

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, NOVEMBER 25, 2013

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Introduce New Board Members' Welcome
- 4) Election of Board Chair and Board Secretary
- 4) Reaffirming of Board of Education Bylaws and Policies A – 4
- 5) Board of Education Minutes – November 13, 2013 A – 5

B. SUPERINTENDENT'S REPORT – PART I

- 1) Adult Education Update – Dr. Diane Kearney B – 1

C. CONSENT CALENDAR

- 1) Personnel Actions C – 1
- 2) Transfer of Funds C – 2
- 3) Establish the Manchester Head Start, State Department of Education Services Grant appropriation, for FY13/14 in the amount of \$93,597. C – 3
- 4) Establish the USDA Head Start, breakfast and lunch grant appropriation for FY13/14 in the amount of \$111,052. C – 4
- 5) Establish an increase in Manchester Head Start Day Care Program for FY13/14 for anticipated revenue by \$80,000 bringing the total appropriation to \$610,000. C – 5
- 6) Establish an appropriation in the amount of \$46,950 for FY13/14 into a Special funds account for Head Start Service-Intercept Replacement Grant. C – 6
- 7) Establish an appropriation in the amount of \$92,223 for FY13/14 for the Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut. C – 7
- 8) Grant MEA President, Tom Nicholas, .50 release time for the 2013-2014 school year, and establish an appropriation in the amount of \$26,325 to be funded by the Manchester Education Association (MEA). C – 8
- 9) Establish an appropriation for \$47,737 under the FY13/14 for Title III, Part A, English Language Acquisition and Language Enhancement grant to be funded by the Connecticut State Department of Education. C – 9

D. PUBLIC COMMENTS (any item before the board)

- E. SUPERINTENDENT'S REPORT – PART II**
1) Chromebooks in the Classroom – Mr. Matthew Geary, Principal MHS E – 1
2) NWEA Update – Mrs. Amy Radikas E – 2
- F. UNFINISHED BUSINESS**
- G. NEW BUSINESS**
- H. COMMUNICATIONS**
- I. COMMITTEE REPORT**
1) Personnel & Finance Committee Minutes I – 1
- J. PUBLIC COMMENTS (comments limited to items on tonight's agenda)**
- K. ITEMS FOR FUTURE AGENDAS**
- L. ADJOURNMENT**

Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during 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.*

BYLAWS

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Article I**ROLE OF THE BOARD OF EDUCATION AND ITS MEMBERS****Section 1 - General Duties**

- A. The Manchester Board of Education (the "Board") represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board shall establish policy to be employed in the conduct of the schools. Such policies shall be broad enough to indicate a plan of action to be taken by the Superintendent in meeting a variety of problems of a similar nature.
- C. The Board shall concern itself with questions of policy and not with administrative details.
- D. In determining school policy it shall:
 - (1) hear and consider facts and recommendations,
 - (2) adopt a plan, policy or course of action, and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

Section 2 - Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and the Charter of the Town of Manchester, including but not limited to the following:

- A. Create, abolish, modify, and maintain such positions, schools, divisions, and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect and evaluate the Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.

- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, and to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
 - (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Article II**ORGANIZATION AND MEETINGS OF THE BOARD OF EDUCATION**Section 1 - Membership of the Board of Education

The Board shall consist of nine (9) members elected for three (3) year terms, as provided in the Charter. Board members shall take office on the second Monday of November in the year in which their term begins.

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Section 2 - Annual Organizational Meeting of the Board

The Board annually shall organize in November at its first meeting after the start of the new terms of Board members commence. The Superintendent or his/her designee shall call the meeting to order and preside until a new Chair is chosen.

Section 3 – Election of Officers

Not later than one month after the date on which the newly elected members take office, the Board shall elect a Chair and then shall elect a Secretary and may prescribe their duties. The votes of each Board member cast in such election shall be reduced to writing and made available for public inspection within 48 hours, excluding Saturday, Sunday or legal holidays, and shall also be recorded in the minutes of the meeting at which taken, which minutes shall be available for public inspection at all reasonable times.

The Chair and the Secretary shall take office immediately upon election. All officers of the Board shall hold office for a term of one year and until their successors are duly elected.

Whenever there is a vacancy in the office of Chair or Secretary, at the next regular meeting the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

Section 4 - Duties of Board Officers

The Chair is the presiding officer at all Board meetings and may exercise such additional powers as are granted by the General Statutes, the Charter, and these bylaws. The Secretary shall maintain a record of all Board proceedings, and may attest to any action taken by the Board. The Secretary shall, in the absence of the Chair, preside at Board meetings.

Section 5 - Regular Meetings of the Board

Regular meetings of the Board shall be held in the Hearing Room, Lincoln Center, 494 Main Street at 7:30 p.m., on the second and fourth Monday of each month, except for July, August and December, when the regular meeting shall be held on the second Monday of July and December, and the fourth Monday of August. Regular meetings may be held in such other place and at such other time as the Board may determine after sufficient notice has been given to all members. Board meetings may be cancelled by majority vote provided there is at least one meeting in every month. In compliance with the General Statutes of the State of Connecticut, the Board shall file the calendar of its regular meetings with the Town Clerk on or before January 31.

Section 6 - Special Meetings of the Board

Special meetings of the Board shall be called by the Chair upon written request of three members or whenever deemed necessary by the Chair or the Superintendent. Notice of all special meetings shall be given to Board members and the Town Clerk at least twenty-four hours prior to the time the meeting is to convene. The notice shall indicate the purpose of the special meeting. No other business shall be transacted at such meeting, except upon the unanimous vote of the Board members present at such special meeting.

When a majority of the members agree that an emergency exists which has made a timely notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

Section 7 - Executive Session Meetings of the Board

The public may be excluded from meetings of the Board of Education that are declared to be executive sessions.

Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:

- (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer

or employee, provided that such individual may require that discussion be held at an open meeting.

- (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

No votes shall be taken at an executive session meeting.

It is understood that all communications between and to Board members at executive sessions are considered to be confidential, and shall not be released to or discussed with any members of the public.

Section 8 - Electronic Mail [E-Mail] Communications

Board members shall not use e-mail as a substitute for deliberations at public Board meetings, to discuss policy matters, or vote informally on any issues. Any e-mail communications by and among Board members shall be considered public documents subject to disclosure unless a specific exemption from disclosure applies (e.g., attorney-client communication).

Section 9 - Board Actions

The Board may exercise its authority only when acting as a Board. Individual Board members have no authority except at Board meetings or when discharging an assignment delegated to the Board or Board member. Unless otherwise provided, all Board actions shall be by a majority vote of the members present at a duly convened regular or special meeting of the Board.

Section 10 - Amendment to Bylaws

Amendments to these bylaws must be proposed in writing, with action being taken at a subsequent meeting of the Board. A two-thirds vote of the members, present and voting, shall be necessary for adoption of amendments to these bylaws.

Section 11 - Quorum

A majority of the members of the Board shall constitute a quorum. A quorum is necessary for the transaction of business at any regular or special meeting of the Board.

Section 12 - Method of Filling Vacancies

Whenever a vacancy occurs in the office of any member of the Board of Education, it shall be filled by the remaining members of the Board until the next regular Town election, at which election a successor shall be elected for the unexpired portion of the term. Nominations to fill such vacancy shall be made by any Board member that is a registered member of the same political party as the departed member. If no remaining member is a member of such political party, then any member may make such nomination.

Section 13 - Committees

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board. Any committee created by the Board shall be subject to the provisions of the Freedom of Information Act.

- a) Standing Committees. The Board may authorize committees to be convened and direct them to carry out purposes so designated by the Board.

Standing committees may include, but shall not be limited to, those listed below. At or promptly after the annual organizational meeting, the Chair shall appoint two (2) or four (4) members to the standing committees.

The appointments shall be made in a manner that assures equal minority party representation on each standing committee. The Chair shall also designate the committee chairs or co-chairs.

The standing committees are:

- 1) Buildings and Sites
- 2) Community Relations
- 3) Curriculum and Instruction
- 4) Finance and Personnel
- 5) Policy
- 6) Transportation and Residency

Committees will meet at the request of the Board. Each Committee will report to the Board, at the directive and discretion of the Board.

b) Special Committees. With the consent of the Board, the Chair may appoint a special committee of the Board to deal with any topic or matter not within the jurisdiction of a standing committee. Only Board members shall serve on a special committee.

c) Advisory Committees. With the consent of the Board, the Chair may appoint advisory committees to provide advice or recommendations to the Board on any matter within the jurisdiction of the Board. An advisory committee may include Board members, staff and community members, as deemed appropriate.

d) Committee Authority. Committees may advise the Board and do not determine or interpret policy. A standing or special committee may exercise the authority of the Board to the extent explicitly provided by these bylaws.

Section 14 – Meeting Conduct

Meetings of the Board shall be conducted by the Chair in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225, as described in Section 7 above.

All Board meetings shall commence at or as close as practicable to the stated time, provided there is a quorum.

All regular and special Board meetings shall be guided by an agenda which will have been prepared by the Chair in consultation with the Superintendent and delivered in advance to all Board members and other designated persons. By a two-thirds vote of those members present and voting, items may be added to the agenda of a regular meeting.

Robert's Rules of Order shall govern the proceedings of the Board except when those rules are in conflict with these bylaws or the Board's established customs and practices.

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, or during the time immediately prior to the meeting. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

If at any point in the meeting the Board of Education should not maintain a quorum, the Board Chair shall adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

Section 15 - Minutes

A complete and accurate set of minutes of each meeting shall be recorded in the Minute Book of the Board. The Minute Book shall be maintained at the Board's Administrative Offices. A copy of the minutes of each meeting shall be sent by mail to each Board member not later than thirty days following each meeting.

The minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection at all reasonable times.

The minutes shall include the following:

1. The time, place and date of each meeting.
2. The names of those members in attendance.
3. The disposition of all matters on which action was recommended.
4. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
5. All decisions concerning future meetings and agendas.
6. By request, a brief statement of a Board member may be included.

A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer.

Section 16 - Pledge of Allegiance

After the Call to Order, and prior to the Approval of Minutes at regular Board meetings, all in attendance will be invited to join the Board in reciting the Pledge of Allegiance, to be led by the Chair or the Chair's designee.

Section 17 - Formulation, Adoption, Amendment or Deletion of Policies

In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.

Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:

- A. Board of Education Members
- B. Superintendent
- C. Statute
- D. Matters of law
- E. Citizens
- F. Students

The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.

Policy proposals and suggested amendments to, revisions, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.

Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.

Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.

Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.

When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.

Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Section 18 - Removal of Board Officers

It is the policy of the Manchester Board of Education that an officer of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner; and
3. carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. conduct that interferes with the orderly and efficient operation of the Board.

Procedures for Removal:

Prior to any vote to remove a Board officer for cause:

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action.
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
- 3) Upon the written request of the Board officer within 7 days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal.

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- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal:

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly, and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

Article III**DUTIES AND AUTHORITY OF THE SUPERINTENDENT**Section 1 – General Duties

The Superintendent shall be the chief executive officer of the Board and shall serve as its professional advisor. In accordance with the policies of the Board and the General Statutes, the Superintendent shall be responsible for administering and supervising the schools and all other activities under the control of the Board.

Section 2 – Authority

All individuals employed by the Board shall be responsible to the Superintendent. The Superintendent shall make such rules and give instructions to school employees as may be necessary to implement Board policy.

Section 3 – Delegation of Authority

The Superintendent, in his/her discretion, may delegate to other employees of the Board the exercise of any power and the discharge of any duties imposed upon the Superintendent. The delegation of such powers or duties, however, shall not relieve the Superintendent of responsibility for the actions taken under such delegation.

Section 4 – Duties in Relation to Board Meetings

- a) Except when matters pertaining to the Superintendent's salary or reappointment are being considered, the Superintendent, or his/her designee, shall be present at all meetings of the Board.
- b) The Superintendent shall submit to the Board recommendations relative to matters requiring Board action.
- c) The Superintendent shall, at all times, keep the Board informed relative to the educational programs and activities operating under the Board's authority.
- d) The Superintendent shall provide a quarterly budget update to the Board.

Section 5 – Specific Duties and Responsibilities

All employees, except in cases where special authorization is given by the Board, shall be hired by the Board only upon the nomination of the Superintendent, except insofar as the Superintendent may delegate this responsibility regarding specific categories of employees. The Board may authorize the Superintendent to offer contracts to new teachers.

ARTICLE IV**Standards of Ethical Conduct For Members of the Board of Education****Section 1 - Purpose.**

The proper operation of the Board of Education and the school system of the Town of Manchester requires that Members of the Board of Education be independent, impartial and responsible to the people; that decisions and policy be made by the Board of Education through proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its elected leaders. In recognition of those goals, these Standards of Ethical Conduct are established with the purpose of setting forth guidelines, standards and limitations for conduct of Members of the Board of Education that are consistent with the best interests of the Town of Manchester and its school system.

Section 2 - Definitions.

As used in these Standards, the words and phrases stated below shall have the following meanings:

- a. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, investment property or any legal entity through which business is conducted for profit or not for profit.
- b. "Close Relative" means the spouse, domestic partner, parent, child, step-child or sibling of any Member of the Board of Education.
- c. "Confidential Information" means any information concerning the property, business or affairs of the Town of Manchester that is obtained solely by reason of one's participation in Town government as a Member of the Board of Education and which is not readily accessible to or ascertainable by any other member of the public through alternative means.
- d. "Conflict of Interest" means an action, a Financial Interest, or a Personal Interest that a reasonable person would find to be incompatible with the proper discharge of the duties of a Member of the Board of Education or that a reasonable person would find likely to impair one's independence of judgment in the performance of the duties of a Member of the Board of Education. Without limiting the foregoing definition, a "Conflict of Interest"

shall be deemed to exist if a Member of the Board of Education or a Close Relative:

- 1) Has a Financial Interest or Personal Interest in any sale, purchase or lease of real estate, materials, supplies or services to the Board of Education or by the Board of Education;
 - 2) Is an employee, officer, partner, director or consultant of any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
 - 3) Has a Substantial Ownership Interest in any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
 - 4) Has a Financial Interest or Personal Interest in any legislation or other matters coming before the Board of Education.
 - 5) Has a Financial Interest or Personal Interest in any real property located within the Town (excluding a personal residence), the use or development of which may be subject to regulation by the Town for purposes related to use by the Board of Education.
 - 6) Has accepted any service, gift or favor from any person or business having any dealings with the Board of Education.
 - 7) Is employed by or renders services for private interests under circumstances where such employment or service would bring into question his or her independence of judgment in the performance of his or her official duties or permit the inference that he or she has used or disclosed confidential information acquired by him or her in the course of his or her official duties.
- e. "Financial Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield an exclusive economic benefit or specific pecuniary gain, beyond that which is available to every other business or individual within the Town, for a Member of the Board of Education or a Close Relative, or for a Business in which a Member of the Board of Education or Close Relative holds a Substantial Ownership Interest or has an ongoing business relationship as a client or customer.

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- f. "Gift" means anything of intrinsic value which is received, and for which consideration of equal or greater value is not given, including tangible goods, payments, loans, subscriptions, advances, services, entertainment, food, beverage, travel and lodging. Gifts do not include:
- 1) Any item, regardless of value, which is offered to the Town or the Board of Education, is accepted on behalf of the Town or the Board of Education, and becomes and remains the property of the Town or the Board of Education.
 - 2) Any item, regardless of value, received from a Close Relative.
 - 3) Items, including cash, with a value not to exceed \$100.00, which are customarily tendered on gift-giving occasions, including Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmation or bar/bat mitzvahs, provided the total value of such gifts in any calendar year received from any one individual do not exceed \$250.00.
 - 4) Items received by individuals at the time of departure from office or at public occasions held to honor a Member of the Board of Education.
 - 5) A certificate, plaque or other ceremonial award or recognition costing less than one hundred (\$100.00) dollars.
 - 6) An honorary degree bestowed upon a Member of the Board of Education by a public or private university or college.
 - 7) The waiver or payment of a registration or entrance fee to attend a civic or philanthropic event to which a Member of the Board of Education has been invited to participate in his or her official capacity.
 - 8) A complimentary meal provided at a civic or philanthropic event to which Member of the Board of Education has been invited to participate in his or her official capacity.
 - 9) A meal provided in the home by an individual.
 - 10) Contributions or donations to a charitable cause made in the name of a Member of the Board of Education.

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- 11) A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- 12) A political contribution otherwise reported as required by law.
- g. "Person" means an individual, sole proprietorship, trust, business, corporation, union, association, firm, partnership, limited liability company, committee, club or other organization or group of persons.
- h. "Personal Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield a material benefit, special consideration, treatment or advantage to a Member of the Board of Education or Close Relative beyond that which is available to every other citizen of the Town.
- i. "Substantial Ownership Interest" means control of, legal ownership of, or a beneficial interest in a Business that exceeds five percent of the outstanding securities of the Business or, if the Business is unincorporated, exceeds five percent of the net worth of such Business.
- j. "Town" means the Town of Manchester and the Manchester Board of Education and the Manchester school system.

Section 3 - Conflicts of Interest.

Conflicts of Interest are not, in and of themselves, a sign of unethical or improper conduct. They are an innocent consequence of the fact that, outside of their service to the Town, Members of the Board of Education possess a wide array of professional pursuits, financial interests and personal relationships. However, it is expected that Members of the Board of Education will be acutely sensitive to the existence of possible Conflicts of Interest and, when a possible Conflict of Interest arises, that they will conduct themselves in a manner that will eliminate any question as to the integrity and impartiality of the Manchester Board of Education.

Members of the Board of Education that are deemed to have a Conflict of Interest shall be subject to and abide by the following standards of conduct:

- a) Any Member of the Board of Education having a Conflict of Interest with respect to any matter to be acted upon or coming before the Board of Education shall make a full disclosure of that interest and shall consider whether the Conflict of Interest rises to the level that the Member feels that he or she cannot render an objective and impartial decision and therefore

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shall disqualify himself or herself from participating in any deliberation and decision making with respect to that matter.

- b) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the delivery of any Board of Education service, nor attempt to influence anyone concerning the delivery of services, to that particular person or Business that gives rise to the Conflict of Interest.
- c) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the awarding of Board of Education contracts, nor attempt to influence anyone concerning the awarding of Board of Education contracts, to that particular person or Business that gives rise to the Conflict of Interest.
- d) No Member of the Board of Education shall appear on behalf of a private concern or otherwise represent a private concern (other than himself or herself or except as a witness under subpoena) in any state or federal litigation or administrative proceeding to which the Board of Education is a party, where such representation would be against the interest of the Board of Education.

Section 4 - Preferential Treatment Prohibited.

No Member of the Board of Education shall seek for himself, or grant to any other person, any special consideration, treatment or advantage beyond that which is available to every other citizen of the Town.

Section 5 - Soliciting or Accepting Inducements Prohibited.

No Member of the Board of Education, or candidate for nomination or election to the Board of Education, shall solicit or accept anything of value from any person based upon an understanding that any specific vote or official action will be influenced thereby.

Section 6 - Gifts.

Members of the Board of Education and Close Relatives shall not accept any gift from any person or business that has business dealings with the Board of Education, or has an interest in any matter that is pending or to be presented before the Board of Education. If it is impossible or inappropriate to refuse an unsolicited gift or offering, the gift shall be accepted on behalf of the Board of Education, shall be delivered to the Superintendent of Schools and shall become and remain the property of the Board of Education.

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Section 7 - Incompatible Employment.

While engaged in the performance of their official duties, Members of the Board of Education owe a duty of undivided loyalty to the interests of the Board of Education and the Manchester school system. Therefore, no Member of the Board of Education shall engage in or accept private employment or render services for a Person or Business when he knows or has reason to know that such employment or service could impair his or her independence of judgment in the performance of his or her official duties, or possibly require him to disclose confidential information acquired by him in the course of his or her official duties, or possibly require him to take any other action which might be antagonistic to the interests of the Board of Education and the Manchester school system.

Section 8 - Doing Business with the Board of Education.

No Member of the Board of Education shall engage in any private business transaction with the Board of Education without prior written notice to the Superintendent of Schools. No Member of the Board of Education shall enter into any contract with the Board of Education.

Section 9 - Disclosure or Use of Confidential Information.

Members of the Board of Education shall not disclose or otherwise disseminate any confidential information or divulge personal matters pertaining to others that do not bear upon the discharge of official duties.

Whether or not it shall involve disclosure, no Member of the Board of Education shall use or permit the use of confidential information to advance his or her own financial or personal interests or to advance or damage the financial or personal interests of any other business or individual.

Section 10 - Use of Town or Board of Education Property, Assets and Resources.

Town-owned or Board of Education-owned equipment, supplies, property, labor and resources shall be used only for the conduct of approved Town business. No Member of the Board of Education shall knowingly use or permit the use by others of Town property or Board of Education property for personal convenience or personal profit. However, Members of the Board of Education may use Town property or Board of Education property, assets and resources to the extent they are made available to the public generally or to the extent that such use is consistent with established policies and procedures governing the use of Town-owned or Board of Education-owned vehicles or communication devices.

Section 11 - Former Members of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not appear before the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty-four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a member of the Board of Education shall not privately lobby on behalf of any person or in any way attempt to influence the judgment or decision of any Member of the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty-four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not represent anyone other than the Board of Education concerning any particular matter in which he or she participated personally and substantially while serving as a Member of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not disclose or use confidential information acquired in the course of any by reason of his or her official duties, for financial gain for himself or herself or others.

Section 12 - Censure.

The Board of Education may, by Resolution of Censure, express its sense that the conduct of one or more of its Members has not conformed to these Standards of Ethical Conduct.

Upon a written request to the Chairman containing the full text of the Proposed Resolution of Censure and no less than seven (7) signatures of the Members of the Board, the Board shall consider such Resolution of Censure. All Members of the Board, including any Member who is the subject of the Resolution of Censure, may be heard on the question. Passage of the Resolution of Censure shall require a unanimous vote of all Members present and eligible to vote. Any Member who is the subject of a Resolution of Censure shall not be permitted to vote on the question.

A Resolution of Censure shall not be in order, and shall not be considered under any circumstances, while a hearing, investigation, prosecution, or any other proceeding arising from the same conduct is pending before the Ethics Commission of the Town of Manchester or before any other agency, commission, department or court with jurisdiction over said conduct.

Revised:
January 9, 1995
December 13, 1999
November 27, 2000
December 12, 2007
September 22, 2008

Addendum to Board of Education Bylaws: Article II; Section 19**CODE OF CONDUCT FOR BOARD MEMBERS**

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

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

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

Procedures for Censure:

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

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

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED: June 25, 2012

Bylaws

9000

Article IV

Section 13 – Use of Board of Education-Issued iPad Tablets

In order to avoid unnecessary copying and printing, to reduce the district's printing and copying costs, and to make information readily available electronically for all Board members, the Manchester Board of Education ("Board"), are issued iPad tablets. While the use of the iPads promises to increase efficiency, reduce costs and help in preserving the environment, Board members have an obligation to comply with the Freedom of Information Act (the "FOIA"), Conn. Gen. Stat. §§ 1-200 through 1-241, which represents Connecticut's commitment to open government and a strong policy in favor of public access to meetings and records.

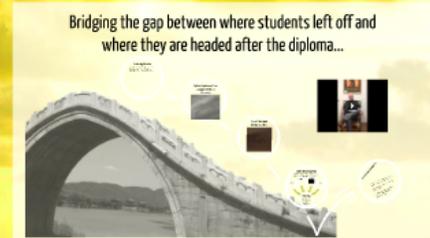
The following guidelines govern the use of the Board of Education-issued iPads by Board members:

1. The iPads are the property of the Manchester Board of Education. Accordingly, the iPads may only be used for Board-related business. Board members should not have any expectation of personal privacy with regard to the use of the iPads. Personal and/or private use of the iPads is prohibited. The iPads are to be used only by Board members, and not by any other persons. Board members may not download and/or utilize any applications, software or any program onto the iPads for personal and/or private use.
2. All information contained on any iPad (including, but not limited to e-mails or other interactive communications) is subject to disclosure under the FOIA, unless a specific statutory exemption applies to such information.
3. The iPads should not be used for the transmission and/or storage of confidential or privileged materials (including, but not limited to, materials that will be discussed in executive session).
4. Personal and/or private e-mail accounts are not to be loaded onto or accessed through the iPads. Any and all e-mails sent by way of an iPad must be sent through the Manchester Board of Education e-mail system. In addition, Board members should not use private e-mail accounts to conduct public business, whether through use of the iPad or otherwise.
5. Any type of interactive communications or series of communications (including in-person communications, telephonic communications and electronic communications of any sort) relating to school district business and involving a quorum of the Board

or a committee of the Board will likely be deemed to constitute a "meeting" under the FOIA. Such communications violate the provisions of the FOIA for several reasons, including the failure to post notice of the meeting and the failure to allow access to the meeting by members of the public. Accordingly, Board members must take care to ensure that their interactive communications, via iPad or otherwise, do not constitute a meeting under the FOIA.

6. Board members are prohibited from sending or receiving electronic messages through the iPad or otherwise during Board meetings and committee meetings.
7. Board members must take care to safeguard the iPads. Board members may be held financially responsible for the loss of or damage to an iPad.
8. In order to protect the security of information contained in the iPad, each Board member shall be issued a password by the district for the use of the iPad. Such passwords will not be modified by Board members.

Where we are now, and what's ahead...



Pk-12 Expenditure Per Pupil
 \$14,238.00 (Strategic School Profile, 2010-2011)

Adult Education Expenditure Per Pupil
 \$2,185.00 (ED-244, 2013-2014)



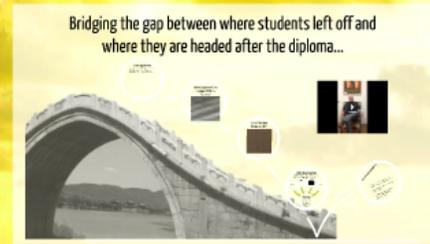
Entering year 3 and making huge strides in the right direction...

YouTube

Where we are now, and what's ahead...

Manchester

Adult and Continuing Education



Pk-12 Expenditure Per Pupil
 \$14,238.00 (Strategic School Profile, 2010-2011)

Adult Education Expenditure Per Pupil
 \$2,185.00 (ED-244, 2013-2014)

Entering year 3 and making huge strides in the right direction...

Video player content: "I'm working on the number 4... it's a number for me... I'm working on it through, without any..."



Entering year 3 and making huge strides in the right direction...



YouTube

Pk-12 Expenditure Per Pupil

\$14,238.00 (Strategic School Profile, 2010-2011)

Adult Education Expenditure Per Pupil

\$2,185.00 (ED-244, 2013-2014)



Connecticut General Statute Sec. 10-4. Duties of Board. Reports. Comprehensive plan for elementary, secondary, vocational, career, and adult education.

"(a) Said board shall have general supervision and control of the educational interests of the state, which interests shall include....

But yet...

- 4 Million jobs in the U.S. are unfilled
- By 2018, 65% of the workforce...
 - Adults without a diploma amount to:
 - United States: 40 Million
 - Connecticut: 395,000
 - Manchester: 7,280

So we need to keep moving forward...

Connecticut General Statute Sec. 10-4. Duties of Board. Reports. Comprehensive plan for elementary, secondary, vocational, career, and adult education.

"(a) Said board shall have general supervision and control of the educational interests of the state, which interests shall include....

But vet...

Preschool



Vocational Education



and Adult Education



Elementary



Special Education



Secondary



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and adult ec

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supervision
interests of
include....

But yet..

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- By 2018, 65%
- Ac
- United States: 40
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So we need t

Preschool



Elementary



BU

Secondary



Special Education



Vocational Education



and Adult Education



include....



But yet...

- 4 Million jobs in the U.S. are unfilled
- By 2018, 65% of the workforce...
 - Adults without a diploma amount to:
 - United States: 40 Million
 - Connecticut: 395,000
 - Manchester: 7,280

So we need to keep moving forward...

Bridging the gap between where students left off and where they are headed after the diploma...



Continuing Education

We went from running 11 classes a few years ago to successfully running around 75 to 100 classes



High School Completion

One option is required by law...
We offer four opportunities.

Adult Basic Education (ABE)

Adult High School Credit Diploma
(AHSCD)

National External Diploma
Program (NEDP®)



Online Learning

**When students graduate, they
leave with more than a diploma...**

The goal is for them to leave:

- ready to enter available career opportunities, technical schools, certificate programs, community colleges, as well as four year colleges
- with valuable career-based and authentic learning experiences
- knowing that their skill gaps have been filled and that their computer skills have been broadened

English for Speakers of Other Languages (ESOL) and Citizenship



General Educational Development (GED)



Adult Basic Education (ABE)

Adult High School Credit Diploma (AHSCD)

National External Diploma Program (NEDP®)



Online Learning



When students graduate, they leave with more than a diploma...

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- with valuable career-based and authentic learning experiences
- knowing that their skill gaps have been filled and that their computer skills have been broadened

Learners will be prepared:

- for new technologies and 21st century economic globalization
- to engage in a lifetime of inquiry and learning
- to achieve their educational, employment, family and community goals



PERSONNEL ACTION**RESIGNATIONS**

Helen Fisher, School Guidance Counselor at Manchester High School, has submitted a letter of resignation for personal reasons effective November 29, 2013. Ms. Fisher has been with Manchester Public Schools since January 5, 2009. It is recommended that her request be approved.

Elise Meola, Grade 5 Teacher at Robertson Elementary School, has submitted a letter of resignation for personal reasons effective November 19, 2013. Ms. Meola has been with Manchester Public Schools since October 25, 2013. It is recommended that her request be approved.

Megan Fennerty, Grade 5 Teacher at Washington Elementary School, has submitted a letter of resignation for personal reasons effective November 18, 2013. Ms. Fenerty has been with Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: November 25, 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 Medical Services Consultants to Medical Services Contracted Services account. A transfer of \$1,094 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
November 25, 2013

11/7/13
OC OK.

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Kennedy Education Center

Date: 11/7/2013

Principal's Sign: Suzanne Valade

Date of Approval: 11/7/13

JUSTIFICATION (Required Field) :
Move journal entries #000032 and #000470 from Medical Services Consultants 5330 to Medical Services Contracted Services 5430. This is required to correctly record the Ready Nurse contracted substitute nurses payments from Contracted Services.

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

DECREASE In whole dollars only:

\$ <u>1,094.00</u>	Account # <u>31299210 5430</u>	Description: <u>Contracted Services</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$1_ TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>1,094.00</u>	Account # <u>31299201 5330</u>	Description: <u>Consultants</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$15,550 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: November 25, 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 Bennet Academy General Supplies to Bennet Academy Contracted Services account. A transfer of \$599 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
November 25, 2013

S- 11/19
Q

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Bennet

Date: 11/15/2013

Principal's Sign: 

Date of Approval: 11/15/13

JUSTIFICATION (Required Field) :

Money needed to pay contracted services from Neo-Post New England (Postage Meter)

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

DECREASE In whole dollars only:

\$599.00 Account # 423512405610 Description: Gen. Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ _____ **TOTAL DECREASE**

INCREASE In whole dollars only:

\$599.00 Account # 42351100-5430 Description: Contracted Services

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

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

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: November 25, 2013

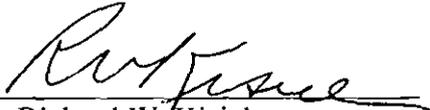
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from Manchester High School Library/Media Repair to Manchester High School Computer Technology Computer Supplies/Materials account. A transfer of \$1,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

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


Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
November 25, 2013

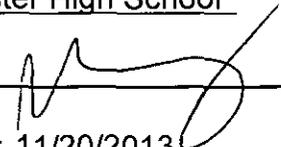
OK 11/21
DC

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 11/20/2013

Principal's Sign: 

Date of Approval: 11/20/2013

JUSTIFICATION (Required Field) : To cover expense for new equipment purchase

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

DECREASE In whole dollars only:

\$1000 Account # 31861222 5435 Description: Media Equip Repair

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 1000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 1000 Account # 11261100 5612 Description: MHS Computer Technology

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 1000 **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: Item for Appropriation FY 13/14 Manchester Head Start Services Grant
Date: November 18, 2013

Background: Manchester Head Start receives an annual grant from the State Department of Education for the expansion of its services to low-income families.

Discussion/Analysis: These funds will be used to expand services to an additional class of 15 low-income preschoolers, in a full-day, full-year model.

Financial Impact: Grant funds cover 75% of the cost of implementation for this program expansion, with the remaining 25% coming from parent fees and State day care subsidies to parents.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Manchester Head Start, State Department of Education Services Grant appropriation, in the amount of \$93,597.

Attachments: Award letter and budget.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
November 25, 2013



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE
Statute: C.G.S. 10-16n
CFDA #: None
Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2014-82079-SDE00006

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2013 - 6/30/2014

3 Staff

Program Manager:
Andrea Brinnel 860-713-6771

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

6 Authorized Funding

Grant Amount: \$93,597

Funding Status: Final

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.

Reduced by \$46950 (CHEFA Intercept)

This grant has been approved.

11/18/2013

Linda Goodman
Deputy Director
Office of Early Childhood

BUDGET FORM

Created On: 11/18/2013

ED 114

Fiscal Year: 2014

Funding Status: Final

Grantee Name: MANCHESTER

Grantee: 077-000

Vendor ID: 00077

Grant Title: HEAD START SERVICES

Project Title:

Fund: 11000

SPID: 16101

Year: 2014

PROG: 82079

CF1:

CF2: SDE00006

Grant Period: 7/1/2013 - 6/30/2014

Authorized Amount: \$93,597

Project Code: OEC000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$93,597

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	29,296
112A	EDUCATION AIDES	27,951
112B	CLERICAL	
119	OTHER	9,469
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	24,249
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	2,632
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$93,597

Original Request Date: 6/28/2013

This budget was approved by Andrea Brinnel on 11/15/2013.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisel, Interim Superintendent of Schools
Subject: Item for Appropriation FY 13/14
Date: November 8, 2013

Background: Manchester Head Start participates in the Free and Reduced Lunch program and receives reimbursement through the Connecticut State Department of Education. We contract for breakfast, lunch and snacks with the Board of Education's food service department.

Discussion/Analysis: Participation in this program ensures that our most vulnerable preschoolers are provided with healthy foods while in attendance in our Head Start program.

Financial Impact: Grant funds cover 100% of the cost of implementation for this program component.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY 13/14 USDA Head Start, breakfast and lunch grant appropriation, in the amount of \$111,052.



Richard W. Kisel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
November 25, 2013

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Item for Increase in Appropriation for Fiscal Year 13/14
Date: November 18, 2013

Background: Board of Education authorization is requested to make an increase in appropriation for the Manchester Head Start State Day Care Program. The sources of revenue are parent fees and state day care payments.

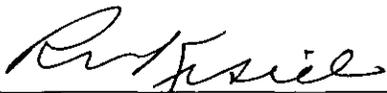
Discussion/Analysis: This increase in appropriation is for fiscal year 13/14 anticipated revenue.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors increase the appropriation for the fiscal year 13/14 anticipated revenue by \$80,000 bringing the total appropriation to \$610,000.

Attachments: None



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
November 25, 2013

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Item for Appropriation Head Start Debt Service -Intercept Replacement Grant 2013-2014
Date: November 18, 2013

Background: Connecticut Health & Educational Facilities Authority (CHEFA) oversees and provides guidance, technical assistance and support for those seeking loans under the Child Care Facilities Loan Fund program. CHEFA provided these services for the building of the Manchester Pre-School Center.

Discussion/Analysis: CHEFA has been able to offer attractive interest rates on the Tax-Exempt Program by requiring the full debt service payment be intercepted at the state level and paid directly to the Bond Issue Trustee. The state's payment of the borrower's portion of the debt service is referred to as the "intercept."

Financial Impact: This intercept debt service reduces the Head Start Expansion Grant award by the state. The town has agreed to reimburse the district for the amount of the intercepted funds, thus making our Head Start Expansion Grant whole.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors appropriate \$46,950 into a special funds account for Head Start Debt Service- Intercept Replacement Grant.

Attachments: Award letter.



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
November 25, 2013



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

GRANT AWARD NOTIFICATION

REVISION

<p>1 Grant Recipient</p> <p>MANCHESTER PUBLIC SCHOOLS 45 NORTH SCHOOL STREET MANCHESTER, CT 06040-2022</p>	<p>4 Award Information</p> <p>Grant Type: STATE Statute: C.G.S. 10-16n CFDA #: None Project Code: OEC000000000002 Grant Number: 077-000 11000-16101-2014-82079-SDE00006</p>
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<p>2 Grant Title</p> <p>HEAD START SERVICES</p>	<p>5 Award Period</p> <p>7/1/2013 - 6/30/2014</p>
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<p>3 Staff</p> <p>Program Manager: Andrea Brinnel 860-713-6771</p> <p>Payment & Expenditure Inquiries: Eugene Croce (860) 713-6470</p>	<p>6 Authorized Funding</p> <p>Grant Amount: \$93,597</p> <p>Funding Status: Final</p>
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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.

Reduced by \$46950 (CHEFA Intercept)

<p>This grant has been approved.</p> <hr/> <p>Linda Goodman Deputy Director Office of Early Childhood</p>	<p>11/18/2013</p>
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**Town of Manchester
Board of Education**

To: The Manchester Board of Education

From: Dr. Richard Kisiel, Interim Superintendent of Schools

Subject: Appropriation of The Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2013-14 school year.

Date: November 14, 2013

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant, in the amount of \$92,223 will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state/national common core standards in Business, Family Consumer Science, and Technology Education departments.
2. Provide professional development opportunities to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional programs, supplies and equipment for grades 9-12 in the aforementioned areas.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors appropriate \$92,223 for the Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut.



Dr. Richard Kisiel, Interim Superintendent of Schools
Manchester, Connecticut
November 25, 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. 109-270
CFDA #: 84.048A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20742-2014-84010-170002

2 Grant Title

CARL D PERKINS CAREER & TECH. EDUC. ACT

5 Award Period

7/1/2013 - 6/30/2014

3 Education Staff

Program Manager:

June Sanford 860-713-6765

Payment & Expenditure Inquiries:

Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$92,223

Funding Status: Final

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 is awarded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and is subject to all provisions therein. Expenditures for administrative costs, including indirect charges, may not exceed 5% of the total amount expended.

This grant has been approved.

10/17/2013

Dianna Roberge-Wentzell
Chief Academic Officer
Academic Office

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Release Time -- MEA President FYE 13-14
Date: November 14, 2014

Background: In accordance with Article XXIII, Section F(2) of the contract between the Board of Education and the Manchester Education Association (MEA), Tom Nicholas MEA President is requesting a .50 release time for the 2013-14 school year. The amount of his substitute's salary and medicare expense of \$26,325 will be reimbursed by MEA. This is similar to prior Board actions taken at the MEA's request involving the Association's Presidents.

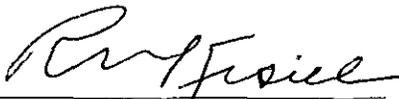
Discussion/Analysis:

Financial Impact:

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Manchester Board of Education grant MEA President, Tom Nicholas, .50 release time for the 2013-2014 school year; and, that the Board of Education request that the Board of Directors establish an appropriation in the amount of \$26,325 to be funded by the Manchester Education Association (MEA).

Attachments: None



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
November 25, 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: November 19, 2013

Background:

The Connecticut State Department of Education has awarded FY 2013-2014 funding under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to ELL students, teachers and tutors in grades K-12.

Discussion/Analysis:

The Title III, Part A, English Language Acquisition Grant will support parent involvement in student education to provide in-class instruction and language development for English Language Learners. The funding for this grant will be used to cover the costs of ELL tutors, professional development, and parent involvement through ELL family night, workshops and parent events.

Financial Impact:

The District has been granted \$47,737 from the State.

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$47,737 under the FY 2013-2014 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award of FY 2013-2014 Title III, Part A, English Language Acquisition and Language Enhancement grant.



Richard Kisiel, Ed.D.
Superintendent of Schools
November 25, 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 #: 84.365A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20868-2014-82075-170002

2 Grant Title

TITLE III PART A ENGLISH LANG. ACQUIS.

5 Award Period

7/1/2013 - 6/30/2015

3 Education Staff

Program Manager:
Marie Salazar Glowski 860-713-6750

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

6 Authorized Funding

Grant Amount: \$47,737

Funding Status: Final

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.

11/14/2013

Dianna Roberge-Wentzell
Chief Academic Officer
Academic Office

BUDGET FORM

Created On: 11/14/2013

ED 114

Fiscal Year: 2014
Grantee Name: MANCHESTER
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS.
Project Title:
Fund: 12060 SPID: 20868 Year: 2014 PROG: 82075 CF1: 170002 CF2:
Grant Period: 7/1/2013 - 6/30/2015 Authorized Amount: \$47,737
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$47,737

CODES	DESCRIPTIONS	PUBLIC	NON-PUBLIC
100	PERSONAL SERVICES - SALARIES	40,036	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	694	
300	PURCHASED PROF/TECH SERVICES	7,007	
500	OTHER PURCHASED SERVICES		
600	SUPPLIES		
700	PROPERTY		
890	OTHER OBJECTS		
940	INDIRECT COSTS		
	TOTAL	\$47,737	
XCHR	TOTAL CHARTER SCHOOLS		

Original Request Date: 8/22/2013

This budget was approved by Marie Salazar Glowski on 11/7/2013.

**The Impact of Chromebooks on Teaching and Learning
Manchester High School Presentation to Manchester Board of Education
Topical Outline - Draft**

Introduction:

Efficiency and Engagement
Blended Learning

Troubleshooting:
Collaboration in the Google Apps Environment
Digital Citizenship
Repair

Teaching and Learning:
Collaboration
Video Chat (distance learning)
Climate forum (research & gmail chat)
24/7 access to information
Google calendar and reminders
Feedback and data for students & teachers

Helping students help themselves:
Classroom Google Site
Blog

Students organizing students:
Student activities: student driven collaboration using docs & Forms

Questions

Overview of Manchester's NWEA Data 2013



Northwest Evaluation Association

NWEA

- ❖ Educational assessments
- ❖ Common Core aligned
- ❖ Computerized adaptive testing (CAT)

Form of computer-based test that adapts to the examinee's ability level



Northwest Evaluation Association

NWEA

Norm-referenced

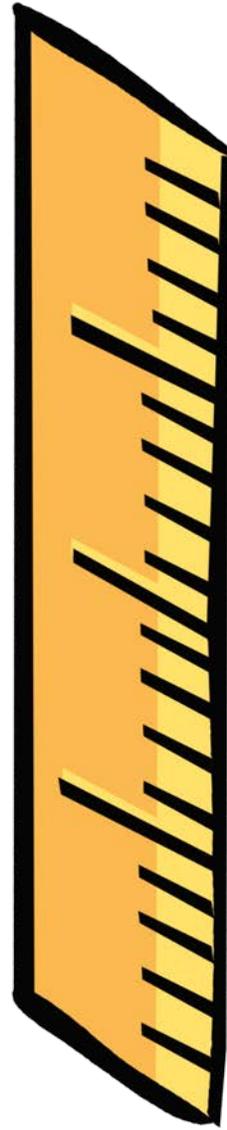
Compares individual student performance with performance of students in a norm group.

Norm group – large, diverse group

NWEA's study results are based on grade level (K-11) samples of at least 20,000 students per grade. Samples were randomly drawn from a test records pool of 5.1 million students, from over 13,000 schools in more than 2,700 school districts in 50 states.



Rasch unIT (RIT) Scale



- ❖ Performance scale with equal intervals
- ❖ Cross graded
- ❖ Stable over time
- ❖ Change (growth) over time

Rasch unIT (RIT) Scale

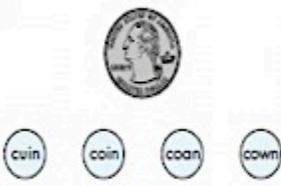
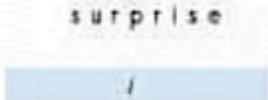
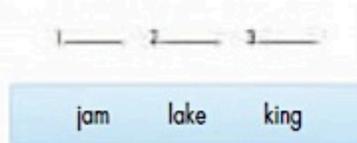
- Grade-level norms
 - Typical performance
 - Beginning-of-Year, Middle-of-Year, and End-of-Year

2011 READING STATUS NORMS (RIT VALUES)			
Grade	Beginning-of-Year Mean	Middle-of-Year Mean	End-of-Year Mean
K	142.5	151.0	157.7
1	160.3	170.7	176.9
2	175.9	183.6	189.6
3	189.9	194.6	199.2
4	199.8	203.2	206.7
5	207.1	209.8	212.3
6	212.3	214.3	216.4
7	216.3	218.2	219.7
8	219.3	221.2	222.4
9	221.4	221.9	222.9
10	223.2	223.4	223.8
11	223.4	223.5	223.7



Grade 2 Fall Norms for Reading fall in the 171-180 column.

Sample RIT Charts Reading

MPG READING	171-180	181-190	above 191
<p>Phonological Awareness Students can identify, blend, isolate, and manipulate phonemes. They recognize rhyme and count syllables in words.</p>	 <p>Listen to the word: clap. Take the /l/ sound away. Which picture shows this new word? Cup, cap, clip, clock.</p>	 <p>Listen to the word: mail. Take the /l/ sound away, and put the /o/ sound in its place. Which picture is the new word? Lamp, mole, cow, mat.</p>	 <p>1 2 3 4</p> <p>Listen to the word: butterfly. How many syllables are in the word butterfly?</p>
<p>Phonics Students know and apply letter-sound correspondences and regular decoding patterns. They use spelling patterns, rhyming, and syllabication rules to decode words.</p>	 <p>Listen to the word: "coin." Click on the word "coin."</p>	 <p>Listen to the sound: /oi/. Click on the letter pair that makes the sound, /oi/.</p>	 <p>Listen to the word: surprise. Move the slash to divide the word into its syllables.</p>
<p>Concepts of Print Students understand foundational concepts about words, text, and parts of books. They show understanding of environmental print. They identify letter names and apply knowledge of alphabetical order.</p>	 <p>Put the words in ABC order.</p>	<p>Why can't I go? Mom, I really want to go, too!</p> <p>Look at the sentences. Click on the exclamation mark.</p>	<p>Concepts of Print is not applicable at this RIT range</p>



Grade 7 Fall Norms for Reading fall in the 211-220 column.

Sample RIT Charts Reading

READING	211-220	221-230	above 230
<p>Word Recognition, Structure, and Vocabulary</p> <p>Students can decode words, recognize common words, understand word relationships and structures, and can use context cues to decipher word meaning.</p>	<p>What is the correct way to divide the word "responsibility" into syllables?</p> <ol style="list-style-type: none"> 1. re/spons/bil/Nty 2. resp/ons/bil/Nty 3. respon/sbil/Nty ✓ 4. re/spons/le/bil/Nty 	<p>Read the sentence and dictionary entry.</p> <p>The lives saved when the volcano exploded vindicated the expensive early warning system.</p> <p>vindicate (vin-di-keyt) v. vin-di-cate</p> <ol style="list-style-type: none"> 1. to free from an accusation 2. to justify based on evidence 3. to defend against opposition 4. to claim for oneself or for someone else <p>Which definition of vindicate is used in the sentence?</p> <ol style="list-style-type: none"> 1. definition 1 ✓ 2. definition 2 3. definition 3 4. definition 4 	<p>Using your knowledge of Latin roots, which is the meaning of "ambidextrous"?</p> <ol style="list-style-type: none"> 1. lives on land and in water 2. walks quickly 3. before the flood ✓ 4. can use both hands equally
<p>Reading Literature: Key Ideas, Reading for Understanding</p> <p>Students can read and comprehend literary texts, make inferences and predictions, and draw conclusions. They can determine key ideas, analyze the development of themes, and summarize.</p>	<p>Read the passage.</p> <p>He lived on the bank of a mighty river, broad and deep, which was always silently rolling on to a vast undiscovered ocean. It had roiled on, ever since the world began... (passage continues)</p> <p>(from "Nobody's Story" by Charles Dickens)</p> <p>What is the main point in this passage?</p> <ol style="list-style-type: none"> 1. The river supported life on its banks. 2. It is hard to swim against the tide. ✓ 3. The flow of the river to the ocean is unchanging. 4. Earth will continue to circle around the sun. 	<p>Read the passage.</p> <p>Bernadou clung to his home with a dogged devotion ... (passage continues)</p> <p>(from "A Leaf in the Storm" by Louise De La Ramee)</p> <p>Based on the passage, which statement about Bernadou is most likely true?</p> <ol style="list-style-type: none"> 1. Bernadou had travelled to the capital of his country many times. 2. Bernadou was a drifter, never spending much time in any one place. 3. Bernadou would fight with loyalty and fierceness for any good cause. ✓ 4. Bernadou felt a strong connection to his hometown, but not his country. 	<p>Read the passage.</p> <p>You, with no limit or no bound, may choose for yourself the limits and bounds of your nature. We have placed you at the world's center so that you may survey everything else in the world... (passage continues)</p> <p>(from "Oration On the Dignity Of Man" by Giovanni Pico della Mirandola)</p> <p>What is the main idea of the passage?</p> <ol style="list-style-type: none"> 1. Humans are the most important things in the world. ✓ 2. Humans are not like anything else in the heavens or on Earth. 3. Humans have free will to become whatever they want to be. 4. Humans are responsible for the well-being of all creatures.
<p>Reading Literature: Craft, Structure, Evaluation</p> <p>Students can analyze the structure of literary texts; analyze literary elements of a text, such as plot, character, theme, and setting; analyze literary devices; and evaluate the author's craft.</p>	<p>Read the passage.</p> <p>Many years ago, a young man named Takoda decided to go on foot to Dark Mountain, a three-day journey from his village. Two days into his journey, he paused for nourishment in a narrow valley, with steep cliffs on either side... (passage continues)</p> <p>Which setting detail represents safety to Takoda?</p> <ol style="list-style-type: none"> 1. murmuring wind in the trees 2. a clear cloudless sky 3. a small outcropping of rocks ✓ 4. the valley covered in dry grass 	<p>Read the excerpt.</p> <p>I saw the different things you did, But always you yourself you hid. I felt you push, I heard you call, I could not see yourself at all— O wind, a—blowing all day long, O wind, that sings so loud a song! (from "The Wind" by Robert Louis Stevenson)</p> <p>What is the rhyme scheme?</p> <ol style="list-style-type: none"> 1. AAABBB 2. ABAACC ✓ 3. AABCC 4. ABCABC 	<p>Read the poem.</p> <p>Hope is the thing with feathers That perches in the soul, And sings the tune without the words, And never stops at all... (poem continues)</p> <p>("Hope" is the thing with feathers" by Emily Dickinson)</p> <p>Which statement <u>best</u> expresses the meaning of the extended metaphor that compares hope to a bird throughout the poem?</p> <ol style="list-style-type: none"> ✓ 1. Hope is a constant presence and gives people comfort. 2. Hope flies away like a bird during storms and difficult times. 3. Hope is demanding, like a bird that constantly needs to be cared for. 4. Hope tries to sing songs that are uplifting, but forgets the words to them.



Grade 2 Fall Norms for Mathematics fall in the 171-180 column.

Sample RIT Charts Mathematics

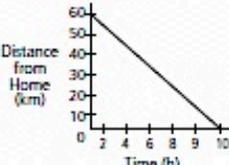
MPG MATHEMATICS	171-180	181-190	above 191
<p>Problem Solving</p> <p>Students understand and represent word problems, and they use strategies to solve and verify answers. They apply logic and reasoning, and they work with conjecture and proof.</p>	<p>Lauren lost 1 baseball cap. Now she only has 2 baseball caps. How many baseball caps did Lauren have before she lost one?</p> $\square - \square = 2$ <p>1 2 3 4 5</p> <p>Listen to the story problem. Move the numbers to the boxes to show the problem.</p>	<p>Mr. Lopez wears glasses. Mr. Lopez has a moustache. Mr. Lopez is <u>not</u> wearing a hat.</p> <p>Listen to the clues to find Mr. Lopez. You can use the clues to help you cross out people who are not Mr. Lopez. Put a circle on Mr. Lopez.</p>	<p>Ira had 8 tennis balls. He lost some at the tennis court. Now he has 3 tennis balls left.</p> $\square - \square = \square$ <p>0 1 2 3 4 5 6 7 8 9</p> <p>Listen to the story problem: Move the numbers to the lines to show the number sentence for the story problem.</p>
<p>Number Sense</p> <p>Students count, and they identify and represent numbers, including work with place value and fractions. They understand relative position and magnitude.</p>	<p>347</p> <p>0 1 2 3 4 5 6 7 8 9</p> <p>Look at the number. What is 100 more than 347?</p>	<p>532 <input type="checkbox"/> 591 358 <input type="checkbox"/> 358 823 <input type="checkbox"/> 453</p> <p>< > =</p> <p>Look at the numbers. Put the correct symbol in each of these problems to make them true.</p>	<p>6 hundreds and 5 ones</p> <p>0 1 2 3 4 5 6 7 8 9</p> <p>Which number is described?</p>
<p>Computation</p> <p>Students add and subtract, and they use models to prepare for multiplication and division.</p>	<p>_____ shells</p> <p>30 35 43 48 78 112 121</p> <p>Bella had 78 shells in her collection. She gave 43 shells away to her friends. How many shells are left in Bella's collection? You can move base ten blocks to help you solve the problem.</p>	<p>Listen to the story: Julia bought a robot toy for 79 cents. She paid for it with one dollar. Show the change that Julia should receive. Take as many coins as you need from each stack.</p>	<p>$\begin{array}{r} 2 \\ \times 7 \\ \hline \end{array}$</p> <p>0 1 2 3 4 5 6 7 8 9</p> <p>What is the answer?</p>



Grade 7 Fall Norms for Mathematics fall in the 221-230 column.

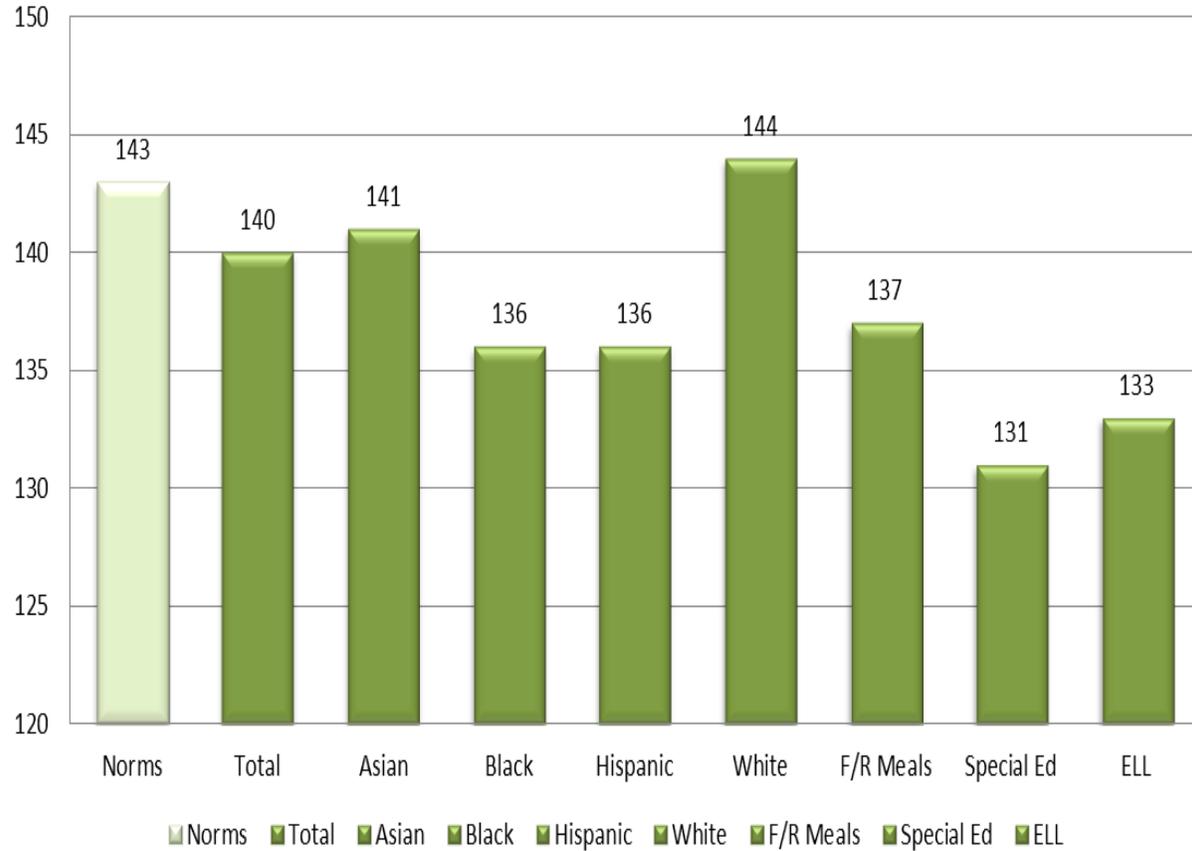
Sample RIT Charts

Mathematics

MATHEMATICS	221-230	231-240	241-250
<p>Number Sense/ Number Systems</p> <p>Students understand and apply concepts of numbers including representing, identifying, counting, comparing, ordering, equivalence, and number theory.</p>	<p>What is the Greatest Common Factor of 54 and 72?</p> <p>A. 1 B. 6 C. 9 ✓ D. 18 E. 27</p>	<p>What is $\sqrt{0.64}$?</p> <p>A. 0.008 B. 0.08 ✓ C. 0.8 D. 8</p>	<p>43,000 equals:</p> <p>A. 4.3×10^3 ✓ B. 4.3×10^4 C. 4.3×10^5 D. 43×10^4 E. 43×10^5</p>
<p>Estimation and Computation</p> <p>Students understand the processes for computation and can accurately compute and solve problems using whole numbers, fractions, decimals, integers, rational, and real numbers.</p>	<p>$-6 + (-7) =$</p> <p>A. 13 B. -1 C. 42 D. 1 ✓ E. -13</p>	<p>Which is closest to $\sqrt{10}$?</p> <p>A. 3.0 ✓ B. 3.2 C. 3.5 D. 5.0</p>	<p>Which fraction represents a quarter of a half?</p> <p>A. $\frac{1}{16}$ ✓ B. $\frac{1}{8}$ C. $\frac{3}{8}$ D. $\frac{1}{2}$ E. $\frac{3}{4}$</p>
<p>Algebra</p> <p>Students understand and apply algebraic concepts including extending patterns, simplifying expressions, solving equations and inequalities, using coordinate graphing, and solving functions and matrices.</p>	<p>Evaluate $gh - b$ if $g = 4$, $h = 9$, $b = 12$</p> <p>A. 48 B. 37 C. 25 ✓ D. 24 E. 1</p>	<p>The graph shows the flight home of a homing pigeon over a distance of 60 km.</p> <p>What is the pigeon's average speed for the trip?</p> <p>A. 600 km/h B. 60 km/h C. 10 km/h ✓ D. 6 km/h</p> 	<p>Ken works as a salesperson in a local electronics store. He earns \$200 each week plus 6% commission on his total sales.</p> <p>Which equation correctly represents Ken's weekly earnings? Let $s =$ Ken's total sales.</p> <p>A. $E = 0.06s(\\$200)$ B. $E = 6s + \\$200$ ✓ C. $E = 0.06s + \\$200$ D. $F = 6s(\\$200)$</p>

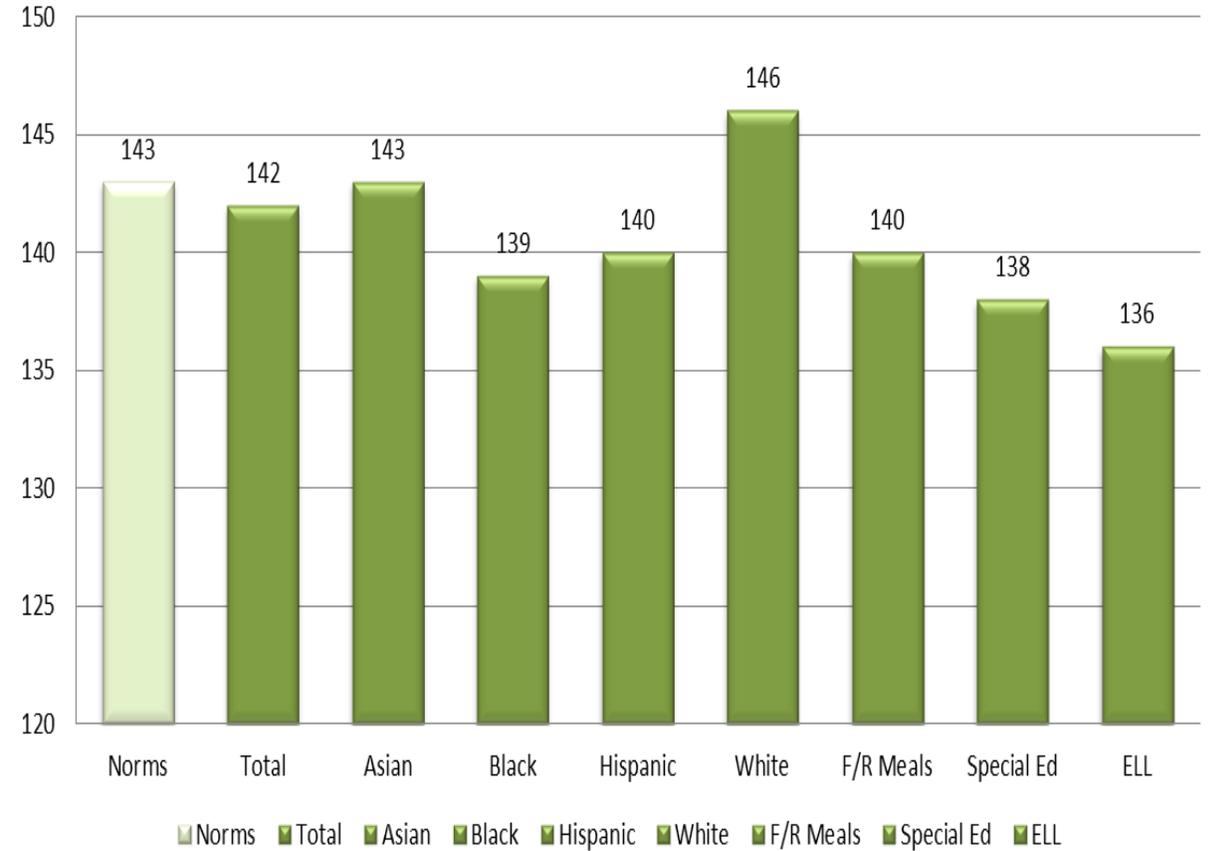


Kindergarten Fall NWEA Mathematics



Total	Asian	Black	Hispanic	White	F/R Meals	Special Ed	ELL
551	71	115	148	204	257	21	59

Kindergarten Fall NWEA Reading

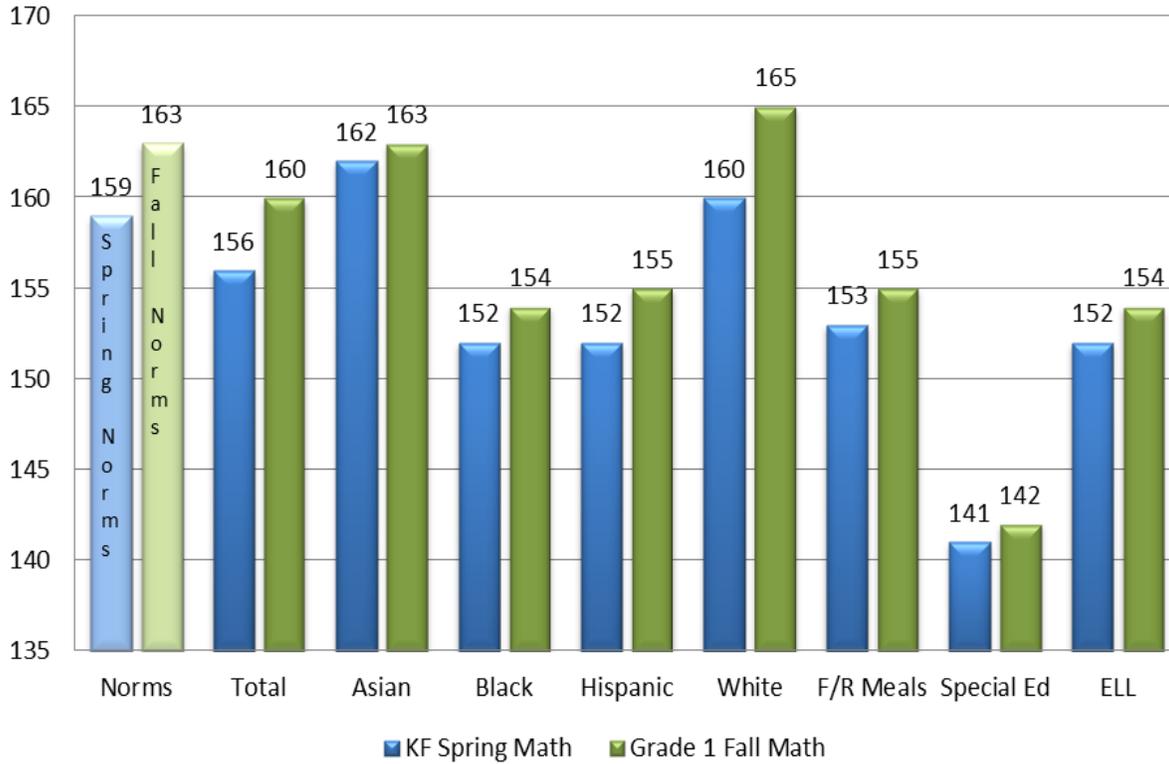


Total	Asian	Black	Hispanic	White	F/R Meals	Special Ed	ELL
556	70	116	152	205	260	21	60

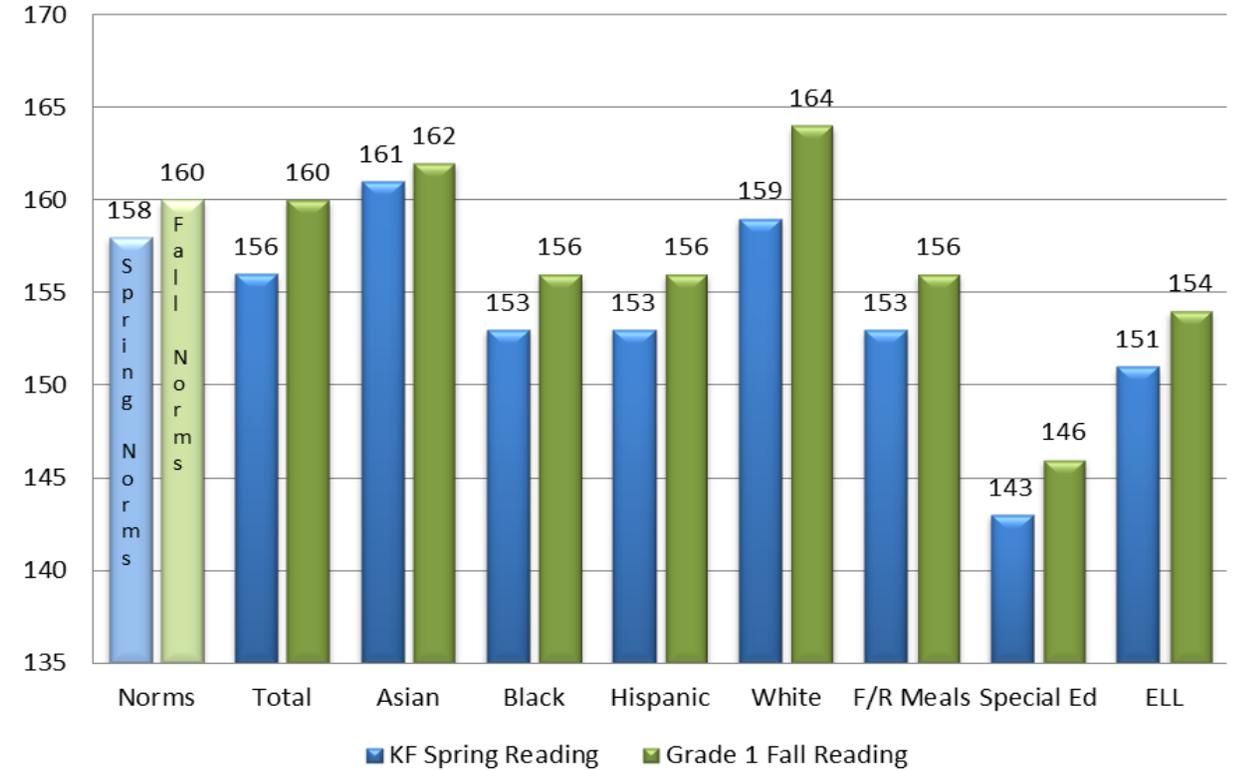


NWEA KF Spring to Grade 1 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



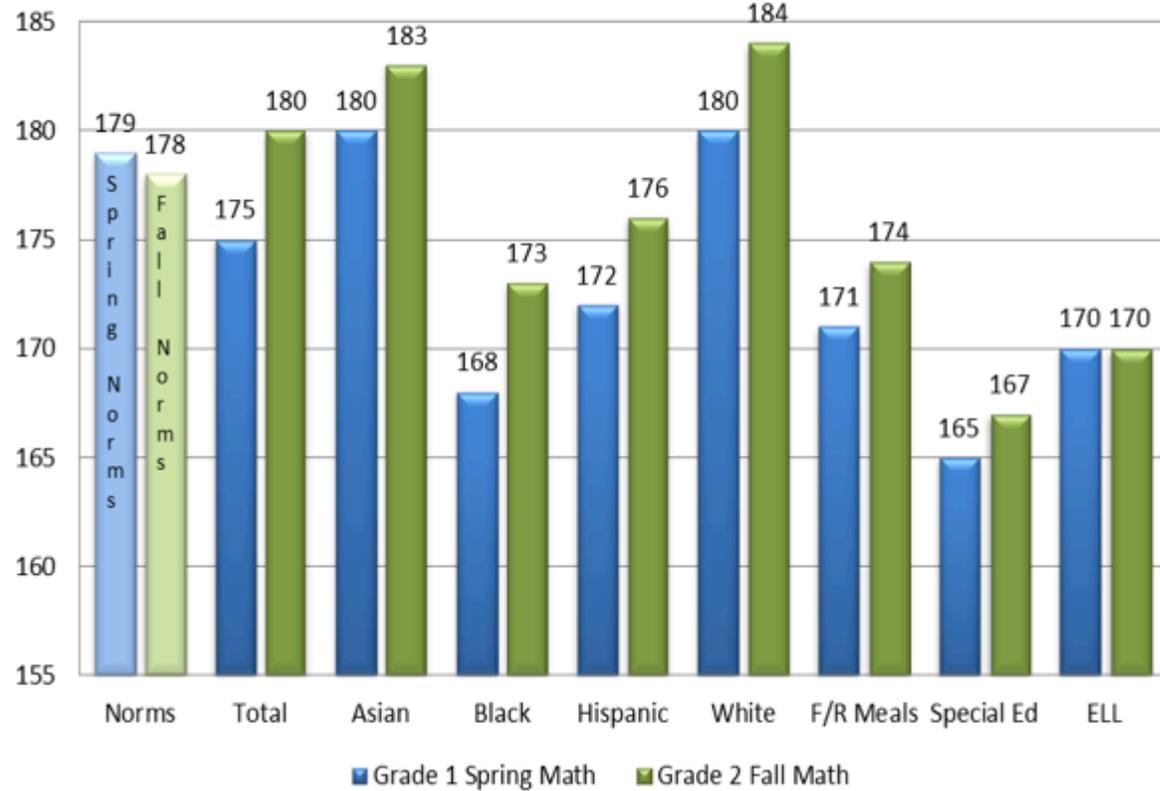
Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
571	557	66	74	121	124	138	133	216	197	325	251	22	21	64	65

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1	KF	Gr. 1
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
568	556	66	74	121	124	136	132	215	196	321	248	22	21	62	65

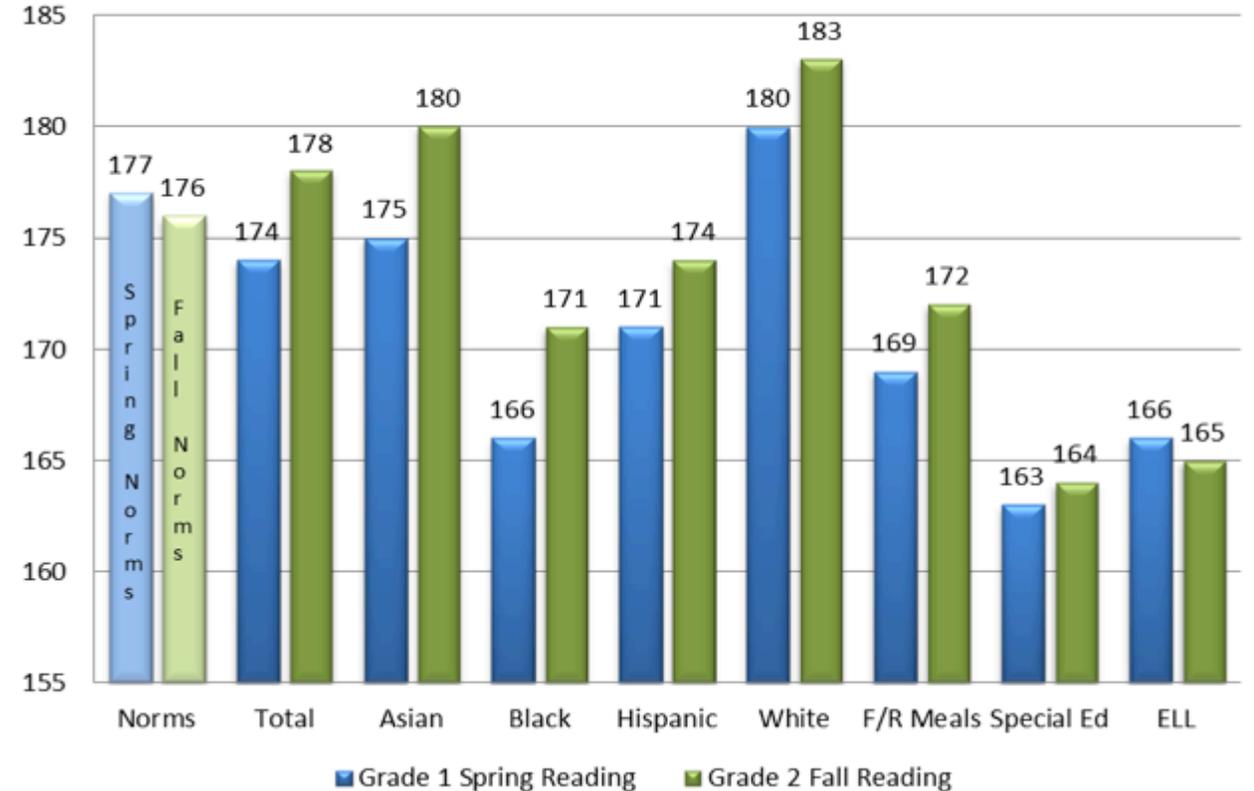


NWEA Grade 1 Spring to Grade 2 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



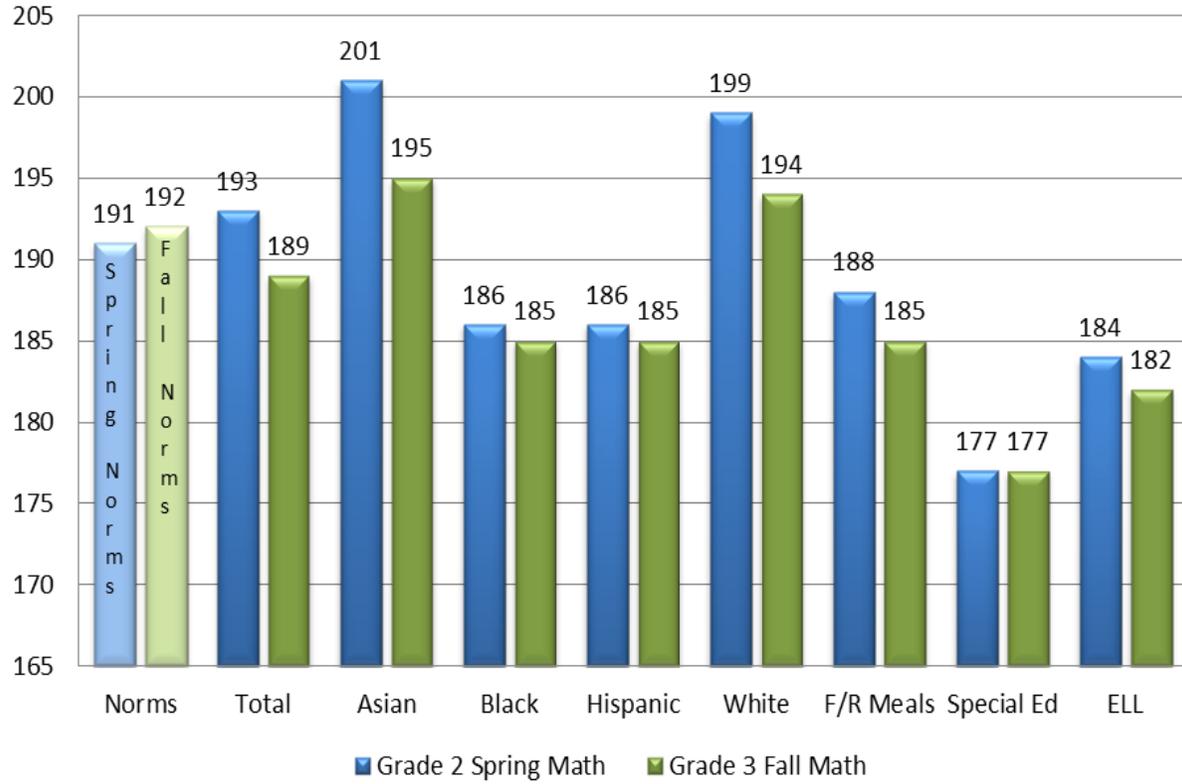
Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
466	468	44	42	92	92	128	124	173	178	267	217	24	29	50	30

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2	Gr. 1	Gr. 2
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
469	469	43	41	92	92	129	125	174	179	270	219	25	28	48	29

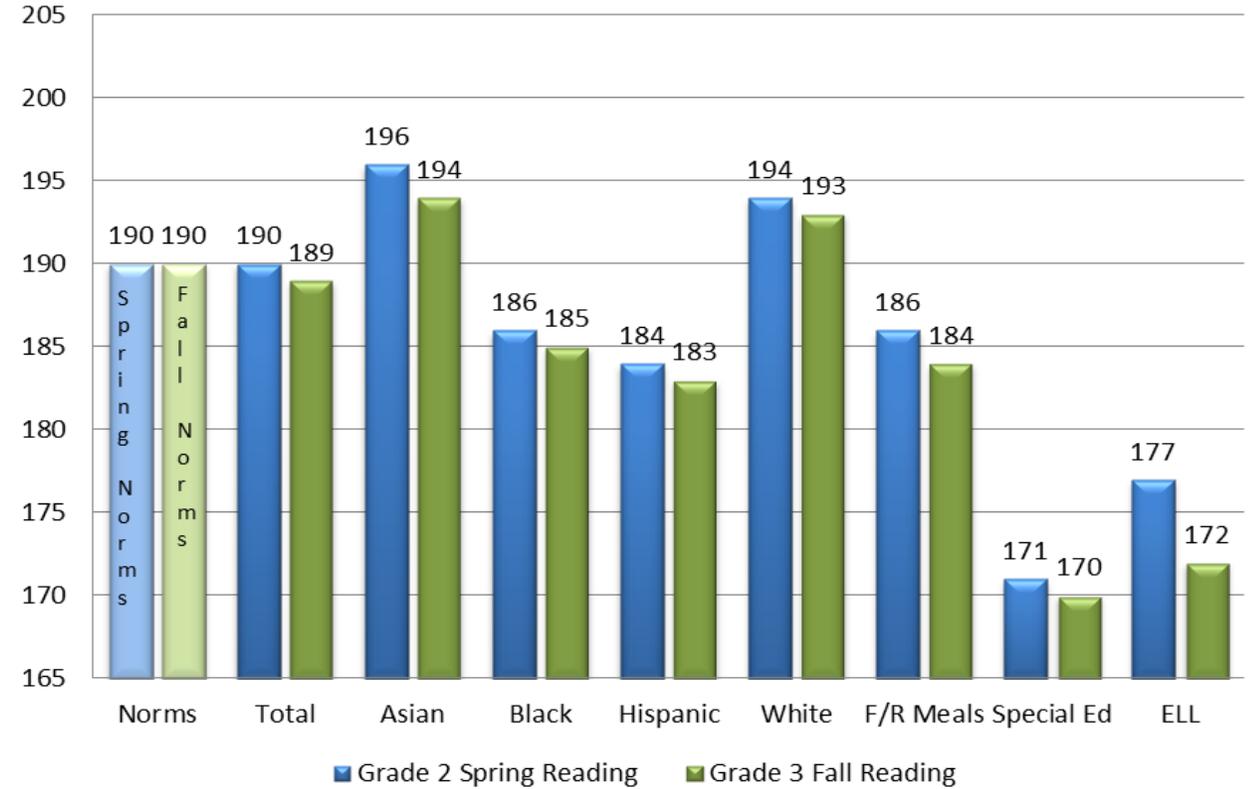


NWEA Grade 2 Spring to Grade 3 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



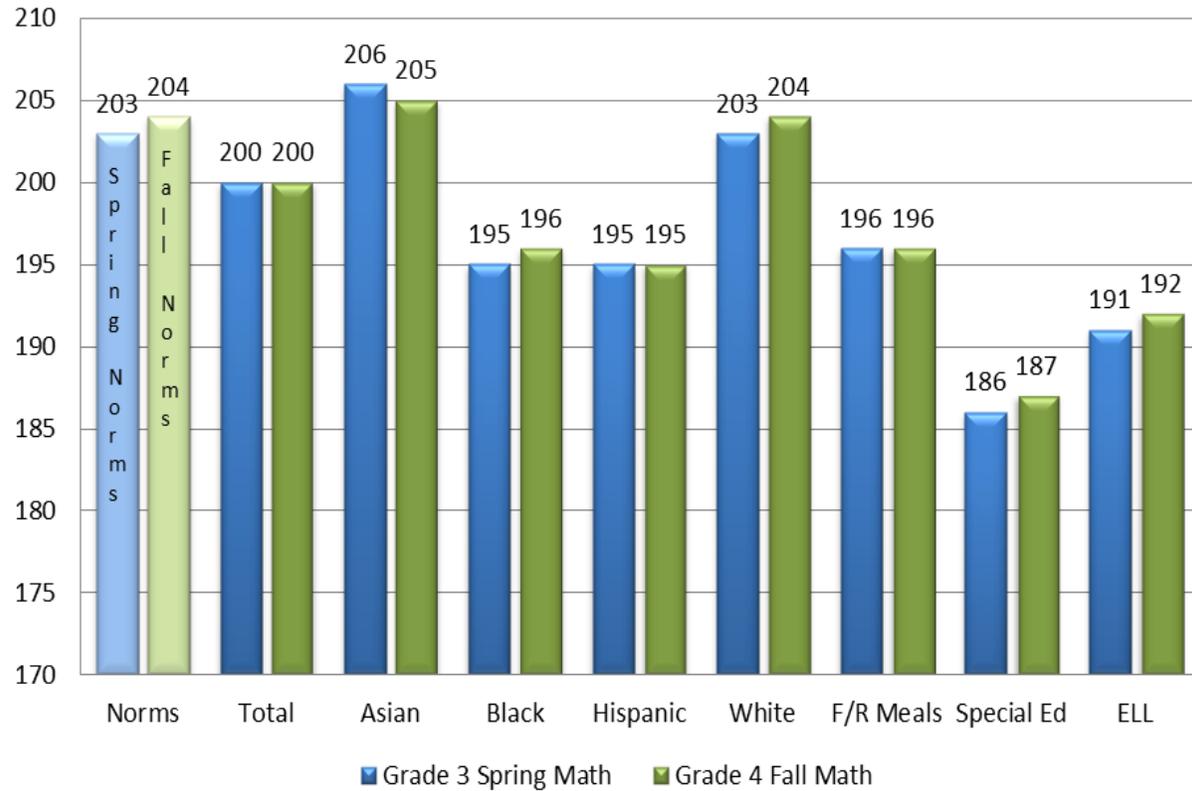
Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
508	496	56	47	102	103	128	128	193	189	290	222	50	54	30	23

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3	Gr. 2	Gr. 3
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
509	495	45	47	102	102	129	128	193	189	291	222	51	53	30	23

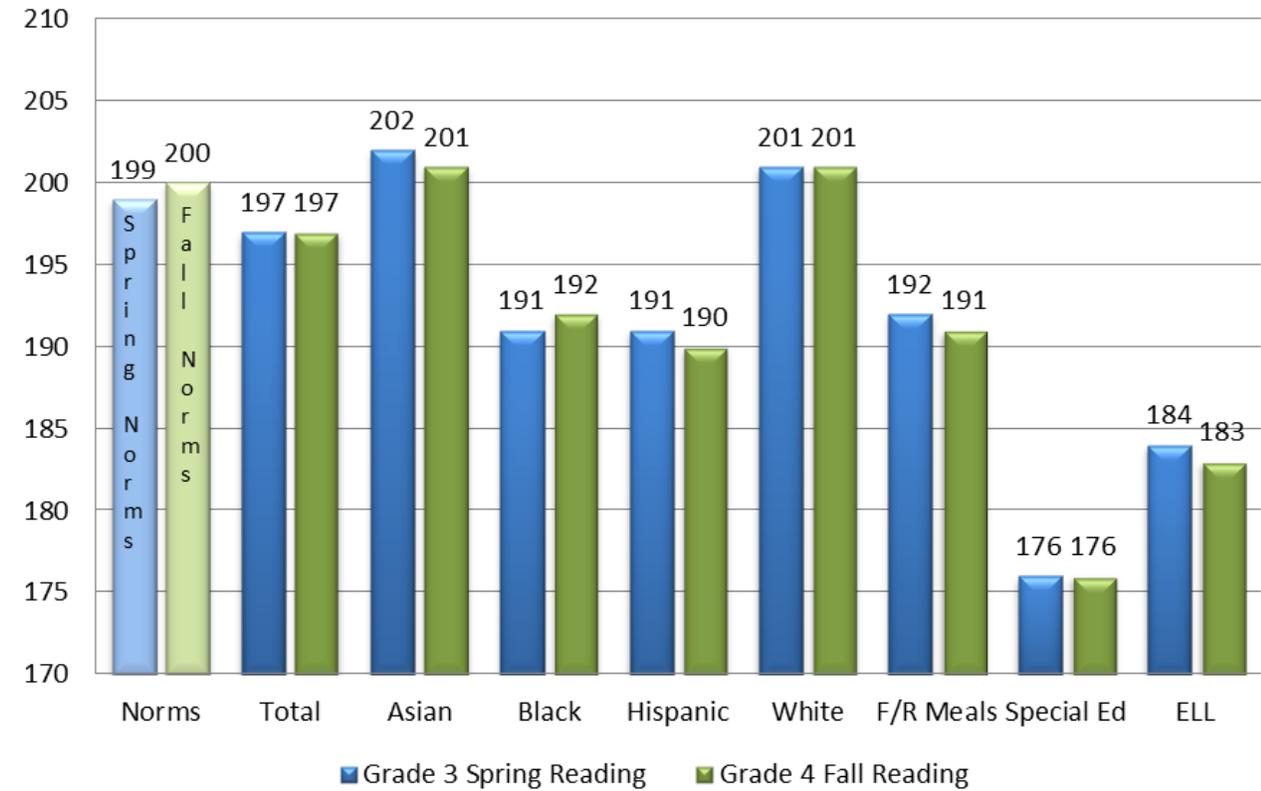


NWEA Grade 3 Spring to Grade 4 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



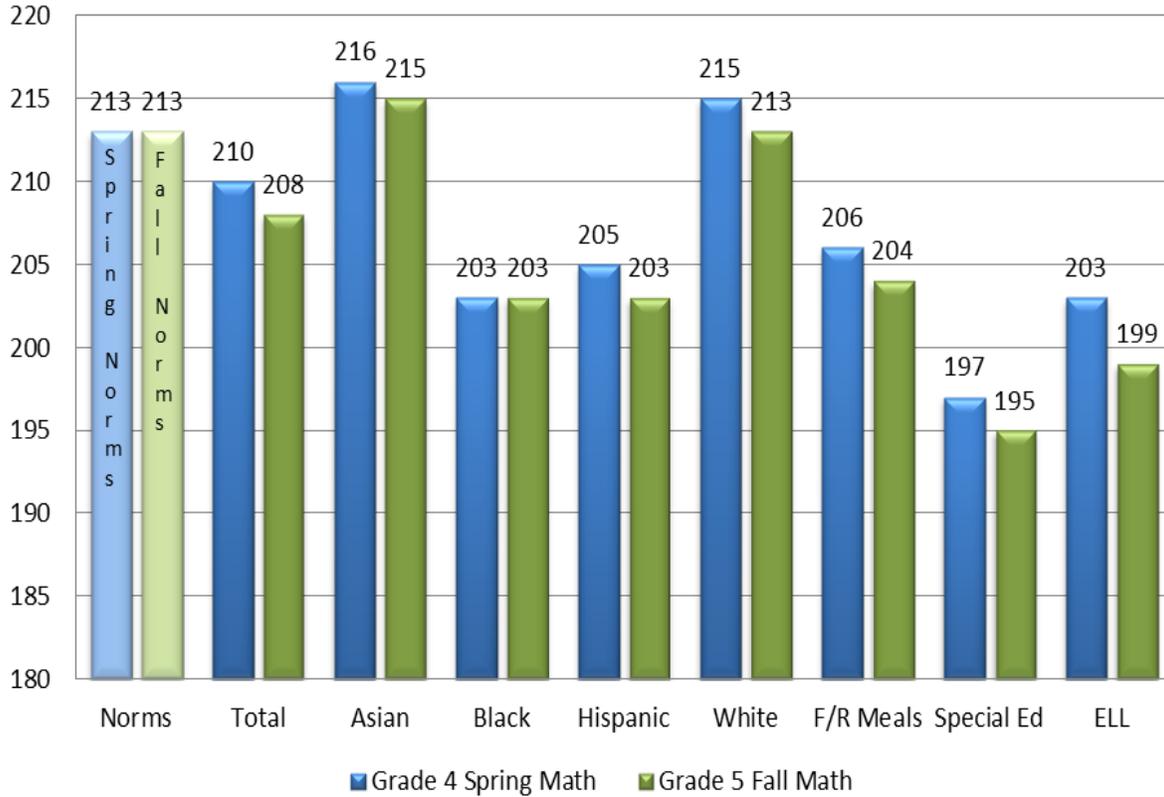
Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
472	463	37	34	91	91	115	119	199	191	284	213	54	56	23	25

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4	Gr. 3	Gr. 4
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
471	473	37	34	91	94	114	122	199	194	284	220	54	56	22	25

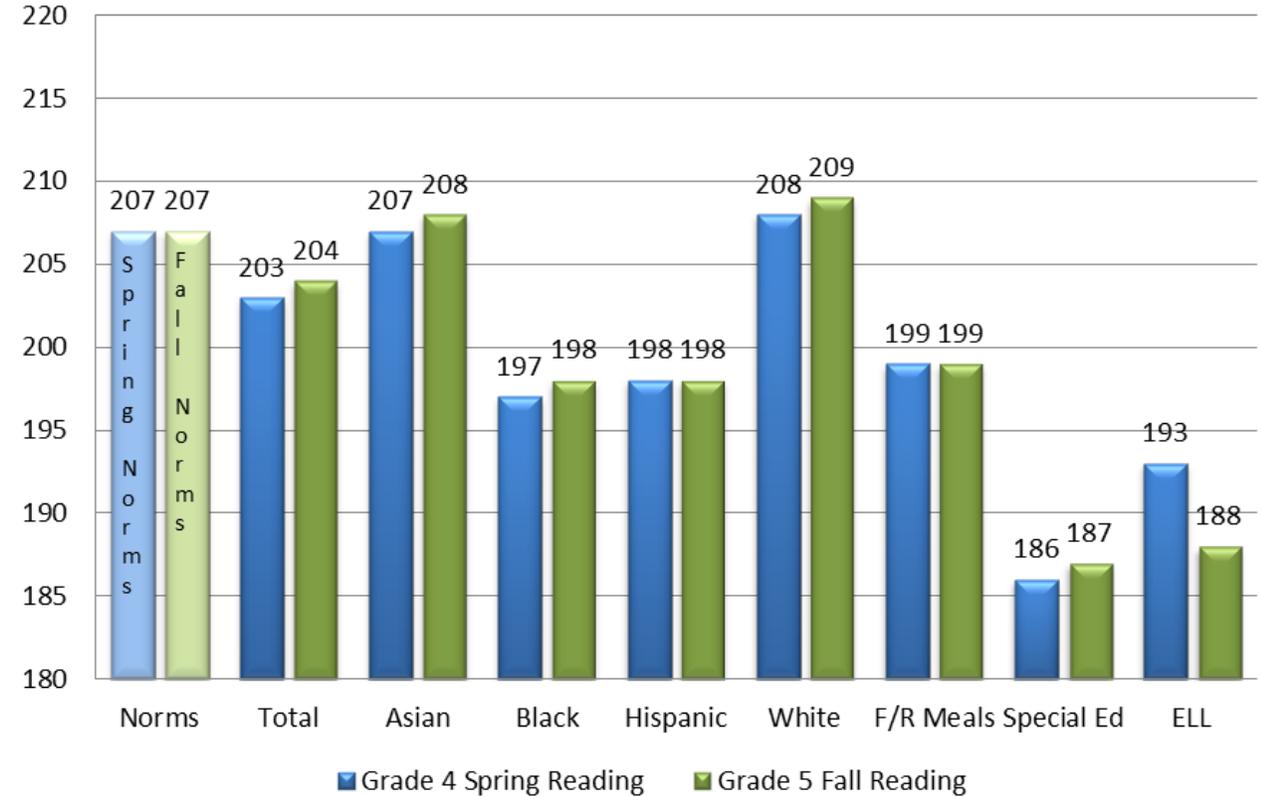


NWEA Grade 4 Spring to Grade 5 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



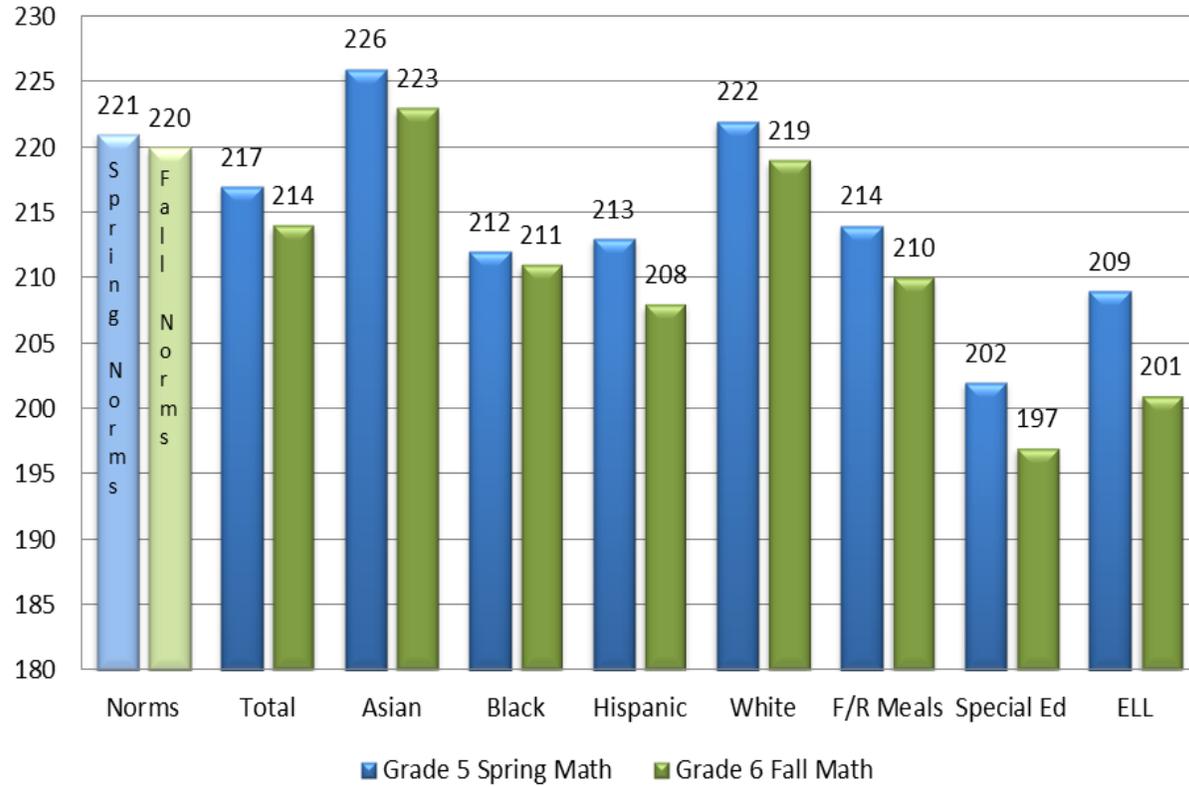
Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
472	470	41	37	106	112	108	106	191	187	283	212	63	66	29	26

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5	Gr. 4	Gr. 5
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
475	474	41	39	106	112	110	106	192	189	286	212	64	66	29	27



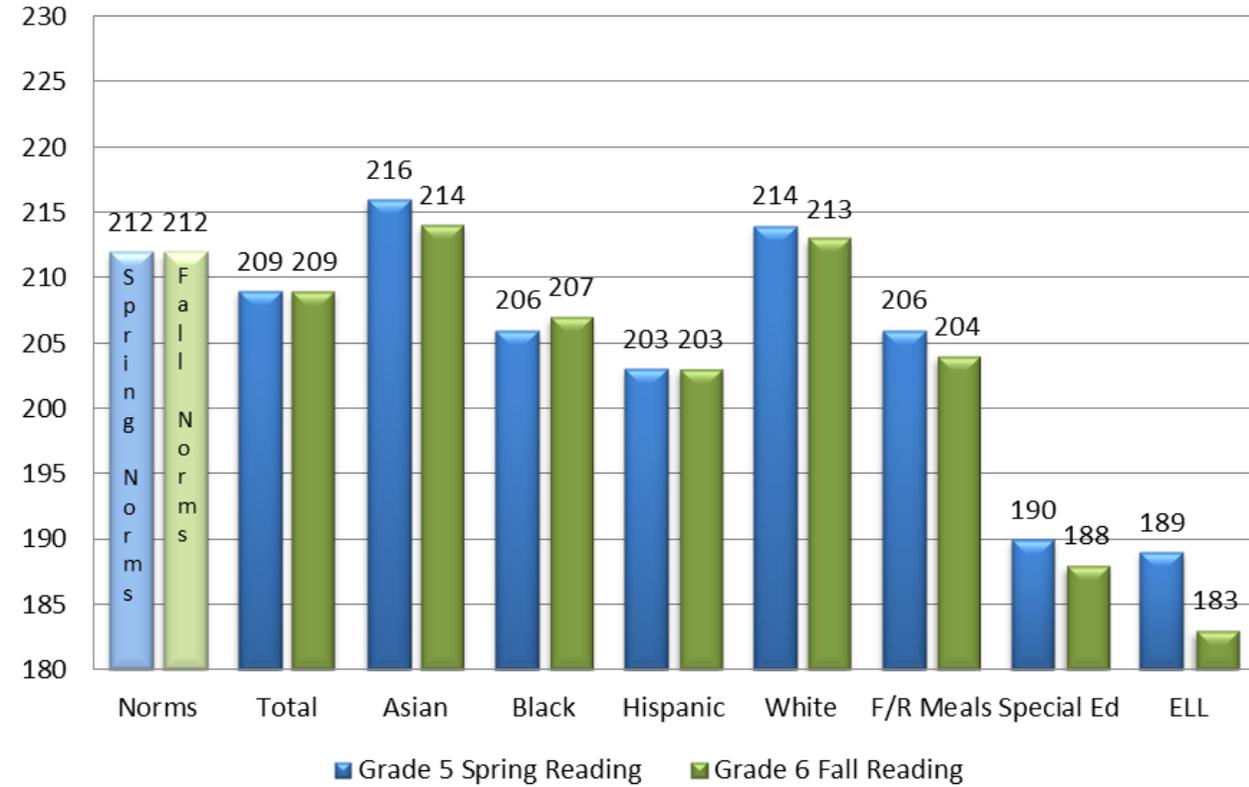
NWEA Grade 5 Spring to Grade 6 Fall

NWEA Math Spring to Fall



Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
427	369	32	25	103	88	116	105	153	131	271	186	68	59	13	13

NWEA Reading Spring to Fall

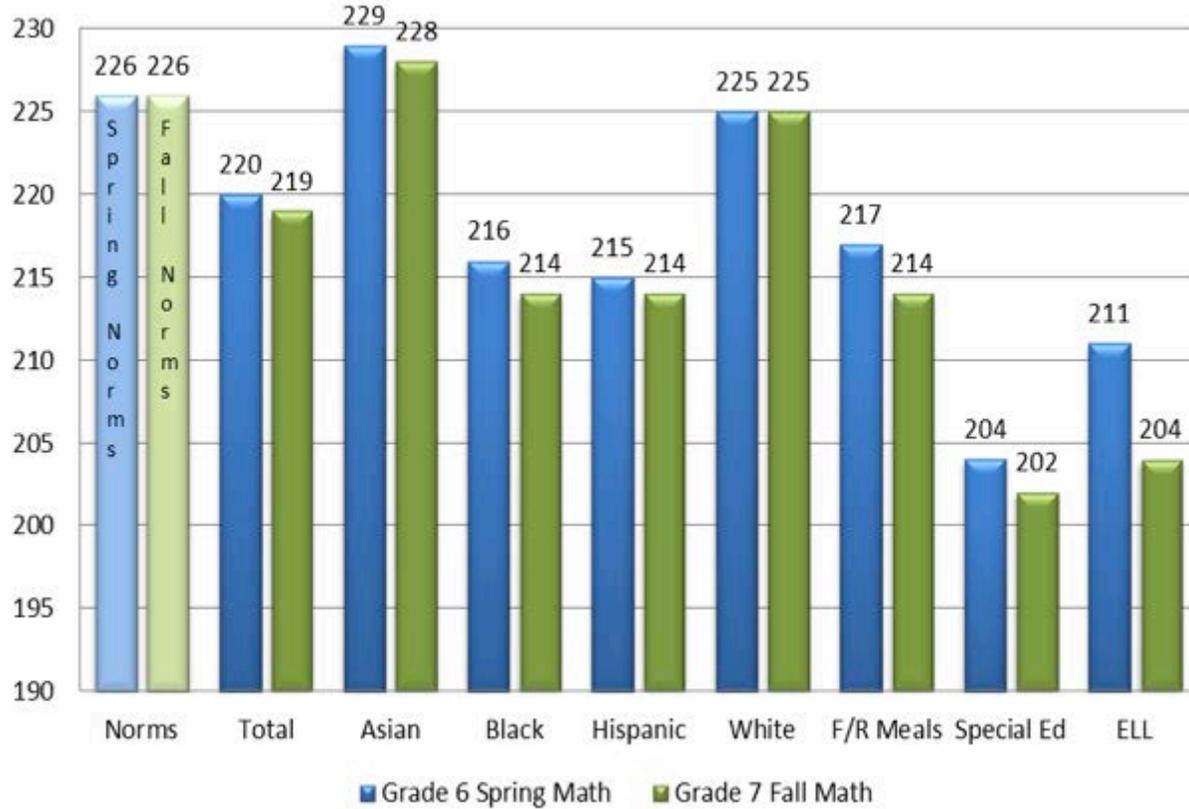


Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6	Gr. 5	Gr. 6
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
429	377	32	26	102	89	119	109	153	133	272	189	68	62	12	13

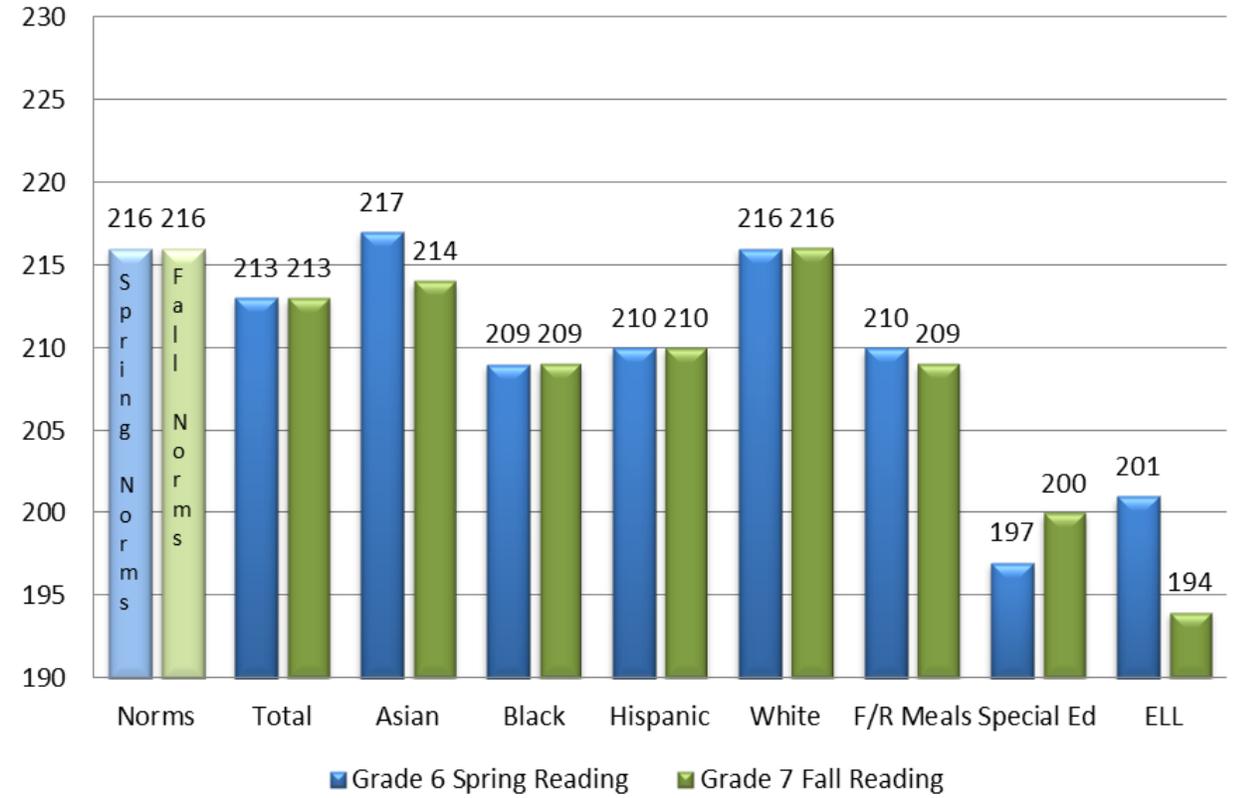


NWEA Grade 6 Spring to Grade 7 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



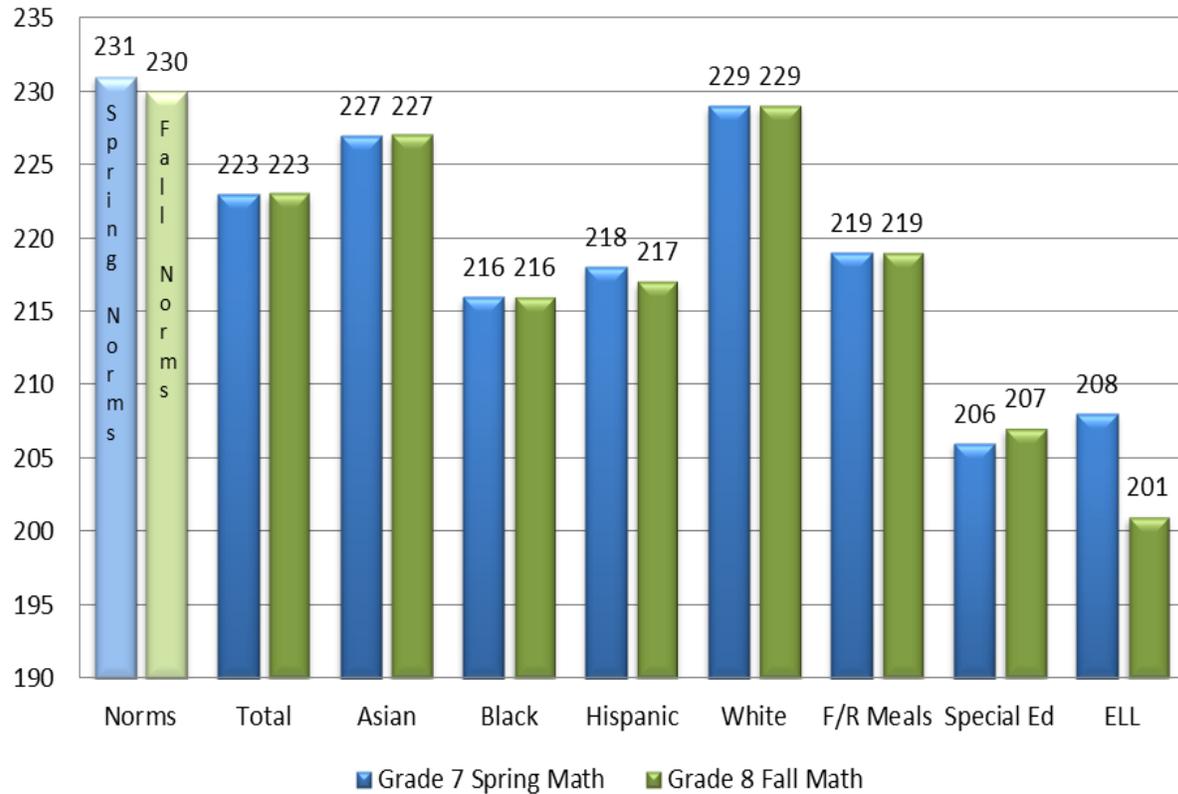
Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
410	407	30	24	89	92	114	114	151	151	265	208	53	51	19	18

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7	Gr. 6	Gr. 7
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
411	405	30	24	89	90	115	116	151	151	266	205	54	51	19	18

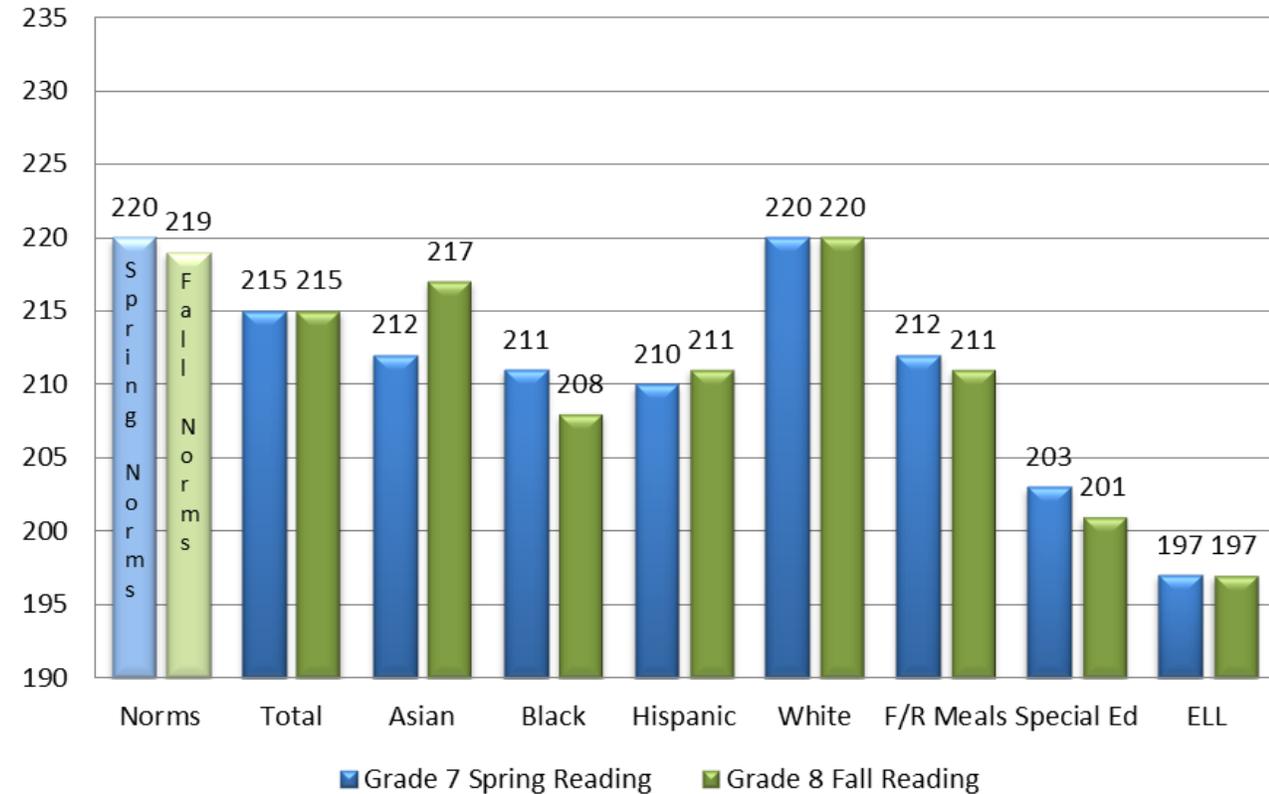


NWEA Grade 7 Spring to Grade 8 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



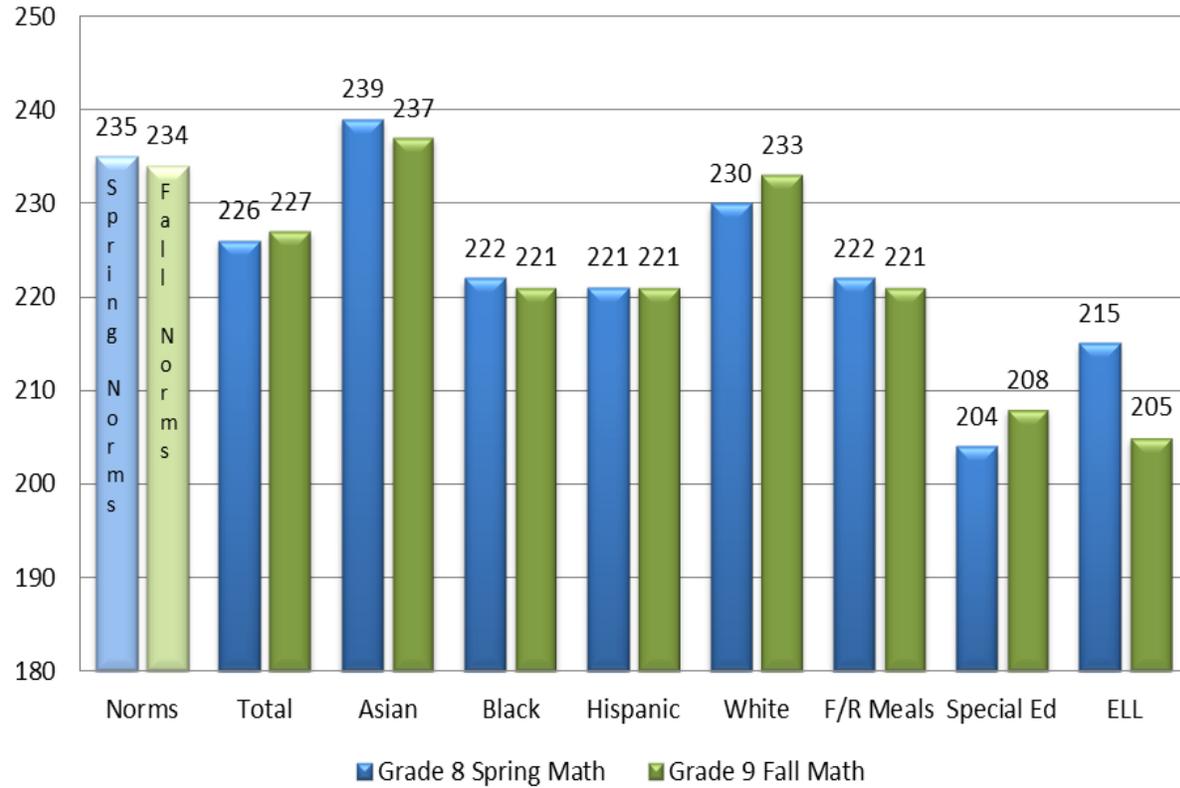
Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
344	372	29	28	69	83	84	88	149	159	213	175	47	51	23	19

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8	Gr. 7	Gr. 8
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
337	376	30	30	66	85	81	88	149	158	206	180	45	57	22	21



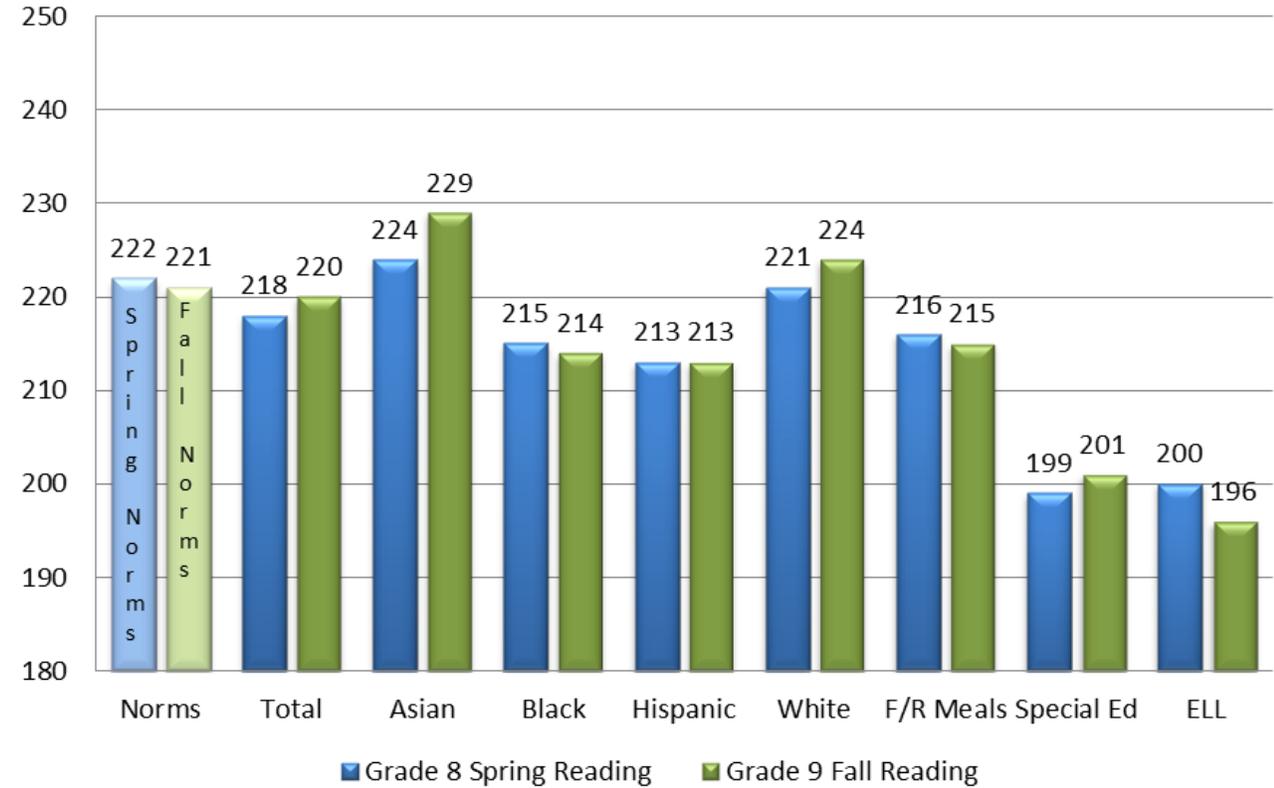
NWEA Grade 8 Spring to Grade 9 Fall

NWEA Math Spring to Fall



Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
393	392	17	26	90	91	94	85	169	168	247	169	57	51	13	14

NWEA Reading Spring to Fall

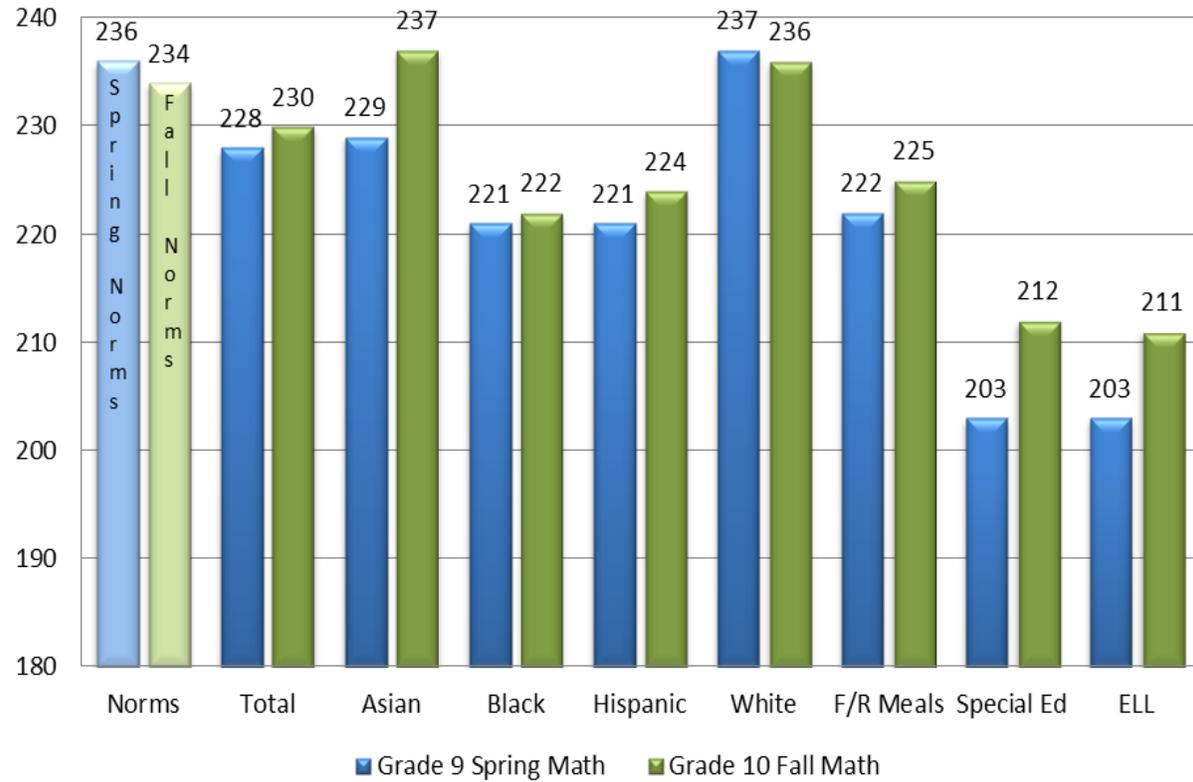


Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9	Gr. 8	Gr. 9
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
392	382	19	23	92	86	94	87	165	166	255	157	53	47	13	14

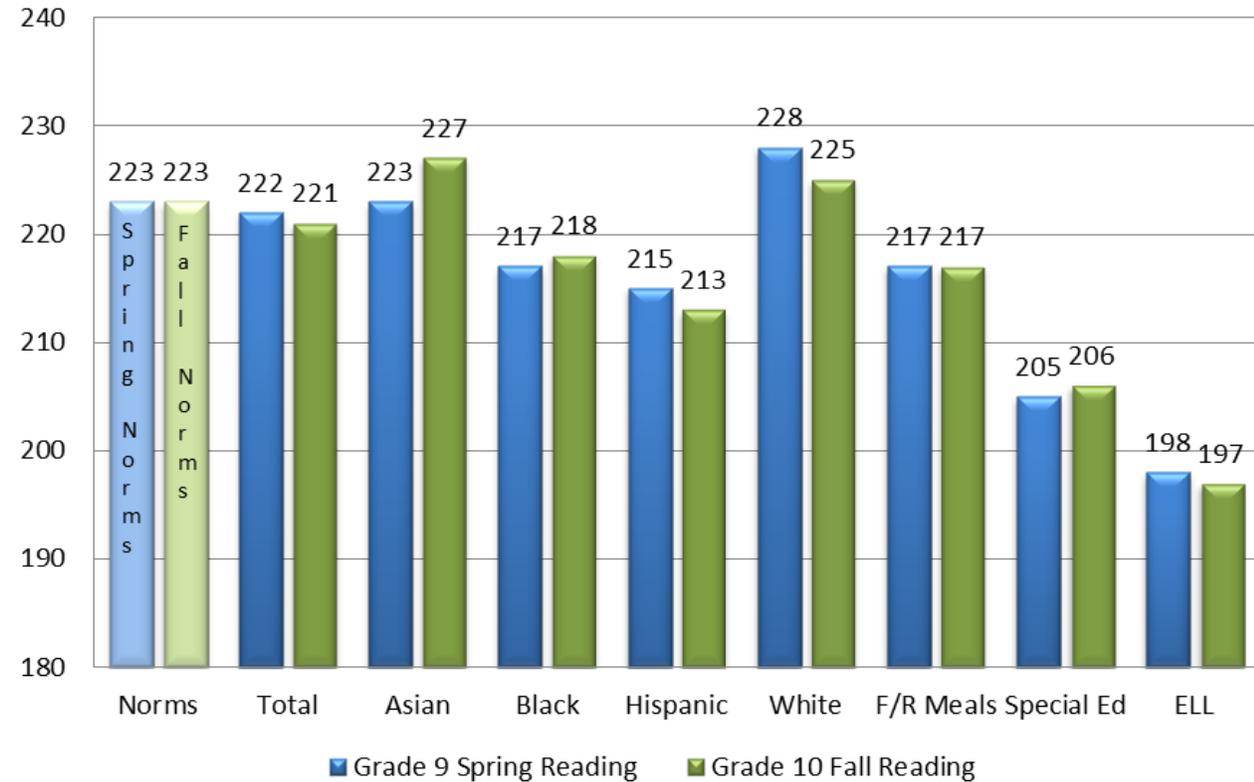


NWEA Grade 9 Spring to Grade 10 Fall

NWEA Math Spring to Fall



NWEA Reading Spring to Fall



Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
336	318	23	16	68	66	95	78	137	147	197	131	35	29	16	14

Number of Students Tested															
Total		Asian		Black		Hispanic		White		F/R Meals		Special Ed		ELL	
Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10	Gr. 9	Gr. 10
Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
338	303	24	18	68	59	87	76	147	140	196	126	35	32	15	12



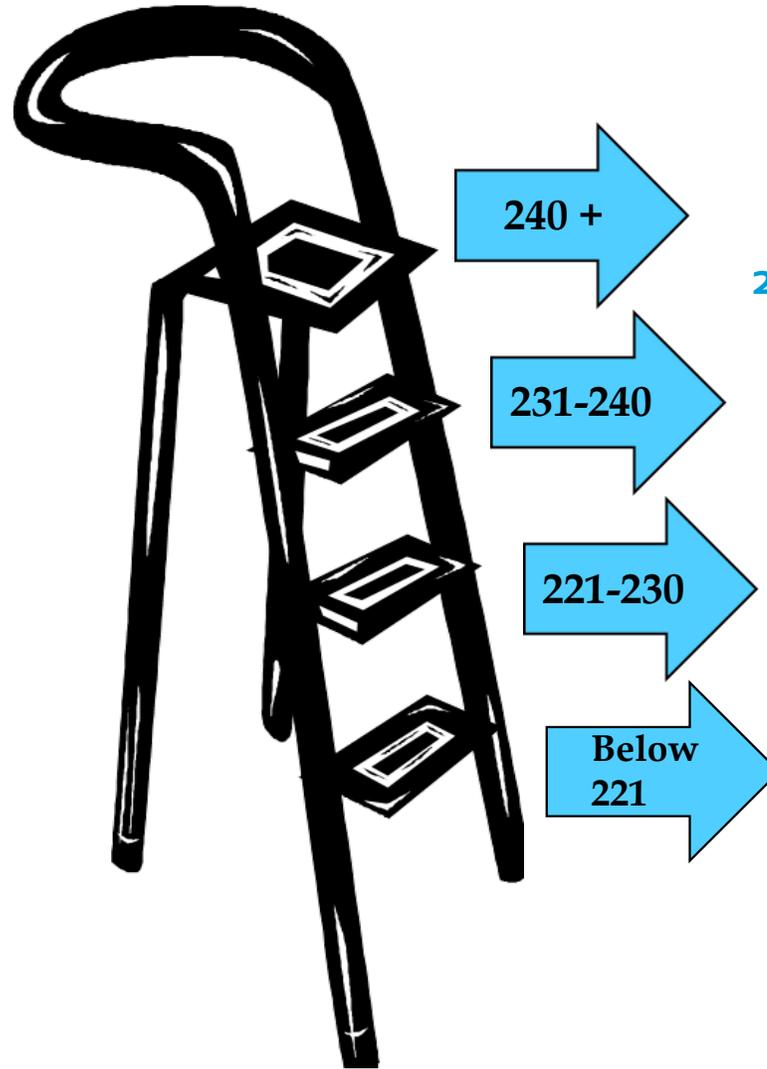
Themes

- ❖ Achievement Gap
 - ❖ All grades/ethnicity bands/designations
- ❖ No large shifts in performance between assessment windows
 - ❖ Grade 1 – Black 5 point RIT growth
 - ❖ Grade 2 – Grade 3 dip
- ❖ Total number tested
 - ❖ Grade 5 – Grade 6 decrease / dip



Instructional Ladders

(as defined by NWEA MAP)



226 is the MEAN for 7th Grade Mathematics Fall

This would typically make the 221-230 Range Rung 2

Utilize Skills Pointer and DesCartes suite to make informed instructional decisions



Questions and Discussion



**Manchester Board of Education
Personnel & Finance Committee Report
November 20, 2013**

Attendees: Mike Crockett, Neal Leon, Deb Hagenow, Pat Brooks

Guests: Matt Geary

Mr. Geary reviewed the list of clubs that were either eliminated or reduced to one advisor at MHS due to the \$40,000 budget cut in stipends. Twenty (20) clubs and two hundred and seventy (270) students were affected by the cuts.

Mrs. Brooks informed the Committee that the Town, Police Department and the School District have agreed to pilot a program with Redflex/Student Guardian. The program is a deterrent for motorists illegally passing buses thereby, increasing student safety. During the pilot program, school bus violation detection cameras will be installed on up to three (3) school buses for sixty (60) days. Although no citations will be issued during the pilot program, it should determine if this type of equipment is necessary on the buses to safeguard children that are riding, loading and unloading buses.

The Committee entered into Executive Session to discuss contract negotiations.

The next meeting will be held on December 18, 2013, at 5:30 p.m., in the Board Room at Central Office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia F. Brooks". The signature is written in a cursive, flowing style.

Patricia F. Brooks
Assistant to the Superintendent
Finance and Management