

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, OCTOBER 16, 2013

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – September 9, 2013 A – 3
- 4) Board of Education Minutes – September 23, 2013 A – 4

B. SUPERINTENDENT’S REPORT – PART I

- 1) Student Representatives Report – Joseph Coyne
- 2) PTA President Report – Mrs. Jackie Madore

C. CONSENT CALENDAR

- 1) Transfer of Funds C – 1
- 2) Establish an appropriation for FY13-15 \$1,503,607 under the Title I C – 2
Improving Basic Program grant to be funded by the Connecticut State Dept.,
of Education.
- 3) Establish an appropriation for \$182,045 under the FY13-15 Title II – Part A C – 3
grant, to be funded by the Connecticut State Department of Education
- 4) Extended Field Trip – Manchester High School – CASC Student Leadership C – 4
State Conference – Crowne Plaza, Southbury, CT – approx. 10 Students –
11/22/13 to 11/23/13

D. PUBLIC COMMENTS (any item before the board)

E. SUPERINTENDENT’S REPORT – PART II

- 1) District Improvement Plan 2013-2014 E – 1

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- 1) Bloodborne Pathogens – Policy 4114.1 G – 1
- 2) Sex Discrimination and Sexual Harassment in the Workplace – Policy 4013 G – 2

H. COMMUNICATIONS

I. COMMITTEE REPORT

- | | |
|--|-------|
| 1) Policy Committee Minutes | I – 1 |
| 2) Buildings & Sites Committee Minutes | I – 2 |

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 the Public Comment session(s):

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

MANCHESTER BOARD OF EDUCATION

Regular Meeting September 9, 2013

7:00 p.m.
Lincoln Center

PRESENT: Atwater, Cruz, Hagenow, Leon, Luxenberg, Pattacini, Scappaticci, Thames

ALSO PRESENT: Interim Superintendent of Schools Dr. Kisiel, Assistant to the Superintendent for Finance & Management Brooks, Assistant Superintendent for Pupil Personnel Services Matfess, Assistant Superintendent for Curriculum Radikas

ABSENT: Crockett

A. OPENING

A.1&2. MEETING CALLED TO ORDER

The meeting was called to order at 7:03 by Chairperson Pattacini. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

A.3 ADOPTION OF MINUTES OF PREVIOUS MEETING

ADOPTED – Minutes Regular Meeting of the Board of Education of August 26, 2013.

Secretary Leon moved and Mr. Atwater seconded the motion.

7/0/1 – Voted in favor with Ms. Cruz abstaining.

B. SUPERINTENDENT’S REPORT – PART I

B.1. Teacher of the Year Presentation – Linda Mason

Dr. Kisiel was pleased and honored to introduce the District Teacher of the Year, Linda Mason. Ms. Mason received her Bachelor’s degree from Boston College and her Master’s degree from Central Connecticut State University. She currently is a special education teacher at Bower’s and previously spent many years at Washington Elementary, working in Manchester for 16 years. She and her husband Peter live in Manchester and raised their children here.

Ms. Mason stated she is flattered to be here. In her presentation to the district at Convocation she tried to show what was in her heart – and highlight the joy all over Manchester Schools. She noted that she believes change comes from many baby steps from many people. Ms. Mason shared the presentation she gave at Convocation and it is available for viewing on our website.

Ms. Luxenberg felt the presentation was truly unbelievable and outstanding. The care and thought put into it showcase all that Manchester has to offer. Sometimes people are afraid to embrace diversity, but Ms. Mason had an eloquent way about presenting the beautiful community and rich diversity in Manchester. Ms. Luxenberg offered her congratulations.

Ms. Cruz added her congratulations to Ms. Mason. She can see why Ms. Mason was selected as Teacher of the Year. Ms. Cruz stated she has never seen a video so well put together and clearly words cannot express what was done in the video.

Mr. Atwater applauded Ms. Mason and thanked her for her passion for children and concern for diversity. He offered kudos and stated she is needed and well appreciated.

Mr. Leon stated this is the second time he is seeing the presentation and many times he has to defend the school system as a Board member, but this video couldn't be a better presentation as to WHY Manchester? He is proud that his children attend Manchester schools. He thanked Ms. Mason for doing a great job in promoting Manchester.

Mr. Pattacini stated it was clear why Ms. Mason was selected as Teacher of the Year. Obviously her peers look up to her and embrace her powerful message.

C. CONSENT CALENDAR

Dr. Kisiel presented nine items on the Consent Calendar for Board approval.

C.1. Personnel Action

Details had already been provided to the Board members with their agenda.

C.2. Transfer of Funds

- Transfer from MHS Medical Supplies to MHS Printing/Advertising account in the amount of \$15,550

C.3. Establish an increase in appropriation in the amount of \$169,999 for Manchester Head Start, bringing the total appropriation to \$1,093,278

C.4. Establish an appropriation for FY13-14 for the Manchester Head Start State Department of Education Link Grant in the amount of \$28,088

C.5. Establish an Appropriation for FY13-14 for the Enfield Head Start State Department of Education Services Grant in the amount of \$2,850

C.6. Establish an Appropriation for FY13-14 for the Enfield Head Start State Department of Education Enhancement Grant in the amount of \$92,137

C.7. Establish an Appropriation for FY13-14 for the Enfield Head Start State Department of Education Link Grant in the amount of \$39,988

C.8. Permission to apply for Bilingual Education Program Grant for SY13-14 in the amount of \$8,101

C.9. Permission to apply for a REACT Banking Program Grant for the Manchester Adult Education Program in the amount of \$150,000 per fiscal quarter for the 2014 calendar year (Jan.-Dec.)

The Chairman called for a motion.

Secretary Leon moved and Ms. Cruz seconded the recommendation to adopt Item C of the agenda, Consent Calendar.

8/0 - Voted in favor.

D. PUBLIC COMMENTS

Mr. Tom Stringfellow, 183 Hillstown Road, attended the MLK presentation on August 28th. Also there were Mr. Scappaticci and Mr. Thames from the Board of Education. Some of the guest speakers were Governor Malloy, Senator Blumenthal, and Congressman Chris Murphy. There was a good message of healing and coming together. Mr. Stringfellow recalls the bombing of a church in Birmingham 50 years ago when he was a youngster and hopes for a safe year in all schools. Mr. Stringfellow recommended the biography of Simon Bolivar by Susan Andrati and an article on the chronology of Native Americans. Mr. Stringfellow commended Ms. Mason on her presentation, stating she has an understanding of diversity. He also recommended a book *Changing School Culture for Black Males* and again expressed his distaste of the term "subgroups". Mr. Stringfellow hopes next year the Teacher of the Year will be a teacher of color.

E. SUPERINTENDENT'S REPORT – PART II

E.1. Alliance Grant 2013-2014 Update

This item was placed on the agenda in error and had been completed in a previous meeting.

E.2. Organizational Efficiency Effectiveness Study - Update

Dr. Kisiel reviewed that Evergreen Solutions had been hired several years ago to evaluate the district operations and presented a report to the Board in January 2012 with their recommendations. There were 63 recommendations in the report and various administrators were in charge of researching each and coming up with a plan for each. Dr. Kisiel's goal was to take action on as many of the recommendations as possible and most have been completed. Nine are currently in progress and another 10 were rejected for various reasons.

Some of the items still in progress are:

- Board self-evaluation, which is an issue that needs to be reconsidered. Dr. Kisiel hopes for an opportunity for this during the Board summer retreat to be able to pursue this further.
- Collaboration and communication with the community. Dr. Kisiel sees a possibility for this with a community survey to provide insight.
- Renegotiate agreements with the town. This is on the plate for this year.
- Discontinue paper approvals of requisitions through Munis. This is an ongoing project.
- Minority recruitment. This effort is pursued every year and this year 18% of new certified employees were of color. This was a tremendous effort and a higher percentage than any prior year.
- Food and Nutrition accounting services to be migrated to Munis. This is being worked on.
- Establish more appropriate span of control regarding supervision of food service personnel. This item needs to have contract language changed.

Mr. Scappaticci thanked Dr. Kisiel for his report and was pleased to see so many items were already completed.

Mr. Pattacini expressed appreciation to the administration for working through all these items. The community had asked for this study for years and in large part the items that remain will happen in time, with most items being largely completed. Mr. Pattacini thanked the administration.

Dr. Kisiel noted that at first people were skeptical of this report, but we are more organized and efficient now and that means more effective, so it was worth it.

F. UNFINISHED BUSINESS

None.

G. NEW BUSINESS

G.1. Superintendent Search Committee Report & Recommendations

Mr. Pattacini stated the Board is pleased to announce their recommendation to the Board for consideration and action. He reviewed that it is important to select the right individual as Superintendent of Schools. The focus groups survey identified several attributes the community was looking for, including a strong, proven leader willing to take a collaborative approach. They wanted someone who understands instruction, values staff input, respects experience and diversity, and connects with the community.

Thanks to community input in guiding the Board, they identified 8 people that were interviewed from the 20 applicants. At this time, the Board has identified Matthew Geary, current principal of Manchester High School, as their choice for the new Superintendent of Manchester Public Schools. The recommendation is effective July 1, 2014 and is endorsed by Mr. Geary and Dr. Kisiel. During this school year Mr. Geary will shadow Dr. Kisiel to provide stability and in searching for a new principal for MHS.

Mr. Pattacini reviewed he is looking for authorization as Board Chair to enter into negotiations with Mr. Geary. Mr. Geary has done great work at MHS and he values staff and the community. Previously he was a principal in Watertown for four years and an assistant principal prior to that. He started his career as a math teacher. He holds degrees from Fairfield University, Capella University, and UCONN. The town charter requires the Superintendent live in our community and Mr. Geary intends to relocate his family to Manchester as soon as possible.

Secretary Leon moved for the Board of Education to authorize the Board Chair, with support from the Administration, to enter into negotiations with Mr. Matthew Geary for purposes of appointing Mr. Geary as Manchester's next Superintendent of Schools, effective July 1, 2014. Mr. Atwater seconded the motion.

DISCUSSION:

Mr. Leon stated that the search has taken almost two years and the board has unanimously endorsed Mr. Geary during deliberations. He is proactive and will move the district forward. It is time for Manchester to be proactive. The opportunity is here to hire a man with great vision and energy to move Manchester forward. When Mr. Geary was selected as principal of MHS, Mr. Leon knew Mr. Geary would do great things in his career and noted that he wanted Manchester to be a chapter in Mr. Geary's book...now we have the opportunity for Manchester to be several chapters in that book. Mr. Leon thanked Dr. Kisiel, who stabilized us quickly and had a positive impact on our district and for agreeing to work with Mr. Geary over the next year to guide us in the right direction.

Mr. Pattacini echoed Mr. Leon's thoughts regarding Dr. Kisiel and he is excited about the year transition for a smooth start.

The vote was called:

8/0 – Voted in favor.

H. COMMUNICATIONS

Mr. Scappaticci presented wonderful news from his job at Manchester Community College. Last year Manchester High School students earned more credits than any other high school in the College Career Pathways program. Over one hundred students from MHS earned 678 college credits last year, which equates to \$94,920 if they earned those credits from MCC, \$128,000 if they earned them at another state university, and \$214,000 if those credits were earned at UCONN. He commends the staff at MHS and the administration for their support of this program.

Mr. Pattacini received a letter from Mrs. Barrows, who has a kindergarten child in the district. She expressed concern regarding expanding the kindergarten from two classes to three at the last minute and would like us to review the process we go through in making those determinations. This is generally an administrative matter, but Mrs. Barrows asked the Board to review it. Mr. Pattacini will make her letter available to other Board members and to the Policy Committee to review.

I. COMMITTEE REPORTS

I.1. Building & Sites Committee

Mr. Leon reported that the committee last met on September 5, 2013 at 6:00 p.m. at Bowers Elementary School. They toured the building to review work done over the summer. In attendance were Mr. Leon, Ms. Luxenberg, Mr. Crockett, and Mr. Zeigler. The roof projects in the district were reviewed,

as well as the restroom floor restorations. The solar energy project was recommended to go to the town building committee prior to coming back to the Board of Education.

I.2. Personnel & Finance Committee

Mr. Leon reviewed the committee last met on August 28, 2013. In attendance were Mr. Crockett, Mr. Leon, Mrs. Brooks, Ms. Hagenow, Dr. Kisiel, Ms. Radikas, and Mr. Pattacini. The central office reorganization plan was reviewed by Dr. Kisiel, including the agreement as to the need for two Directors of Teaching & Learning, one for grades K-5 and a second for grades 6-12.

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

Mr. Tom Stringfellow, 183 Hillstown Road, offered his support of the Consent Calendar, especially numbers 8 and 9. He feels it is important to support different languages. Mr. Stringfellow suggested an article on dialects, noting it is important not to put down anyone for their language or the way they look. He is glad to see families getting involved. Regarding REACT banking, he feels that it is important to understand about financial literacy. Mr. Stringfellow feels the Alliance Grant is vital and thinks Dr. Kisiel has done a great job with that. Mr. Stringfellow recommended several articles regarding neighboring towns. He notes that the 50th anniversary of MCC is approaching and he went there for two years himself. There will be a celebration next week, September 17th.

K. ITEMS FOR FUTURE AGENDAS

None.

L. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

Secretary Leon moved and Ms. Luxenberg seconded the motion to adjourn the meeting.

8/0 - Voted in favor.

Adjournment 7:50 p.m.

Respectfully submitted,

Neal Leon
Board Secretary

MANCHESTER BOARD OF EDUCATION

Regular Meeting September 23, 2013

7:00 p.m.
Lincoln Center

PRESENT: Crockett, Cruz, Hagenow, Leon, Luxenberg, Pattacini,
Scappaticci, Thames

ALSO PRESENT: Interim Superintendent of Schools Dr. Kisiel, Assistant to the
Superintendent for Finance & Management Brooks,
Assistant Superintendent for Pupil Personnel Services
Matfess, Assistant Superintendent for Curriculum Radikas

ABSENT: Atwater

A. OPENING

A.1&2. MEETING CALLED TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Pattacini. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

A.3 ADOPTION OF MINUTES OF PREVIOUS MEETING

The minutes of the last meeting were inadvertently left out of the packet and will be addressed at the next meeting.

B. CONSENT CALENDAR

Dr. Kisiel presented six items on the Consent Calendar for Board approval.

B.1. Personnel Action

Details had already been provided to the Board members with their agenda.

B.2. Extended Field Trip – Verplanck Elementary School – Camp Woodstock, 5th Grade – 40 students – 9/30/13 to 10/4/13

B.3. Permission to apply for the Title III, Part A, Subpart 1 – English Language Acquisition and Language Enhancement Grant – FY 13-14 in the amount of \$47,737

B.4. Establish an appropriation in the amount of \$429,272 funded by the CT State Department of Education Grant for Manchester Adult Education for FY 13-14

B.5. Establish an appropriation in the amount of \$200,000 for the 21st Century Community Learning Centers Grant for the school programs at Washington, Verplanck, and Robertson Elementary Schools for FY 13-14

B.6. Permission to apply for the Immigrant Children and Youth Education Grant in the amount of \$29,211 for FY 13-14

The Chairman called for a motion.

Secretary Leon moved and Ms. Cruz seconded the recommendation to adopt Item B, Consent Calendar.

8/0 - Voted in favor.

C. PUBLIC COMMENTS

None.

D. SUPERINTENDENT'S REPORT – PART II

D.1. CMT/CAPT Report

Dr. Kisiel reviewed that it is a tradition to hear the yearly report on CMT/CAPT state assessments this time each year, which Ms. Amy Radikas, Assistant Superintendent for Curriculum & Instruction will present. He further stated that in the short time Ms. Radikas has been in her position, she has established herself in the district with both administrators and teaching staff. Tonight she will share her perspective of the 2013 results. Her presentation is available on the website.

Ms. Radikas noted that in order to have success after school, students must score at goal or above, not at proficient or above as previously expected. We want our students to have multiple opportunities after they leave school. Ms. Radikas noted that we cannot simply continue to do what we have done in the past or we will continue to have the same results.

Ms. Radikas reviewed that we may be moving from CMTs to Smarter Balanced Assessments if the state waiver goes through. At that point we will not have data to compare those assessments to, although the NWEA testing that our students are currently doing will be something to compare it to. They are testing now and again in the winter.

Mr. Leon expressed his appreciation of the direct, understandable presentation. He doesn't much care for the results, but understanding where

we are and having a plan of action makes him comfortable that we will be moving forward in the proper fashion.

Ms. Cruz echoed Mr. Leon in that the information was easy to read and understand. However she expressed disappointment that the numbers are not as good as the previous year. Ms. Cruz noted that some neighboring towns have had luck with closing the achievement gap in recent years and wondered if we might speak to these towns, either through the Board or the Curriculum & Instruction Committee, to gain some insight into what worked for them. Ms. Radikas noted that she is willing to partner with other towns, but it is important to find one with a similar DRG. She has already begun conversations with other towns. One thing that is a struggle is that we have nothing to compare scores with after this year, with the CMT ending. We have to begin looking at the NWEA data and use that more strategically and tie in with school and district improvement plans.

Mr. Scappaticci wondered if Ms. Radikas knew how we score compared to others in our DRG. Ms. Radikas noted we don't score very well, though we are not at the bottom of the pack. Being an Alliance District is an opportunity for us. A couple of things working in our favor for the future are the curriculum coaches K-8 in each building and the repositioning of leaders in our district.

Mr. Scappaticci wondered when we will be able to see if there was a positive impact seen with our SAAM students. Ms. Radikas stated in November Mrs. Cavanaugh would be presenting a report comparing the NWEA data of SAAM students. We also will look at those same students in the spring after the next round of NWEA testing, to see if this is a sustained gain.

Mr. Thames noted the nation is moving to Common Core State Standards and wondered how we prepare for that. Ms. Radikas noted the Common Core was adopted by the state in 2010 and our curriculum has the Common Core imbedded within it. She notes the work on this was begun prior to her coming to the district and needs to be more organized with the same expectations throughout the district. Ms. Radikas notes that the Common Core is more of a guide for teachers and the expectations are end of year goals so parents should keep that in mind. Ms. Radikas feels there needs to be more outreach to parents regarding this topic. She hopes to have a link on the website soon for parents with updates.

Ms. Luxenberg agreed with the others that the presentation was easy to understand and was wondering on the CAPT Scores in reading, if Ms. Radikas had any insight as to why the Hispanic numbers dropped from 11.9 to 6.8%. Ms. Radikas noted this could be because fewer students took the assessment, or students could be of dual language and have difficulty with understanding

the assessment. The fewer students that take an assessment, the more one student's scores can impact the results.

Mr. Pattacini felt this was a sobering report, though he was encouraged by the recommendations and next steps Mrs. Radikas outlined. Mr. Pattacini would like the Board to have a sense of what changes are needed and how we anticipate those changes occurring in the district. He is intrigued by the District Improvement Plan and how that will roll out over time and how the board would get updates over time. Mrs. Radikas plans to give frequent updates. She notes that the schools are presently crafting their school improvement plans and reviewed that this is about sustaining over time. Dr. Kisiel felt it is important to point out that we are likely to be moving to Smarter Balanced Assessments and if we do we won't have comparison data in regards to state assessments until 2016. Dr. Kisiel reviewed that this is why we purchased the NWEA math assessment system, which is closely aligned to the Common Core, to help guide instruction for our teachers. CMTs are a thing of the past.

E. UNFINISHED BUSINESS

None.

F. NEW BUSINESS

F.1. Superintendent Contract

Mr. Pattacini reviewed that at the last meeting the Board agreed to move forward with Matt Geary as Superintendent effective July 1, 2014, authorizing himself, as Board Chair, along with the administration, to enter into negotiations with Mr. Geary. Tonight he is pleased to announce that negotiations have been completed and the next step is to authorize Mr. Pattacini, as Board Chair, to sign the employment contract on behalf of the Board.

Secretary Leon moved that the Board of Education authorize the Board Chair to sign the agreement with Mr. Geary and the Board of Education for the purposes of employing Mr. Geary as our next Superintendent of Schools effective July 1, 2014. Mr. Crockett seconded the motion.

DISCUSSION:

Mr. Leon reviewed that this was a long process that the Board took seriously. Mr. Geary was an excellent candidate and we have extremely high expectations and he feels that Mr. Geary will meet and exceed those expectations and enjoy a long tenure in the district.

Ms. Luxenberg stated she sent Mr. Geary an email after the last meeting stating that in her three years on the board the last meeting left her feeling the most hopeful, with both Mrs. Mason's presentation and then the Board unanimously supporting Mr. Geary. She feels it is refreshing as well, that Mr. Geary has a personal stake in the district, with two young children who will soon be in school. Ms. Luxenberg feels this is a great opportunity and a turning point for our district and she feels the Board can be proud of itself for working so hard at this effort.

Mr. Scappaticci wanted to thank the public for their participation in this decision through their involvement in focus groups and surveys. Their feedback guided the Board's search and was invaluable.

Mr. Pattacini stated that the Board was looking for a strong, decisive leader who was focused on students and learning, and he feels they found that and he looks forward to working with Mr. Geary. Mr. Pattacini also believes that this is a great opportunity for a smooth transition of administration, with the position starting in July, and along with the number of administrative changes in the district, this is one more that will bring the pieces together for the district. He thanked the Board.

The vote was called.

8/0 – Voted in favor.

Mr. Pattacini invited Mr. Geary to the podium to sign his new contract.

Mr. Geary thanked the Board and stated he was honored by their confidence in his leadership abilities. Since arriving in the district in April 2012 he has enjoyed strong support from the Manchester Board of Education, central office administration, parents, faculty and staff of MHS, and the entire community. Mr. Geary stated he is excited to continue the work started by Dr. Kisiel and expects the focus to remain on three major goals - increasing student achievement, improving school climate, and closing the achievement gap. He feels it is a privilege to be chosen to lead a district with so many committed professionals in such a forward thinking community.

Mr. Geary noted that he and his wife Lisa look forward to raising their family in such a diverse community. His son Matthew will be in the class of 2026 and little Emerson in the class of 2028.

Mr. Geary notes he has had many positive experiences in public education, both through his work experiences and as a child himself. He had caring teachers that set high expectations for him throughout his education and pushed him to do his very best. He feels it is these kinds of expectations we

should have for all children in Manchester and it is our responsibility as individuals, a school district, and a community to nurture a love of learning, confidence in one's skills, and a belief that the sky is the limit for all learners. Our primary focus for Manchester is securing this good for all, creating a school system where all people have an equal opportunity for success.

Mr. Crockett added his welcome to Mr. Geary and noted he is confident Mr. Geary will make the best efforts to keep going in the right direction that Dr. Kisiel started us in and offered his complete support.

Mr. Pattacini offered an official welcome aboard and noted he looks forward to many days (and nights!) of working together in the future.

G. COMMUNICATIONS

Mr. Pattacini reminded members that the Policy Committee meets tomorrow at 6:30 p.m.

H. COMMITTEE REPORTS

H.1. Personnel & Finance

Mr. Crockett reviewed the committee met last Wednesday with Mr. Leon, Mr. Crockett, and Mrs. Brooks in attendance. The meeting was held in executive session regarding negotiations.

I. PUBLIC COMMENTS (Limited to items on tonight's agenda)

Mr. Tom Stringfellow, 183 Hillstown Road, who was class of Manchester '74, feels a lot has changed for the better since then. He thinks kids don't feel like a number there anymore and it keeps getting better. Mr. Stringfellow offered his support of the Consent Calendar, especially items 3-6. He recommended a book *Latino Americans* by Ray Suarez, and a documentary based on the book. Regarding the CMT gap he would like to see us compared with Bloomfield. Mr. Stringfellow would also like to know how Asian students and immigrants are going as well. Regarding those on free or reduced lunch, he notes they may also have family problems and that effects learning, as well as those students whose parents may be in the service having that situation affecting their learning. Mr. Stringfellow also wondered how ELL students are doing. Mr. Stringfellow also noted MCC had recently celebrated their 50th anniversary.

J. ITEMS FOR FUTURE AGENDAS

None.

K. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

Secretary Leon moved and Ms. Cruz seconded the motion to adjourn the meeting.

8/0 - Voted in favor.

Adjournment 8:02 p.m.

Respectfully submitted,

Neal Leon
Board Secretary

**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: September 24, 2013

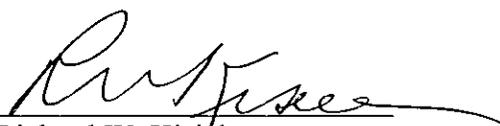
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from Illing Middle School Dues & Fees to Illing Middle School Instructional Supplies and Materials account. A transfer of \$100 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve this transfer in the FY 2013-2014 Budget.


Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
October 16, 2013

al
- 9/23/13

Manchester Public Schools
Manchester, Connecticut

SEP 23 2013
BY ASSESSOR/TW/AELE

To: Accounting Department

School: Filling Middle School

Date: Sept 16, 2013

Principal's Sign: [Signature]

Date of Approval: 9/18/13

JUSTIFICATION:

More money needed for Instructional Supplies and materials

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

DECREASE:

\$ 100 Account #: 14853100 5810 Description: Dues & Fees

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 100 TOTAL DECREASE

INCREASE:

\$ 100 Account #: 14853100 5611 Description: Instructional Sup & Mat

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 100 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: September 30, 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 2013-2014 Budget.

Discussion/Analysis: Transfer from Manchester High School Administrative Office Supplies account to Manchester High School Science Field Trips account. A transfer of \$750 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve this transfer in the FY 2013-2014 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
October 16, 2013

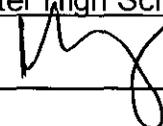
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**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 09/23/2013

Principal's Sign: 

Date of Approval: 09/23/2013

JUSTIFICATION (Required Field) :
Transportation to Roger Williams Zoo in Providence RI – Animal Behavior unit.

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

DECREASE In whole dollars only:

\$ 750 Account # 42361240 5680 Description: Administrative Office Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 750 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 750 Account # 14061100 5512 Description: Science - Field Trips

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 750 **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: September 30, 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 2013-2014 Budget.

Discussion/Analysis: Transfer from Manchester High School Administrative Office Supplies account to Manchester High School Science Field Trips account. A transfer of \$1800 is being requested.

Financial Impact: None

Other Board/Commission Action: None

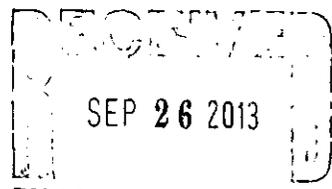
Recommendations: The Superintendent of Schools recommends that the Board of Education approve this transfer in the FY 2013-2014 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
October 16, 2013

S-9/26
02

**Manchester Public Schools
Manchester, Connecticut**



BY ACCOUNTS PAYABLE

To: **Accounting Department**

School: Manchester High School

Date: 09/20/2013

Principal's Sign: _____

Date of Approval: 09/20/2013

JUSTIFICATION (Required Field) :
To fund field trip to Old Sturbridge Village – transportation and entrance fee

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

DECREASE In whole dollars only:

\$ <u>1800</u>	Account # <u>42361240 5680</u>	Description: <u>Administrative Office Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1800 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>1800</u>	Account # <u>14061100 5512</u>	Description: <u>Science Field Trips</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1800 **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: October 4, 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 2013-2014 Budget.

Discussion/Analysis: Transfer from Manchester High School Administrative Office Supplies account to Manchester High School Dues and Fees account. A transfer of \$750 is being requested.

Financial Impact: None

Other Board/Commission Action: None

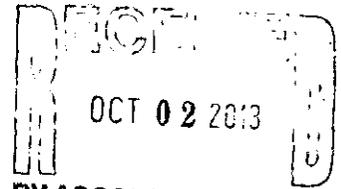
Recommendations: The Superintendent of Schools recommends that the Board of Education approve this transfer in the FY 2013-2014 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
October 16, 2013

S-10/2
al

**Manchester Public Schools
Manchester, Connecticut**



To: **Accounting Department**

School: Manchester High School

Date: 09/26/2013

Principal's Sign: M. H. [Signature]

Date of Approval: 09/26/2013

JUSTIFICATION (Required Field) : To fund institutional and individual membership fees

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

DECREASE In whole dollars only:

\$ 750 Account # 42361240 5680 Description: Office Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 750 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 750 Account # 42361240 5810 Description: Dues and Fees

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 750 **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: Richard Kisiel, Ed.D. Interim Superintendent of Schools
Subject: Item for Appropriation
Date: September 25, 2013

Background:

The Connecticut State Department of Education has awarded 2013-2015 funding under the TITLE I Improving Basic Programs grant. This grant will be used to fund instructional and other literacy support staff.

Discussion/Analysis:

The TITLE I Improving Basic Programs Grant will support programs to ensure that all students are reading at or above grade level. Students not reaching that goal will receive remediation and intensive intervention to significantly accelerate their academic progress.

Financial Impact:

The District has been granted \$1,503,607.

Other Board/Commission Action:

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$1,503,607 under the TITLE I Improving Basic Program grant, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award of 2013-2015 TITLE I Improving Basic Programs Grant.


Richard Kisiel, Ed.D.
Interim Superintendent of Schools
October 16, 2013



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.010A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20679-2014-82070-170002

2 Grant Title

TITLE I IMPROVING BASIC PROGRAMS

5 Award Period

7/1/2013 - 6/30/2015

3 Education Staff

Program Manager:
Marlene Padernacht 860-713-6568

Payment & Expenditure Inquiries:
Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$1,503,607

Funding Status: Preliminary

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2013 and June 30, 2014 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2014. For grants awarded for two-year periods beginning July 1, 2013, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2015. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

Although this grant is issued for a two-year period, Section 1127 of P.L. 107-110 requires that 85% of this Title I allocation must be expended by September 30, 2013. This requirement does not apply to districts that receive less than \$50,000 in Title I funds. The percentage limitation on carryover funds may be waived once every three years if the State Department of Education deems a district's waiver request to be reasonable and necessary.

This grant has been approved.

9/23/2013

Dianna Roberge-Wentzell
Chief Academic Officer
Academic Office

BUDGET FORM

Created On: 9/23/2013

ED 114

Fiscal Year: 2014
Grantee Name: MANCHESTER
Grant Title: TITLE I IMPROVING BASIC PROGRAMS
Project Title:
Fund: 12060 SPID: 20679 Year: 2014 PROG: 82070 CFI: 170002 CF2:
Grant Period: 7/1/2013 - 6/30/2015 Authorized Amount: \$1,503,607
Project Code: SDE000000000002

Funding Status: Preliminary
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$1,503,607

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD	NEGL BUD
100	PERSONAL SERVICES - SALARIES	1,503,607		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
300	PURCHASED PROF/TECH SERVICES			
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			
700	PROPERTY			
890	OTHRR OBJECTS			
940	INDIRECT COSTS			
	TOTAL	\$1,503,607		

Original Request Date: 9/20/2013

This budget was approved by Marlene Padernacht on 9/23/2013.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Richard Kisiel, Ed.D. Interim Superintendent of Schools
Subject: Item for Appropriation
Date: September 25, 2013

Background:

The Connecticut State Department of Education has awarded 2013-2015 funding under the Title II – Part A grant. This grant will be used to ensure that all students are performing at or above grade level.

Discussion/Analysis:

The Title II – Part A grant will support programs to ensure that students identified as not reaching goal receive intensive intervention in math and science that will significantly accelerate their academic progress. The funding will be used to support data collection, math literacy and analysis, ongoing professional development and quality instruction for at-risk students.

Financial Impact:

The District has been granted \$182,045

Other Board/Commission Action:

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$182,045 under the 2013-2015 Title II – Part A grant, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award of 2013-2015 Title II – Part A grant.



Richard Kisiel, Ed.D.
Interim Superintendent of Schools
October 16, 2013

8241-82611



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.367A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20858-2014-84131-170002

2 Grant Title

TITLE II-PART A TEACHERS

5 Award Period

7/1/2013 - 6/30/2015

3 Education Staff

Program Manager:
Marlene Padernacht 860-713-6568

Payment & Expenditure Inquiries:
Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$182,045

Funding Status: Preliminary

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2013 and June 30, 2014 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2014. For grants awarded for two-year periods beginning July 1, 2013, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2015. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

9/20/2013

Dianna Roberge-Wentzell
Chief Academic Officer
Academic Office

cc: A Radukas, J. Merano
town
audit

BUDGET FORM

Created On: 9/20/2013

ED 114

Fiscal Year: 2014
Grantee Name: MANCHESTER
Grant Title: TITLE II-PART A TEACHERS
Project Title:
Fund: 12060 SPID: 20858 Year: 2014 PROG: 84131 CF1: 170002 CF2:
Grant Period: 7/1/2013 - 6/30/2015
Project Code: SDE000000000002

Funding Status: Preliminary
Vendor ID: 00077
Authorized Amount: \$182,045

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: CARRYOVER DUE: CURRENT DUE: \$182,045

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
100	PERSONAL SERVICES - SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
300	PURCHASED PROF/TECH SERVICES	143,463	38,582
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES		
600	SUPPLIES		
700	PROPERTY		
890	OTHER OBJECTS		
930	TRANSFERRED FUNDS		
940	INDIRECT COSTS		
	TOTAL	\$143,463	\$38,582
XCHR	TOTAL CHARTER SCHOOLS		

Original Request Date: 9/20/2013

This budget was approved by Marlene Padernacht on 9/20/2013.

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:** September 20, 2013

Name of Club or Activity: Activities Planning Board

Trip to: Crowne Plaza, Southbury **Purpose:** CASC Student Leadership State Conference

Number of students participating: approx. 10 **From:** 11/22/13 **To:** 11/23/13

Number of school days missed: 1

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

a. Jeana Favat, Teacher 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: _____

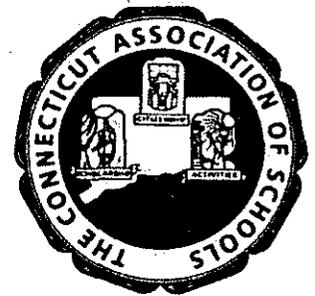
Cost per teacher and/or chaperone: \$\$120-150.00 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$120.00 (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.*)

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

SAVE THE DATE

FOR THE CASC STUDENT LEADERSHIP STATE CONFERENCE!



- When?** November 22 & 23
- Time?** 4 PM Friday through 4PM Saturday
- Where?** Crowne Plaza, Southbury
- Who?** High School Student Leaders and Advisors
- Why?** Student leaders and their advisors play a critical role in developing a positive, respectful school climate. Participation in student activities is the engine that drives upscale student achievement. This conference will shine a spotlight on numerous roles and ways that student leaders can serve their school communities.
- Cost?** \$120 per Student (Quad Occupancy)
\$120 per Advisor (Double Occupancy)
\$150 per Advisor (Single Occupancy)
- Questions?** Contact Dave Maloney at dmaloney@casciac.org, Jenn Buckley at jenniferbuckley1@gmail.com, or Jenn Sylvester at jennsylvester@casciac.org

**Information and Online Registration to be released soon!
Check our website for more details!**

**DISTRICT IMPROVEMENT PLAN
2013-2014**

IMPROVEMENT GOAL

Students will demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in the Common Core.

IDENTIFIED NEED

CMT % At or Above Goal

	2012 % Goal	2013 % Goal									
Math			Reading			Science			Writing		
School	60.1	54.8	School	63.9	60.7	School	51.3	49.7	School	59	52.7
Male	59.8	52.8	Male	61.2	57.9	Male	49.1	48.2	Male	50	43.3
Female	60.6	57.4	Female	66.8	64	Female	54	52.1	Female	69.3	63.3
African Am	40.4	34.4	African Am	51	47.7	African Am	28.2	31.7	African Am	46.4	38.2
Hispanic/Lat	46.5	38.5	Hispanic/Lat	53.5	45.4	Hispanic/Lat	34.7	37	Hispanic/Lat	48.3	39.5
White	73	70.9	White	79.3	74.7	White	70.4	65.9	White	69.7	65.6
Asian	79.4	72.9	Asian	75.3	68.3	Asian	61.5	70.4	Asian	79.1	65.3
F/R Meals	49.3	41.2	F/R Meals	56.6	50.3	F/R Meals	37.5	39.1	F/R Meals	50	41.8
Sp Ed.	23.9	19.7	Sp Ed.	33.5	25.9	Sp Ed.	12.5	10.4	Sp Ed.	13.8	9.2

CAPT % At or Above Goal											
	2012 % Goal	2013 % Goal		2012 % Goal	2013 % Goal		2012 % Goal	2013 % Goal		2012 % Goal	2013 % Goal
Math			Reading			Science			Writing		
School	36.1	35.4	School	37.4	32	School	34.1	33.9	School	59.4	55
Male	37.1	38.9	Male	30.4	31.4	Male	36.3	34.4	Male	50.7	48.6
Female	35.1	32.1	Female	44.1	32.7	Female	32.1	33.3	Female	67.8	61.1
African Am	12.5	17.3	African Am	18.4	17.9	African Am	11.2	18.4	African Am	42.4	51.9
Hisp/Lat	13	12.7	Hisp/Lat	11.3	6.8	Hisp/Lat	10.8	8.5	Hisp/Lat	39.7	30.4
White	52.6	47.2	White	51.4	44.4	White	49.5	47.4	White	71	61.6
Asian	55	57.1	Asian	61.9	55.6	Asian	45	42.9	Asian	80	75
F/R Meals	24.1	18.7	F/R Meals	23.4	18.5	F/R Meals	20.1	21.8	F/R Meals	48.2	43.8
Sp Ed.	9.5	2.9	Sp Ed.	9.8	0	Sp Ed.	6.4	4.4	Sp Ed.	12.8	7
MEASURES/OUTCOMES											
Increase the level of students ready for college and career, particularly those in underperforming ethnicity bands, as measured by state and local standardized assessments and graduation rates.											
THEORY OF ACTION											
If we develop and implement a rigorous, standards-based curriculum that is focused on preparing students for success in learning and work beyond school, then all students will be exposed to a common experience in all schools and classrooms.											
ACTION STEPS											
Adhere to a district-wide strategic plan with clearly defined academic goals and strategies to monitor student achievement.											
Create a District Improvement Team with guidance from the Connecticut Center for School Change to monitor the implementation of district-wide strategic plan, provide strategies for necessary shifts, and create summary updates to share with various stakeholder groups.											
Create and implement curricular units aligned to the Common Core, with emphasis on using new resources and technology to engage students in their own learning and better position them for success in learning and work beyond school.											

EVIDENCE OF IMPLEMENTATION

- Prioritized initiatives to maximize time and effort.
- Reorganization of staff, financial and other resources to achieve district-wide goals.
- Teachers at various grade bands and content areas working with coaches to create curricular units.
- District-wide data analyzed three times per year to ensure modifications and adjustments to curricular units, pacing guides, and assessments.

SKILLS, KNOWLEDGE AND NEEDED SUPPORT

- Providing coordinated and consistent communication through the District Improvement Team and other mediums.
- Implementation and training of electronic warehouse for district-wide curricular work.
- Training and support in various assessments use of assessment data, and best practices to incorporate with data results.

**DISTRICT IMPROVEMENT PLAN
2013-2014**

IMPROVEMENT GOAL

Students will value and demonstrate personal responsibility, character, cultural understanding and ethical behavior.

IDENTIFIED NEED

		Offenses		
		Elementary	Middle School	High School
Arrests		1	0	10
Out of School Suspensions		180	129	170
In School Suspensions		155	336	613
Expulsions		0	1	6

		# of Students with 18 or more absences						
		Hispanic	Am Indian	Asian	Black	Two or More	White	Total
Elementary		105	0	22	77	14	104	322
Middle School		33	1	5	20	4	51	114
High School		129	1	14	77	5	147	373

MEASURES/OUTCOMES

Increase collaboration of school and community program and service opportunities focused on improving school climate, improvement in student attendance, and reduction in disruptive behaviors affecting school climate and student learning.

THEORY OF ACTION

- If we continuously message and reflect upon Manchester Public School’s mission with all stakeholder groups and regularly solicit input and feedback, then school-family-community relationships will improve.
- If we implement a district-wide positive behavior support program, which promotes respect for self and others, and reinforces

individual needs, then families and students will understand behavioral expectations and be able to access appropriate supports and school-family-community relationships will improve.

- If we provide students with a climate and culture built upon a stronger sense of belonging, then academic achievement, graduation rates and school attendance will increase and the number of suspensions, disruptive behaviors, and school-based arrests will decrease.

ACTION STEPS

- Implement multiple messaging platforms for all stakeholders.
- Implement additional programming to reduce school-based arrests, exclusionary discipline, disruptive behaviors, chronic absenteeism, and family-school-community connections.
- Increase substance abuse assessment and educational programming.

EVIDENCE OF IMPLEMENTATION

- Multiple platforms for communication.
- Survey completion from families will increase in all schools – overtime survey data will indicate families increased satisfaction with climate and culture of each school.
- Increase in: graduation rates and school attendance.
- Decrease in: number of suspensions, disruptive behaviors, and school-based arrests.

SKILLS, KNOWLEDGE AND NEEDED SUPPORT

- Assist all stakeholders in understanding various student interventions and assessments.
- Provide staff technology-based messaging platforms and supports.

DISTRICT IMPROVEMENT PLAN 2013-2014
<p>IMPROVEMENT GOAL</p> <p>Schools will focus on the implementation of best practices to increase effectiveness and efficiency resulting in higher student success rates.</p>
<p>IDENTIFIED NEED</p> <p>On June 27, 2012 the State Board of Education, amended sections 23 and 24 of Public Act 12-2 and in consultation with the Performance Evaluation Advisory Council (PEAC), adopted guidelines for a model teacher and administrator evaluation and support program.</p>
<p>MEASURES/OUTCOMES</p> <p>Implement talent development strategies to improve teacher and administrator effectiveness and leadership.</p>
<p>THEORY OF ACTION</p> <ul style="list-style-type: none"> • If we continue to work with professional learning communities of best practices to support the goals of the district and schools, then student success rates will increase. • If we identify research-based best practices and provide on-going job-embedded professional learning opportunities for teachers and administrators, then student achievement will increase. • If we regularly gather and analyze student data and provide teachers and administrators structured opportunities to reflect and review data and develop plans for instructional improvements, then student achievement will increase.
<p>ACTION STEPS</p> <ul style="list-style-type: none"> • Organize roles to support educators as they share best practices and lessons learned. • Align and make available model curricular units, resources, and exemplar student work. • Assist in establishing forums for professional conversations regarding data reports and application to lesson and curriculum

implementation.

- Engage with schools in Professional Learning Communities (PLCs) and Instructional Rounds (IRs).
- Continue the delivery of professional learning using research-based approaches that promote high-quality curriculum and instruction that are aligned to standards and assessment.

EVIDENCE OF IMPLEMENTATION

- Regular use of Professional Learning Communities and Instructional Rounds
1. Implementation on new teacher and administrator evaluation system.
- Consistent roles of coaches district-wide.

SKILLS, KNOWLEDGE AND NEEDED SUPPORT

- Use of data sets, progress monitoring, PLCs and IRs.
- Use of electronic curricular platforms.

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

The Manchester Board of Education establishes this written policy to eliminate or minimize exposure to Bloodborne pathogens and to meet the requirements of the Connecticut Division of Labor, Occupational Safety Health Administration.

DRAFT

Adopted: January 11, 1993
Revised: September 14, 1998
Revised: July 14, 2008
Revised: October 2013

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

Manchester Board of Education

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Section I – Purpose:

- 1.1 This policy is to eliminate or minimize employee exposure to communicable diseases that include, but are not limited to, hepatitis B virus (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV) and to meet the requirements of the Connecticut Division of Labor Occupational Safety and Health Administration (OSHA).

Section II – Definitions:

- 2.1 Blood means human blood, human blood components, and products made from human blood.
- 2.2 Bloodborne Pathogens means pathological microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).
- 2.3 Contaminated means the presence, or the reasonable anticipated presence, of blood or other potentially infectious materials.
- 2.4 Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious material or may contain sharp items.
- 2.5 Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, broken glass, knives, scalpels, and jagged metal.
- 2.6 Decontamination means the use of physical or chemical means to remove, inactivate, or destroy Bloodborne pathogens on a surface or item to the point where it is no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use, or disposal.
- 2.7 Engineering Controls means controls (e.g. sharps disposal containers, self-sheathing needles) that isolate or remove the Bloodborne pathogens hazard from the workplace.
- 2.8 Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, or other potentially infectious material, that results from the performance of an employee's duties.
- 2.9 Hand washing facilities means a facility providing an adequate supply of running potable water, soap, and single use towels or hot air drying machines

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

- 2.10 Licensed Health Care professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required for Hepatitis B Vaccination and post-exposure evaluation and follow-up.
- 2.11 Occupational Exposure means reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood, or other potentially infectious materials, that may result from the performance of an employee's duties.
- 2.12 Other Potentially Infectious Materials means the following human body fluids: urine, feces, vomit, saliva, semen, vaginal secretions, cerebrospinal fluid, amniotic fluid, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult, or impossible to differentiate between body fluids.
- 2.13 Parenteral means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
- 2.14 Personal Protective Equipment is specialized clothing, or equipment, worn by an employee for the protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) are not intended to be personal protection equipment.
- 2.15 Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials, items that are caked with dried blood or potentially infectious materials and are capable of releasing these materials during handling; and contaminated sharps.
- 2.16 Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two-handed technique).
- 2.17 Source Individual means any individual, living or dead, whose blood, or other potentially infectious material, may be a source of occupational exposure to the employee.
- 2.18 Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other Bloodborne pathogens.
- 2.19 Percutaneous Injury Log is a log which contains a list of all percutaneous injuries from contaminated needles or other sharp objects.
- 2.20 Sharps with Engineered Sharps Injury Protections are a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

- 2.21 Needleless System is a system that uses a device that does not use needles for the collection of body fluids or withdrawal of body fluids after initial venous or arterial access is established; the administration of medication or fluids; any other procedure involving the potential for occupational exposure to Bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Section III – Assignment of Responsibility

- 3.1 Program Administrator. The Coordinator of School Health shall manage the Bloodborne Pathogen Exposure Control Plan for the Manchester Public School employees.
- 3.2 Management. The Manchester Public School will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of occupational exposure to blood or other potentially infectious materials. These shall be provided at no cost to the employees. The Safety Committee will ensure proper adherence to this plan through annual review of this plan.
- 3.3 Supervisors. Supervisors shall themselves follow and ensure that their employees are trained in and use proper work practices, universal precautions, the use of personal protective equipment and proper cleanup and disposal techniques. Supervisors are responsible for proper reporting and investigations.
- 3.4 Employees. Employees are responsible for utilizing proper work practices, universal precautions, personal protective equipment and cleanup/disposal techniques as described in this plan. Employees are also responsible for reporting all exposure incidents to Department Supervisor immediately or within 1-2 hours or maximum of 24 hours. The written department exposure form should be completed within 24 hours of exposure.

Section III IV – Exposure Determination:

- 4.1 The Board of Education acknowledges that all employees may come in contact with blood borne pathogens. All employees will be eligible for Hepatitis B vaccine due to this possible exposure. job classification in which all employees in those job classifications are occupationally exposed via reasonable anticipated skin, eye mucous membrane, or parental contact with blood or other potentially infectious materials include:

Teachers

School Nurses

Occupational Therapist/Assistants

Physical Therapist

~~Special Education Teachers~~

~~Special Education Paraprofessionals and Tutors Aides working 1:1 with high risk students~~

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

Athletic Trainer

~~Police~~ Hall Monitors

Coaches by their job description, provide First Aid

~~Art, Music and Physical Education teachers working with special education students~~

Custodians

~~Maintenance Staff~~

~~These lists shall be updated as job classification or work situations change. All other employees shall be offered Post Exposure Prophylaxis (PEP) if an exposure occurs.~~

Section ~~IV~~ V Method of Compliance:

- 5.1 Universal Precautions. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluid types shall be considered potentially infectious materials.
- 5.2 Engineering and work practice control. Engineering and work practice controls shall be used to minimize or eliminate employee exposure. These controls will be reviewed at least annually to ensure their effectiveness and will reflect changes in technology that eliminate or reduce exposure to Bloodborne pathogens. ~~Input will be obtained from employees on the selection of safer medical devices including safety syringes and needle-less systems that reflect current technology.~~
- 5.3 Personal Protective equipment. Board of Education employees will be instructed on selection and use of personal protective equipment. Personal protective equipment shall be used by all Board of Education employees to ensure compliance with universal precautions and shall be provided and maintained by the departments of those employees at risk of occupational exposure to Bloodborne pathogens. Personal protective equipment shall include, but not be limited to:

Non-porous water-resistant gowns to be used when it can be reasonably anticipated that the employee will be in contact with blood or other potentially infectious material which may splash.

Antiseptic hand cleaner to be used when sink and running water is not available.

Latex/vinyl gloves to be worn when it can be reasonably anticipated that the employee will have hand contact with blood or other potentially infectious material.

Utility gloves to be worn when it can be reasonably anticipated that the employee will have contact with blood or other potentially infectious material while cleaning. The gloves may be decontaminated for reuse if the integrity of the glove has not been

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

compromised. They must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Arm protection arm protection when the potential for human bite is present.

Face masks and eye protection to be worn when it can be reasonably anticipated that the employee may be exposed to contaminated material, which may splash on their face or in their eyes.

Bag valve masks or other ventilation resuscitation equipment to be used for CPR.

*If the employee is allergic to any of the protective equipment, the employer will have available hypo-allergenic gloves, glove liners, powder less gloves or any other material that will provide for the safety of the employee.

- 5.4 Personal Hygiene. Employee's shall wash their hands and other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible, following contact of such body areas with blood or other potentially infectious materials. When antiseptic hand cleaners are used in the field, hands shall be washed with soap and running water as soon as feasible. Fingernail biting and other personal habits that cause lesions to the skin should be avoided.
- 5.5 Contaminated Personal Protection Equipment/Disposable Waste. If a garment(s) is penetrated by blood, potentially infectious materials, the garment(s) shall be removed immediately, or as soon as feasible. When personal protective equipment is removed, it shall be placed in an appropriately designated area, container, or red "Bio-medical waste" bag for storage, washing, decontamination or disposal.
- 5.6 Contaminated Sharps. Contaminated needles and other contaminated sharps shall not be recapped or removed unless taken as evidence. Immediately or as soon as possible, contaminated sharps shall be placed in appropriate containers. These containers shall be puncture resistant, labeled or color coded, and leak proof on the sides and bottom. These containers shall be locked in each school health nurse's office.
- 5.7 All levels of Emergency Responders. All procedures involving blood or other potentially infectious materials shall be performed in such a manner to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- 5.8 Contaminated Patient Property. All contaminated or potentially infected materials that are the personal property of the student shall be placed in a properly labeled container (double waste bag) which prevents leakage during collection, handling, processing, storage, transport or shipping.

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

- 5.9 Housekeeping. Department supervisors shall assure that all equipment, environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials. Contaminated objects and work surfaces shall be disinfected after completion of emergency calls and immediately after any spill of blood or infectious materials. Contaminated immersible objects, such as, but not limited to; stethoscope, scissors, blood pressure cuff, airway management equipment, jewelry and eye glasses, shall be cleaned and disinfected in a designated basin using a freshly prepared solution of ½ cup sodium hypochlorite to one (1) gallon of water. Non-immersible contaminated surfaces, such as, but not limited to; vehicle interiors and exterior, shall be disinfected by using a designated spray container, utilizing a freshly prepared solution of 1/8 cup of sodium hypochlorite to one (1) quart of water.

Entire contaminated surfaces shall be covered with a fine film of the solution for at least ten (10) minutes before rinsing clean, and drying. School nurses shall decontaminate all material saturated with potential infectious material by soaking them in a freshly prepared 1/8 cup of hypochlorite to one (1) quart of water for 10 minutes. After decontamination, materials will be placed in a double-bagged receptacle. Facial tissues containing blood or other potential infectious materials may be flushed. Alternatively - contaminated objects and surfaces may be flushed with Quaternary disinfectant products as provided by Board of Education Buildings and Grounds Department.

- 5.10 Contaminated laundry. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Employees who have contact with contaminated laundry shall wear protective gloves and other appropriate personal protective equipment. Employees will be instructed **by the School Health Department in** appropriate handling and cleaning of contaminated laundry.
- 5.11 Regulated waste disposal. The Town's Health Department will be responsible for the disposal of regulated waste for school system. Such regulated waste is limited to contaminated sharps. Contaminated sharp containers shall be ordered for School Health Services and the cost billed to the Board of Education. Containers shall be closable, puncture resistant, leak proof on sides and bottom, labeled and red in color. The Health Department will collect contaminated sharps containers following procedures outlined in OSHA Standard 40 CFR Parts 22 and 259 CFR 1910.1030. FDA regulates sharps disposal containers as medical devices under FDA 21 CFR 8603.
- 5.12 Annual Review. The District will conduct an annual review of its Exposure Control Plan and procedures concerning Significant Bloodborne Disease Exposure.

Section ~~V~~ VI Hepatitis B Vaccination. Post-Exposure. Evaluation and follow-up.

- 6.1 Hepatitis B Vaccination. The Hepatitis B vaccination shall be made available after the employee has received the training required in Section ~~VI~~ 6.3 and within ten (10)

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

working days of initial assignment to all employees who have occupational exposure, unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed the employee is immune, or the vaccine is contraindicated for any medical reason. ~~If the employee initially declines the Hepatitis B vaccination, but at a later date, while still covered under OSHA 29 CFR 1910:1030 standard decides to accept the vaccination, the Board of Education shall make available the Hepatitis B vaccination at that time.~~ Two months after the completion of the Hepatitis B vaccination series, a Hepatitis B titer will be done to verify immunity in response to the vaccine. If the titer indicates that the employee is not immune, the Hepatitis B vaccine series will be repeated one time. If after the second series the titer indicates the employee is still not immune, the vaccine series will not be repeated. The employee will follow the post exposure evaluation and follow up procedure.

- 6.2 Hepatitis B Vaccination Declination. Employees who decline to accept the Hepatitis B vaccination offered by the Board of Education shall sign the Declination Statement. This statement shall be sent to ~~the Coordinator of School Health Services~~ Human Resources. At any time the employee wishes to have the Hepatitis B vaccine, the employee shall notify the Coordinator of School Health Services so that arrangements for the administration of the vaccine can be made. The first dose of the vaccine must be given within ten (10) working days of the request.
- 6.3 Post Exposure Evaluation and Follow-up. ~~Following a report of an exposure incident, the Board's protocol concerning Bloodborne disease exposure will be implemented. See "Procedures Concerning Bloodborne Disease Exposures".~~

Section ~~VI~~ VII Communication of Hazards to Employees.

- 7.1 Labels – warning labels that are fluorescent orange-red and include the Biohazard Symbol shall be affixed to all containers of regulated waste.
- 7.2 Signs – fluorescent orange or orange-red in color containing the Biohazard Symbol and information on the type of Biohazard will be posted anywhere Biohazard material is stored.
- 7.3 Information and Training – the Board of Education shall ensure that employees with risk of occupational exposure to Bloodborne pathogens participate in a training program. The training shall be provided as follows:
- *At the time of initial assignment to tasks where occupational exposure may occur.
 - * Annually within one year of their previous training.
 - * When changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

Section ~~VH~~ VIII Record Keeping

- 8.1 Medical records shall be maintained and stored in a locked file cabinet with limited access in the ~~School Health Department~~ medical personnel file located in Human Resources. Medical information will not be disclosed without the employee's written consent to any person within or outside the workplace except as required by this standard or required by law.
- 8.2 Medical records shall be maintained for at least the duration of employment plus 30 years in accordance with 29CFR 1910.20.
- 8.3 Training records shall include: dates of training, summary of training, name(s) and qualifications of trainer, list of attendees and job titles.
- 8.4 Training records will be maintained for three years from the date training occurred by the ~~school nurse~~ personnel responsible for the training.
- 8.5 Records shall be made available upon written request for examination to the subject employee.
- 8.6 A log listing all percutaneous exposures to Bloodborne pathogens will be maintained by the Insurance and Benefits department in a manner which will protect the confidentiality of employees involved. The log will contain date of injury, type and brand of the device involved, department or work area where the incident occurred, an explanation of how the incident occurred. The log will be reviewed at least annually as part of the annual evaluation of the program and maintained for at least five (5) years following the end of the calendar year that they cover.

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

PROCEDURES CONCERNING **SIGNIFICANT** BLOODBORNE
DISEASE EXPOSURE

DEFINITIONS:

Occupational Exposure: occurs when an employee in the course of his occupational duties has a significant exposure to blood or body fluids of another individual.

Non-Significant Exposure: an exposure incident with minimal contact to blood or body fluids. Contact was to clothing or intact skin where it is highly unlikely any blood or body fluid pathogen had a port of entry to the employee's circulatory system post exposure prophylaxis (PEP) not warranted.

Significant Exposure: an exposure incident such as a specific eye, mouth or other mucous membrane, non-intact skin, or parenteral (needle-sticks, human-bites, cuts, abrasions) contact with blood, or other potentially infectious materials. Consider basic PEP regimen.

Highly Significant Exposure: an exposure incident that meets CDC high-risk guidelines; a deep injury to employee with a significant volume of source case blood (a large diameter hollow needle, previously in a source case's vein or artery). Recommend basic PEP or expanded PEP regimen based on status of source case.

PROCEDURES:

The employee will:

1. Notify supervisor of **significant** exposure as soon as possible (*immediately or within 1-2 hours, or maximum of 24 hours* of the incident).
2. **Supervisor/Nurse to complete Complete** a written **department exposure yellow First Report of Injury and Investigations** form within *24 hours of exposure*. The following information must be included in the form:
 - A. Party or Parties to the exposure
 - B. Witnesses
 - C. Time of the incident
 - D. Place of the incident
 - E. Nature of the event - the description of the nature of the event should be specific and should include type of exposure (needle stick or non-intact skin exposure).
 - F. Other information required by the **Town in an incident report CIRMA (Connecticut Interlocal Risk Management Agency)**.
 - G. **Call CIRMA, within 24 hours of the incident, at 1-800-652-4762.**

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

3. Employee must contact ~~Contact~~ or go to Corp Care (647-4796), ~~1075 Tolland Turnpike~~ 2800 Tamarack Avenue, Suite 001, South Windsor, CT, as soon possible or within 24 hours of exposure. (Literature strongly suggests post-exposure prophylaxis, PEP, be initiated within 1-2 hours post-exposure, no later than 24-36 hours). On a weekend or a holiday, the employee should go to ~~Prompt Care or~~ the Emergency Department at your local hospital. If they go to the emergency department the employee should contact Corp Care the next working day to notify them of the exposure and to arrange for appropriate recommended follow-up.

All employees will be tested if the “personal protection barrier was broken” or if it is believed an exposure occurred. The employee shall tell the medical staff at either facility that they are a ~~Town of Manchester~~ Manchester Public Schools employee and that they have had an exposure to blood/body fluid. A patient record should be opened for any town employee who has had a blood/body fluid exposure. The physician at Corp Care (or Prompt Care, Emergency Department) will *make a determination as to the significance of the exposure* at the initial visit. This will be based on the nature of the event including the type of exposure, body fluid employee is exposed to, and risk to the employee.

4. If it is determined that a *significant exposure has occurred*, ~~the Town of Manchester~~ Manchester Public Schools will pay for the initial screen and 4 follow-up screens, without prejudice, through its workers’ compensation carrier. ~~Employees should~~ The Supervisor/Nurse must call 1-800-652-4762 to report a Worker’s Compensation claim with CIRMA ~~and arrange for bills for blood screens to be sent to the Finance Department~~. In all cases employees *should* fill out department exposure forms. If it is determined that a *significant exposure has not occurred*, ~~the Town of Manchester~~ Manchester Public Schools will pay for the initial screen and 1 follow-up, without prejudice, through its workers’ compensation carrier. The employee may ask for voluntary continuation of testing and counseling at the intervals of initial, 6 weeks, 3 months, 6 months, and 12 months. Should the employee wish to undergo further testing, he/she will be responsible to arrange payment with Corp Care or seek follow-up through their private physician. ~~The employee should not report a Worker’s Compensation claim with CIRMA.~~

Nothing herein shall prevent ~~the Town~~ Manchester Public Schools from disclaiming the significant exposure as a compensated injury under Worker’s Compensation statutes.

5. The employee or their supervisor should notify the Coordinator of School Health Services at 647-3324, that an exposure has occurred including the date, time of incident, employee’s name, source individual’s name, address, phone, and

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

if source was seen at the local hospital. This will facilitate follow-up on the source case.

Corp Care (or Local Emergency Department) will:

1. Determine if significant exposure occurred
2. Provide counseling
3. Evaluate need for prophylaxis based on Provision Public Health Service recommendations for chemo-prophylaxis after occupational exposure to HIV Obtain consent for *HIV, HBs, Ab, and anti-HCV baselines*
4. Provide follow –up counseling on employee’s test results. (Positive baseline test results will be addressed on a case-by-case basis).
5. Provide additional testing and counseling and referrals to resources as indicated. (If a weekend or holiday, ~~Prompt Care or ED~~ **Emergency Department** will cover).
6. Corp Care will provide to the Board of Education a health care professional’s written opinion within 15 days of the evaluation. This written opinion shall include: Hepatitis B vaccination if indicated; that the employee has been informed of the results of the evaluation; that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation.

Board of Education will:

1. If the source *is* brought into the local hospital, the employee should notify the emergency room staff and physician that an exposure has occurred. The staff will attempt to obtain permission from the source for HBV, HCV, and HIV testing and/or release of information pertaining to HBV, HCV, and HIV status to the Board of Education employee. If testing is done and the individual (source case) is released prior to test results being received, their treating physician will offer them their test results. If the source case refuses testing or release of information pertaining to HBV, HCV, HIV status, the Board of Education’s Medical Advisor will become involved and will determine if criteria is met to pursue a court order.
2. If the source case *is not* brought to the local hospital but has a family physician, the family physician will be notified and asked to obtain consent for testing and/or release of information of HBV, HCV, HIV status to exposed Board of Education employee. If the source case refuses to give consent for testing and/or to release the information pertaining to HBV, HCV, HIV status, the Board of Education’s Medical Advisor will become involved and will determine if criteria is met to pursue a court order.
3. If the source case *is not* brought to the local hospital and *does not* have a family physician, the Medical Advisor for the Board of Education will act as the individual’s physician and will contact the individual for consent to test and/or to release the information regarding HBV, HCV, HIV status to the exposed Town employee. If the

PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

individual refuses to consent to testing and/or to release the information, a court order will be pursued. The Board of Education’s Medical Advisor will determine if criteria are met to pursue a court order.

Adopted: January 11, 1993
Revised: September 14, 1998
Revised: July 14, 2008
Revised: October 2013

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PERSONNEL

BLOODBORNE PATHOGEN EXPOSURE PLAN

Hepatitis B Vaccine Declination
(mandatory)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Name Date

Address: street, town, zip Phone

Department Phone

Adopted: January 11, 1993
Revised: September 14, 1998
Revised: July 14, 2008

PERSONNEL

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BLOODBORNE PATHOGEN EXPOSURE PLAN

Revised: October 2013

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HARASSMENT

4013

SEXUAL HARASSMENT AND SEX DISCRIMINATION IN THE WORKPLACE**Statement**

~~Harassment of an employee by a supervisor or co-worker, or visitors to our facilities, on the basis of sex or inclusion in a protected class under law creates a harmful working environment and is illegal under state and federal law. It is the policy of the Manchester Public Schools to maintain a working environment free from sex discrimination, sexual harassment, insults or intimidation on the basis of an employee's sex or inclusion in a protected class. Verbal or physical conduct by a supervisor or co-worker related to an employee's sex, which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities, is prohibited. Manchester Public Schools will not tolerate harassment on any basis. In that regard, the examples set out below, addressing sexual harassment, should also be considered as examples of types of behavior, which will not be tolerated in connection with any protected class status. The school district will provide staff development for new district administrators and will publish its policy and grievance procedures to employees in an effort to maintain an environment free of sex discrimination and sexual harassment.~~

Training

~~New employees will receive training regarding forms of harassment, including sexual harassment. Such training may include a review of this policy and procedures, state and federal law, discussion, films, and related activities.~~

Sex Discrimination

~~Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.~~

Sexual Harassment

~~Sexual Harassment is a form of sex discrimination. Sexual harassment include any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.~~

~~While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:~~

- ~~1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;~~
- ~~2. Submission to, or rejection of, such conduct by the individual is used as the basis of employment decisions affecting such individual;~~
- ~~3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against harassment:~~
 1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
 2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
 3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
 4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
 - ~~5. Any sexual or romantic relationships between employees of the Board of Education and students are highly inappropriate and unacceptable whether or not they constitute sexual harassment as defined in this policy.~~
 5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature; and
 6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Any infraction of this policy by an employee should be reported immediately to the Immediate Supervisor and the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator, the Superintendent of Schools or his/her designee in accordance with the district's sex discrimination and sexual harassment grievance procedure. Manchester Public Schools will endeavor to keep such reports or complaints confidential, sharing them with others only on a need to know basis, to enable their investigation and resolution. All reports or complaints of suspected harassment will be investigated in a timely manner and Manchester Public Schools will take whatever steps it considers appropriate to resolve the matter.

Retaliation against any employee for complaining about sexual harassment is prohibited under this policy and is illegal under state and federal law. Violations of this policy, including this anti-retaliation provision, will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sexual or other forms of harassment may also be subject to civil and criminal penalties.

Any employee who believes that he or she has been harassed in or out of the workplace in violation of this policy may also file a complaint with:

- Connecticut Commission on Human Rights and Opportunities (CHRO), 21 Grand Street, Hartford, CT 06106, Telephone number (860) 541-3400 or 1-800-477-5737; TDD-NUMBER (860) 655-2301);
- Equal Employment Opportunity Commission (EEOC), One Congress Street, Boston, MA 02114 (Telephone number 617-565-2300; TDD number 617-565-3204);
- Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (Telephone Number 617-289-0111/Fax 617-289-0150/TDD 877-521-2172);
- State Title IX Coordinator/Civil Rights Compliance, CT Department of Education, Bureau of Accountability & Improvement, 165 Capitol Ave., Room 221, Hartford, CT 06106 (Telephone Number (860) 713-6752/Fax Number (860) 713-7035).
- The Manchester Police Department (Telephone Number (860) 645-5500/Fax Number (860) 643-2939).

Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

B. Other Forms of Harassment

Other types of harassment also are prohibited by federal or state law, such as harassment on the basis of race, color, religion, national origin, age, marital status, sexual orientation, past/present history of mental disorder, mental retardation, physical or learning disability including blindness, genetic information or any other characteristics protected by applicable law.

~~Therefore employees of Manchester Public Schools should also report situations involving any of these other forms of harassment, through the complaint and investigation procedure set forth above. Any questions should be directed to the Immediate Supervisor and the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator or the Superintendent of Schools. As with sexual harassment, employees may make inquiries of, or file complaints with, the Connecticut commission on Human Rights and Opportunities and/or Equal Employment Opportunity Commission.~~

~~The Assistant to the Superintendent for Finance and Management and Title IX Coordinator are responsible for compliance with Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1987, the Americans with Disabilities Act, and Title IX of the Education Amendments of 1972. The Director of Pupil Personnel Services and the Coordinator of School Health Services is responsible for Section 504 of the Rehabilitation Act of 1973.~~

Legal References: United States Constitution, Article XIV
 Civil Rights Act of 1964, Title VII, 42 U.S.C. 2000-e2(a).
 Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.
 Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
 Title IX of the Education Amendments of 1972, 34 CFR § 106, *et seq.*
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
 Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.
 Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207
 Constitution of the State of Connecticut, Article I, Section 20.

Adopted: 3/23/87

Revised: 6/8/92

Revised: 7/12/93

Revised: 4/22/08

Revised: 1/25/10

Revised:

HARASSMENT – ADMINISTRATIVE GUIDELINES

Complaint Procedures Sex Discrimination and Sexual Harassment

If an employee believes that he/she is being or has been subject to behavior that could constitute harassment in any form, that person should immediately inform the perpetrator that his/her behavior is unwelcome, unacceptable, offensive, in poor taste, unprofessional, and/or highly inappropriate and that such behavior must stop. It is recognized, however, that victims of harassment are not always able to express their feelings to their harasser or to others. In all cases, the responsibility for ending the harassment rests with the harasser, not the victim.

As soon as an employee feels that he or she has been subjected to sexual harassment or other forms of harassment, he or she should make a written complaint to his/her Immediate Supervisor and the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator or the Superintendent of Schools. Normally, complaints should be made within thirty (30) days of the act of harassment.

Complaint forms are available from the Assistant to the Superintendent for Finance and Management and/or the Title IX Coordinator and/or supervisors. The complaint should state:

1. The name of the complainant and the date of the complaint,
2. The date of the alleged harassment,
3. The name or names of the alleged harasser or harassers,
4. Where such harassment occurred, and
5. A statement of the circumstances constituting the alleged harassment.

Any employee who makes an oral complaint of harassment to personnel other than those listed above will be provided a copy of this regulation and a complaint form and will be instructed to make a written complaint pursuant to the above procedure. Should the employee be unable to use written communication, the complaint should be made using other generally accepted communication means or tools.

All complaints are to be forwarded immediately to the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools.

If possible, within five (5) working days of receipt of a written complaint, the complainant shall be supplied with a copy of this Policy and Administrative Guidelines when necessary in order that he or she will be made fully aware of this or his/her rights and the Board's procedure for handling the complaint.

~~If possible, within five (5) working days of receipt of the complaint, the Assistant to the Superintendent for Finance and Management or the Title IX Coordinator shall commence a thorough investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.~~

~~The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.~~

~~The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.~~

~~If the complainant or alleged harasser is dissatisfied with the result of the investigation, he or she may file a written appeal to the Assistant to the Superintendent for Finance and Management or Superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Assistant to the Superintendent for Finance and Management or the Superintendent may also conduct a reasonable investigation including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this interview, either the Assistant to the Superintendent for Finance and Management or the Superintendent shall respond to the appellant, in writing, as soon as possible.~~

~~If after a thorough investigation, there is reasonable cause to believe that sexual harassment or other forms of harassment has occurred, the district shall take all other reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to sexual harassment or other forms of harassment may include reassignment, transfer, or disciplinary action up to and including termination of employment. Nothing in this regulation shall be deemed to override applicable provisions of any collective bargaining agreement between the Board and an employee bargaining unit.~~

~~Should the investigation conclude that a visitor to the building engaged in harassment of an employee or student, a complaint may be filed with the Manchester Police Department or other legal action may be taken.~~

~~Central Office Coordinator~~

~~The Assistant to the Superintendent for Finance and Management, who may be reached at (860) 647-3444, or the Title IX Coordinator, who may be reached at (860) 647-3595, will normally handle questions, complaints and other matters concerning sexual harassment.~~

Complaint Procedure

It is the expressed policy of the Manchester Public Schools to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints. Any employee who feels that he/she has been sexually harassed or otherwise discriminated against on the basis of sex should submit any such complaint to the Title IX Coordinator. If the Title IX Coordinator is the subject of the complaint, the complaint should be submitted to the Superintendent, who shall investigate or appoint a designee to do so.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Region Office of the Connecticut Commission on Human Rights and Opportunities. The regional CHRO office can be found by accessing <http://www.state.ct.us/chro/index.html>) and/or the Equal Employment Opportunity Commission, Boston Area Office, 475 Government Center, Boston, MA 02203 (617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

Title IX Coordinator

The Title IX Coordinator for the Manchester Board of Education is Mrs. Patricia F. Brook, Assistant to the Superintendent, Finance & Management, whose office is located at the Manchester Board of Education office at 45 North School St. and whose telephone number is 860-647-3445.

If there is reasonable cause to believe that sexual harassment or sexual discrimination has occurred, the Superintendent will take all reasonable actions to ensure that the harassment and discrimination cease. Actions taken in response to sexual harassment may include reassignment, transfer, or disciplinary action up to and including termination of employment. Nothing in this regulation will be deemed to override applicable provisions of any collective bargaining agreement between the Board and an employee bargaining unit.

**COMPLAINT FORM
REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT**

Name of the complainant _____

Home Address of complainant _____
(Number and Street) (City/Town) (Zip Code)

Home telephone of complainant _____ Cell phone _____

Date of the complaint _____
(Month/Day/Year)

Date of the alleged discrimination/harassment _____
(Month/Day/Year)

Name(s) of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or
harassment: _____

PERSONNEL 4011

PROHIBITION OF SEX DISCRIMINATION

The Manchester Board of Education will comply with the final Title IX regulations implementing Educational Amendments of 1972 prohibiting sex discrimination in education. The Board affirms that it will implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining agreements that it does not discriminate on the basis of sex in the education programs or the activities which it operates.

The Manchester Board of Education reaffirms its policy 4010, "Equal Employment Opportunity, Affirmative Action," adopted March 10, 1975. The Superintendent of Schools is authorized to designate an employee of the Board of Education who will coordinate compliance with Title IX, including receipt and investigation of any complaint alleging non-compliance. The Superintendent will develop, publish and distribute appropriate guidelines and procedures, including a grievance procedure, to implement this policy.

Grievance Procedure*

1.) In order to ensure continued implementation of the objective expressed above, the Superintendent of Schools shall supervise and coordinate the conduct of an evaluation of all existing employment and educational programs and practices.

2.) Complaints alleging unlawful discrimination shall be filed in writing with the Superintendent of Schools who shall himself, or through a designee, investigate the complaint and render a decision in writing within thirty (30) days.

3.) If the complainant is not satisfied with the decision of the Superintendent of Schools, he/she may appeal to the Board of Education within ten (10) day of receipt of the decision of the Superintendent. Such an appeal shall be filed in writing with the Superintendent of Schools in his capacity as the Executive Agent of the Board of Education. The Board of Education shall investigate the complaint and, if it deems it necessary, hold a hearing to gather additional information. The Board of Education shall render a decision on any such appeal, in writing, within twenty (20) days of its being filed, or if a hearing should be held, within twenty (20) days of the conclusion of such hearing.

Adopted: November 10, 1975

*April 26, 1976

**Manchester Public Schools
Board of Education
Policy Committee
September 24, 2013
6:30 p.m.
Meeting Minutes**

Present: Jason Scappaticci, Deborah Hagenow, Maris Cruz
Others Present: Richard Kisiel, Superintendent; Suzanne Valade; Terry Smith
Public Present: Tom Stringfellow; Scott Trungadi

1. Proposed Policy Revision: #4114.1 Blood Borne Pathogen Exposure Plan

Suzanne Valade, the district Nurse Supervisor, and Terry Smith, Human Resource Specialist, outlined change in policy 4114.1 as required by new state and OSHA procedures and regulations. Discussion followed the presentation.

The committee agreed to forward revised policy to the full Board for its review and consideration

2. Proposed Revisions to Policy #4013 Harassment and #4011 Discrimination

Dr. Kisiel shared his reasons for proposing changes in policy 4013 and the elimination of policy 4011.

- a. Policy 4011(Sex Discrimination) was last reviewed in 1976. Sex Discrimination can be considered a form of sexual harassment and should be included in policy 4013. Both policies have the same complaint procedure.
- b. The administrative regulations for policy 4013 (Harassment) were reviewed and revised in 2010. The existing policy implies that a district has a policy has on harassment, when in actuality the policy focuses its regulations and complaint procedures related to sexual harassment. The current policy does not include any legal references and the complaint procedures needs simplification.

Dr. Kisiel stated that legal counsel has reviewed both policies. The revised policy #4013 is consistent with the policy recommended by Shipman and Goodwin. Discussion followed.

Maria Cruz requested some additional time to read the proposed policy revisions and would contact the Superintendent with any questions concerns.

Barring any required changes in the revised policy proposal, the committee agreed to forward the policy to the full Board for its consideration.

3. Dr. Kisiel alerted the Board that he is currently reviewing several policies that will be brought to the committee at its next meeting. These include:

- a. #4000 Fingerprinting New Hires: Section E School Volunteers
- b. #5119 Student Transfer Policy
- c. #5131.81 Electronic Communication Device

The meeting adjourned at 7:50 p.m.
Next meeting date: October 22

MANCHESTER PUBLIC SCHOOLS
BUILDING & SITES COMMITTEE MEETING

Thursday, October 3, 2013

6:00 p.m. at Central Office

Agenda

1. Waddell playground proposed renovations

Rich Ziegler

Next Meeting: Thursday, November 7, 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 October 3, 2013

Attendees: Dr. Kisiel, Michael Crockett, Rich Ziegler

Guests: Michael Moynihan, Autumn Struk, Scott Trungadi

Ms. Autumn Struk, Waddell PTA Secretary, presented a proposal for the renovation of the Waddell playground. The PTA'S Project Playground Committee working, with M.E. O'Brien & Sons Recreational Specialist, is proposing renovating the existing equipment, removal of non-compliant structures, additional equipment and the possibility of expanding the play area.

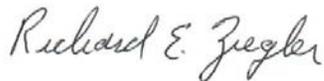
The PTA has begun fund raising efforts for the project and a final determination of the extent of the renovations and the start date of the project will be announced later.

The Building & Sites Committee supports the concept to proceed.

The Waddell PTA will update our committee when additional details are available.

Next Meeting: Thursday, November 7, 2013 at 6:00 p.m. at Central Office

Respectfully Submitted,



Richard E Ziegler
Facilities Manager

Waddell Elementary PTA®

everychild.onevoice.®

Waddell Elementary School

163 Broad St

Manchester, CT 06040

waddellpta@groups.facebook.com

waddellpta@gmail.com

Project Abstract:

Our playground is a source of happiness and free fun for our children. With a diverse school and community, our playground is often the first place families with different backgrounds meet. Our school and community is a diverse mix of all nationalities and our playground is a melting pot that brings our families and children together. Our playground helps establish wellness and healthy living patterns for our children that prevent childhood obesity. These are just a few of benefits that our Waddell Elementary/Community Playground brings to the families and children of our area of Manchester.

A committee of members of the Waddell Elementary Parent/Teacher Association (PTA) has been exploring various possibilities for the continued development of the Broad St. Renovation and Waddell Elementary/Community Playground, also known as, Project Playground! After meeting with various company representatives and exploring options, the Project Playground Committee has now decided the amount of funds that need to be raised (\$80-85,000) to allow for the additions and new structures intended for the Waddell Elementary/Community Playground that have been outlined below. Our committee is seeking a grant to help in our beneficial endeavors to reconstruct this Playground.

Statement of Need:

Waddell Elementary/Community Playground is a region dedicated to the children of the school and the children/families of the community. Last updated, almost 20 years ago, there are structures that are now out of compliance with new regulations and codes, which are deemed unsafe for our children. Inappropriate graffiti and vandalism lay upon many of the panels of the current structures that are unsuitable for the children to see. With the growing community, structures are not available for the different age groups which pose danger to those younger than the 5-12 guideline limits. The mentioned and much more are reasons as to why Waddell Elementary/Community Playground need all of our help!

Project Description:

Project Playground will raise a specified amount of funds through various ways, including fundraising, donations, grants, scholarships, etc. to update the Waddell Elementary/Community Playground with compliance approved structures for ALL children to safely play and enjoy.

Activities/Timeline:

Notification to Parks/Rec of Manchester – Scott Sprag	March, 2013 August, 2013
Notification to Board of Education Building and Grounds	March, 2013 August, 2013
Speak with Superintendent (Per Manchester Building & Grounds)	August, 2013
Speak with Building Committee (Per Superintendent)	September, 2013
Fundraiser Stat Board	September/October 2013
Notify Landscape Structures/O'Brien & Sons of our proposed amt	August, 2013
Peter Wallace to create a plan	September, 2013
Peter Wallace to discuss plan with PTA	October, 2013
Fundraisers (both in school and off school grounds)	Throughout the Year
Submit Grant/Scholarship Proposals	September, 2013
Receive notification for Grant/Scholarship Proposals	
Begin Building	June, 2015
Ready, Set, Go Play!	August, 2015

Proposal:

To continue with the renovations of Broad St. and to better the Waddell Elementary/Community Playground, the following proposal has been created for the community and Waddell Elementary School to view. (Below estimates include Labor – Landscape Structures/O'Brien & Sons to give two numbers with their plan come October, 2013 – (1) Labor estimates and (2) Supervisor/Lead & Volunteer estimates.)

Ground Finish Matting	\$40,000
Playground Equipment	\$29,000
Independent Shade Structures	\$ 8,000
Benches/Picnic Tables	\$ 3,000
Total	\$80,000

This proposal will NOT result in any increase in annual PTA dues. It does require that the line item for the funds raised for Project Playground in the PTA budget is dedicated for Project Playground only for the next two years.

Details of the Playground and Landscaping Elements:

- Ground Finish is the #1 Priority
 - Installation of surfacing for entire play area
- Current Structure will stay (age group 5-12), however updates will be made to dress it up:
 - New Paneling
 - New Paint
 - New Slides
 - New Swings, hardware and chains
 - Removal of non-compliant structures (i.e. corkscrew climber , some paneling)
 - This will need to be done to meet new codes
- Possible Expansion of Play area

- Additional Equipment/Structures:
 - Independent Shade Structures
 - Benches/Tables
 - PreK – K structure (age ground 2-5)
 - Children with Disability Structure
 - Lighting

The Waddell Elementary PTA is looking to raise funds through various fundraising events including both in-school and out of school events, as well as, local donations from businesses, grants and scholarships, etc.

We're hoping to raise all funds within the next two years with installation occurring between summer 2015 and summer 2016.

Respectfully Submitted,

Autumn L. Struk
Waddell Elementary School PTA Secretary
Project Playground Committee Lead

Waddell Elementary School

Meriden, CT September 12, 2013 2055-1-1



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structures



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Waddell Elementary School

Manchester, CT September 12, 2013 7055-1-1-y



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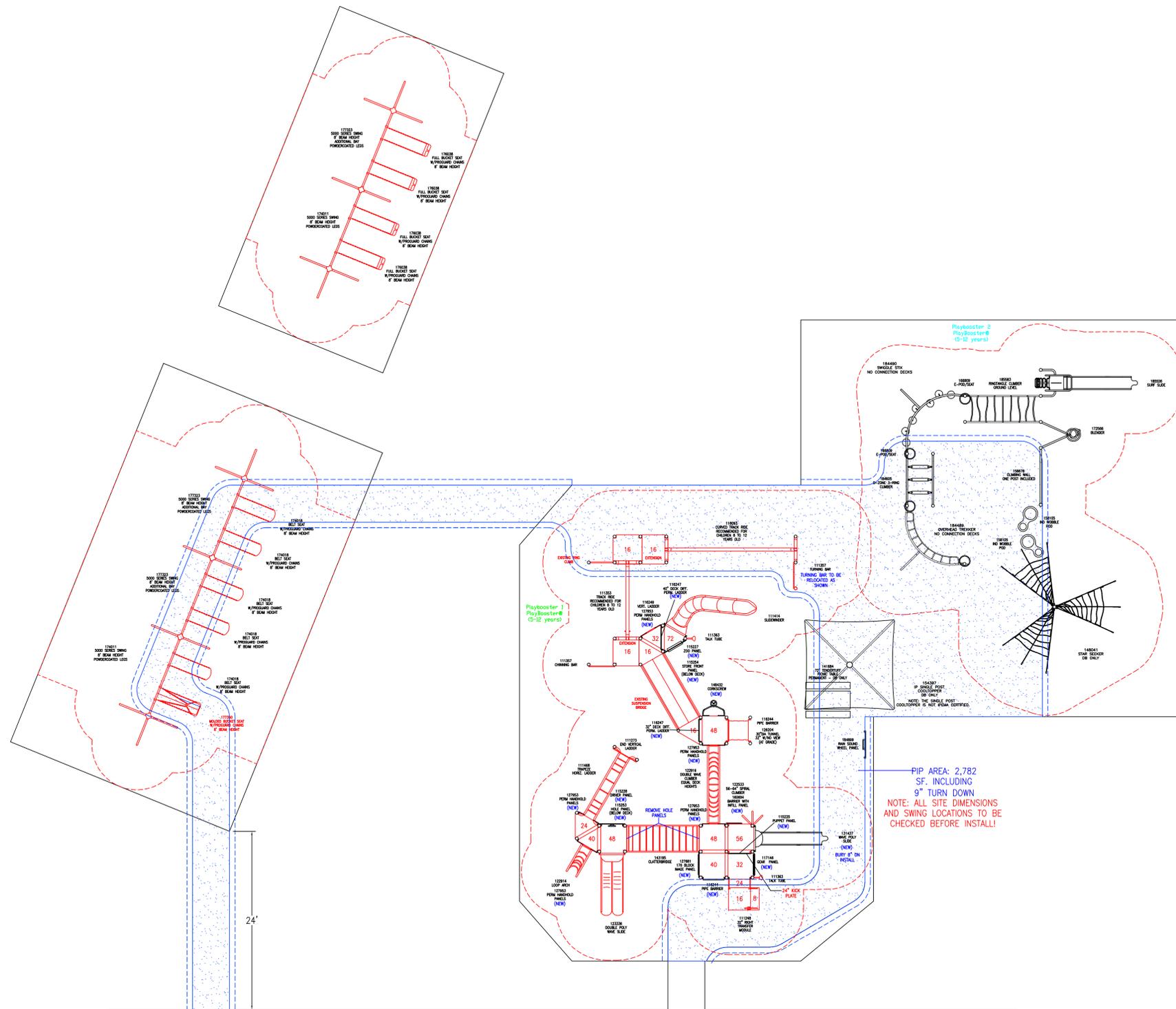


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TOTAL ELEVATED PLAY COMPONENTS	19		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	10	REQUIRED	10
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	28	REQUIRED	6
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	9	REQUIRED	9

landscape structures



The play components identified on this plan are IPEMA certified. (Unless otherwise noted) The use and layout of these components conform to the requirements of ASTM F1487.

THIS PLAY AREA & EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY GUIDELINES (ADAAG), ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION).

IT IS THE MANUFACTURER'S OPINION AND INTENT THAT THE LAYOUT OF THESE COMPONENTS CONFORM WITH THE U.S. CONSUMER PRODUCT SAFETY COMMISSION'S (CPSC) "HANDBOOK FOR PUBLIC PLAYGROUND SAFETY".

DESIGNED BY:

JRA

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 LANDSCAPE STRUCTURES, INC.
 601 7th STREET SOUTH - P.O. BOX 198
 DELANO, MINNESOTA 55328
 PH: 1-800-328-0035 FAX: 1-763-972-6091

Date	Previous Drawing #	Initials



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WADDELL ELEMENTARY SCHOOL
 MANCHESTER, CT

M.E. O'BRIEN & SONS, INC.
 PETER WALLACE

SYSTEM TYPE:
 PLAYBOOSTER/IND

DRAWING #:
 ME013544





Waddell Elementary School
163 Broad St
Manchester, CT 06040

waddellpta@groups.facebook.com
waddellpta@gmail.com

September 12, 2013

Dear Waddell Elementary Families and Staff,

As mentioned in previous letters and discussions, the Waddell Elementary Parent/Teacher Association (PTA) has taken on a new GREAT initiative called "Project Playground". Due to seeing the reference of "Project Playground" on multiple upcoming flyers and at different school events; the PTA thought that it would be beneficial to answer the following question:

What is WADDELL PROJECT PLAYGROUND?

Our playground is a source of happiness and free fun for our children. With a diverse school and community, our playground is often the first place families with different backgrounds meet. Our school and community is a diverse mix of all nationalities and our playground is a melting pot that brings our families and children together. Our playground helps establish wellness and healthy living patterns for our children that prevent childhood obesity. These are just a few of the benefits that our Waddell Elementary Playground brings to the families and children of our area of Manchester.

A committee of members of the Waddell Elementary PTA has been exploring various possibilities for the continued development of the Broad St. Renovation and the Waddell Elementary Playground, also known as, "Project Playground!" After meeting with various company representatives and exploring options, the Project Playground Committee has now decided the amount of funds that need to be raised (\$80-85,000) to allow for the additions and new structures intended for the Waddell Elementary Playground that have been outlined below.

- Ground Finish (Installation of surfacing for play area)
- Current Structure will stay (age group 5-12), however updates will be made to dress it up including: new Paneling, new Paint, new Slides, new Swings (including hardware and chains), Removal of non-compliant structures (i.e. corkscrew climber, some paneling - this will need to be done to meet new codes)
- Possible Expansion of Play area
- Additional Equipment/Structures including: Independent Shade Structures, Game Centers and/or Children with Disability Structure(s), benches/table(s), PreK – K structure (age ground 2-5), Lighting

"Project Playground" will raise a specified amount of funds through various ways, including fundraising, donations, grants, scholarships, etc. to update the Waddell Elementary Playground with compliance approved structures for ALL children to safely play and enjoy.

This proposal will NOT result in any increase in annual PTA dues (\$7.50 will remain the annual membership due). It does require that a line item for the funds raised for "Project Playground" is added into the PTA budget and is dedicated for "Project Playground" for the next two years.

With the above being said, we will have multiple FUN fundraisers that we hope all of you will take a part of throughout the 2013 - 2015 school year(s) that are dedicated to helping raise the funds for "Project Playground." These fundraisers will be both in-school, as well as, out of school activities! We look forward the your help in our Project and thank you in advance!

Sincerely,

Your Waddell Elementary PTA Board of Directors

Matthew Carter - President

Melissa King - Vice President

Autumn Struk - Secretary

Jill Terry - Treasurer