

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**TUESDAY, MAY 27, 2014**

**5:30 PM – C&I Committee – Director’s Room**

**7:00 P.M.**  
**Lincoln Center – Hearing Room**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – May 12, 2014 A – 3

**B. CONSENT CALENDAR**

- 1) Personnel Actions B – 1
- 2) Transfer of Funds B – 2
- 3) Establish an increase in appropriation in the amount of \$125,000 for the Medicaid Grant bringing the new appropriation total to \$325,000 for the 2013-14 fiscal year. B – 3
- 4) Extended Field Trip Request Form - MHS – FBLA National Competition Nashville, Tennessee; 6 Students participating – 6/29/14 through 7/3/14 – Teacher Chaperone B – 4
- 5) Extended Field Trip Request Form – Bennet Academy – Future Problem Solving International Competition – Iowa State University - Ames, Iowa 4 students – 6-12-14 to 6-15-14 - 1 Teacher Chaperone, 1 Parent Chaperone B – 5
- 6) Permission to apply for \$40,000 for the Carl D. Perkins Career and Technical Education Innovation Grant provided through the State of Connecticut for the 2014/15 school year. B – 6
- 7) Establish an increase in appropriation for the State of CT, Adult Education Grant in the amount of \$10,441, bringing the final award amount to \$439,713 for FY13/14. B – 7
- 8) Resolution for the State of Connecticut, Office of Policy and Management, Community Diversion Initiative, Right Response CT. Network Grant. B – 8
- 9) Establish an appropriation in the amount of \$50,000 to create the Hartford Foundation for Public Giving grant for FY13/14. B – 9
- 10) Establish an appropriation in the amount of \$30,000 to create the Manchester School-Community Diversion Initiative/Right Response CT Network Grant for FY13/14. B – 10

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

**D. SUPERINTENDENT'S REPORT**

- 1) Recognition of senior Student Representative – Ms. Dylan Burns
- 2) MHS Principal and Pre-School Center Principal appointments – Status Reports

**E. NEW BUSINESS**

- 1) 2014-2015 Board of Education Meeting Dates E – 1  
Recommended Motion: Move to adopt the Regular Board of Education Meeting and budget workshop meeting dates for 2014-15.

**NEW BUSINESS (cont.)**

- 2) Policy Revisions, Additions, and Deletions E – 2  
The Policy Committee submits to the full Board its recommended revisions, additions and deletions in policy for discussion purposes in accordance with its policy on policy changes.
  - a. Revision to Board Bylaw Article 1, Section 5: Regular Meetings of the Board
  - b. Revised Policy 5125: Emergency Card Information
  - c. Addition to Board Bylaw Article 1, Section 13 – Committees
  - d. New Policy: Non-Discrimination (Personnel)
  - e. Revised Policy 6212 (a) Adult/Continuing Education
  - f. Revised Policy 6140 Curriculum
  - g. Deletion of Policy 6142 (a)
  - h. Deletion of Policy 6142 (b)
- 3) Grade 5-6 School Construction Project  
Recommended Motion: Move that the Manchester Board of Education adopt the educational specifications for the (Bennet Middle School) Grade 5-6 school project and authorize the Superintendent to request the Manchester Board of Directors to:
  1. Establish a building committee for the project
  2. Authorize the preparation of schematic drawings and outline specifications for the project
  3. Authorize the Superintendent to file an application for a School Construction Grant

**F. UNFINISHED BUSINESS**

None

**G. COMMUNICATIONS**

None

**H. COMMITTEE REPORTS**

1) Policy Committee Minutes 5-12-14

H – 1

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

**J. ITEMS FOR FUTURE AGENDAS**

**K. ADJOURNMENT**

*Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during the Public Comment session(s):*

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

## **PERSONNEL ACTION**

### **APPOINTMENTS**

Confirming the appointment of Sinthia Sone-Moyano from Assistant Principal at Manchester High School to Principal at Manchester Preschool Center, effective July 1, 2014.

Joanne Bell to be a Reading & Language Arts Consultant at Bowers Elementary School. Ms. Bell received a Master of Education/Reading degree at University of Rhode Island. Ms. Bell resides in Danielson. It is recommended that her appointment be approved effective August 25, 2014 (MA+30/Step 13 \$86,314).

Noelle Coleman to be a Social Studies teacher who will be teaching Global Relations at Manchester High School. Ms. Coleman received a Master of Arts in Education degree at University of Connecticut. Ms. Coleman resides in Manchester. It is recommended that her appointment be approved effective August 25, 2014 (MA+30/Step 6 \$59,312).

Rebecca Redhead to be a Mathematics teacher at Illing Middle School. Ms. Redhead received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Redhead resides in Preston. It is recommended that her appointment be approved effective August 25, 2014 (MA/Step 1 \$46,228).

Matthew Delaney to be an English teacher at Manchester High School. Mr. Delaney received a Master of Arts in Education degree at University of Connecticut. Mr. Delaney resides in West Hartford. It is recommended that his appointment be approved effective August 25, 2014 (MA/Step 1 \$46,228).

Colleen Murphy to be a Guidance Counselor at Manchester High School. Ms. Murphy received a Master of Arts in Educational Psychology degree at University of Connecticut. Ms. Murphy resides in Milford. It is recommended that her appointment be approved effective August 25, 2014 (MA/Step 4 \$51,025).

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** May 27, 2014

**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 Waddell Administrative Contracted Services (\$1,300), Administrative Printing and Advertising (\$770), and Administrative Professional Development (\$400) to Waddell Language Arts Instructional Supplies and Materials account. A total transfer of \$2470 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  
May 27, 2014

5/7/14  
DC OK

**Manchester Public Schools  
Manchester, Connecticut**

MAY 06 2014

BY ACCOUNTING DEPARTMENT

To: **Accounting Department**

School: Waddell Elementary School

Date: 05/01/2014

Principal's Sign: [Signature]

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

**JUSTIFICATION (Required Field) :**  
**Funds needed to cover administrative supplies**

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

**DECREASE In whole dollars only:**

\$ <u>1300.00</u>	Account # <u>42313100-5430</u>	Description: <u>Adm Contracted Services</u>
\$ <u>770.00</u>	Account # <u>42313100-5540</u>	Description: <u>Adm Printing / Advertising</u>
\$ <u>400.00</u>	Account # <u>42313221-5320</u>	Description: <u>Adm Professional Develop</u>

\$ 2470.00 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$ <u>2470.00</u>	Account # <u>12813100-5611</u>	Description: <u>Lang Arts Inst S/M</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 2470.00 **TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed: Yes  No

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

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

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** May 27, 2014

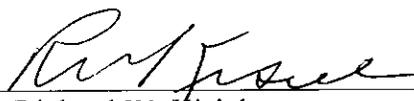
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

**Discussion/Analysis:** Transfer from MHS Administrative Office Supplies and Materials to MHS Student Activity Field Trips account. A transfer of \$2500 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  
May 27, 2014

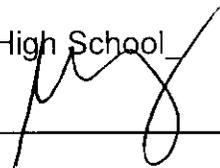
5/9/14  
DC  
OK

**Manchester Public Schools  
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 05/08/2014

Principal's Sign: 

Date of Approval: 05/08/2014

**JUSTIFICATION (Required Field) : To fund busses for field trips and other student transportation needs.**

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

**DECREASE In whole dollars only:**

\$2500      Account # 42361240 5680      Description: Admin Office Supplies

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

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

**\$2500 TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$2500      Account # 32861320 5512      Description: SA Field Trips

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

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

**\$2500 TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed: Yes  No

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

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

**RECEIVED**  
MAY 09 2014  
BY ACCOUNTS PAYABLE

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** May 27, 2014

**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 MHS Instructional Supplies and Materials to MHS Administrative Repairs account. A transfer of \$400 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  
May 27, 2014

5/9/14  
DC OK.

**Manchester Public Schools  
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 05/06/2014

Principal's Sign: [Signature]

Date of Approval: 05/06/2014

**JUSTIFICATION (Required Field) : To fund microscope repairs**

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

**DECREASE In whole dollars only:**

\$400      Account # 42361100 5611      Description: MHS Instructional Supplies

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

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

**\$400TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$400      Account # 42361100 5435      Description: Repairs

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

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

**\$400TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed: Yes       No

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

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

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** May 27, 2014

**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 Systemwide Music In-service (\$4,000) and Systemwide Music Travel/Lodging (\$1,000) to Systemwide Music Instructional Supplies and Materials (\$4,000) and Systemwide Music Dues & Fees (\$1,000) accounts.

**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  
May 27, 2014

Manchester Public Schools  
Manchester, Connecticut

5/2/14  
N C  
OK

To: Accounting Department

School: System Music

Date: April 28, 2014  
Berry

Principal's Sign: Keith

Date of Approval: 4/28/14

**JUSTIFICATION (Required Field) :**

To fund instructional supply purchases.

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

**DECREASE In whole dollars only:**

\$4000.00	Account # 5322	13299 221	Description: In-Service
\$1000.00	Account # 5580	13299 100	Description: Travel/Lodging
\$	Account #		Description:

**\$5000.00 TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$4000.00	Account #5611	13299 100	Description: Instructional Supply
\$1000.00	Account #5810	13299 100	Description: Dues/Fees
\$	Account #		Description:

**\$5000.00 TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed: Yes  No

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

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

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** May 27, 2014

**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 MHS Instructional Supplies and Materials (\$800) to MHS Professional Development (\$382) and MHS Admin Repair (\$418) accounts.

**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.



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Dr. Richard W. Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 27, 2014

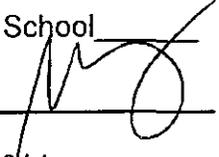
5/21  
OC O.K.

Manchester Public Schools  
Manchester, Connecticut

To: Accounting Department

School: Manchester High School

Date: 05/20/2014

Principal's Sign: 

Date of Approval: 05/20/2014

**JUSTIFICATION (Required Field) : To fund end of year professional development, busses for field trips and repairs to microscopes.**

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

**DECREASE In whole dollars only:**

\$ 800      Account # 42361100 5611      Description: MHS Instr S/M

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

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

\$ 800 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$ 382      Account # 11061221 5320      Description: MHS PD

\$ 418      Account # 42361100 5435      Description: MHS Adm Repair

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

\$ 800 **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  
Manchester Board of Education**

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Re:** Item for Increase in Appropriation FY 2013-2014  
**Date:** May 12, 2014

**Background:** The Manchester Board of Education is requesting an increase in the appropriation for Medicaid. The Manchester Board of Education receives funds from the State of Connecticut, Department of Social Services, for Medicaid eligible Special Education and related services.

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

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

**Other Board Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation in the amount of \$125,000 for the Medicaid Grant bringing the new appropriation total to \$325,000 for the 2013-2014 fiscal year.

**Attachments:** None



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Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 27, 2014

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06040**

**EXTENDED FIELD TRIP REQUEST FORM**

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

**Name of School:** MHS      **Date of Request:** May 2, 2014

**Name of Club or Activity:** FBLA - National Competition

**Trip to:** Nashville, TN      **Purpose:** FBLA National Competition

**Number of students participating:** 6      **From:** 6/29/14      **To:** 7/3/14

**Number of school days missed:** 0

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

a. Michelle Cote, 24, MHS Business Teacher      b. \_\_\_\_\_

c. \_\_\_\_\_      d. \_\_\_\_\_

e. \_\_\_\_\_      f. \_\_\_\_\_

g. \_\_\_\_\_      h. \_\_\_\_\_

**Others:** \_\_\_\_\_

**Transportation:**  Bus     Train     Plane     Car     Other \_\_\_\_\_

**Are fund-raising activities planned?**  Yes     No    If so, describe: Donation from business, restaurant fundraisers, raffles

**How will funds be allocated to students participating?\*** Funds will be equally distributed between all students to lower the cost of participating to partially cover flight, hotel, and registration fees

**Lodging:**  Hotel/Motel     Camp     Private Home

**If known, give specifics of room assignments:** Unknown at this time, rooms will be booked on 5/23

**Cost per teacher and/or chaperone:** \$1200 - approximately - dependent on cost of flight  
 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

**Total cost per student:** \$909 - dependent on cost of flight (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.\*)

**Cost per student after fund-raising:** \$Max - 479 p/s; Min. 146 p/s - PLUS Food money

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

a. \_\_\_\_\_ b. \_\_\_\_\_  
c. \_\_\_\_\_ d. \_\_\_\_\_

**Name of teacher making request:**

Signature: \_\_\_\_\_ Typed: \_\_\_\_\_

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

**Approved by Department Chair at secondary level:**

Signature: M. D. W. Date: 5-2-14

**Approved by Principal:**

Signature: [Signature] Date: 5/7/14

**Approved by Superintendent or designee:**

Signature: [Signature] Date: 5/15/14

Attachments: Quotations  
Itinerary

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

## EXTENDED FIELD TRIP REQUEST FORM

In accordance with Board of Education Policy titled "Instruction - 6153" all extended field trips must be approved by the Superintendent of Schools. The following TYPED information must be forwarded to the Superintendent in TRIPLICATE 30 days (4 months for international trips) prior to the Board meeting, which antedates the trip.

Name of School Bennet Academy Date of Request: May 9, 2011

Name of Club or Activity: Future Problem Solving

Trip to Iowa State University, Ames, Iowa, USA

Purpose: To participate in Future Problem Solving International Competition

Number of students participating: 4

Dates of Trip: From: June 12 To June 15, 2014

Number and names of teachers and chaperones:

**Samantha Randazzo, Bennet C.O.R.E. Program Teacher**

**Neal Leon-Parent Representative (paying for self)**

(Give ages of chaperones under 25 and list relationship of all chaperones to system or staff.)

**Grade 6 Students attending:**

**Julia Leon**

**Katherine Miner**

**Alyssa Spina**

**Sarah Turley**

Transportation: Bus or Van (Airport Transfer) Train  Plane  Car  Other:

Are fund-raising activities planned? Yes If so, describe: Car Wash, PTA fundraisers

Lodging: Iowa State University Dormitory

If known, please give specifics of room assignments:

**Randazzo-Single**

**Julia and Katherine-Double**

**Alyssa and Sarah-Double**

**Neal Leon-Parent Attendee (paying for self)-Single**

Insurance Arrangements for Staff and Students:

Cost per Teacher and/or Chaperone: \$ 1377.00 includes:  
Registration+3 nights in dorm+8 meals=\$475.00 per person  
Airfare=\$716.00 per person  
Airport Transfer(round trip)=70.00per person  
Saturday Tour=\$66.00 per person  
Baggage Check (round trip)\$50.00 per person

Explain how the above sum is paid: Fundraising account funds=\$3,800

Parents understand they may have to pick up some of the costs and are willing to spearhead fundraising to raise more money.

Parents who want to attend as chaperones understand that they will pay their own expenses.

Cost per Student (4) and teacher(1): \$1377.00 1377.00 x 5= \$6885.00

Total Cost of Substitute Teachers Needed: N/A

If Travel Agencies are engaged, at least three quotations need to be approved with documentation attached to this form:

a. \_\_\_\_\_ c. \_\_\_\_\_  
b. \_\_\_\_\_ d. Other: \_\_\_\_\_

Signature of teacher making request: Samantha Randazzo

Type Name: Samantha Randazzo

Approved by Department Head at: \_\_\_\_\_

Secondary Level: Date: \_\_\_\_\_

Approved by Administrator: [Signature] Date: 5/15/14

Authorized by Superintendent or Designee: [Signature] Date: \_\_\_\_\_

Attachments: Quotations

Itinerary

Neal Leon is included in the Invoice from FPSP International for room and board of \$475.00

I spoke with the FPSI office and they are willing to accept a check from Mr. Leon for his fee of \$475.00 and then the BOE could create a PO for the remaining amount for coach (Samantha Randazzo) and 4 students ( $\$475 \times 5 = \$2,375$ ). FPSPI contact:

Future Problem Solving Program International  
2015 Grant Place  
Melbourne, FL 32901

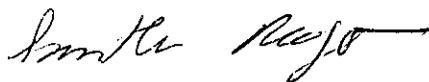
Toll free: 800.256.1499

Local: 321.768.0074

Fax: 321.768.0097

e-mail: [mail@fpspi.org](mailto:mail@fpspi.org)

ask for Debbie Preneau

A handwritten signature in cursive script, appearing to read "Samantha Randazzo".

-Samantha Randazzo

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education

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

**Subject:** Permission to apply for The Carl D. Perkins Career and Technical Innovation Grant for Online Personal Finance Course for the 2014-2015 school year.

**Date:** May 20, 2014

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Innovation Grant will improve and expand basic financial skills that will enable Manchester's youth to apply effective financial decision making as they transition into post-secondary education. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used to:

1. Develop personal finance curriculum to ensure alignment with state and national standards in the Business Education department.
2. Create a personal finance online course using a classroom webpage and e-mail system using cloud based software.
3. Provide course instruction and interaction that will take place online with periodic student meetings throughout the semester if needed.
4. Provide ongoing teacher professional development training of online course instruction.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors give permission to apply for \$40,000 for the Carl D. Perkins Career and Technical Education Innovation Grant provided through the State of Connecticut.

Attachments: None.



Richard W. Kisiel, Ed. D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 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 Adult Education Grant FYE 13-14  
**Date:** May 21, 2014

**Background:** Each year the State of Connecticut provides grants to Boards of Education who offer Adult Education Services. We have received notice of the final award in the amount of \$439,713. The current appropriation is for the preliminary award of \$429,272; therefore, we require an increase in the current appropriation in the amount of \$10,441.

**Discussion/Analysis:** The grant is paid based on the total dollars spent for Adult Education Services. Adult Education Services are important services in keeping Manchester's drop out rate low.

**Financial Impact:** There is no financial impact to the town. This grant provides funds from the State of Connecticut.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education request the Board of Directors increase the appropriation in the amount of \$10,441 for the Adult Education Grant, for a total appropriation of \$439,713.

**Attachments:** None.



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Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 27, 2014

**MANCHESTER BOARD OF EDUCATION**

**RESOLUTION**

**WHEREAS,** *The Manchester Board of Education is participating in the State of Connecticut, Office of Policy and Management, Community Diversion Initiative, Right Response CT. Network Grant.*

**THEREFORE,** *Through this certified resolution approved by the Manchester Board of Education, Dr. Richard W. Kisiel, Interim Superintendent of Schools, the authorized official to sign grants from the State of Connecticut, Office of Policy and Management.*

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Christopher Pattacini, Board Chair  
May 27, 2014

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 Hartford Foundation for Public Giving

**Date:** May 22, 2014

**Background:** We are deeply invested in furthering our development of school/family/community partnerships that are meaningful to all stakeholders. The Hartford Foundation for Public Giving grant will provide us the additional resources necessary to meet our identified needs and to ensure that our partnerships are inextricably linked to the positive outcomes for our children.

**Discussion/Analysis:** The goal is to develop a plan to strengthen the development and delivery of academic, developmental, and other support services as children enter early childhood programs and transition into elementary grades.

**Financial Impact:** None.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create Hartford Foundation for Public Giving appropriation, in the amount of \$50,000.

**Attachments:** Copies of award letter and budget.



Richard W. Kisiel, Ed. D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 27, 2014

Together for good.<sup>SM</sup>

April 29, 2014

Dr. Richard Kisiel  
Superintendent of Schools  
Manchester Public Schools  
45 North School Street  
Manchester, CT 06042

**Board of Directors**

Yvette Meléndez, Chair  
Bonnie J. Malley, Vice Chair  
Robert B. Goldfarb, Treasurer  
Nancy P. Bernstein  
David M. Borden  
Beverly P. Greenberg  
Rodney O. Powell  
JoAnn H. Price  
Theodore S. Sergi

**President**

Linda J. Kelly

**Grant Number 20140297**

Dear Dr. Kisiel:

I am pleased to inform you that the Hartford Foundation for Public Giving has approved a planning grant of up to \$50,000 to Manchester Public Schools over five months (May through September 2014) to develop a plan to strengthen the development and delivery of academic, developmental, and other support services as children enter early childhood programs and transition into elementary grades, as presented in your proposal.

Payment for the first half of the grant will be made within approximately 30 days upon receipt of a signed grant award letter. Signing and returning the grant award letter indicates your compliance with the procedures in the enclosed *Hartford Foundation Grant Payment and Reporting Procedures*. The grant payment letter will include instructions on reporting on the use of the grant funds and the results of the grant.

You are welcome to, but we do not require efforts to communicate the good news about your grant. If you do decide to publicize the grant in any form, the text must be reviewed in advance by our Communications Department. To assist, guidelines for various forms of communications and a sample news release/newsletter story are available at <http://hfp.org/GrantCommunication>.

We wish you the best on this important effort.

Sincerely,

Linda J. Kelly  
President

Enclosure: *Hartford Foundation Grant Payment and Reporting Procedures*

Agreed to and accepted by:

Signature of Agency Official

5-5-2014

Signature Date

10 Columbus Boulevard, 8th Floor  
Hartford, CT 06106

860-548-1888  
fax 860-524-8346  
[www.hfp.org](http://www.hfp.org)

**BUDGET and JUSTIFICATION APRIL 29, 2014 THROUGH SEPTEMBER 5, 2014**

<b>APPLICANT NAME:</b>	Manchester Board of Education	
<b>PROJECT TITLE:</b>	Strengthening Educational Outcomes through Increased Family, School and Community Partnerships – Planning Grant	
<b>DESCRIPTIONS</b>		<b>BUDGET AMOUNT</b>
<u>Planning Coordinator.</u> 20 hours per week x \$50.00 per hour x 16 weeks Local Plan Coordinator – position dedicated to coordinating and facilitating the activities of Manchester’s plan, including: Facilitating meetings, promotion of community-wide local plan; recruitment of a cross section of Manchester’s community for participation in the Planning Group, engaging community partners (i.e. Library, Social Services), facilitating dialogue between and community stakeholders i.e. businesses, community reps., parents, Manchester Public Schools, seniors, and other community partners, assisting the data gathering facilitator with obtaining the needed data i.e. through focus groups, dialogue forums, and needs assessments, facilitate the dissemination of data and results to community at large, supporting planning action plans according to the designed strategic plan of the Work Group.		\$ 16000.00
<u>Clerical Support.</u> 14 hours per week x \$20.50 per hour x 16 weeks. Assist Local Plan Coordinator with various clerical duties involved in the development of the Plan. Includes assistance with advertising, agenda preparation, taking minutes of all held meetings.		\$ 4592.00
<u>Other Professional Services.</u> <u>Communication Specialist.</u> \$2,000.00. Facilitate proper community-wide communication of the entire Plan. <u>Strategic Planner.</u> \$10,500.00. Assist the Manchester community with the development of a strategic plan along with action plans that address our identified needs. Strategic planner must be experienced in Results Based Accountability model of achieving measurable results and will also be able to train the Work Group in Results Based Accountability. <u>Data Collection Facilitator</u> \$6,500.00. Assist in the collection of identified needed data to formulate local plan along with feasible action steps. Data to be gathered in various ways, i.e. focus groups, needs assessment surveys, dialogue forums, etc.		\$19000.00
<u>Communications.</u> Communication material in various languages, etc., telephone, fax		\$ 2000.00
<u>Other Purchased Services.</u> Printing and advertising costs, childcare and food for meetings, translator(s) for meetings, transportation for parents to attend meetings		\$ 6908.00
<u>Administrative Supplies.</u> Paper, ink cartridges, etc.		\$ 1500.00
<b>TOTAL</b>		<b>\$50,000.00</b>

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 School-Community Diversion Initiative/Right Response CT Network Grant

**Date:** May 22, 2014

**Background:** The MAPS (Manchester Agencies, Police and Schools) Collaborative was created in early 2011 and was comprised of representatives from schools, Central Office, the Police Department, Youth Services, CSSD, DCF, community agencies, the Juvenile Justice Alliance and more. Together, this group began discussing the needs of the schools and the community in regards to the growing issue of disruptive school behavior and school based arrests. Although the results have been positive, there are still things the Collaborative needs to address. Enhancement and expansion of services through this Right Response CT Network grant would include two major components: programming and training.

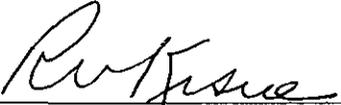
**Discussion/Analysis:** The goal is to improve school disciplinary systems through collaboration within and among communities and to reduce out of school disciplinary sanctions and referrals to court for school misbehavior.

**Financial Impact:** None.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create Right Response CT Network Program appropriation, in the amount of \$30,000.

**Attachments:** Copy of award letter.

  
Richard W. Kisiel, Ed. D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 27, 2014



**MANCHESTER BOARD OF EDUCATION MEETINGS****2014-2015****(ALL MEETINGS WILL BE HELD AT 7:00 P.M. LINCOLN CENTER, HEARING ROOM  
BUDGET WORKSHOPS ARE HELD AT 6:00 P.M. AT MHS ROOM 293**

Monday, July 14, 2014		Lincoln Center
Monday, August 25, 2014		Lincoln Center
Monday, September 8, 2014		Lincoln Center
Monday, September 22, 2014		Lincoln Center
Wednesday, October 15, 2014 (Mon. Columbus day/Tues. BOD Mtg)		Lincoln Center
Monday, October 27, 2014		Lincoln Center
Monday, November 10, 2014		Lincoln Center
Monday, November 24, 2014		Lincoln Center
Monday, December 8, 2014		Lincoln Center
Monday, December 22, 2014		Lincoln Center
Wednesday, January 7, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Monday, January 12, 2015		Lincoln Center
Wednesday, January 14, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Wednesday, January 21, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
	(SNOW DATE: WEDNESDAY, JANUARY 28, 2015)	
Monday, January 26, 2015		Lincoln Center
Monday, February 9, 2015		Lincoln Center
Monday, February 23, 2015		Lincoln Center
Monday, March 9, 2015		Lincoln Center
Monday, March 23, 2015		Lincoln Center
<b>Monday, April 6, 2015</b>		<b>Lincoln Center</b>
Monday, April 27, 2015		Lincoln Center
Wednesday, May 6, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Monday, May 11, 2015		Lincoln Center
Wednesday, May 13, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Wednesday, May 20, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Tuesday, May 26, 2015 (memorial day is Monday)		Lincoln Center
Monday, June 8, 2015		Lincoln Center
Monday, June 22, 2015		Lincoln Center
Monday, July 13, 2015		Lincoln Center
Monday, August 24, 2015		Lincoln Center

New Business

Policy Revisions, Additions, and Deletions

The Policy Committee submits to the full Board its recommended revisions, additions and deletions in policy for discussion purposes in accordance with its policy on policy changes.

- a. Revision to Board Bylaw Article 1, Section 5: Regular Meetings of the Board
- b. Revised Policy 5125: Emergency Card Information
- c. Addition to Board Bylaw Article 1, Section 13 – Committees
- d. New Policy: Non-Discrimination (Personnel)
- e. Revised Policy 6212 (a) Adult/Continuing Education
- f. Revised Policy 6140 Curriculum
- g. Deletion of Policy 6142 (a)
- h. Deletion of Policy 6142 (b)

## 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~~ 7:00 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.

## Students

### **Emergency Card- Contact Information**

~~An Emergency Card system has been developed as a means to contact parents/guardians or other persons designated by parents or guardians in the event of an emergency involving their child.~~

~~The system requires parents/guardians to provide accurate and timely information pertaining to where they and/or their designees can be contacted in the event of such an emergency.~~

The Manchester Board of Education requires a record of emergency contact information for parents/guardians or other persons designated by parents/guardians in the event of an emergency involving their child. The Board annually requires parents/guardians to provide accurate and timely information about those designated to be contacted in the event of an emergency.

Emergency contact information can be annually updated at the beginning of the school year either through the district website or submitted in writing to the school's office. Parents/guardians must notify their child's school during the school year of any changes in the emergency contact information.

When parents do not provide accurate and timely information, a letter will be sent to them from the building administrator indicating to them that such information constitutes a condition for attending the Manchester Public Schools. The letter should indicate that failure to update this information may jeopardize the safety of their children. Should the information not be provided within a period of two weeks of the initial notification, a second letter shall be sent by the building administrator indicating that the administration no longer takes responsibility for inaccurate emergency contact information. ~~This notice shall indicate that the child will no longer be permitted to continue in attendance unless the requested information is received within two weeks.~~

~~Failure to comply will result in written notification to the parent/guardian that they may request, in writing, a hearing by the Manchester Board of Education in accordance with Connecticut General Statute 10-186. If aggrieved by the finding, the parent/guardian may appeal the decision to the State Board of Education~~

Legal Reference: CT General Statute 10-186

Adopted: April 10, 1989

Revised: May 12, 2003

Revised:

## **BOARD OF EDUCATION STANDING COMMITTEES**

### **CURRICULUM AND INSTRUCTION COMMITTEE**

This committee reviews major areas of curriculum development, regular and special education services and programs, student assessment, long term curriculum review and revisions.

Specific responsibilities of this committee include:

- Periodically reports to the Board on the status of curriculum implementation and monitors areas in need of study or improvement;
- Periodically reviews, evaluates and reports to the Board on student progress and results on standardized test results;
- Studies and recommends textbook usage; and
- Recommends budget changes required to support curriculum and instruction.

### **PERSONNEL AND FINANCE COMMITTEE**

This committee has responsibility with the preparation of the budget and periodic reviews of expenditures and oversees the policies and practices associated with the employment of school district personnel.

Specific responsibilities of this committee include:

- Reviews and reports to the Board on accounting and purchasing procedures;
- Recommends the annual budget to the full Board;
- Represents the Board during various stages of budget development and negotiations with employee bargaining groups;
- Reviews and recommends to the Board evaluation system for school employees and the superintendent;
- Participates in the search process of district level administrators;
- Assists, as requested by the superintendent, in determining the creation and elimination district positions; and
- Provides the administration with feedback on new or revised job descriptions.

### **POLICY COMMITTEE**

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

- Works with the superintendent to review, update, create, or update district policies and required regulations;

- Evaluates suggestions for board policy that come from Board members, the public, and the administration; and
- Presents proposed policy changes to the full Board for discussion (First Reading) and tentative action (Second Reading).

### **BUILDINGS & SITES COMMITTEE - FACILITIES**

This committee has responsibility for the oversight of the maintenance and operation of all school buildings and school building sites.

Specific responsibilities of this committee include:

- Develops and recommends to the Board a maintenance schedule for buildings and grounds;
- Reviews needed repairs and maintenance based on the administration's inspection of school facilities;
- Assists with the planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Recommends to the full Board additions, deletions, or changes to school facilities needed to support school programs; and
- Working through the administration, conducts studies and otherwise works with the administration on matters related to security, space, and community use of the school buildings and grounds.

**NON-DISCRIMINATION**

The Manchester Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, genetic information, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

**Legal References:**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*  
Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*  
Age Discrimination in Employment Act, 29 U.S.C. § 621  
Americans with Disabilities Act, 42 U.S.C. § 12101  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Title II of the Genetic Information Nondiscrimination Act of 2008,  
Pub.L.110 233, 42 USC 2000ff; 34 CFR 1635  
Connecticut General Statutes § 10-153. Discrimination on basis of marital  
status  
Connecticut Fair Employment Practices Act, Connecticut General Statutes  
§ 46a-60  
Connecticut General Statutes § 46a-81a Discrimination on basis of sexual  
orientation: Definitions  
Connecticut General Statutes § 46a-81c Sexual orientation discrimination:  
Employment.  
Public Act 11-55, An Act Concerning Discrimination.

ADOPTED: \_\_\_\_\_

## **ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (PERSONNEL)**

It is the policy of the Manchester Board of Education that any form of discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression is forbidden, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students.

It is the express policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression. In order to facilitate the timely resolution of such complaints and/or grievances, any employee who feels that he/she has been discriminated against on the basis of these protected characteristics should file a written complaint with:

Manchester Public School  
Superintendent of Schools  
45 N. School St.  
Manchester, CT 06045

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances.

Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified.

Specifically, upon receipt of a written complaint of discrimination, the Superintendent and/or his or her designee should:

1. offer to meet with the complainant to discuss the nature of his/her complaint;
2. provide the complainant with a copy of the Board's non-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct the investigation in a confidential manner, to the extent practicable, adhering to the requirements of state and federal law;
5. communicate the findings and/or results of any investigation to the complainant;  
and

6. take appropriate corrective and disciplinary action, as deemed appropriate by the Superintendent and/or his or her designee.

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act/Americans with Disabilities Act (ADA) (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment (for claims of discrimination and/or harassment based on sex).

For allegations pertaining to race, color or national origin discrimination, at any stage in this complaint procedure, the complainant has the right to file formal complaints regarding such matters with:

Office of Civil Rights  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921  
Tel. (617) 289-0111  
[ocr.boston@ed.gov](mailto:ocr.boston@ed.gov)

If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than one hundred eighty (180) days after the occurrence of the alleged discrimination.

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (TELEPHONE NUMBER 860 566-7710) and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (TELEPHONE NUMBER 617-565-3200).

**DISCRIMINATION COMPLAINT FORM**

**(For Complaints Based on race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression)**

Name of the complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment. \_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or harassment \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instruction 6212 (a)  
Adult/Continuing Education

**Statement**

The Manchester Board of Education recognizes that education is a lifelong process of inquiry and learning. The Board of Education establishes and maintains a program of adult education classes to assist adults in achieving their educational and/or career goals, including family and community literacy. The Board of Education will approve all regulations associated with the program.

**Regulations**

1. Enrollment

- a. All residents of the Manchester community who are over the age of 16 and officially withdrawn from public or private elementary, middle or senior high school may enroll in the state-mandated adult education academic program.
- b. A mother who is under the age of ~~16~~ 17 may attend adult education classes.
- c. An expelled student between the age of 16 and 18 may be assigned to the adult education with the approval of the Board of Education.
- d. A student enrolled in a district public school in a full-time program of study may enroll in an adult education activity, provided the student receives the approval of the Principal of the school in which he/she is registered.
- e. Adults who are residents of the Town of Manchester may enroll in day classes at Manchester High School on a space available basis. The high school Principal, in consultation with the Superintendent of Schools, will determine the selection of classes available to adults.

2. Program of Studies

- a. The Continuing Education division of the Adult Education program will offer a variety of subjects to serve civic, cultural, vocational, and other educational needs of the community. These course offerings will be determined by response to courses previously given and by newly arising needs and interests, subject to limitations of the plant, personnel and equipment.
- b. The program of studies will include course work to assist adults in completing an elementary or secondary school program, Americanization and United States citizenship, and English for adults with limited English proficiency.

Instruction 6212 (a)  
Adult/Continuing Education (page 2)

c. Other courses, including adult literacy and/or parenting skills, may be given only when the number of interested adults is sufficient to form a class of proper size, and when a qualified teacher, adequate facilities and appropriate supervision can be made available.

3. Fees and Tuition

a. Classes will be made available at fees established by the Manchester Board of Education.

b. No tuition shall be charged for residents who enroll in adult classes for elementary and high school completion, Americanization and United States citizenship, and English for adults with limited English proficiency.

4. Adult Education Diploma

a. The Board of Education will grant an adult education diploma through its Adult High School Credit Diploma program (AHSCD) to those adult education program participants who have satisfactorily completed a minimum of ~~twenty~~ twenty-one (21) adult education credits, of which not fewer than four (4) shall be in English; not fewer than four (4) in mathematics (including one in Algebra and one in Geometry); not fewer than three (3) in social studies (including one in US/American History and half credit in Civics/American Government); not fewer than two (2) in science; not fewer than one (1) in the arts or vocational education; and seven (7) electives (including technology, graduation project, workforce preparatory, college transition).

b. Alternatively, the Board of Education will grant a diploma to those adults who demonstrate 100% mastery of sixty-five competencies as defined in the nationally recognized National External Diploma Program (NEDP). These competencies require skill in all academic areas with an emphasis on higher-order thinking skills. Students must also demonstrate and document a skill in the vocational area.

Revised: February 27, 2012  
Revised:

**Policy 6140  
CURRICULUM**

The Manchester Public Schools support a philosophy of education that the curricula of our school shall reflect the State curriculum standards/frameworks, ~~Common Core of Learning~~, Federal ~~NCLB~~ regulations as well as the direction found within the Board of Education's mission statement, exemplifying the vision of equity and success for all students.

Curriculum development by the professional staff shall be guided by such factors as:

~~1) Current knowledge and research regarding the learning and skill development process to enhance instruction;~~

1) Instructional methods that are informed by best practices and current research;

~~2) Data representing the benchmark assessments which reflect the needs of pupils in the school district;~~

2) Data and student work representing essential skills and measures of growth toward college and career readiness;

~~3) Support from other types of information used to identify the needs of students enhancing differentiated instruction;~~

3) Knowledge of child development, learning differences, and differentiated instruction; and

~~4) Best practices in the classroom, which include the uses of research-based instructional practices;~~

4) Peer reviewed and field tested resources to support and enhance the delivery of instruction.

The ~~board~~ Board of Education, in conjunction with staff, supports ~~provisions allowing opportunities for additional research-based professional development activities to be implemented ensuring the most effective implementation of curricula~~ a model of continuous improvement, in which curricula, instructional models and resources to support student learning are reviewed systematically and revised as needed.

Adopted: September 24, 1973

Revised: March 10, 2008

Revised:

**INSTRUCTION 6-142.2(b)-  
Reading/Language Arts**

At key intervals during the year, the reading level of students in grades one through three, inclusive, shall be determined in relation to performance measurements of district standards. If a student is determined to be substantially deficient in reading based on the performance standards, the parents/guardians shall be notified, and a personal reading plan will be developed for the student. The plan shall include strategies to improve the student's reading performance, such as but not limited to, small group instruction, one to one instruction, or a summer reading program.

Promotion of a student from grade to grade shall be based on documented progress in achieving the goals of the personal reading plan or demonstrated reading proficiency. If a student is substantially deficient in reading at the end of grade three, the decision as to student placement and promotion shall be made by the school principal in accordance with Board Policy 5120. A personal reading plan shall be maintained for a student who is substantially deficient in reading until the student achieves a satisfactory level of proficiency.

Adopted: October 22, 2001

**References:**

Connecticut General Statutes

10-220a In-service training. Professional development

10-221h Plan to improve reading skills

10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans.

Public Act 99-288 An Act Concerning Education Accountability  
Manchester Board of Education Policy 5120 Promotion/Retention/Acceleration

**Administrative Guidelines for BOE Policy 6-142.2(b)**

Teachers will determine that a student is substantially deficient in reading using the Developmental Reading Assessment (DRA). The following table provides the State of Connecticut's recommendation DRA "substantially deficient" standard level information. In order for a student to be considered beyond the "substantially deficient" level, s/he would have to achieve both the following standards:

- The student would have to read the appropriate text with 95%-100% accuracy; and
- The student would have to receive a passing score on the DRA comprehension rubric assessing the student's ability to comprehend and retell a story.

Grade Level	Mid-Year DRA Level	End of Year DRA Level
1	Level 6	Level 10
2	Level 16	Level 18
3	Level 24	Level 30

If a student is substantially deficient in reading based on one of the above assessments,

1. the principal or her/his designee will notify the parent of the student; and
2. school personnel will develop a personal reading plan for the student.

\*Connecticut State Department of Education, DRAPRunning Record Conversion Chart, June 1999

My Documents/Board Policies/BOE6142.2(b), Revised 9-02

**PLEASE NOTE THAT FROM HERE TO THE END OF THIS FORM THE LAYOUT MAY APPEAR DIFFERENT FROM THE ORIGINAL POLICY. THIS DOCUMENT WAS TRANSLATED FROM WORD TO HTML CAUSING IT TO LOOSE SOME OF THE TEXT WRAPPING AND TEXT FORMATTING.**

### Personal Reading Plan

Student: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Interventions: How intervention is provided (check all that apply):

1. The classroom teacher will provide daily whole group instruction and independent reading (required):-

Read Alouds  Shared Reading  Independent Reading, i.e. SSR  
 Retelling  Other \_\_\_\_\_

2. The classroom teacher will provide small group instruction (required):-

The student will participate in guided reading instruction a minimum of four times a week with materials at his/her own instructional level:

3. Staff will provide individual or small group instruction, based upon assessed strengths and needs. This could include the classroom teacher for individual instruction, a READ tutor, a Title I tutor, a LA consultant, a literacy teacher, ELL personnel, or a special education teacher for identified students:

\_\_\_\_\_ will provide additional instruction.-  
 Frequency and duration of instruction \_\_\_\_\_

The student has been identified through the Planning and Placement Team process, as a student in need of special education support in reading. The special education teacher will provide instruction:

Frequency and duration of instruction \_\_\_\_\_

The student has been identified as an English Language Learner (ELL) student. ELL personnel will provide instruction:

Frequency and duration of instruction \_\_\_\_\_

4. Recommendations to parent/guardian

Have a family member or friend read to your child for a minimum of fifteen minutes per day.

Have a family member or friend listen to your child read teacher recommended books for a minimum of fifteen minutes per day.

- Summer reading list provided.
- Summer school for literacy recommended

### SUGGESTED FOCUS FOR INSTRUCTION

Select 4 or 5 areas for the focus of instruction. Place the date (month/year) next to each item selected.

#### BOOK SELECTION-COMPREHENSION

Introduce new stories during shared reading and support and reinforce self-monitoring of meaning

\_\_\_\_\_ guided reading \_\_\_\_\_ across extended text  
 \_\_\_\_\_ Introduce and read simple pattern books with child Encourage and support child's responses to books,

Provide opportunities to select familiar stories for \_\_\_\_\_ stories, pictures

\_\_\_\_\_ rereading \_\_\_\_\_ Support discussing stories

Model how to select new text for independent Provide opportunities to discuss characters

\_\_\_\_\_ reading \_\_\_\_\_ sequence of events, problems and resolutions

Support and reinforce selection of appropriate \_\_\_\_\_ Model possible book extensions

\_\_\_\_\_ reading material Support responses to literature through a variety of

#### USE OF STRATEGIES \_\_\_\_\_ extensions

\_\_\_\_\_ Model and support moving left to right on text \_\_\_\_\_ Introduce story mapping

\_\_\_\_\_ Model and support 1 to 1 matching on familiar text \_\_\_\_\_ Provide opportunities to analyze and

critique stories

Demonstrate the concept of first and last, beginning Provide opportunities to compare/contrast stories,

\_\_\_\_\_ and ending of a word, sentence, story \_\_\_\_\_ authors, etc.

\_\_\_\_\_ Model and support using known words to monitor \_\_\_\_\_ Introduce and support literature response journals

Model and support using beginning letter(s) and \_\_\_\_\_ Model and support retelling of familiar stories

\_\_\_\_\_ meaning to predict and monitor word choice \_\_\_\_\_ Introduce the elements in a good retelling

Model and support confirming and discounting \_\_\_\_\_ Support effective retelling of stories

\_\_\_\_\_ word choice using meaning and visual information Support word study: compound words:

\_\_\_\_\_ Model and support self-detection of miscues \_\_\_\_\_ contractions, endings, and their meanings

\_\_\_\_\_ Support and reinforce self-corrections of miscues Extend word study: prefixes, suffixes, root words,

Model and support using beginning \_\_\_\_\_ and their meanings.

\_\_\_\_\_ chunks/syllables in words-PREDICTING

Model and support the use of analogies when \_\_\_\_\_ Model how to predict using title and illustrations

\_\_\_\_\_ problem-solving new words Model and support predictions of story events and

Reinforce using a variety of strategies to problem \_\_\_\_\_ ending during the first reading

\_\_\_\_\_ solve new words \_\_\_\_\_ Model and support linking to similar stories

PREVIEWING \_\_\_\_\_ Model and support use of background knowledge

Model and support creating a story from the ORAL READING

\_\_\_\_\_ illustrations Encourage joining in on familiar/repeated parts,

Model and support previewing books before phrases, words during read-alouds and shared

\_\_\_\_\_ reading \_\_\_\_\_ reading

SUSTAINED READING \_\_\_\_\_ Support rereading familiar texts to gain fluency

\_\_\_\_\_ Model what to do during sustained reading time \_\_\_\_\_ Model and support reading in phrases

Support the use of sustained reading time Model an support reading longer meaningful

\_\_\_\_\_ Model and support reading with a buddy \_\_\_\_\_ phrases with appropriate intonation

\_\_\_\_\_ Extend self-sustained reading time \_\_\_\_\_ Support reading punctuation

Support reading familiar as well as new stories at OTHER

\_\_\_\_\_ home \_\_\_\_\_

\_\_\_\_\_ Support involvement in book groups \_\_\_\_\_

\_\_\_\_\_ Support self-assessment and goal setting \_\_\_\_\_

Current Reading Level: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**SUMMARY OF PROGRESS**

**NOTE:** The school team will meet at mid-year and at year-end to determine if the personal reading plan should continue.

Team completing form:

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Discussion: \_\_\_\_\_

CONTINUE CURRENT PLAN

DEVELOP NEW PLAN AND ATTACH

DISCONTINUE PLAN

## **INSTRUCTION 6142-2(a)**

### **Reading/Language Arts**

Reading and language skills are integral parts of all phases of the learning process. Each student, therefore, must learn to speak, read, write, listen to, and think with words in order to function effectively in school and society. Since it is primarily with words that ideas and thoughts are communicated, it is imperative that students develop competency in the reading and language arts areas for self-fulfillment, effective communication, creative expression, and ultimately for productivity in society. Each student must be provided with an educational program that meets the student's learning needs. The program will emphasize the differentiation of instruction, flexible grouping, and a multi-modality approach.

Recognizing the importance of establishing the appropriate foundation during the primary grades and its statutory requirements, the Board of Education adopted on May 24, 1999 and has implemented a three year plan to improve the reading skills of students in grades K through 3 inclusive. The goal of this plan is to have all students attain the state's reading competency standard.

The plan includes:

1. The specific instructional methods, strategies, and activities that will be used to teach reading;
2. Ways to assess and help students in danger of not learning to read by the end of first grade;
3. Periodic evaluations of students' reading levels;
4. More time for instructing students who do not progress or who read below grade level;
5. Professional development for elementary school teachers in how to teach reading and language arts;
6. Ways to involve parents in addressing their children's reading problems;
7. Ongoing data collection and monitoring of program effectiveness; and
8. A school and public library partnership to improve pre-reading and reading skills.

Adopted: October 22, 2001

#### References:

Connecticut General Statutes 10-220a In-service training. Professional development  
10-221h Plan to improve reading skills  
10-265g Summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans.  
Public Act 99-298 An Act Concerning Education Accountability  
Manchester Board of Education Policy 5120 Promotion/Retention/Acceleration

Revised:

**Manchester Public Schools  
Board of Education  
Policy Committee  
Meeting Minutes  
May 12, 2014  
5:30 p.m.**

**Present:** Jason Scappaticci, Deborah Hagenow; Mary-Jane Pazda; Maria Cruz

**Others Present:** Dr. Richard Kisiel, Superintendent

Mr. Scappaticci brought the meeting to order at 5:32 p.m.

Dr. Kisiel presented eight recommended changes in Board policies. Discussion followed on each proposed new or revised policy.

1. **Board Bylaws Article 1, Section 5; Regular Meetings of the Board**  
Change meeting start time to 7:00 p.m. to reflect current practice.
2. **Policy 5125.1 Emergency Card Information**  
Change title of the policy to Emergency Contact Information. Revise procedures if parents do not update emergency contact information at their child's school.
3. **Board Bylaws Article 1, Section 13: Committees**  
Define the responsibilities of each of the Board's Standing Committees
4. **New Policy: Non-Discrimination (Personnel)**
5. **Policy 6212 (a) Adult/Continuing Education**  
Proposed revisions consistent with recent SDE audit of the adult education program.
6. **Policy 6140 Curriculum**  
Revision in Board's position statement on Curriculum
7. **Policy 6142.2 (a) Reading/Language Arts**  
Deletion of this outdated policy
8. **Policy 6142.2 (b) Reading/Language Arts**  
Deletion of this outdated policy

The Policy Committee will forward the revised and new policies for the full Board's consideration as its first reading on May 27, 2014.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Richard W. Kisiel  
Superintendent of Schools