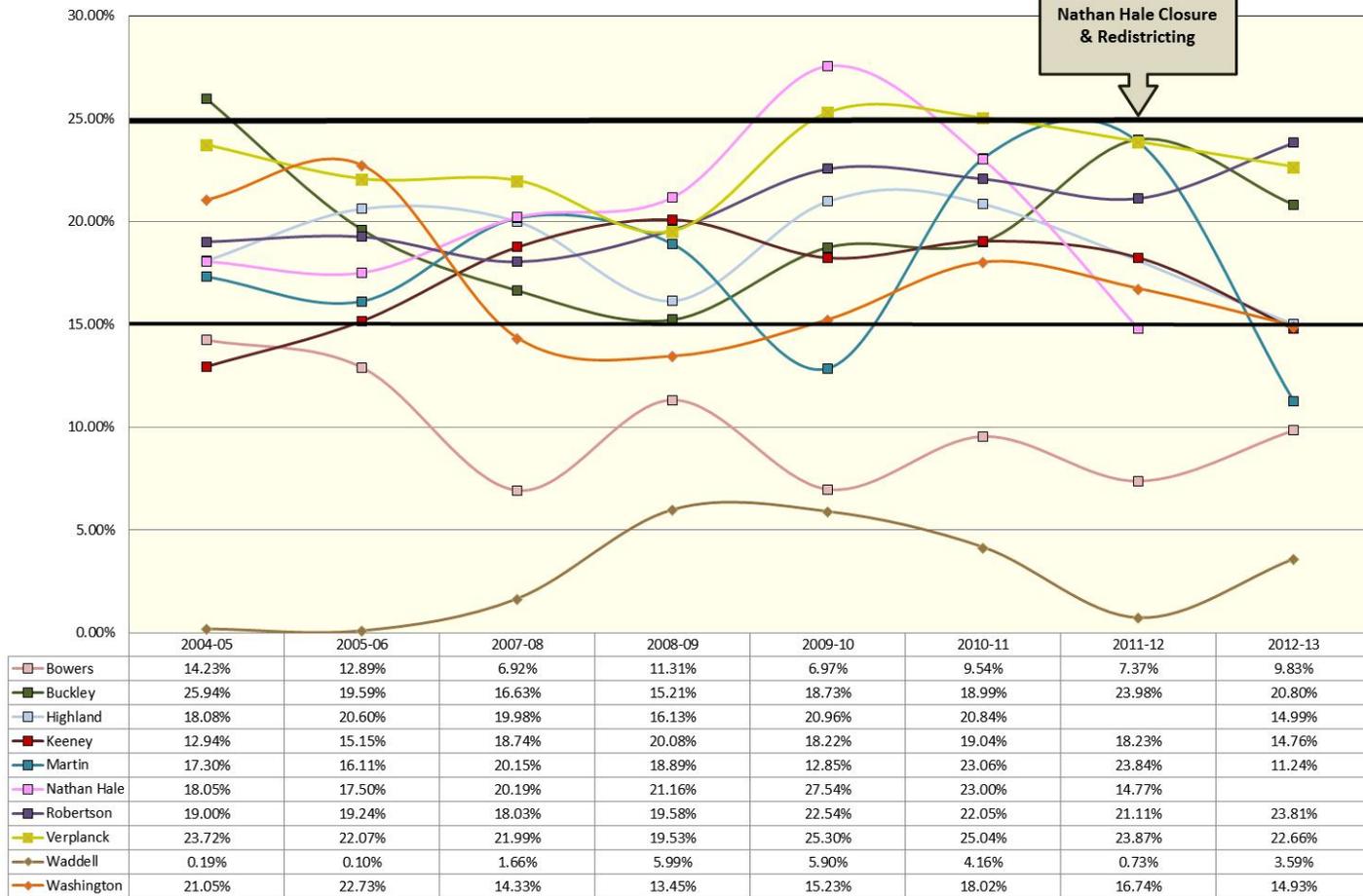
- Since 2004, Manchester's elementary school minority enrollment percentage has increased by 17.6%.
- Large increase in the minority population from 2009-10 due to the modification to the Federal and Connecticut State Dept. of Ed.'s procedures for reporting Hispanic ethnicity and race separately

Manchester Public Schools
Elementary School Diversity





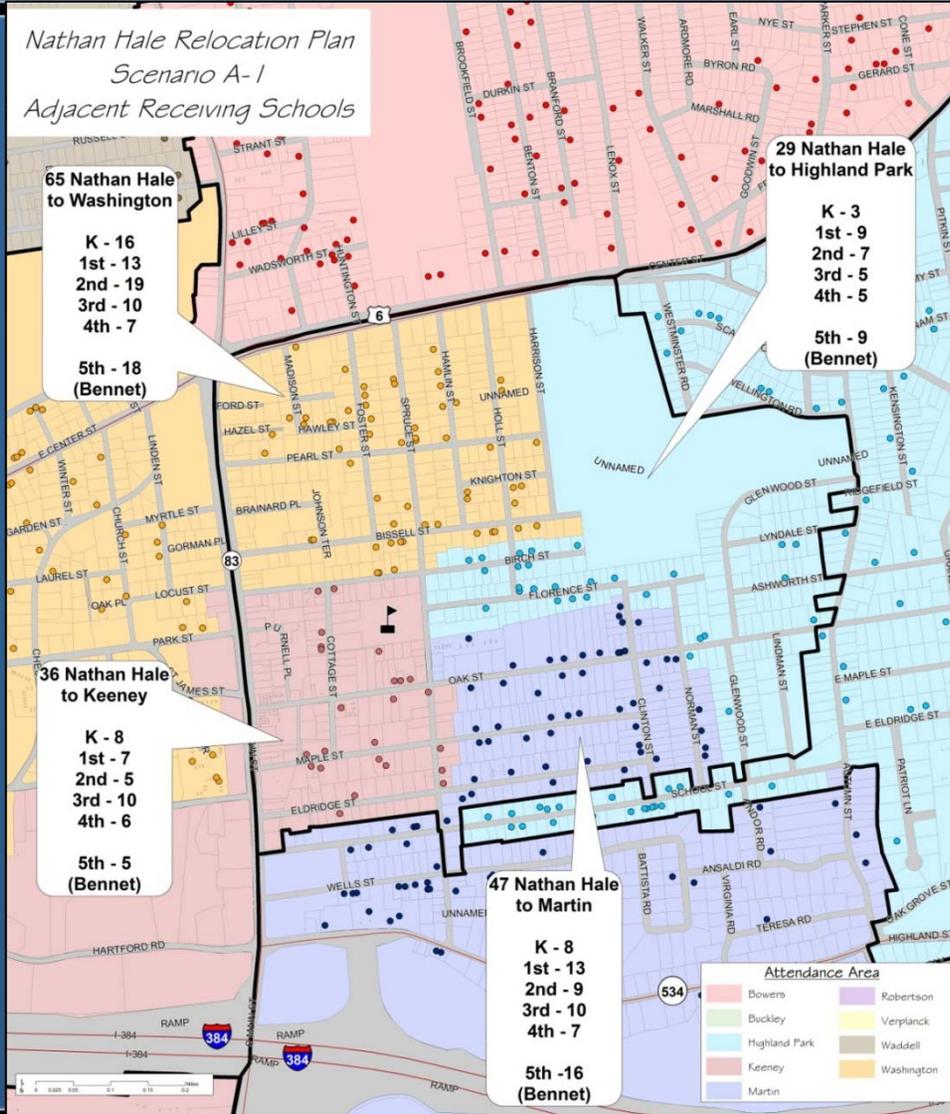
Manchester Public Schools - Historic Absolute Imbalance

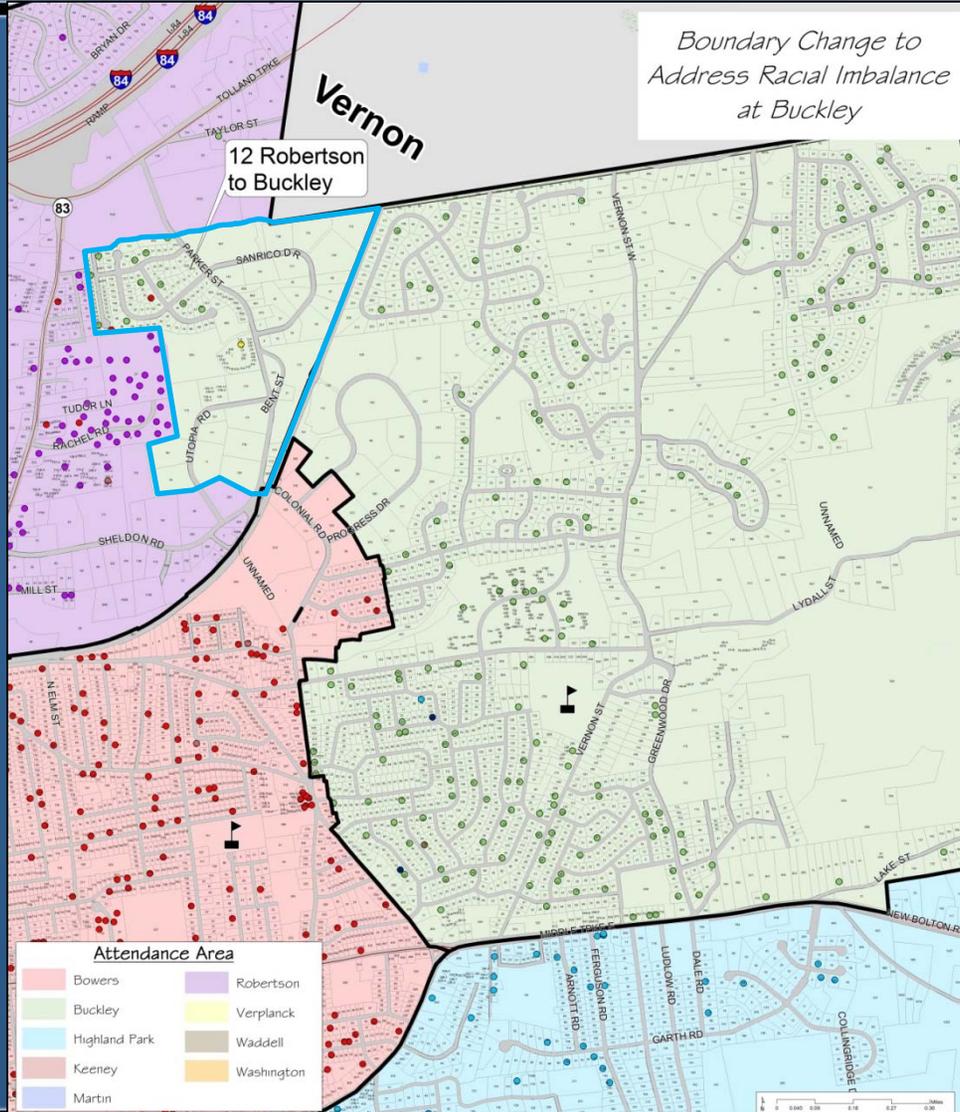


Connecticut State Department of Education

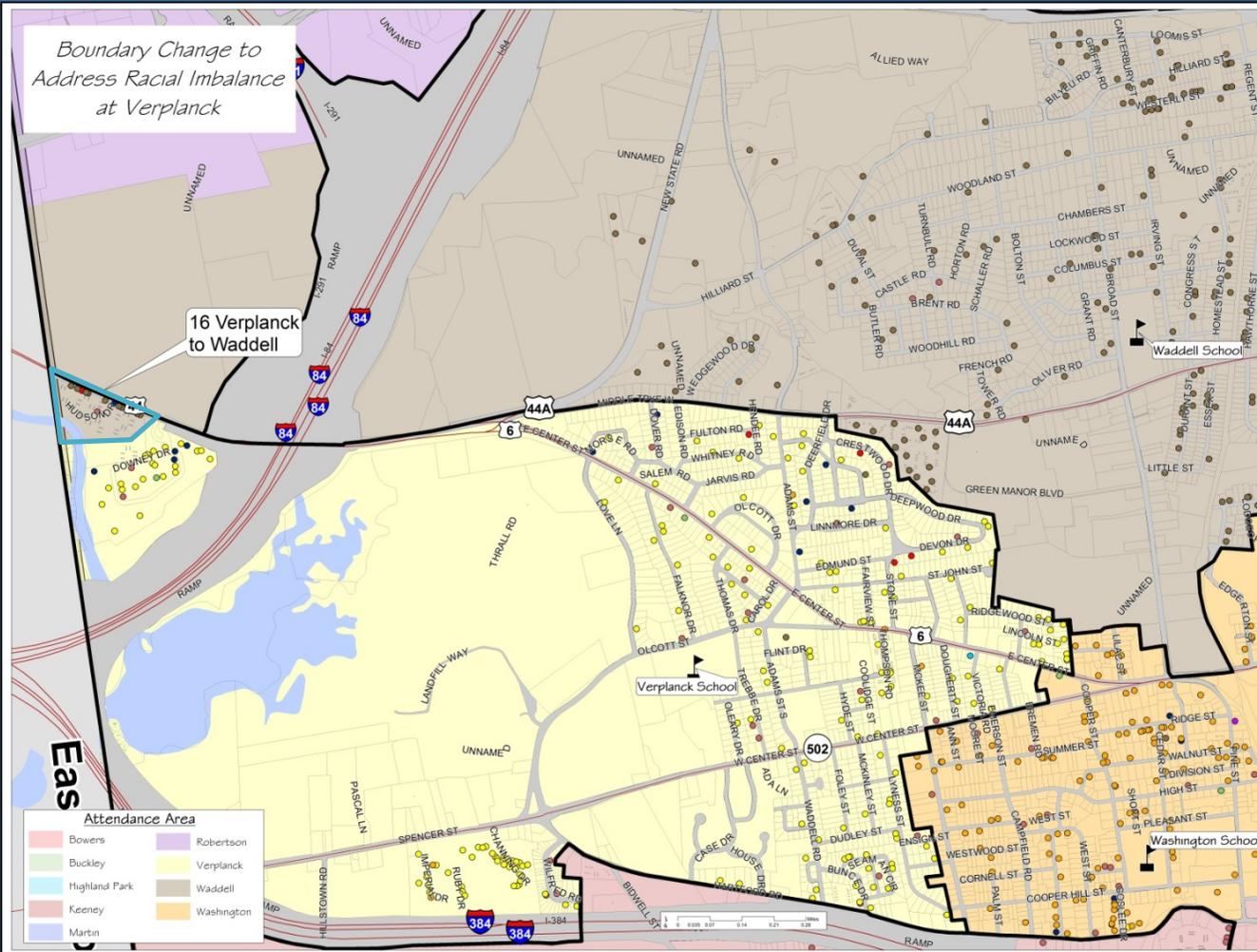


Nathan Hale Closure & Redistricting to Neighboring Schools





Proactive
“Pocket”
Redistricting
Robertson to
Buckley



Proactive
“Pocket”
Redistricting
Verplanck to
Waddell



- Recent redistricting from the Nathan Hale School closure improved absolute imbalance balance at several schools:
 - Martin: 23.84% (2011) to 11.84% (2012)
 - Highland Park: 20.84% (2010) to 14.99% (2012)
 - Keeney: 18.23% (2011) to 14.76% (2012)
 - Washington: 16.74% (2011) to 14.93% (2012)
- Also in 2012, “Pocket” Redistricting was adopted between Verplanck-Waddell and Robertson-Buckley to proactively reduce the imbalance.
- As a result of these efforts, four schools are no longer impending and no schools are currently imbalanced.



SMARTR – The Goal

School Modernization and Reinvestment Team Revisited Charge

During their Joint meeting on January 30, 2012, the Board of Directors and Board of Education proposed establishing a working group, School Modernization and Reinvestment Team Revisited (SMARTR), to develop and recommend a long term big picture strategy for finishing this decade's school building investments to include recommendations for:

1. The number of schools required to provide appropriate and sustainable educational facilities for the next generation.
2. The impact of enrollment data and student demographic data on grade level configuration and **racial balance** in our schools.
3. The impact of curriculum and instructional changes over the next twenty years on school design and functional use of school building space.
4. Capital Improvements necessary for appropriate and quality space given a recommended strategy including priority immediate investments.



Guiding principles established to meet charge

- Identify a school design(s) to provide appropriate and sustainable educational facilities for the next generation.
- Meet the needs of current and projected enrollment data and student demographic data on a grade level configuration.
- Allow for a racially balanced school district.
- Provide equitable access to high quality education options.
- Consider the impact of curriculum and instructional changes over the next twenty years.
- Identify capital improvements necessary for appropriate, high quality, engaging learning environments.
- Demonstrate long term fiscal responsibility with consideration given to cost-sharing and education legislation.



SMARTR – Proposed Vision

- Manchester’s BOE has approved SMARTR’s proposals for:
 - Development of a kindergarten through 4th grade model for all Manchester elementary schools.
 - Creation of a 5th & 6th grade campus school at Cheney / Bennet Academy site with a fully renovated/expanded Cheney building and with shared common spaces with Bennet Academy.
 - Development of design feasibility parameters for new construction at Washington School and like-new renovation at Robertson School.
 - Creation of a Magnet School within the District.



SMARTR Committee 2013 Proposed High Level Timeline

Receive RFQ/P Responses , Develop Short List	Late January	Completed
Conduct Interviews, Complete Final Selection	Mid to Late February	Completed
Complete Feasibility Study	Late March	Completed
Submit Proposed Schematic Design and Cost Estimate	Early to Mid-June	On-going
Review and Approve Recommendation (SMARTR)	Early July	
Review and Approve (BOE)	Late July/Early August	
Review and Approve (BOD)	Late August/Early September	
Submit Plan to the State	Mid-September	
Present Referendum to the Voters of Manchester	November	



Proposed Racial Balance Plan

- Monitor elementary school diversity, in particular schools that have impending balances.
- Development of “Pocket” redistricting plans for Verplanck School and Robertson School should the school(s) become imbalanced.
- Pending outcome of referendum, the proposed K-4 elementary model may provide greater opportunity for racial balance.
- Coordinate redistricting efforts with SMARTR Planning process to ensure efforts are congruent and redistricting of students is minimized.



Racial Balance by School (Oct. 2012)

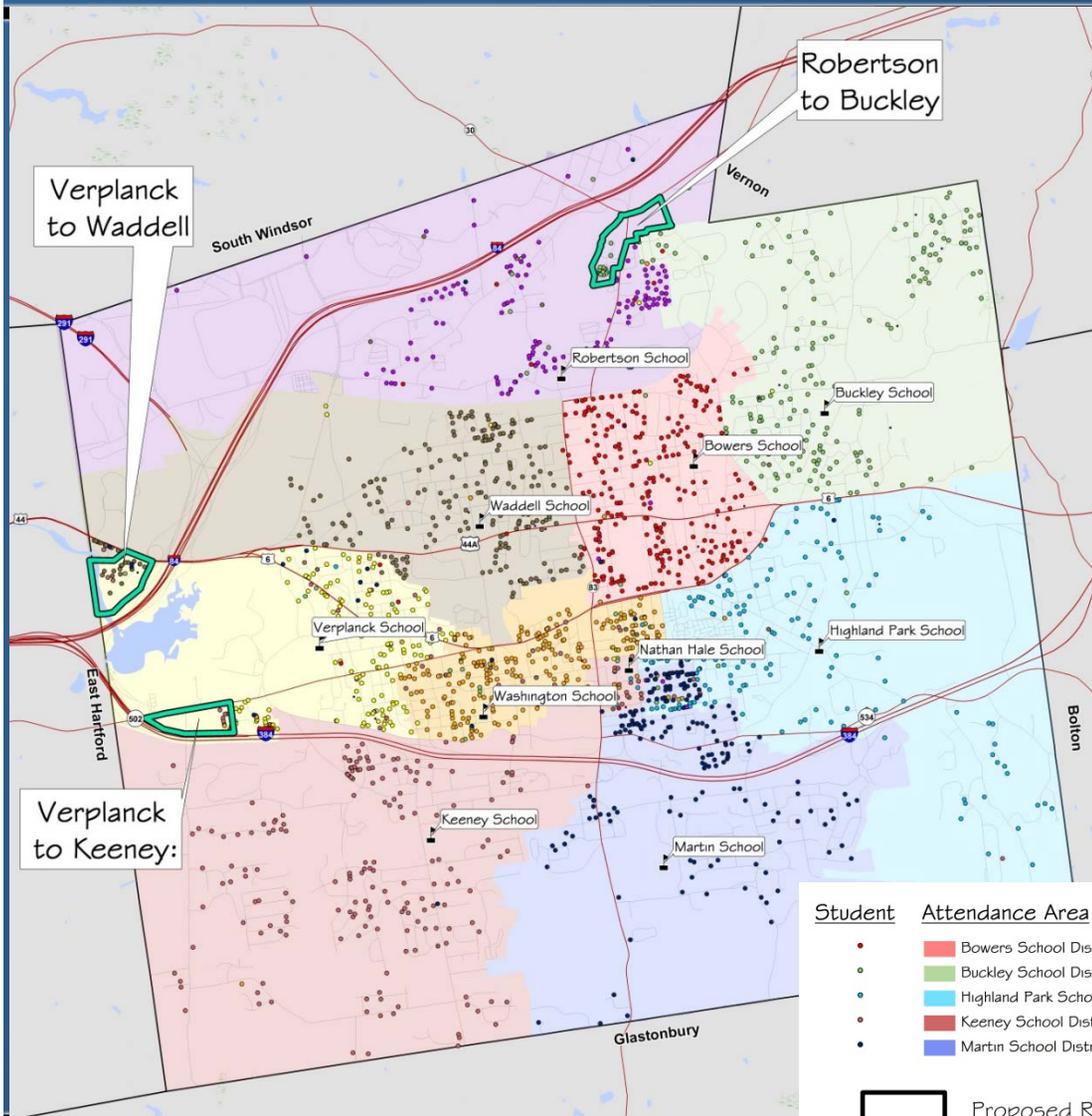
Manchester Elementary School Racial Balance by School (10/1/12 Enrollment)							
<u>Schools</u>	<u>Grades</u>	<u>District % Minority</u>	<u>District Total*</u>	<u>School Enrollment</u>	<u>Total Minority Students</u>	<u>School Minority Percentage</u>	<u>Absolute Imbalance</u>
Bowers	KF, 1-5	61.58%	3,004	400	207	51.75%	9.83%
Buckley	PK, KF, 1-5	61.46%	3,049	332	135	40.66%	20.80%
Highland Park	KF, 1-5	61.58%	3,004	264	123	46.59%	14.99%
Keeney	KF, 1-5	61.58%	3,004	346	162	46.82%	14.76%
Martin	KF, 1-5	61.58%	3,004	290	146	50.34%	11.24%
Robertson	KF, 1-5	61.58%	3,004	356	304	85.39%	23.81%
Verplanck	KF, 1-5	61.58%	3,004	330	278	84.24%	22.66%
Waddell	KF, 1-5	61.46%	3,004	352	229	65.06%	3.59%
Washington	KF, 1-5	61.58%	3,004	379	290	76.52%	14.93%
Total:				3,049	1,874		

**Per Section 10-226b - represents the total number of students across all schools in grades covered by the particular school.*

- All Manchester elementary schools are currently balanced.
- Buckley, Robertson & Verplanck schools have impending imbalances (>15%)
- Proposed “pocket” redistricting if pending imbalances reach 25% threshold.



Proposed Redistricting Overview



- Identified Proposed Areas based on:
 - Neighborhoods and families kept together.
 - Capacity at Receiving Schools
 - Transportation
 - Minimize movement of students and shifting of self-contained programs.

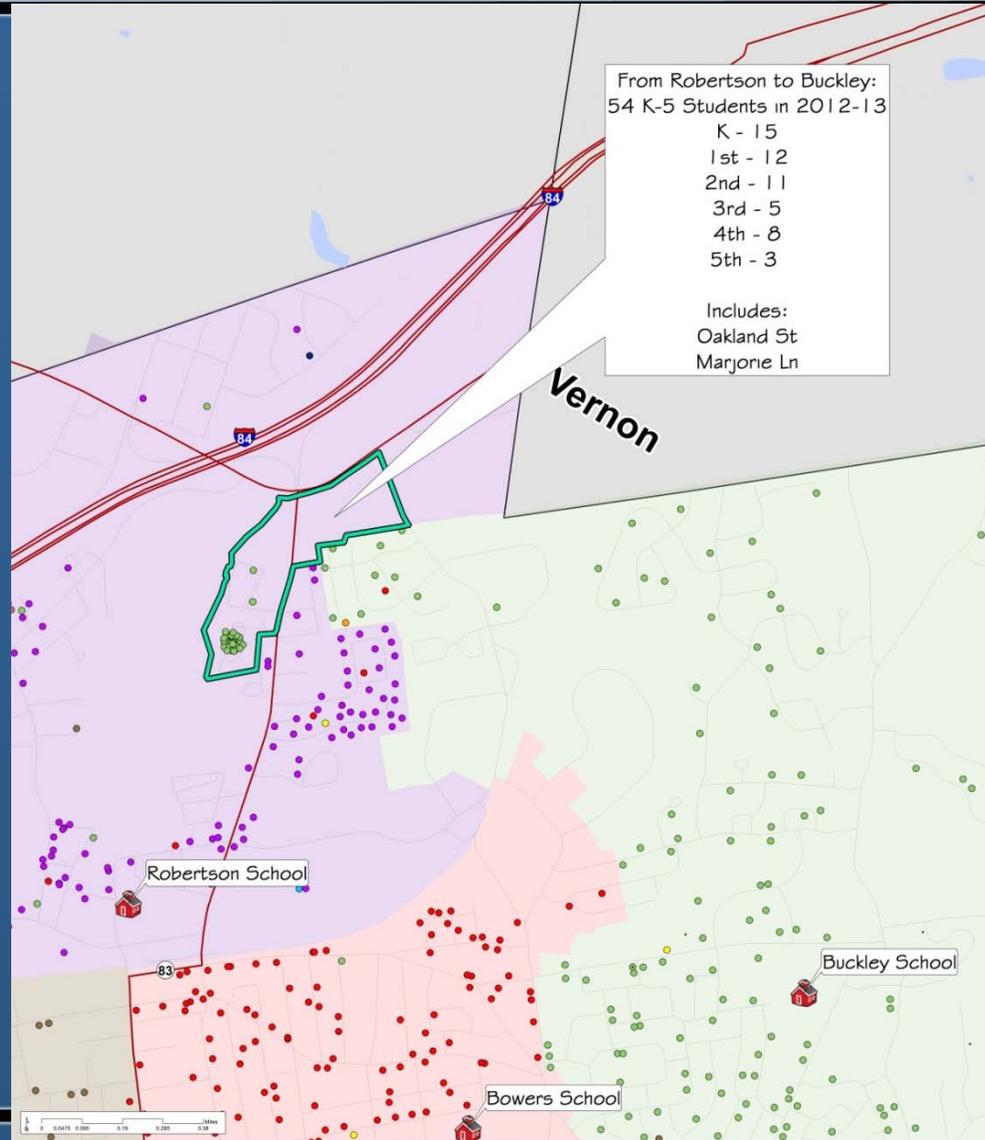
Student	Attendance Area	Student	Attendance Area
•	Bowers School District	•	Robertson School District
•	Buckley School District	•	Verplanck School District
•	Highland Park School District	•	Waddell School District
•	Keeney School District	•	Washington School District
•	Martin School District		

□ Proposed Redistricting



Proposed "Pocket" Redistricting

Robertson to Buckley: 54 Students



From Robertson to Buckley:
54 K-5 Students in 2012-13

K - 15
1st - 12
2nd - 11
3rd - 5
4th - 8
5th - 3

Includes:
Oakland St
Marjorie Ln

Student	Attendance Area	Student	Attendance Area
•	Bowers School District	•	Robertson School District
•	Buckley School District	•	Verplanck School District
•	Highland Park School District	•	Waddell School District
•	Keeney School District	•	Washington School District
•	Martin School District		

Proposed Redistricting

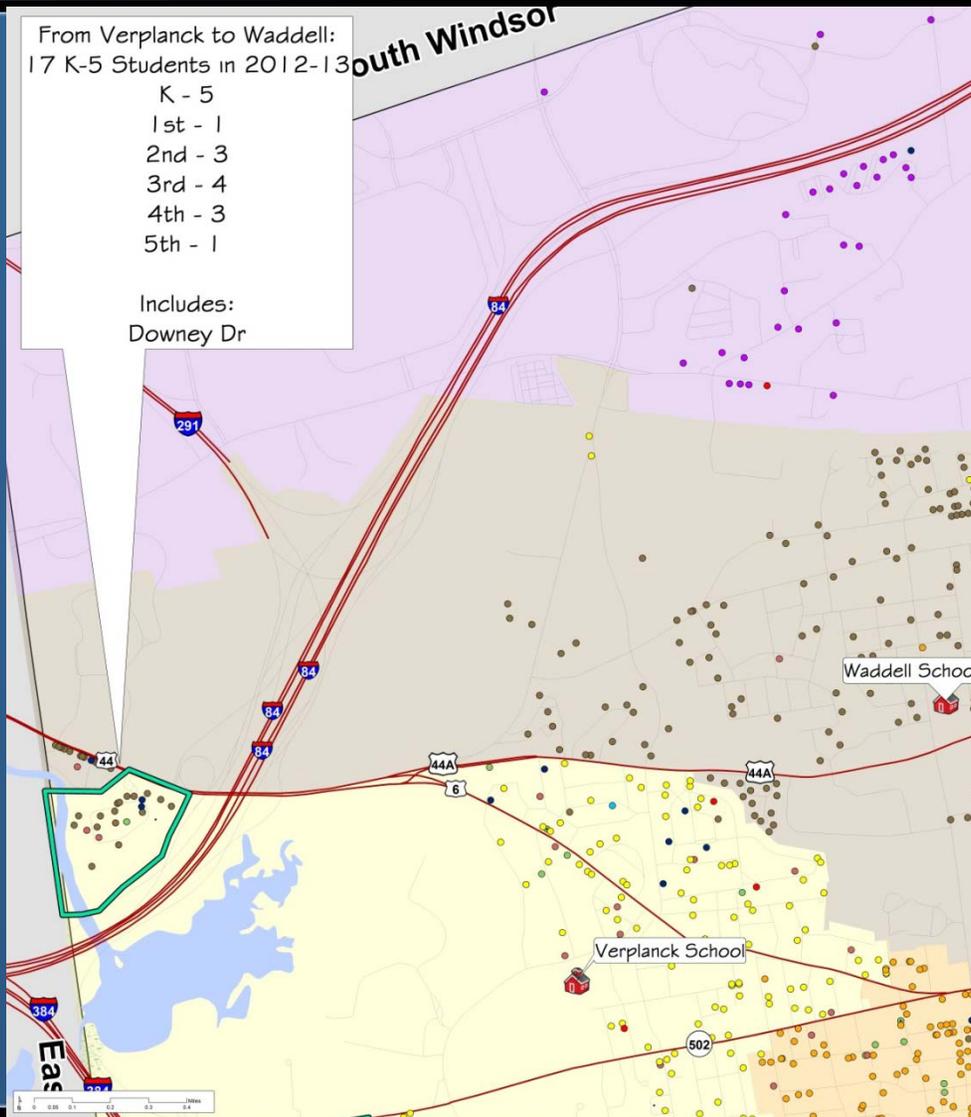


Proposed "Pocket" Redistricting

From Verplanck to Waddell:
17 K-5 Students in 2012-13

- K - 5
- 1st - 1
- 2nd - 3
- 3rd - 4
- 4th - 3
- 5th - 1

Includes:
Downey Dr



Verplanck to Waddell: 17 Students

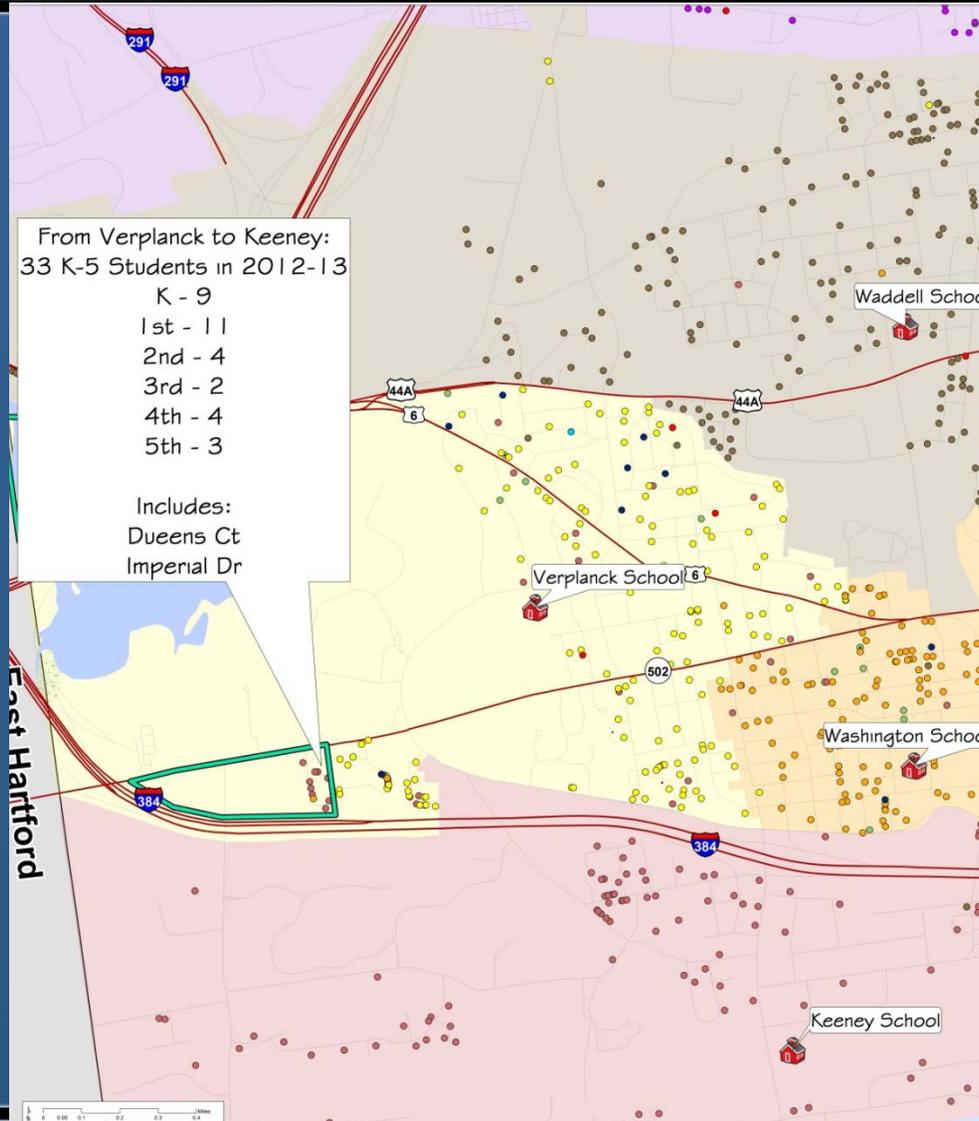
Student	Attendance Area	Student	Attendance Area
•	Bowers School District	•	Robertson School District
•	Buckley School District	•	Verplanck School District
•	Highland Park School District	•	Waddell School District
•	Keeney School District	•	Washington School District
•	Martin School District		

 Proposed Redistricting



Proposed "Pocket" Redistricting

Verplanck to
Keeney: 33
Students



Student	Attendance Area	Student	Attendance Area
•	Bowers School District	•	Robertson School District
•	Buckley School District	•	Verplanck School District
•	Highland Park School District	•	Waddell School District
•	Keeney School District	•	Washington School District
•	Martin School District		

 Proposed Redistricting



Proposed “Pocket” Redistricting

Manchester Elementary School Racial Balance by School							
Redistricting Option (Oct. 2012 Enrollment)							
<u>Schools</u>	<u>Grades</u>	<u>District % Minority</u>	<u>District Total*</u>	<u>School Enrollment</u>	<u>Total Minority Students</u>	<u>School Minority Percentage</u>	<u>Absolute Imbalance</u>
Bowers	KF, 1-5	61.48%	2,928	402	204	50.75%	10.73%
Buckley	PK, KF, 1-5	61.35%	2,973	335	160	47.76%	13.59%
Highland Park	KF, 1-5	61.48%	2,928	264	123	46.59%	14.88%
Keeney	KF, 1-5	61.48%	2,928	377	194	51.46%	10.02%
Martin	KF, 1-5	61.48%	2,928	288	146	50.69%	10.78%
Robertson	KF, 1-5	61.48%	2,928	290	239	82.41%	20.94%
Verplanck	KF, 1-5	61.48%	2,928	277	230	83.03%	21.56%
Waddell	KF, 1-5	61.35%	2,928	367	243	66.21%	4.86%
Washington	KF, 1-5	61.48%	2,928	373	285	76.41%	14.93%
Total:				2,973	1,824		

**Per Section 10-226b - represents the total number of students across all schools in grades covered by the particular school.*

- Reduces Imbalance at Verplanck, Robertson & Buckley



Summary

- According to Oct. 2012 enrollment, all schools are currently balanced.
- Three schools, Robertson (23.81%), Verplanck (22.66%) & Buckley (20.80%) have impending imbalances.
- If imbalances should reach the 25% threshold, Manchester Schools would look to implement the proposed redistricting plan.
- The Proposed Plan could reduce absolute imbalance at Robertson (20.94%), Verplanck (21.56%), and Buckley (13.59%).
- The district seeks to achieve minimally disruptive redistricting, particularly with school construction projects anticipated following a successful November referendum.

PERSONNEL ACTION

APPOINTMENTS

Cheri Beaulieu to be a Speech & Language Pathologist at Bowers Elementary School. Ms. Beaulieu received a Master of Science in Communication Disorders degree at Southern Connecticut State University. Ms. Beaulieu resides in East Hampton. It is recommended that her appointment be approved effective August 26, 2013 (MA+30/Step 3 \$53,641).

RESIGNATIONS

Erin McLaughlin, Social Studies teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective June 30, 2013. Ms. McLaughlin has been with Manchester Public Schools since August 31, 2011. It is recommended that her request be approved.

**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 2, 2013

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 2012-2013 Budget.

Discussion/Analysis: Transfer from Bennet Middle School CI Field/Athletic Trips to Bennet Middle School Administrator General Supplies/Materials accounts. A transfer of \$3,000.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
May 13, 2013

Manchester Public Schools
Manchester, Connecticut

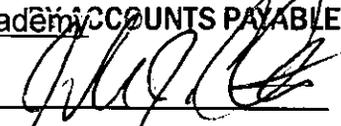
5/6/13
of 2 cases

RECEIVED
MAY 06 2013

To: Accounting Department

School: Bennet Academy ACCOUNTS PAYABLE

Date: 5/3/13

Principal's Sign: 

Date of Approval: 5/3/13

JUSTIFICATION (Required Field) :

Year End needs for Bennet Academy-Teachers, End of the Year Activities

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

DECREASE In whole dollars only:

\$3,000 Account # 11051100 5512 Description: Athletic Field Trips

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ _____ TOTAL DECREASE

INCREASE In whole dollars only:

\$3,000 Account # 42351240 5610 Description: Gen. Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ _____ TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: May 2, 2013

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 2012-2013 Budget.

Discussion/Analysis: Transfer from Illing Middle School Administrator Postage to Illing Middle School Administrator General Supplies/Materials accounts. A transfer of \$1,000.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
May 13, 2013

Manchester Public Schools
Manchester, Connecticut

OK 5/6/13
RECEIVED
MAY 06 2013
P/ ACCOUNTS PAYABLE

To: Accounting Department

School: Filling Middle School

Date: 5/2/13

Principal's Sign: _____

Date of Approval: 5/2/13

JUSTIFICATION:

Transfer funds to pay for overdue pins invoice

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

DECREASE:

\$ 1,000 Account #: 42353240 5541 Description: Postage

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 1,000 TOTAL DECREASE

INCREASE:

\$ 1,000 Account #: 42353240 5610 Description: General Sup. & Mat

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 1,000 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: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: May 2, 2013

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 2012-2013 Budget.

Discussion/Analysis: Transfer from Bennet Middle School Administrator Professional Development to Bennet Middle School Administrator General Supplies/Materials accounts. A transfer of \$3,000.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
May 13, 2013

5/6/13
OK
D. Caruso

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Bennet

Date: 5/1/2013

Principal's Sign: *[Signature]*

Date of Approval: 5/2/13

JUSTIFICATION (Required Field) :

Transfer money from Prof. Development into General Supplies to purchase copy paper and other needed instructional/office supplies for school.

RECEIVED
MAY 06 2013

BY ACCOUNTS PAYABLE

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

DECREASE In whole dollars only:

\$3,000	Account # 42351221	Description: 5320
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ _____ TOTAL DECREASE

INCREASE In whole dollars only:

\$3,000	Account # 42351240	Description: 5610
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ _____ TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: May 6, 2013

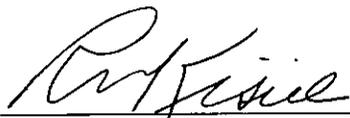
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

Discussion/Analysis: Transfer from Bowers Elementary School Administrator Office Supplies/Materials to Bowers Elementary School Contracted Kelly Substitute Professional Development accounts. A transfer of \$250.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
May 13, 2013

Manchester Public Schools
Manchester, Connecticut

OK
5/7/13
D Carson

RECEIVED
MAY 07 2013
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Bowers

Date: May 6, 2013

Principal's Sign: Mayra Lopez

Date of Approval: _____

JUSTIFICATION (Required Field) :

Monies needed to pay for author who visited school

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

DECREASE In whole dollars only:

\$250.00 Account # 423012405680 Description: office supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$250.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$250.00 Account # 423012215432 Description: contracted services

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$250.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

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: April 17, 2013

Name of Club or Activity: Activities Planning Board

Trip to: Stonehill College, Easton, MA Purpose: Student leadership Conference

Number of students participating: 6 From: 07/16/13 To: 07/19/13

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. Jeanna Favat b. Kashema Jennings
 c. Richard Blade 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 College Dormitories

If known, give specifics of room assignments: _____

Cost per teacher and/or chaperone: \$195.00 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$0.00 (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.*) Registration fee will be paid by

Cost per student after fund-raising: \$ _____ Activities Planning Board

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: Lynn Wabble Typed: Lynn Wabble

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 4/12/13

Approved by Principal:

Signature: [Signature] Date: 4/12/13

Approved by Superintendent or designee:

Signature: [Signature] Date: 5/9/13

Attachments: Quotations
Itinerary

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

**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: Illing **Date of Request:** 5/9/13

Name of Club or Activity: Odyssey of the Mind

Trip to: Michigan State University **Purpose:** Odyssey of the Mind World Finals

Number of students participating: 7 **From:** 5/22/13 **To:** 5/26/13

Number of school days missed: 3

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

- a. David Lee- teacher b. Ryan Parker- teacher
 c. Nil Rezai- parent d. Betsy Simonetti- parent
 e. Barry O'Neill- parent f. _____
 g. _____ h. _____
Others: _____

Transportation: Bus Train Plane Car Other _____

Are fund-raising activities planned? Yes No If so, describe: Donations, catalog fundraiser, local event at local restaurant, pasta dinner fundraiser

How will funds be allocated to students participating?* All funds are being pooled together in Illing Student Activities Account and all costs are be paid from that account.

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: Room assignments will be made in the dorm at Michigan State University.

Cost per teacher and/or chaperone: \$800 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$800 (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: \$0

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: David C. Lee Typed: David Lee

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 5.8.13
ORE Equipment Coordinator

Approved by Principal:

Signature: [Signature] Date: 5/8/13

Approved by Superintendent or designee:

Signature: [Signature] Date: 5-9-13

Attachments: Quotations
Itinerary

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

Itinerary for Odyssey of the Mind World Finals Trip 2013:

Wednesday May 22, 2013:

7:15 am: fly out of Bradley International Airport

12:00 pm: arrive in Detroit; take shuttle service from Detroit to Michigan State University campus

2:00 pm: check in on campus; Opening Ceremonies

Thursday, May 23- Saturday, May 25, 2013:

Odyssey of the Mind World Finals competition- we will be staying on campus for all 3 days; no off-campus side trips

Sunday, May 26, 2013:

8:00 am: take shuttle service from Michigan State University campus to Detroit airport

12:00 pm: fly out of Detroit airport

4:00 pm: arrive at Bradley International airport

KEENEY STREET SCHOOL

2013-
2014

KEENEY STREET MISSION STATEMENT

Keeney Street School honors the whole child by developing *emotional, academic, physical and social well-being*. We foster an environment that nurtures **curiosity** through authentic and engaging learning opportunities. We value and respect individual **strengths** in our community; making the world a better place.

*Written by Keeney Street Staff
November, 2012*

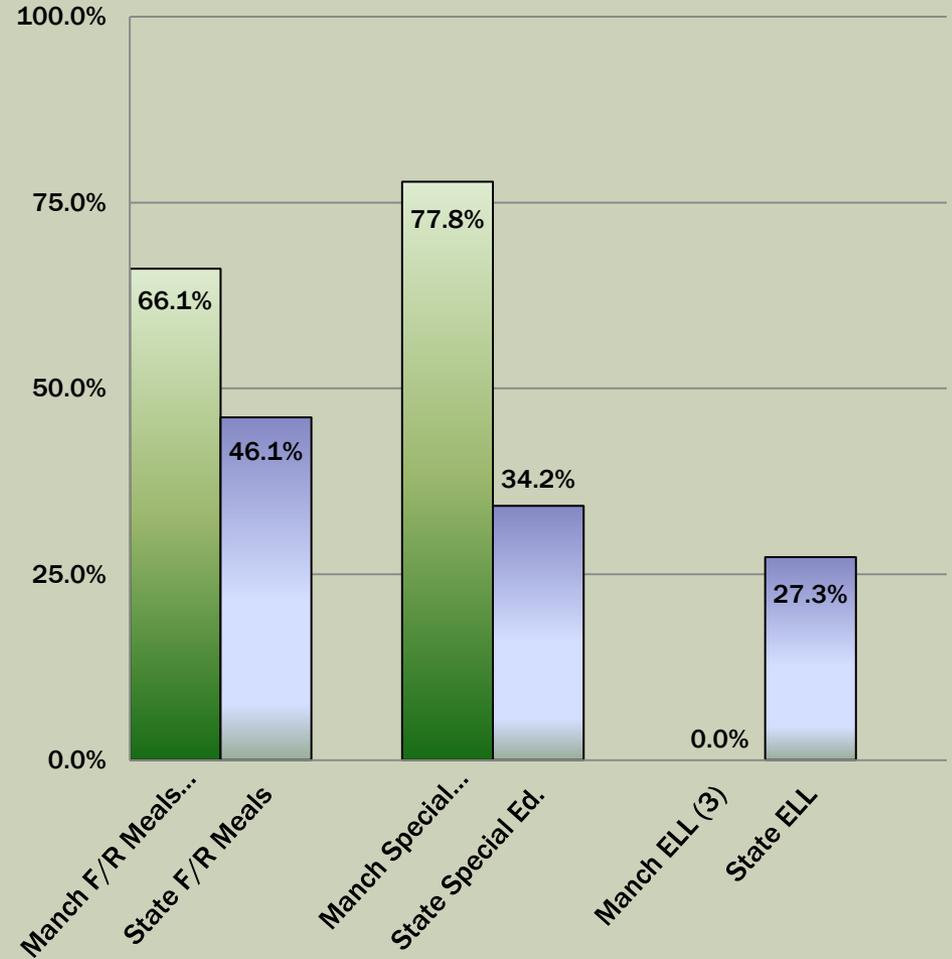
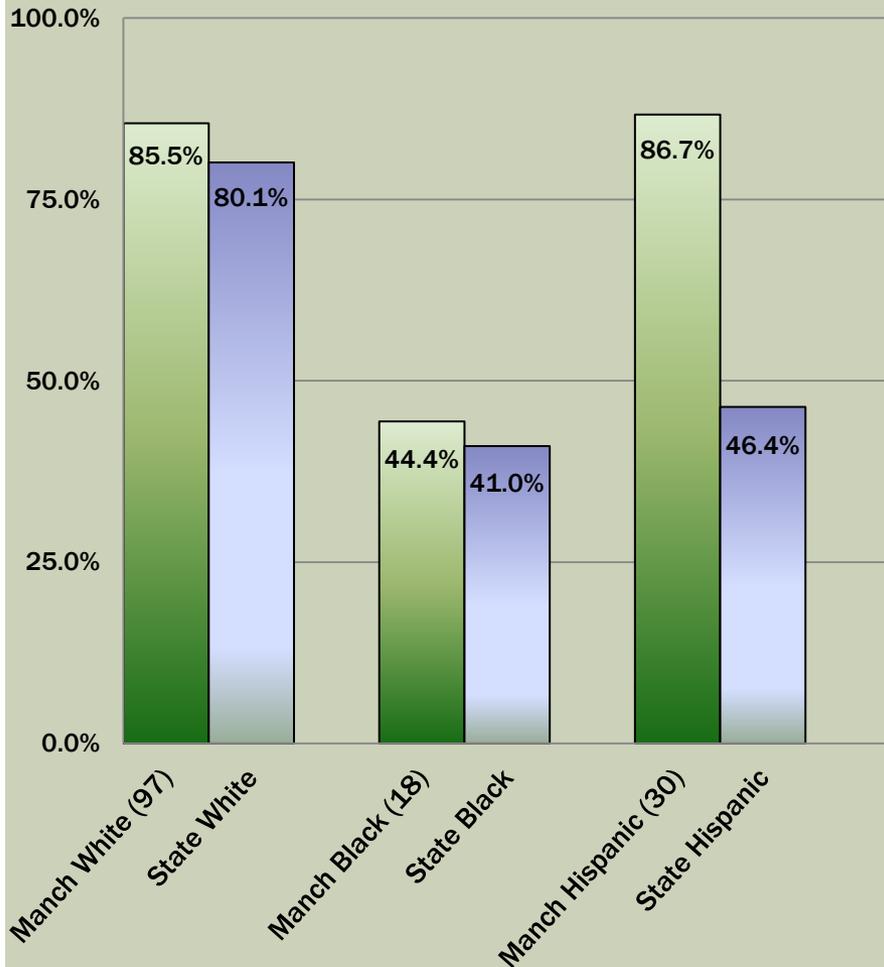
SCHOOL IMPROVEMENT PLAN GOALS

- **School Improvement Goal: Literacy and Numeracy**
 - Keeney will decrease the number of students performing at a “below basic” or “basic level”.
 - Keeney will increase the number of students performing at the “goal” or “advanced” level.

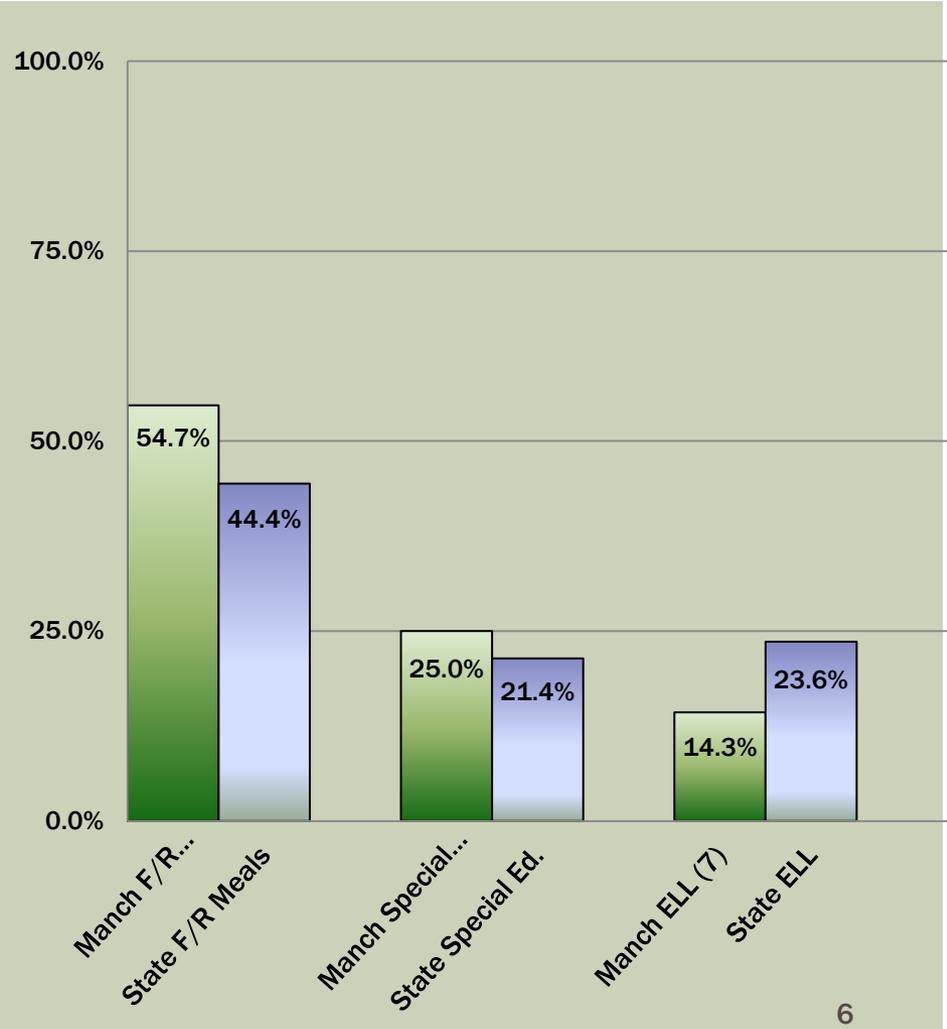
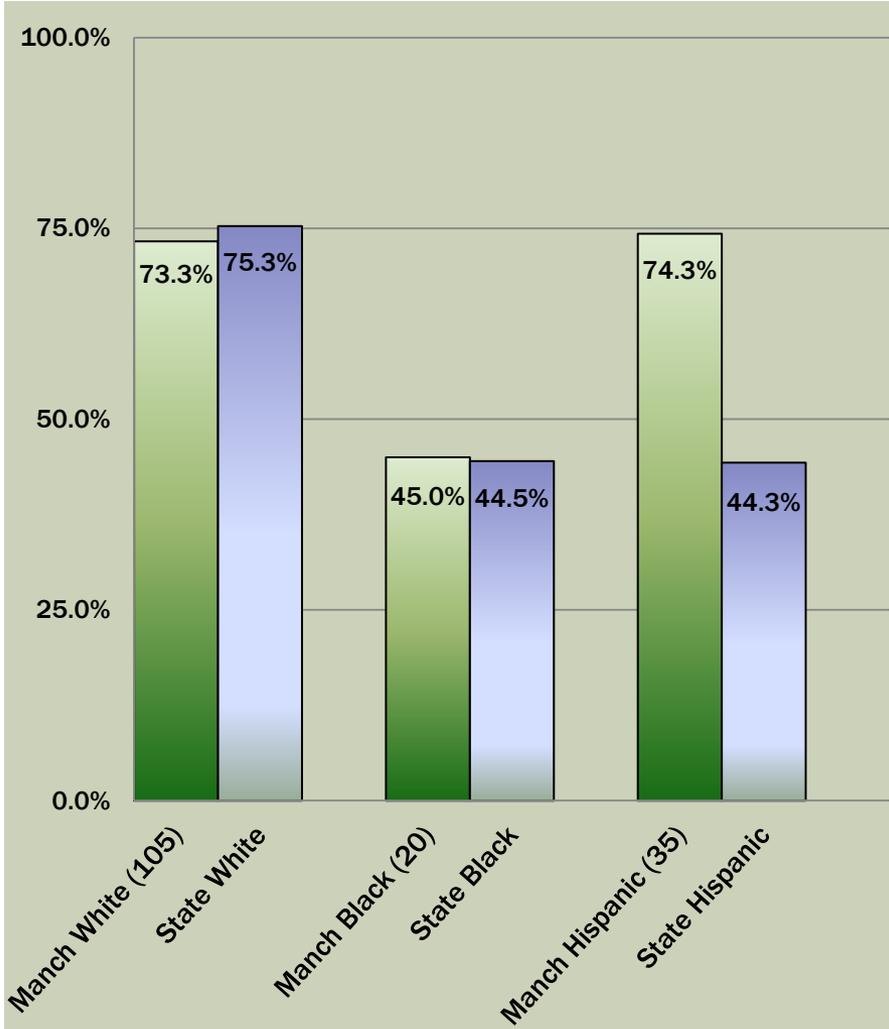
SCHOOL IMPROVEMENT PLAN GOALS

- **School Improvement Goal: Climate**
 - **Keeney will strengthen its welcoming environment.**
 - **Keeney will ensure that every student has an adult connection within our school community.**

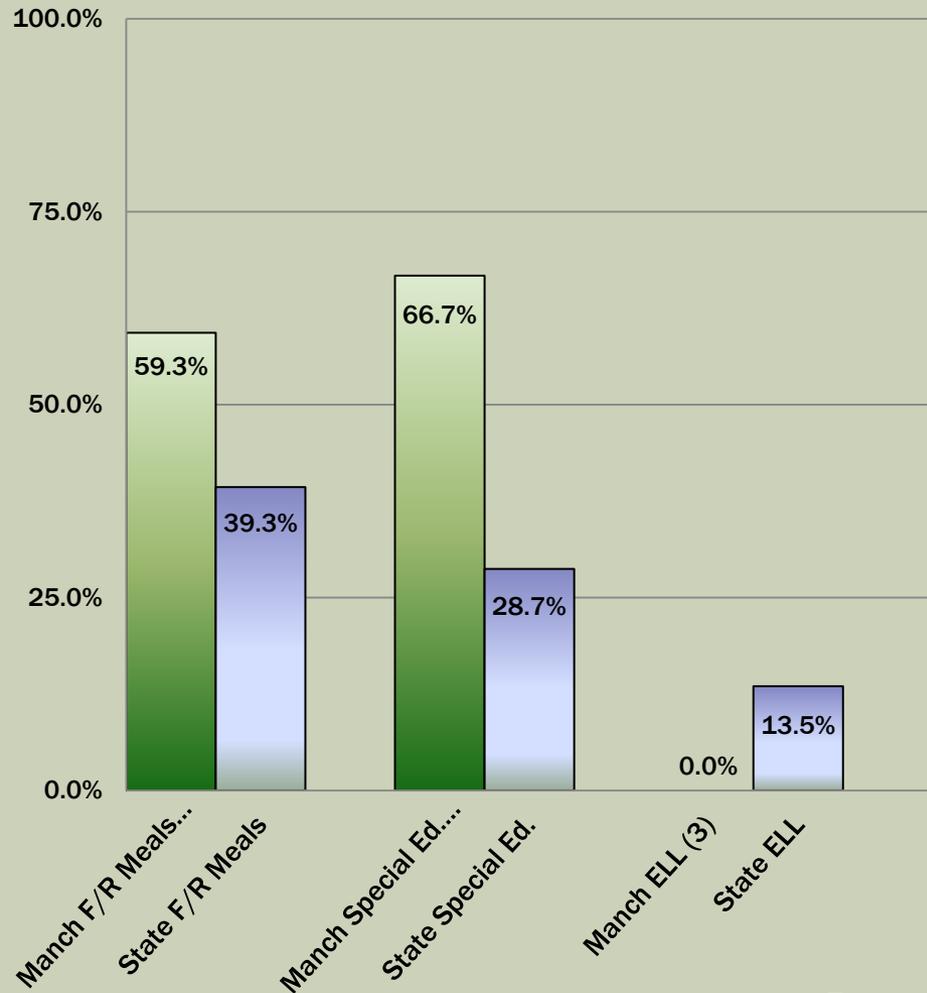
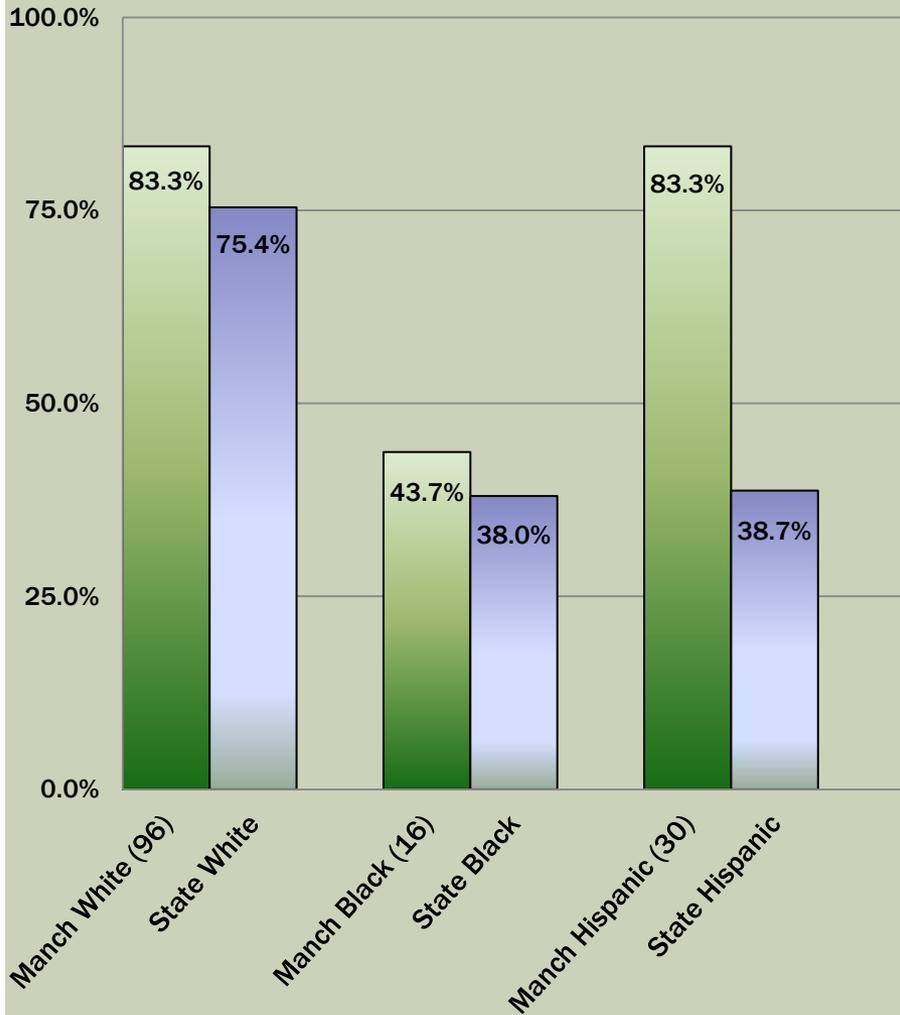
2012 CMT KEENEY VS STATE % AT OR ABOVE GOAL- MATHEMATICS - WHOLE SCHOOL



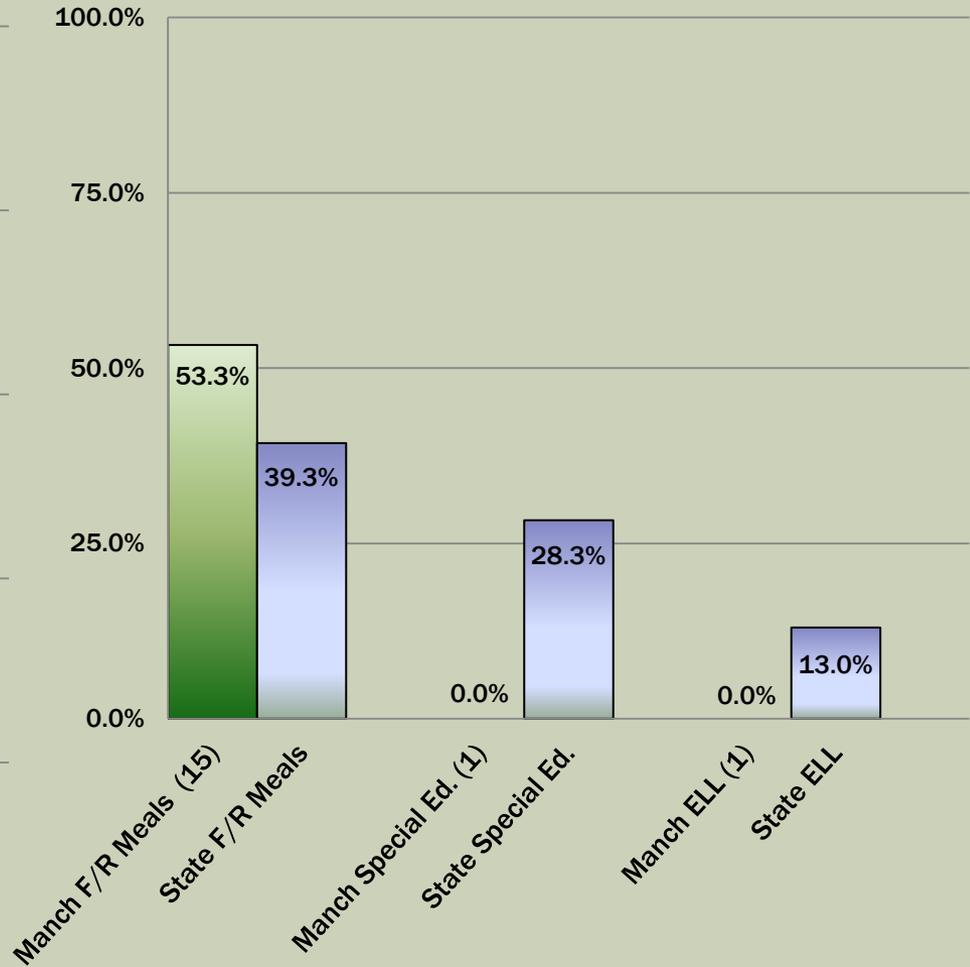
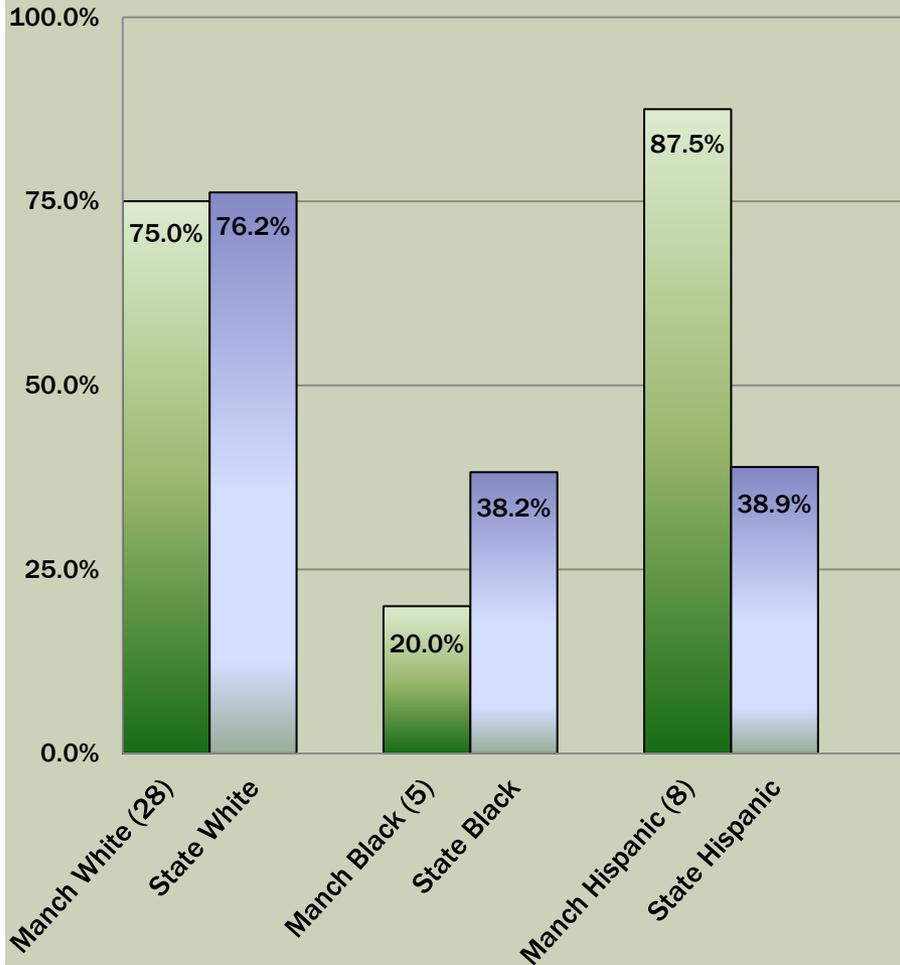
2012 CMT KEENEY VS STATE % AT OR ABOVE GOAL-WRITING – WHOLE SCHOOL



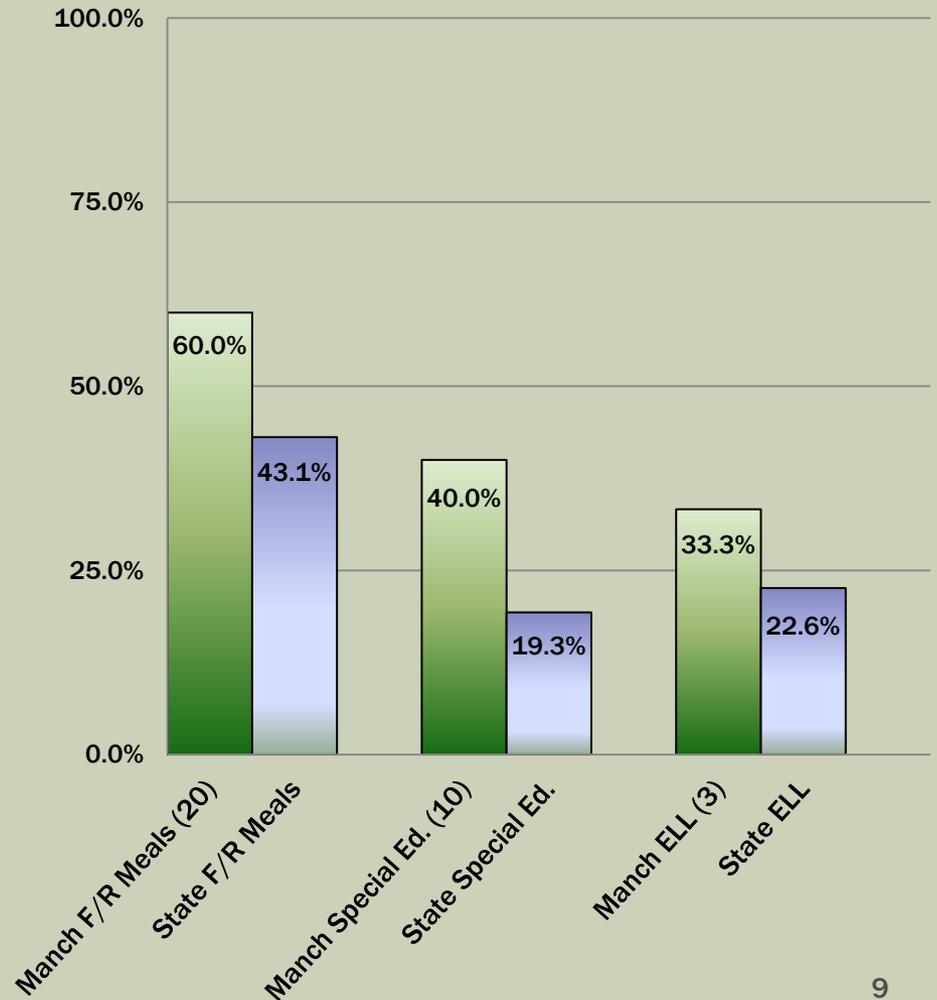
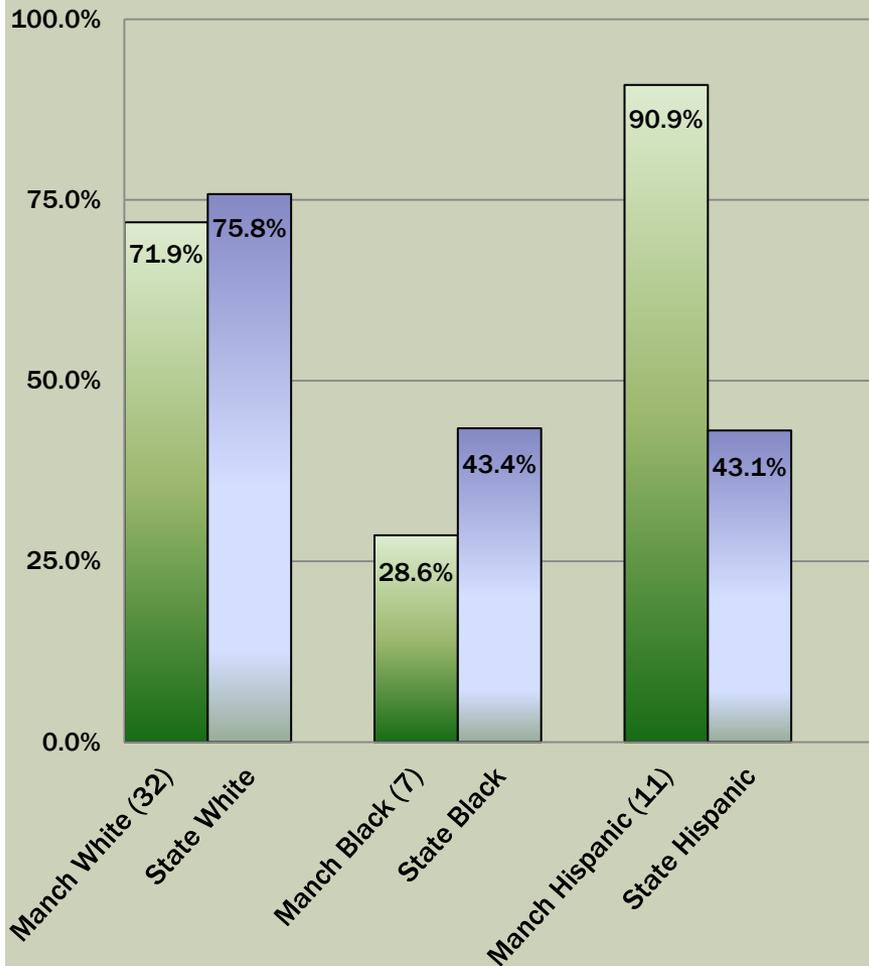
2012 CMT KEENEY VS STATE % AT OR ABOVE GOAL- READING - WHOLE SCHOOL



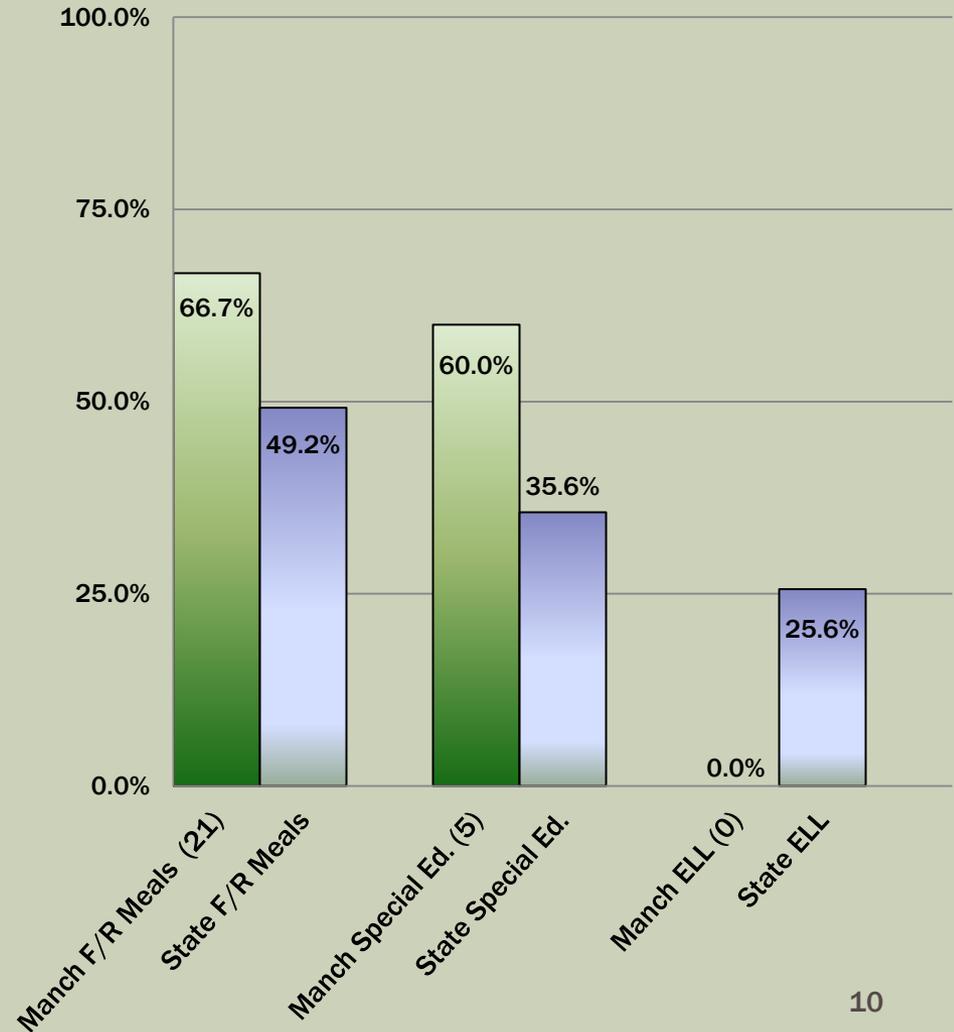
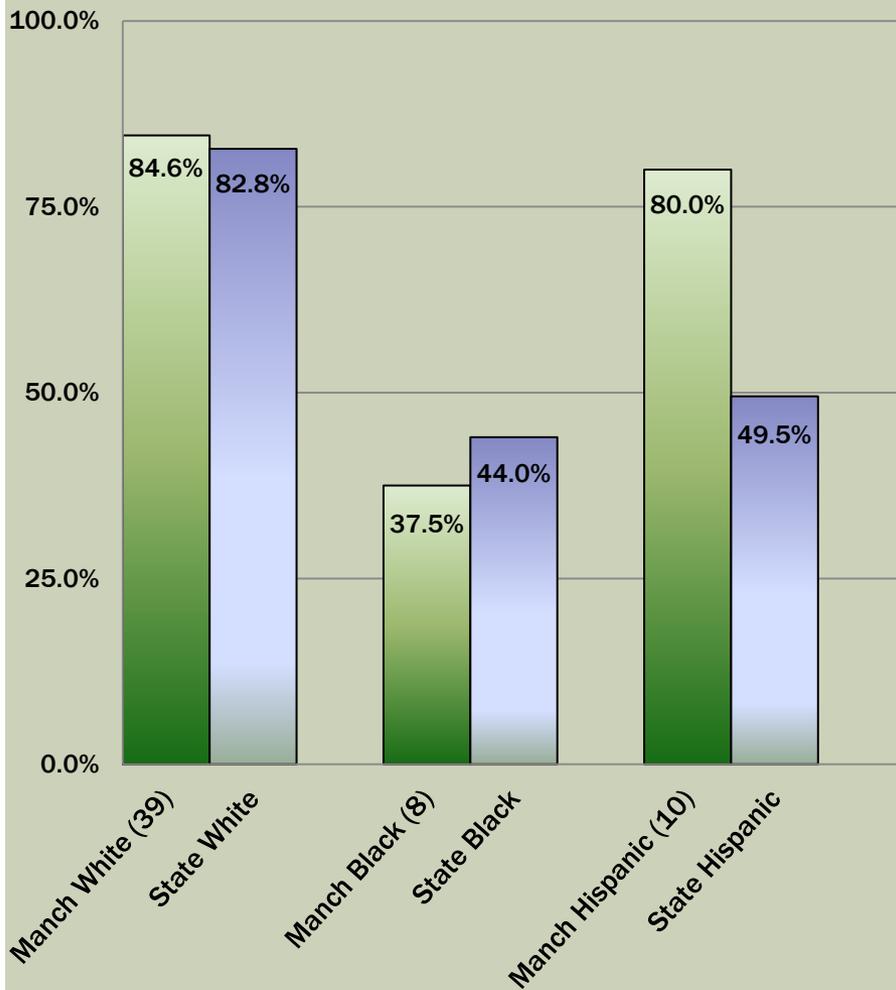
2012 CMT KEENEY VS STATE % AT OR ABOVE GOAL- READING - GRADE 4



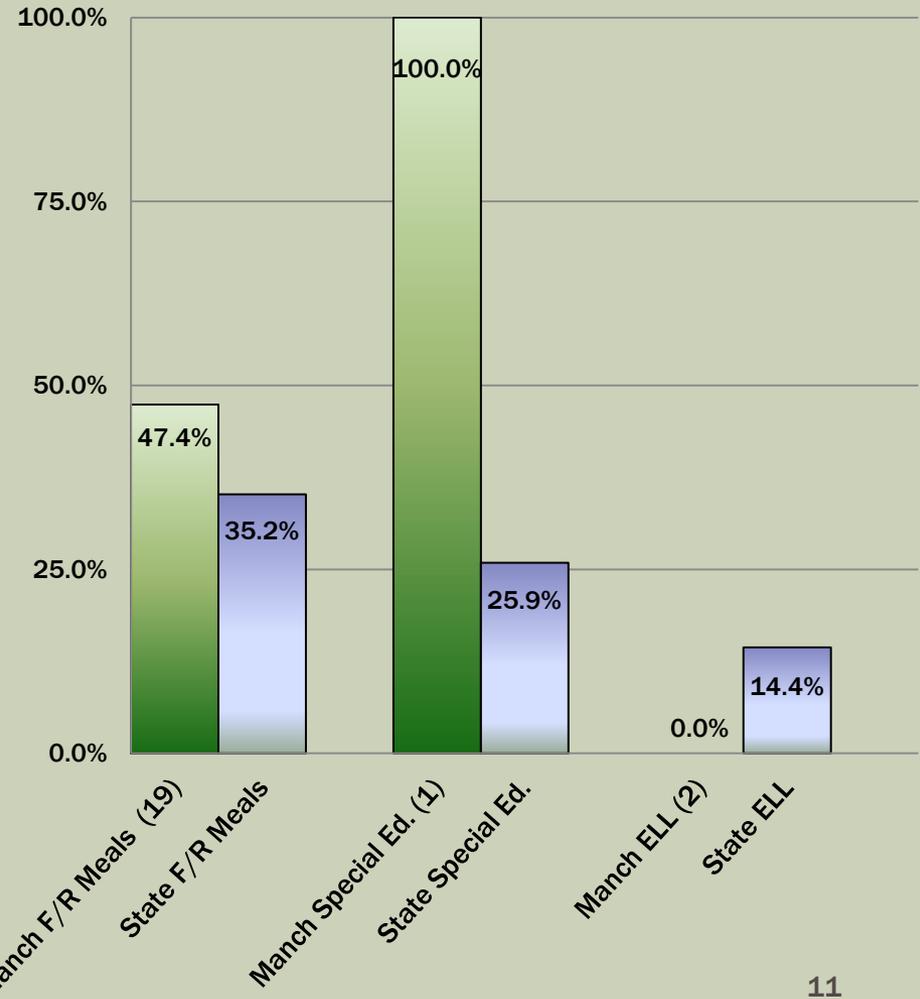
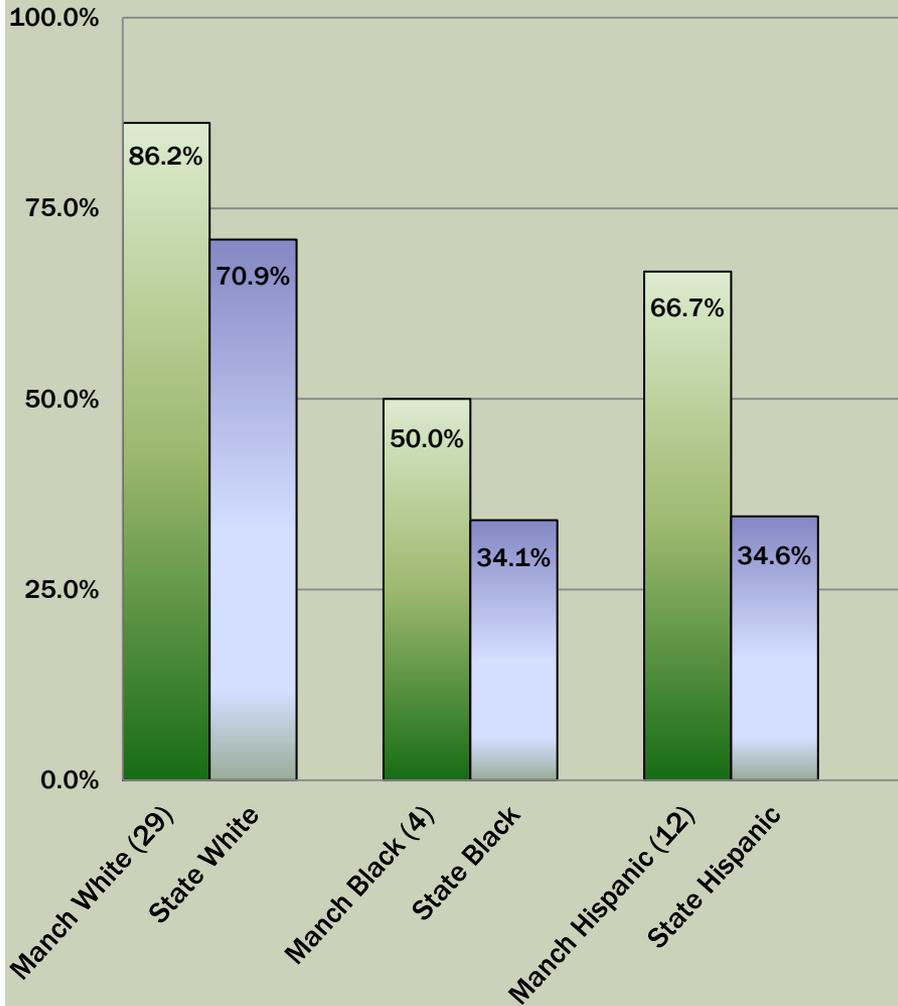
2012 CMT KEENEY VS STATE % AT OR ABOVE GOAL- WRITING - GRADE 4



2012 CMT KEENEY VS STATE % AT OR ABOVE GOAL- MATHEMATICS - GRADE 5

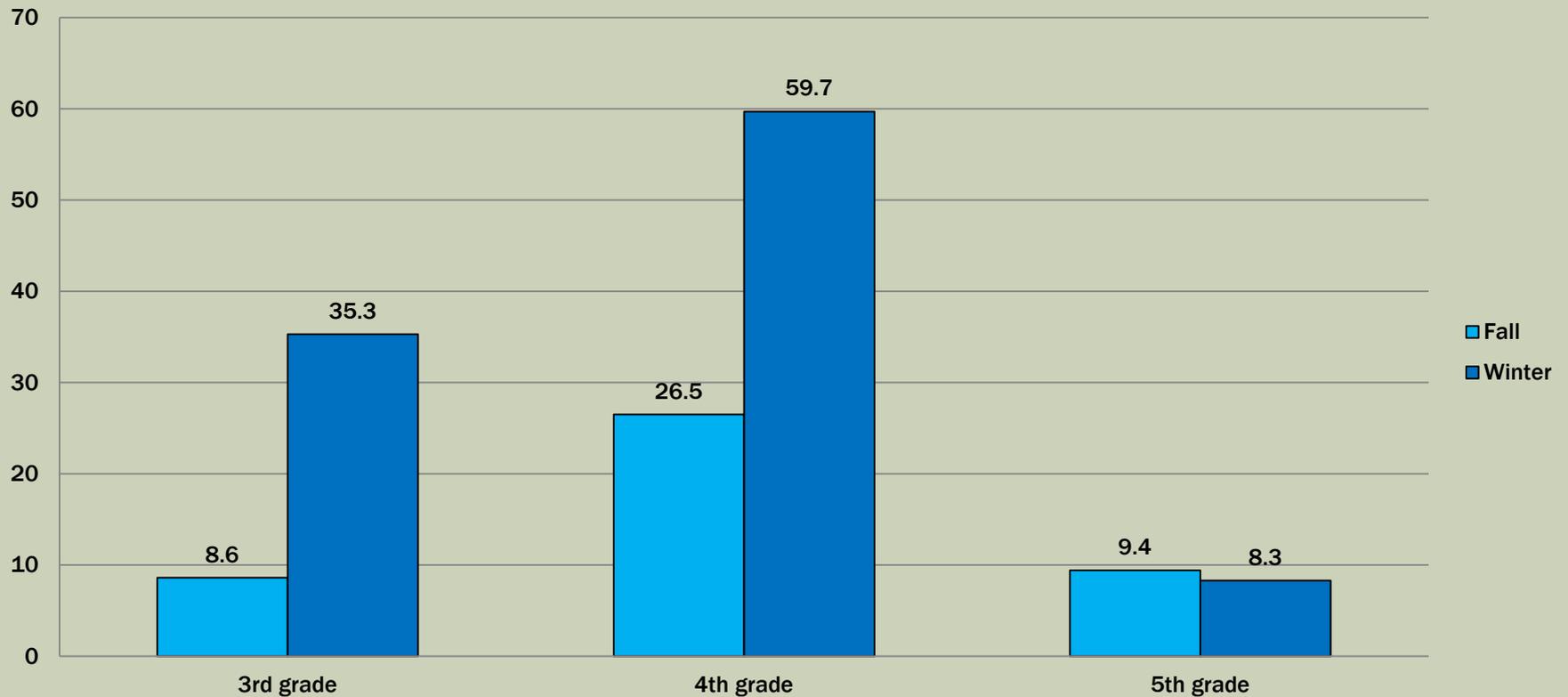


2012 CMT KEENEY VS STATE % AT OR ABOVE GOAL- READING - GRADE 3



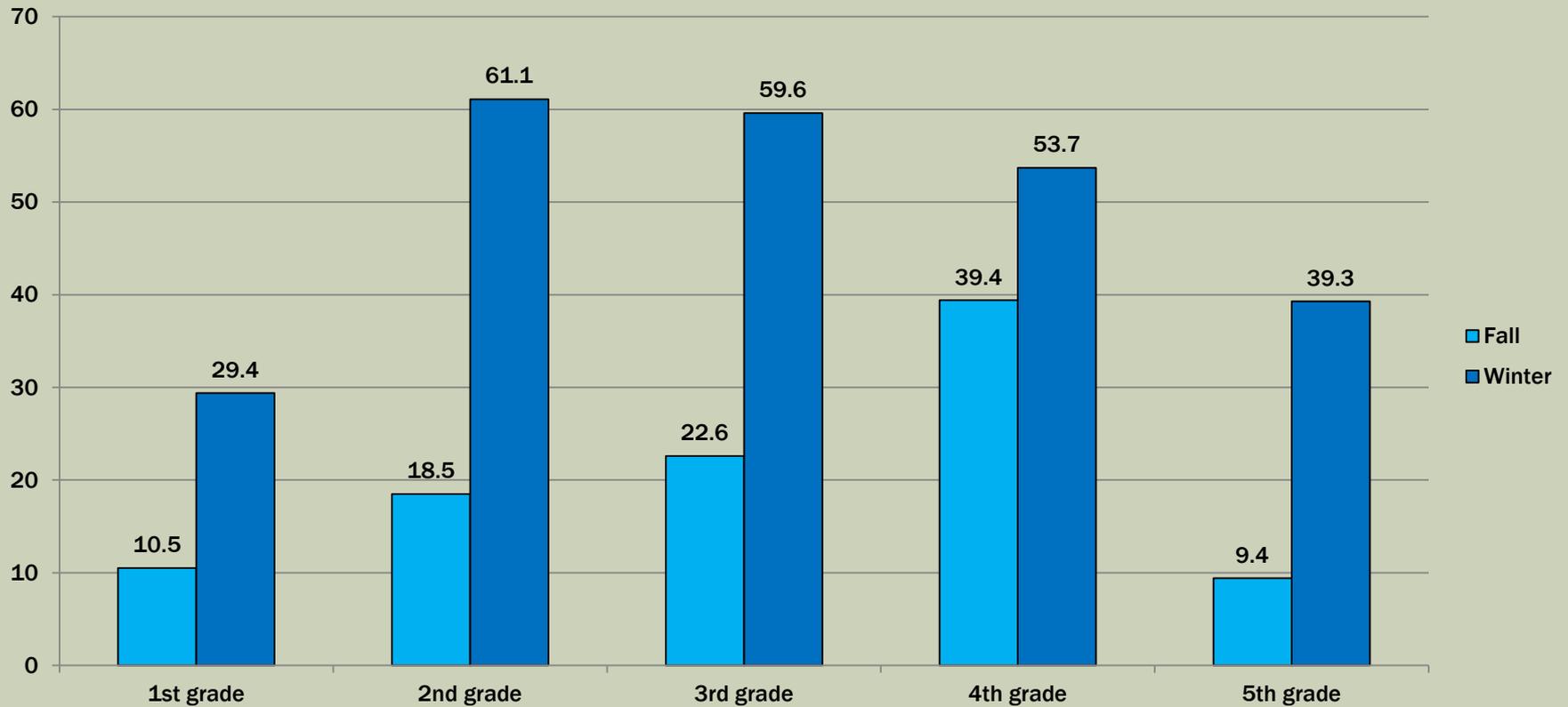
2012-2013 SCIENCE BENCHMARK

Percentage at Goal or above



2012-2013 DAW DATA

Percentage at GOAL or above

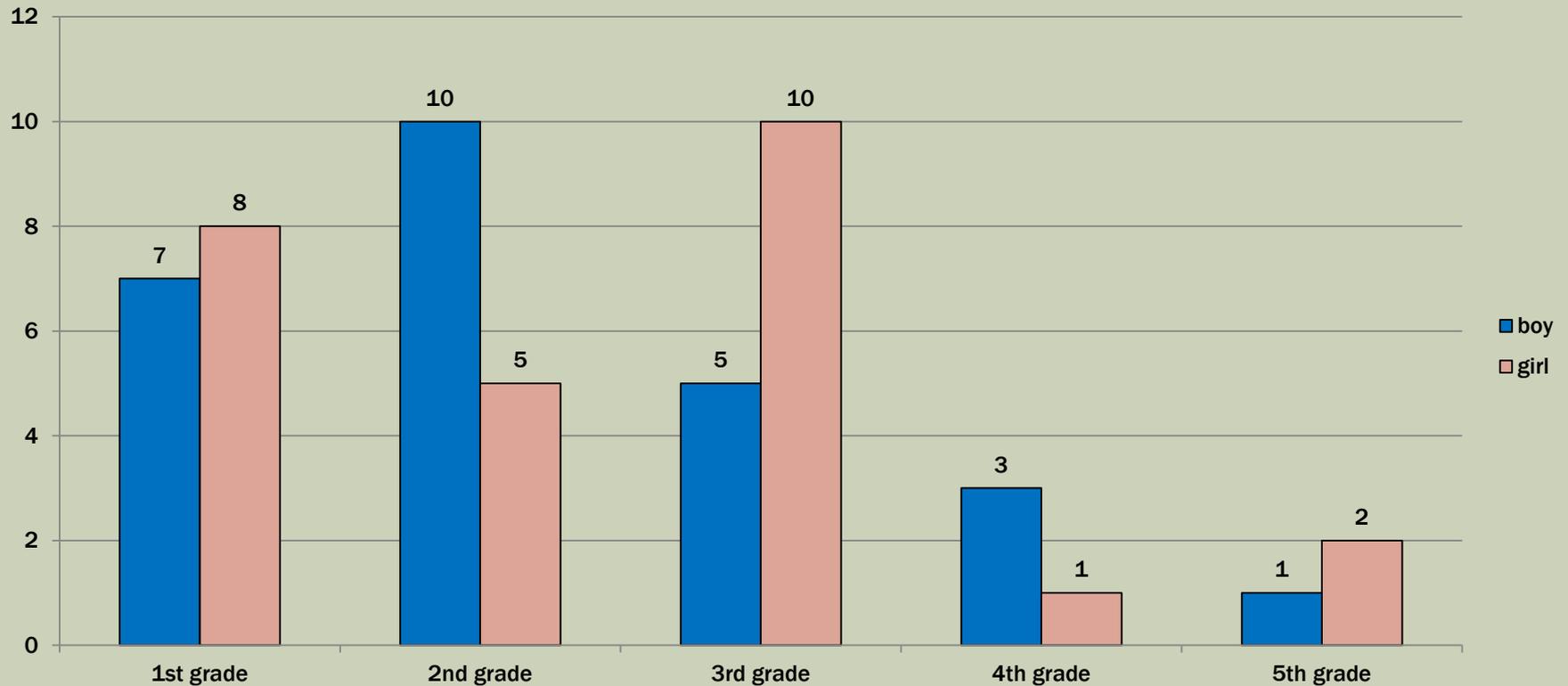


PLAN FOR REACHING LITERACY AND NUMERACY GOAL

- **Effective Use of MAP Data**
- **Instructional Rounds**
- **Collaborative Planning Sessions related to Common Core**
- **Student Assistance Team**

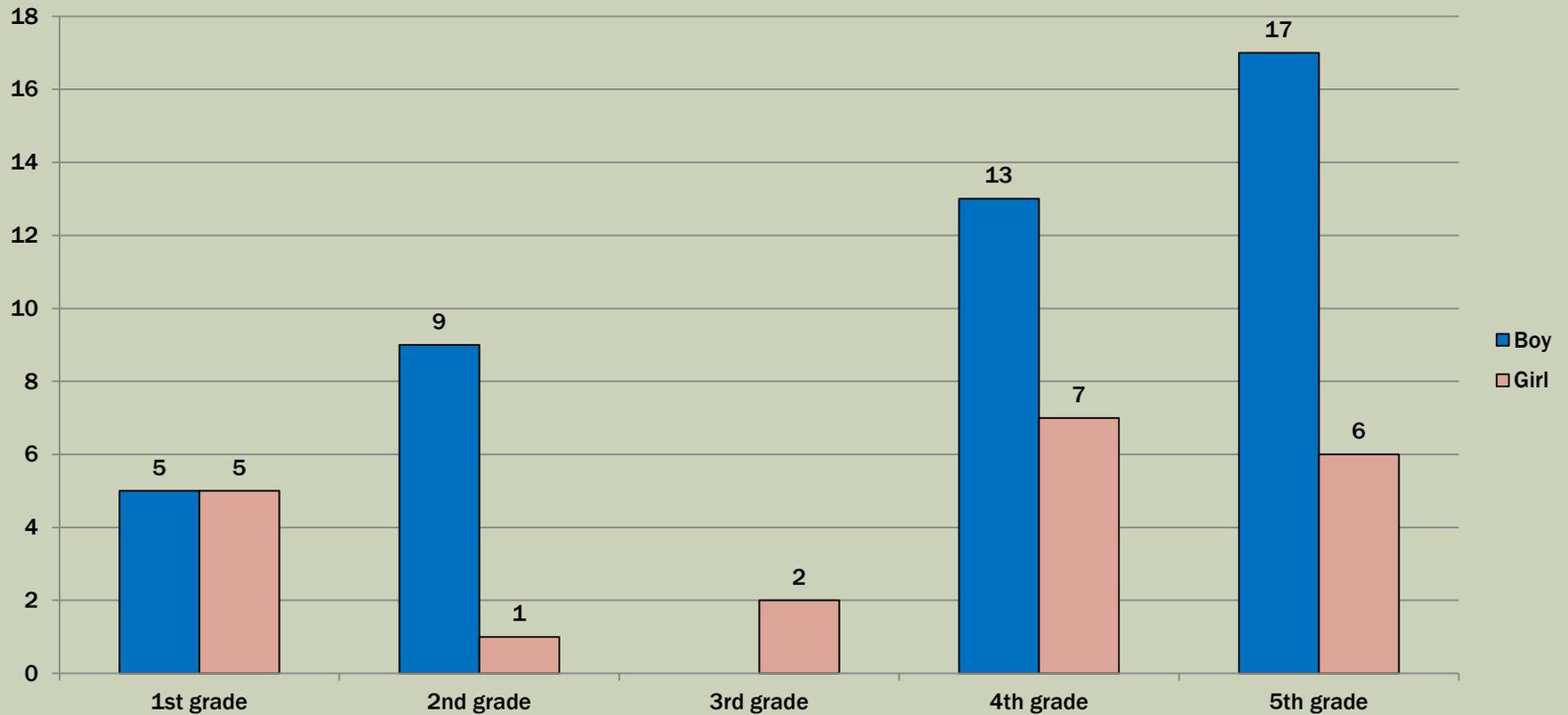
STAFF IDENTIFIED CONNECTIONS WITH STUDENTS

No Connections



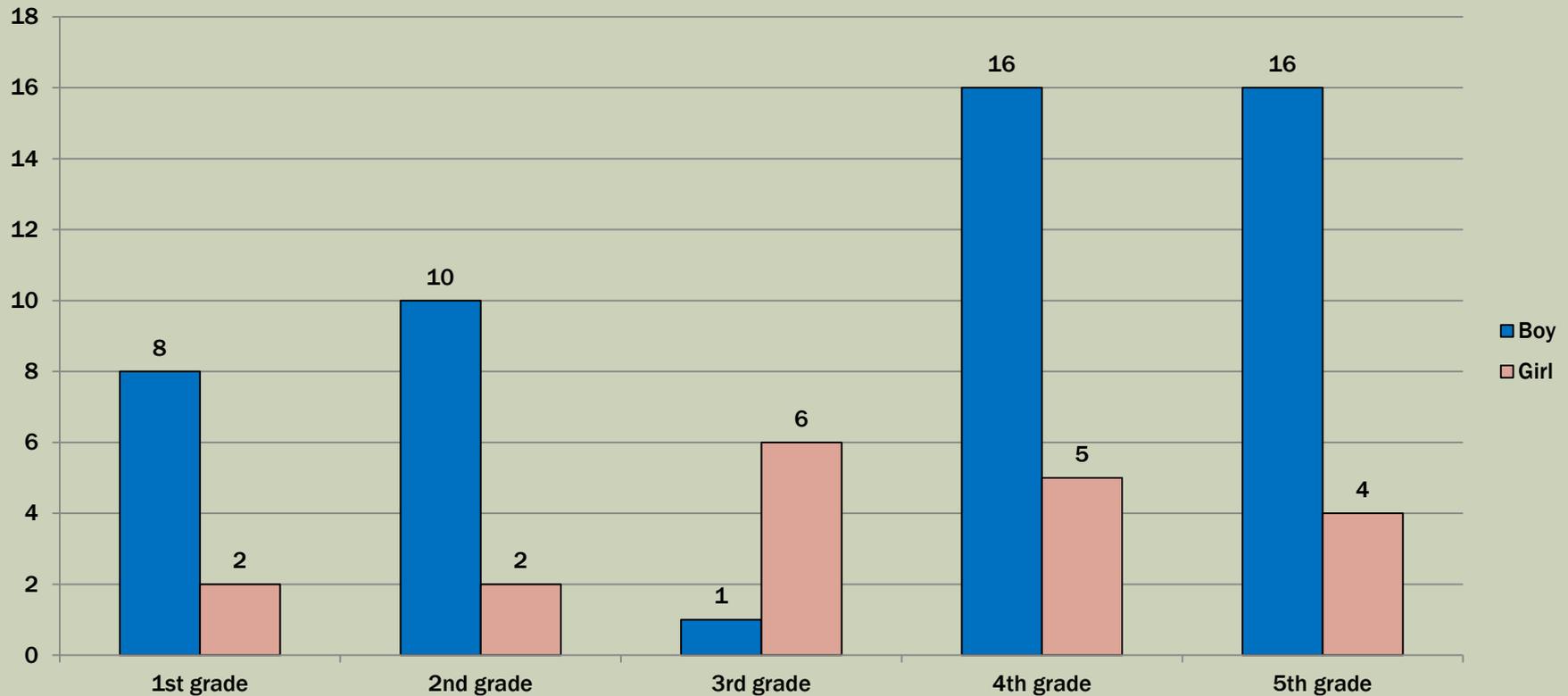
WHO WOULD YOU WANT TO SHARE A CELEBRATION WITH?

NO ONE



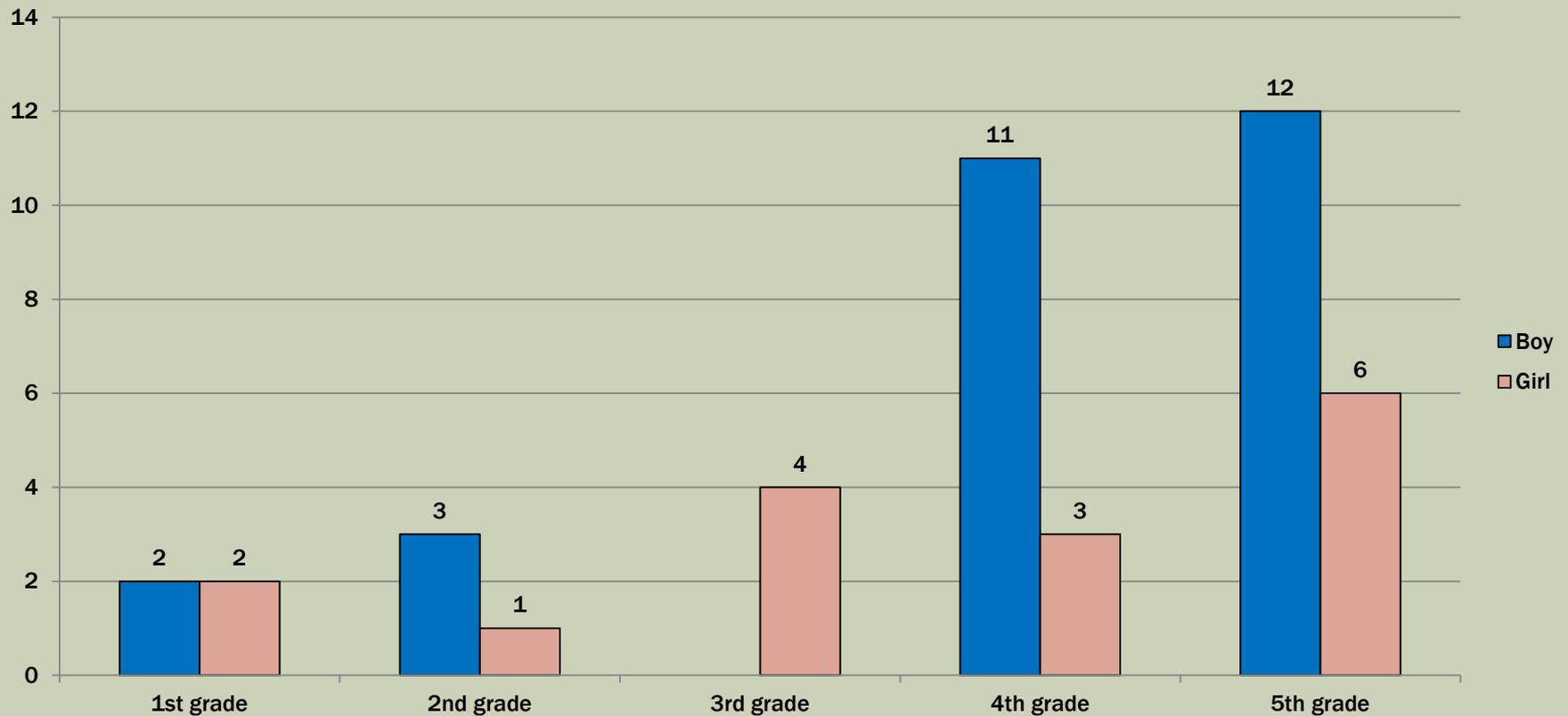
WHO MAKES YOU FEEL BETTER IF YOU ARE SAD OR WORRIED?

NO ONE



WHO WOULD YOU TELL IF SOMEONE WAS BEING MEAN TO YOU?

NO ONE



PLAN FOR REACHING CLIMATE GOAL

- Student Assistance Team
- Restructuring Recess and Lunch
- Looping
- Cross Grade Connection
- Ongoing staff development in relationships and school climate

INDICATORS OF PERFORMANCE

- **SAT Referrals and Outcomes**
- **Climate/Connections Surveys**
- **Instructional Rounds Data**
- **Student Achievement Data**



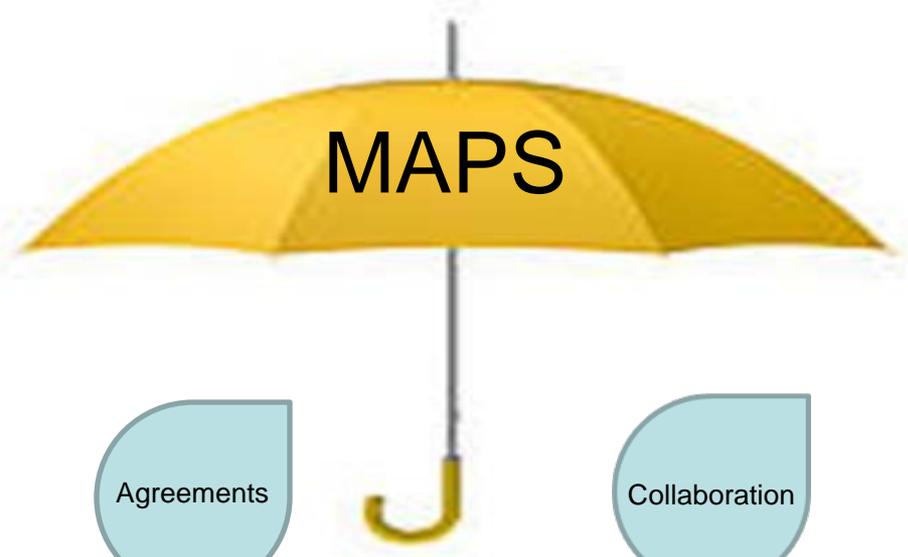
**MANCHESTER AGENCIES, POLICE
AND SCHOOLS (MAPS)
COLLABORTATIVE
and
SCHOOL - COMMUNITY
COLLABORATION (“WRAPAROUND”)
ALLIANCE GRANT INITIATIVES**

ERICA BROMLEY, Director, Manchester Youth Service Bureau
HEIDI MACCHI, Outreach Social Worker and Community Coordinator

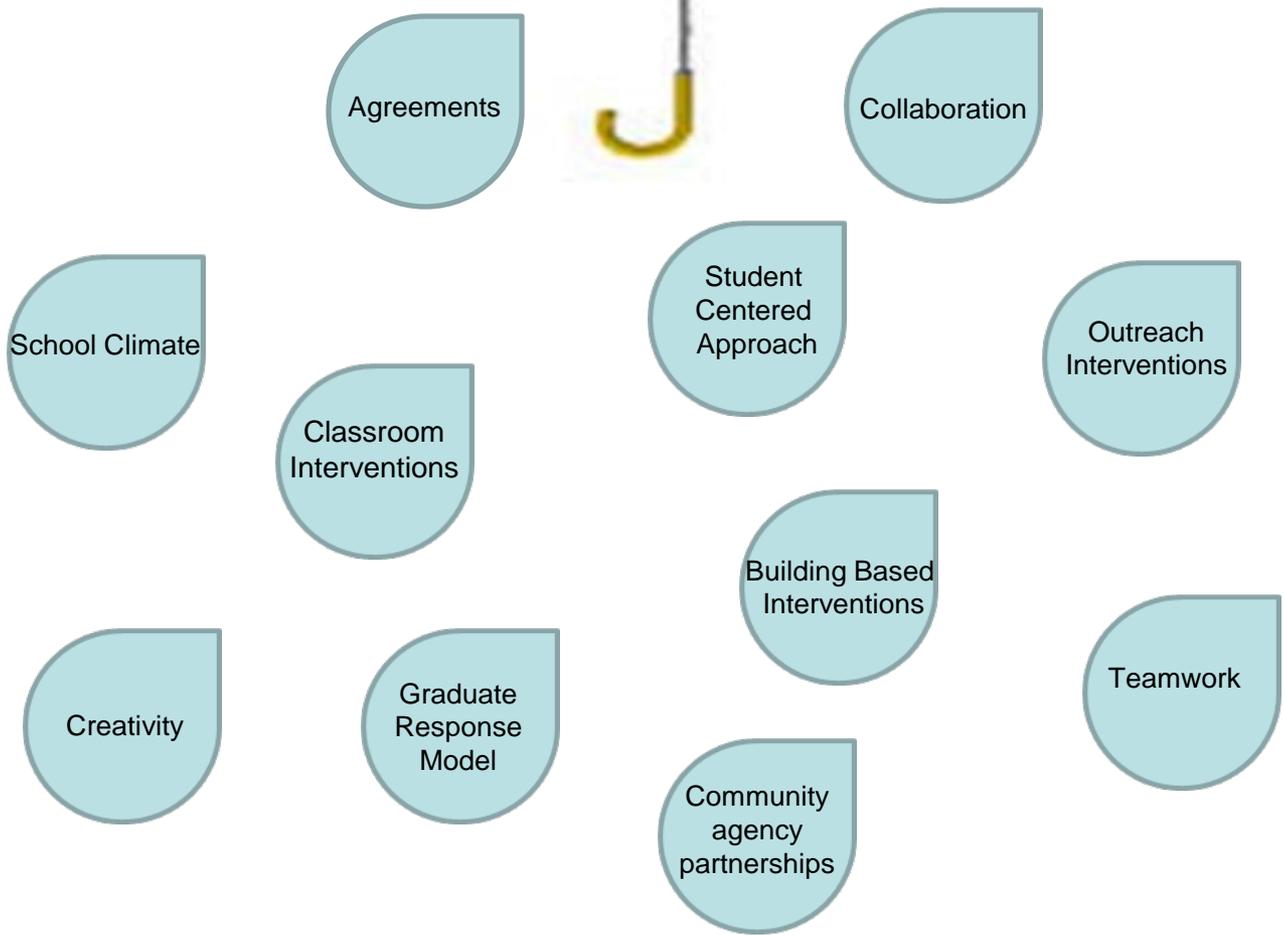
Manchester Board of Education Meeting
May 13, 2013

What are we trying to do?

- Create a systemic approach to help children succeed by reducing school based arrests, suspensions, expulsions and discipline referrals through the collaborative partnership and facilitation of intervention initiatives
- Create a standardized process of earlier intervention across the School District and Community



MAPS



MAPS Mission

MAPS

MANCHESTER AGENCIES, POLICE, AND SCHOOLS

Creating a systematic approach to help children succeed by reducing school based arrests, suspensions, expulsions and discipline referrals through the collaborative partnership and facilitation of intervention initiatives.

Benefits include:

Leadership:

- Shared Vision
- Partnership
- Consistent Policies/Procedures
- Consistency between District and Community
- Development of standardized expectations
- District and Community Professional Development and Training
- Commitment
- Data Collection/Analysis
- Accountability
- Increased Communication

Teachers/Staff:

- Shared Vision
- Positive Relationships
- Consistent Expectations
- Discipline standards
- Innovation
- School Climate
- Collaboration
- Ongoing Professional Development
- Expanded Interventions
- Graduated Response Model
(including additional options for student accountability)
- Accountability
- Increased Communication

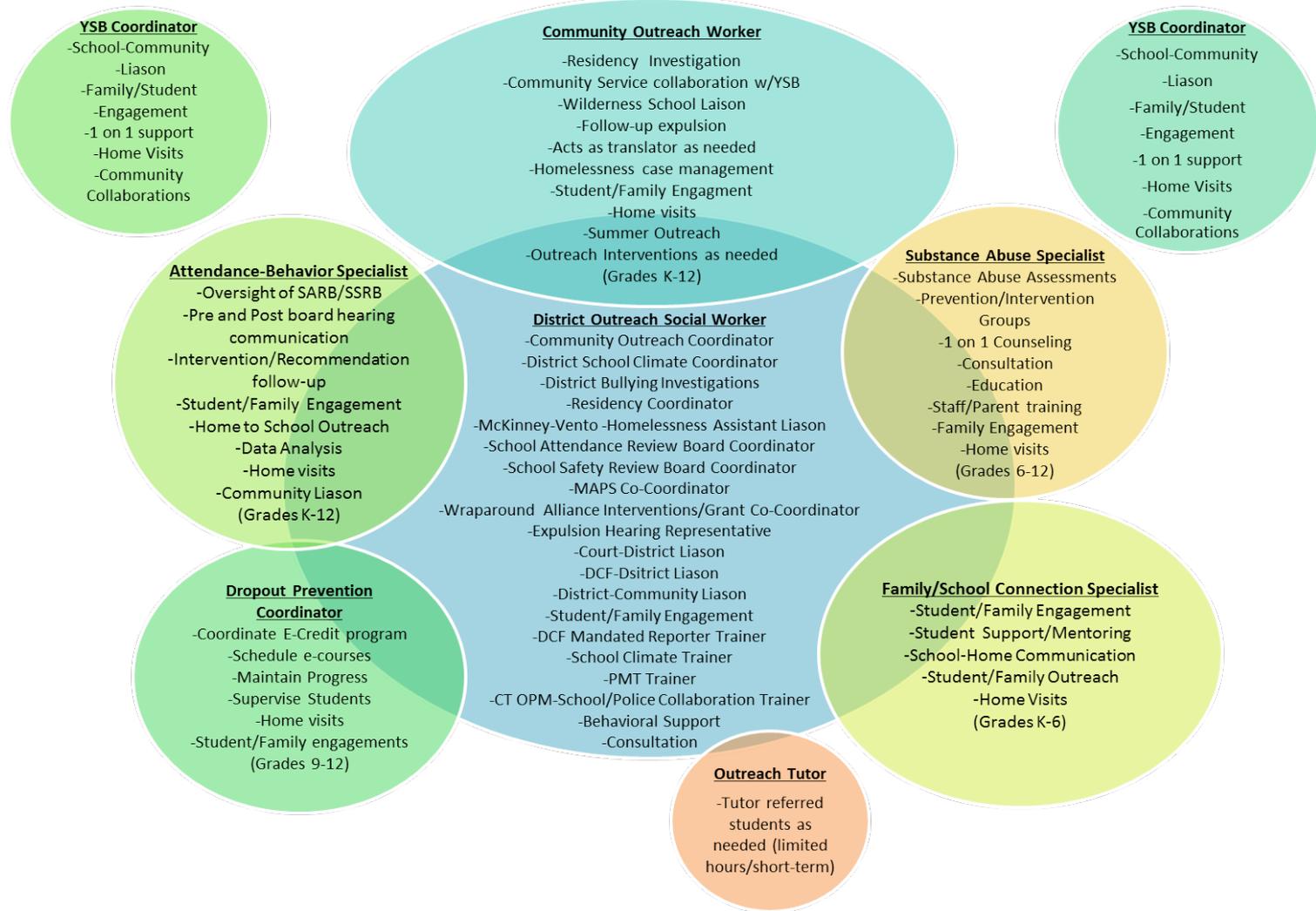
Students:

- Shared Vision
- Positive Relationships
- Consistent Expectations
- Discipline Standards
- School Climate
- School Attendance Review Board
- School Safety Review Board
- Substance Abuse Programs
- Student and Family Engagement Center
- Play by the Rules
- Accountability
- Increased Communication

Community:

- Shared Vision
- Standardized Referral Process
- Increased School Presence and Support
- Increased Resources
- Involvement in Review Boards
- Partnership
- Advocacy
- Accountability
- Increased Communication

Community Outreach Services



Interventions – At a Glance

MAPS/ALLIANCE INITIATIVES AT A GLANCE			
<u>INTERVENTION/PROGRAM</u>	<u>INTERVENTION/PROGRAM DESCRIPTION</u>	<u>CAPACITY</u>	<u>ELIGIBILITY</u>
Check and Connect <i>(See Note)</i>	Mentors check in with at-risk student and build relationships that foster school success	Varies	Grades 6-12
Community Service (Alternative to Suspension)	Structured community service options for students as an alternative to In-School Suspension (on-site at school or off-site through YSB)	limited (based on staffing levels)	Grades K-12
E-Credit	Online Credit Recovery and Youth Development program - off-site at YSB	6	Grades 9-12
Play by the Rules <i>(See Note)</i>	Program focuses on decreasing acting out behaviors and learning positive coping skills	maximum 15 per session	Grades K-12
Mentoring (Short-Term)	School Year mentoring for disengaged youth	limited (based on # of mentors)	Grades K-12
SAFE Center (Student and Family Engagement Center)	Case management for at-risk students incorporating families and community	10 per case manager	Grades 6-12
SARB (School Attendance Review Board)	Board comprised of school and agency representatives who hear cases related to attendance issues and create a student specific plan	5-6 cases per monthly mtg	Grades K-12
Substance Abuse Assessment	Preliminary screening to measure risk factors related to substance use	n/a	Grades 6-12
Substance Abuse Counseling (Individual)	One on one counseling addressing risk factors related to substance use	15	Grades 6-12
Substance Abuse Educational Groups	Educational groups aimed at prevention/early intervention related to coping/decision making skills	10-12 per group/ 5 groups max	Grades 6-12
SSRB (School Safety Review Board)	Board comprised of school and agency representatives who hear cases related to behavior issues and create a student specific plan	5-6 cases per monthly mtg	Grades 6-12*
TRACK (Truancy Reduction and Connecting Kids)	Program working with children and families with chronic absenteeism and disengagement with school	20**	Grades K-6
Wilderness School	Outdoor experiential education groups for identified at-risk students	30 total (15 from Illing/15 from MHS)	Grades 7-12

* open to additional grades with approval

**Program capacity depends on level of intervention

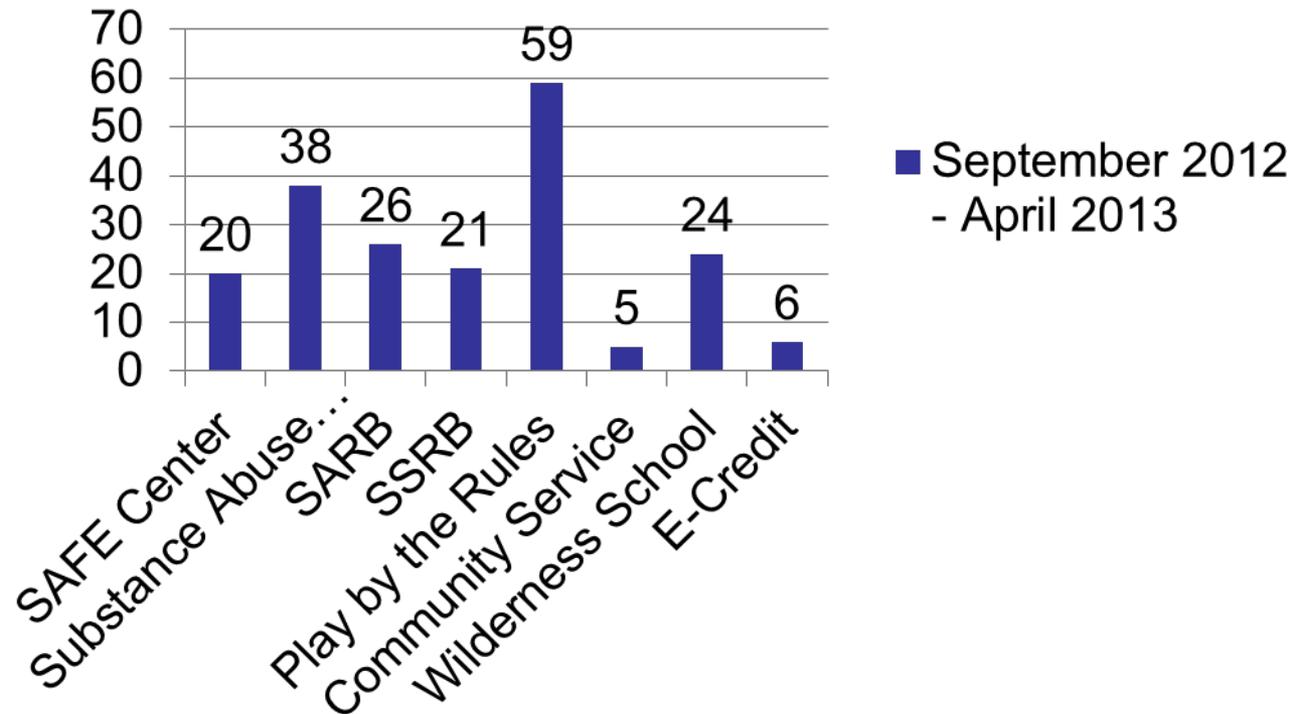
MAKING A REFERRAL:

1. Building Administrator or designee will complete Community Outreach Services Referral form, attach all other necessary documentation and forward to Outreach Office for review.
2. Outreach Office will review referral packet, consult with administrators, and recommend appropriate intervention(s).
3. Outreach Office and/or School Administrator will notify parent/guardian regarding program referral

NOTE: Check and Connect and Play by the Rules are building based initiatives. Referral process varies by building.

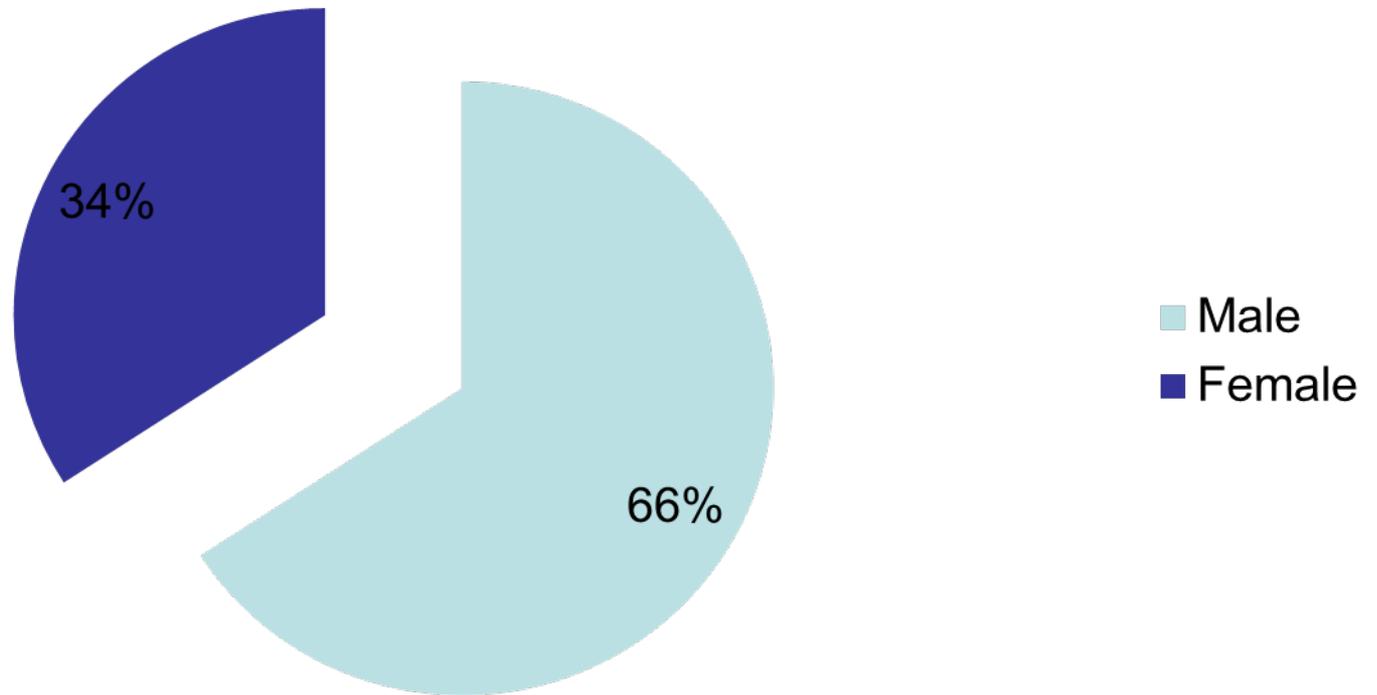
STUDENTS REFERRED to MAPS/ALLIANCE Interventions

September 2012 - April 2013

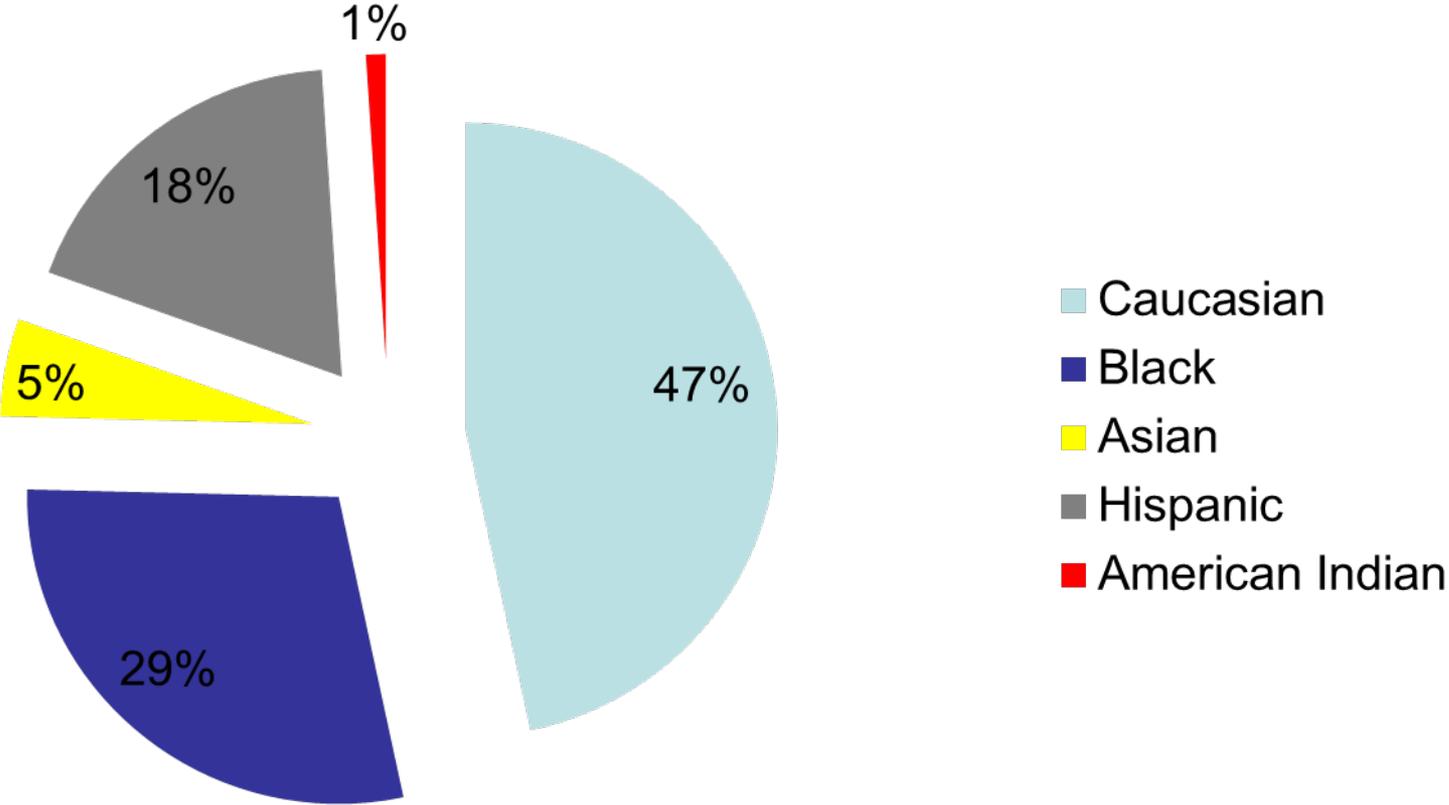


TOTAL REFERRED FROM SEPTEMBER 2012 – APRIL 2013 = **199**

Referrals to Interventions by Gender

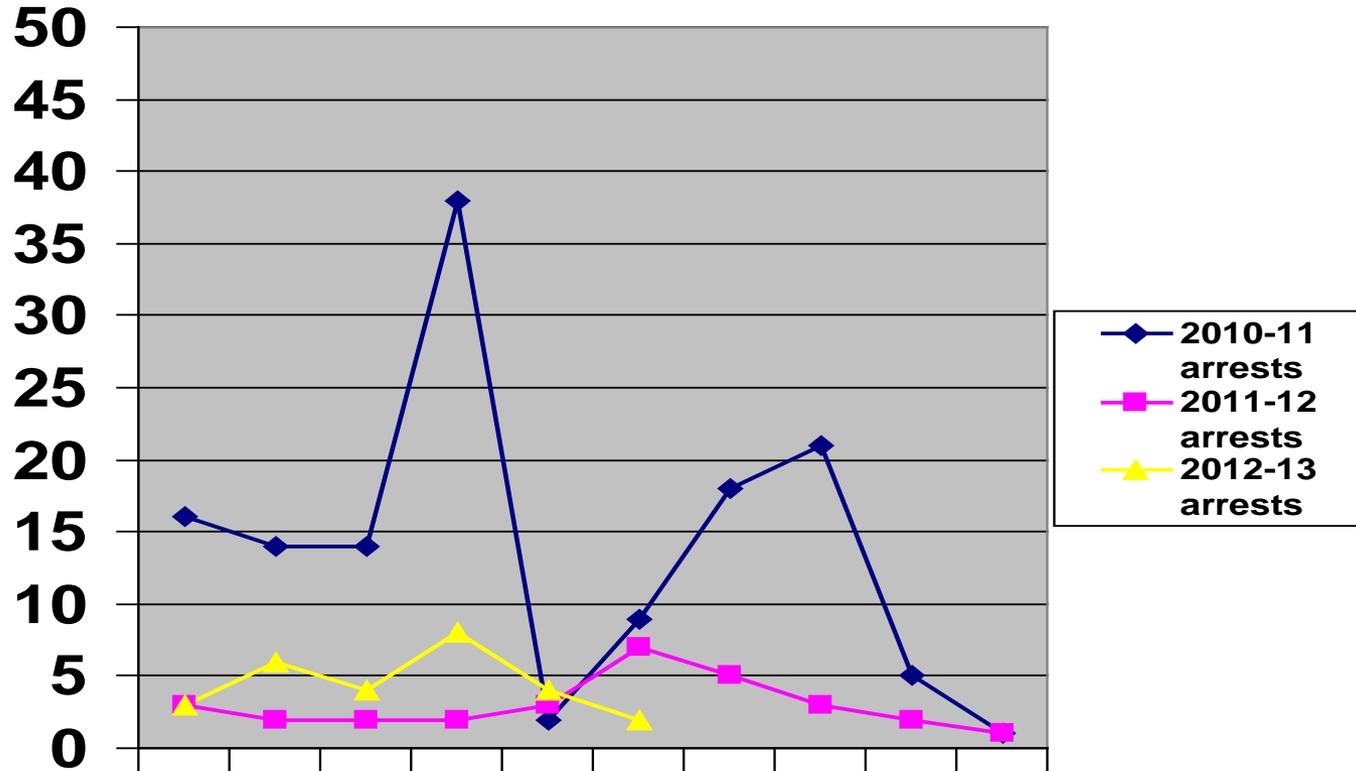


Referrals to Interventions by Race/Ethnicity



SCHOOL BASED ARREST DATA - MHS

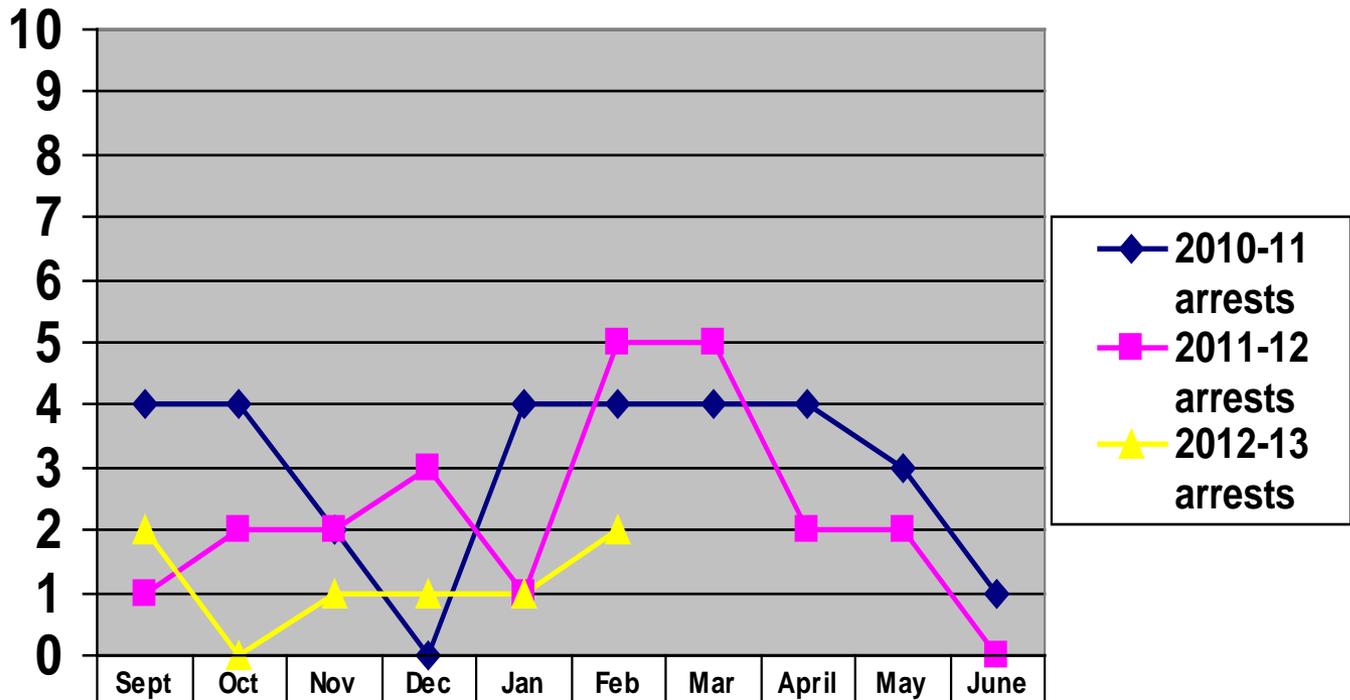
MANCHESTER HIGH SCHOOL



◆ 2010-11 arrests	16	14	14	38	2	9	18	21	5	1
■ 2011-12 arrests	3	2	2	2	3	7	5	3	2	1
▲ 2012-13 arrests	3	6	4	8	4	2				

SCHOOL BASED ARREST DATA - IMS

ILLING MIDDLE SCHOOL



◆ 2010-11 arrests	4	4	2	0	4	4	4	4	3	1
■ 2011-12 arrests	1	2	2	3	1	5	5	2	2	0
▲ 2012-13 arrests	2	0	1	1	1	2				

Outcome Measures

Because of new expectations for reporting actual outcome measures (measures referred to as “Is Anyone Better Off?” in Results Based Accountability terms), the way we collect and analyze data is changing. What we will be measuring going forward will be outcomes that show that we are making a difference and actually doing what we say we want to do! We will continue to collect basic data (numbers served, etc.), but need to focus on whether we are really making a difference in the lives of those we serve.

Here is what we are starting with.....

- Attendance related outcomes
 - In 2013-14, specific outcome measures will be used to track the success of students involved with SARB or other attendance related programming
 - We will be looking at increases in attendance rates over a period of 3-6 months after programming has been completed for each individual receiving these services
- Discipline related outcomes
 - In 2013-14, specific outcome measures will be used to track the success of students involved with SSRB and other interventions that are related to behavioral issues in school
 - We will be looking at decreases in behavior referrals and exclusionary discipline referrals over a period of 3-6 months after interventions are completed

Referral Process

- Standardized Referral Form
- Referrals streamlined through Outreach Office
- Interventions and case management staff assigned
- Program intervention

Fluid and continuous process

- None of this work could be accomplished without the on-the-ground work by teachers, school staff, community agency staff, administrators, state agencies and everyone around the table
- Everyone has a role to play in the process
- The process will continue to grow and change

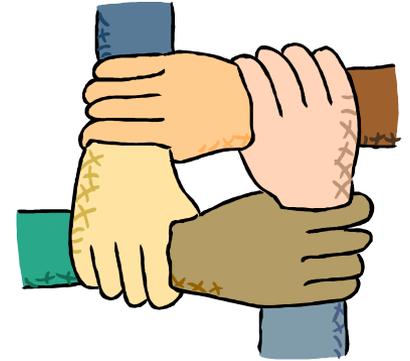
Staff Roles

- Key Staff roles:
 - Outreach Office Staff
 - Case management
 - One on one student support
 - Programming support
 - Family Engagement
 - Home visits
 - School Staff throughout the District
 - Referral Sources
 - Behavior interventions prior to referrals
 - Home visits
 - Follow-up with students receiving services
 - YSB Staff
 - One on one student support
 - Case management
 - Family Engagement
 - Specialized and community based programming

SRBI integration



Family Engagement



Wrap around services

Tier 3

- SARB/SSRB
- Intensive Case Management
- Intensive Agency Collaboration
- Referral to in home services

Tier 2

- School-Based Interventions
- Referral-Based Programming
- Community Agency Programming
- “Outside the Box” Programming

Tier 1

- District Graduated Response Model
- Classroom-Based Interventions
- School Climate
- Community Involvement

Testimonials

Substance Abuse Group:

"I learned a lot about drugs and their effects on the brain. Being in the group has helped me out a lot"

From an Administrator:

"You have been (and continue to be) AWESOME!
You are so good for kids and staff! Thank you!"

"I know you don't do the things you do because you want something in return, but I felt like I needed to get you something, to say thank you so much. You've been truly amazing to me and you never gave up on me, when I gave up on myself. I don't think I would have ever finished high school if it wasn't for you. Thanks to you for never giving up on me, when I gave up on myself, thank you for showing me that I have a future and that I could do anything that I set my mind to. You're like a mom to me. I could thank you a million times and that wouldn't be enough. Well thank you again.
With lots of love,"

x

From an Administrator:

The Outreach Social Worker and Outreach Office have provided valuable services to our students, families and staff including mediation, alternative intervention options, mentoring students, supporting at-risk families and more.

Substance Abuse Group:

Students report that learning other coping skills to relieve stress and has learned the importance of being responsible and showing commitment

What Now???

- 2013-14 School Community Collaboration Grant Proposal in process
- Feedback from Administrators on needs for upcoming year
- Creation of specific Outcome Measures
- Job Description revisions based on experiences thus far
- Focus on trends in behaviors and intervention gaps
- Increase intervention options for Elementary grades

THANK YOU!



It can be an uphill battle sometimes, but one we are always ready to take on!

Feel free to contact us with questions or comments!

Erica Bromley – ebromley@manchesterct.gov

Heidi Macchi – hmacchi@manchesterct.gov

MANCHESTER PUBLIC SCHOOLS
BUILDING & SITES COMMITTEE MEETING

Tuesday, May 7, 2013
9:00 a.m. at Central Office

Agenda

1. Safety and Security Assessment Report

Rich Ziegler

Next Meeting: Thursday June 6, 2013 at 6:00 p.m. 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."

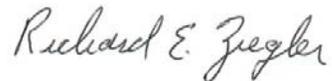
**Manchester Board of Education
Building and Sites Committee**

Meeting May 7, 2013

Attendees: Michael Crockett, Neal Leon, Pat Brooks, Rich Ziegler

The committee met to discuss the Safety and Security Assessment Report and a draft of the estimated costs to complete the recommendations. After a lengthy discussion it was determined that additional information is required for a final estimate of costs report.

Respectfully Submitted,



Richard E Ziegler
Facilities Manager