

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, February 27, 2012
Executive Session – Personnel Matter – 6:30 p.m.**

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

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – February 13, 2012
- 4) Communication from Legal Council

B. SUPERINTENDENT'S REPORT – PART I

- 1) Student Representative Report – Ms. Ashley Mills
- 2) Bennet Academy School Highlight & Recognition of “fun work” recipients – Mr. David Welch
- Mrs. Diane Burns to present Certificates of Recognition

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2) Appropriation increase for the Head Start USDA appropriation of \$3,003. This brings the total appropriation to \$93,003. C - 2
- 3) Transfer of Funds C - 3
- 4) 2012-2013 Healthy Food Certification Statement C - 4
- 5) Extended Field Trip Request Form – Manchester High School – Science Research Course
UConn – March 11, 2010 to March 12, 2012 C - 5

D. PUBLIC COMMENTS (any item before the Board)

E. OLD BUSINESS –

- 1) Composition of the School Modernization and Reinvestment Team Revisited (SMRTR)
- 2) Board of Education Policy Changes and Revisions – Dr. Richard Kisiel and Policy Committee
 - A) Recommended Policy Revisions:
 - Board Policy # 5141.4 – Wellness E - 1
 - B) Recommended New Policies:
 - Board Policy # 6212(a) – Adult/Continuing Education E - 2
 - Board Policy # 5141.6 – Crisis Response E - 3
 - Board Policy # 6114 – Emergencies and Disaster Preparedness E - 4
- 1) Board Policy # 3516 – Safety E - 5

F. NEW BUSINESS -

- 1) New and Revised Policies
- 2) Manchester Public Schools Calendar 2012-2013 F - 1

G. COMMUNICATIONS

H. COMMITTEE REPORTS

- 1) Policy Committee
- 2) Building and Sites Committee
- 3) CREC – Sarah Walton

H - 2

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 Public Comment session(s):

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

PERSONNEL ACTION

C - 1

RESIGNATIONS

NkaoZer Kelleher, Social Studies Teacher, has submitted a letter of resignation for personal reasons effective the end of business on February 24, 2012. Ms. Kelleher has been with Manchester Public Schools since August 28, 2007. It is recommended that her request be approved.

Jodi McNamara, Grade 3 Teacher, has submitted a letter of resignation for personal reasons effective the end of business on March 30, 2012. Ms. McNamara has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

Andrea Clancy, Library Media Specialist, has submitted a letter of resignation for retirement purposes effective the end of business on October 1, 2012. Ms. Clancy has been with Manchester Public Schools since October 7, 1991. It is recommended that her request be approved.

APPOINTMENTS

Confirming the appointment of Mr. Matthew Geary, Principal of Manchester High School effective April 23, 2012 (High School Principal (220 days) Step 5 \$138,778); Mr. Geary received a Master of Science in Educational Administration degree at Capella University and a Master of Science in Mathematics degree at Fairfield University. Mr. Geary resides in Southington.

Chelsea Lawrence to be a Social Studies Teacher at Manchester High School. Ms. Lawrence received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Lawrence resides in Manchester. It is recommended that her appointment be approved effective February 23, 2012 (MA/Step 1 \$46,228).

February 27, 2012

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Re: Item for Increase in Appropriation FYE 2011-2012
Date: February 11, 2012

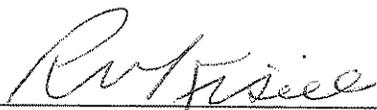
Background: The cost of providing breakfast and lunch to our students is reimbursed by the State Department of Education's Child and Adult Care Food Program. An annual appropriation is created in order to receive and expend these funds.

Discussion/Analysis: Because of the lag in payments of up to several months, we have found the need to adjust the amount of appropriation even though the grant's award period was from 10/1/10- 9/30/11.

Financial Impact: Increase in the appropriation will allow us to receive and spend funds to cover all expenses for serving meals to all of our students.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for the Head Start USDA appropriation \$3,003. This brings the total appropriation to \$93,003.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
February 27, 2012

**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: February 3, 2012

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Illing Middle School Technology Education Dues and Fees to the Illing Middle School Technology Education Instructional Supplies and Materials account. A transfer of \$100.00 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2011-2012 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
February 27, 2012

MANCHESTER PUBLIC SCHOOLS
Manchester Public Schools
Manchester, Connecticut

2012 FEB 10 AM 10:54

To: Accounting Department

School: Illing Middle School

Date: 2/3/12

RECEIVED

FEB 08 2012

Principal's Sign: [Signature]

Date of Approval: 2/6/12

Initial: _____

JUSTIFICATION:

Need to purchase instructional safety supplies for the classroom.

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

DECREASE:

\$ 100.00 Account #: 14853100 5810 Description: Dues & Fees

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 100.00 TOTAL DECREASE

INCREASE:

\$ 100.00 Account #: 14853100 5611 Description: Instructional Sup. & Mat.

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 100.00 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: February 9, 2012

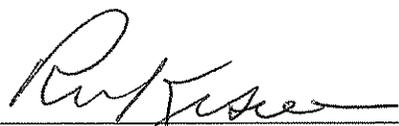
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Manchester High School Guidance Rental to Manchester High School Guidance Field and Athletic Trips account. A transfer of \$760.00 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2011-2012 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
February 27, 2012

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: MANCHESTER HIGH SCHOOL

Date: 2/9/12

Principal's Sign: *Dugan Zayas*

Date of Approval: _____

JUSTIFICATION:

THIS WILL BE USED TO TAKE STUDENTS TO VISIT
& TOUR COLLEGES

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

DECREASE:

\$ 760.00 Account #: 31061210 5440 Description: RENTALS

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 760.00 TOTAL DECREASE

INCREASE:

\$ 760.00 Account #: 31061210 5512 Description: FIELD TRIPS

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 760.00 TOTAL INCREASE (Must match total decrease)

RECEIVED
FEB 13 2012
Initial: _____

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: February 10, 2012

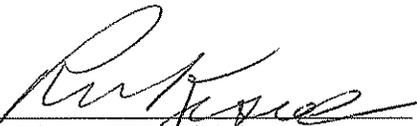
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Buckley School Administration Workshop to Buckley Contract Kelly Substitute Professional Development account. A transfer of \$220.00 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2011-2012 Budget.


Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
February 27, 2012

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: 2/10/12

Date: 2/10/12

Principal's Sign: Matt J. [Signature]

Date of Approval: 2/10/12

JUSTIFICATION (Required Field) :

transfer money to pay for Kelly Subs to cover teacher doing conferences before she goes on maternity leave.

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

DECREASE In whole dollars only:

\$ 220 Account # 42303221 5322 Description: Admin Workshops
\$ _____ Account # _____ Description: _____
\$ _____ Account # _____ Description: _____

\$ _____ TOTAL DECREASE

INCREASE In whole dollars only:

\$ 220 Account # 42303221 5432 Description: Kelly Subs
\$ _____ Account # _____ Description: _____
\$ _____ Account # _____ Description: _____

\$ _____ TOTAL INCREASE (Must match total decrease)

RECEIVED
FEB 13 2012

Initial _____

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Participating in the National School Lunch Program

FROM: Charlene Russell-Tucker, Chief Operating Officer 

DATE: January 23, 2012

SUBJECT: 2012-13 Healthy Food Certification Statement

This memo summarizes the requirements for submitting the annual Healthy Food Certification Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards, healthy food certification resources and an information session for districts considering first time implementation.

Annual Healthy Food Certification Statement

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students **will or will not** meet the Connecticut Nutrition Standards. This includes all regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

Under C.G.S. Section 10-215b, districts that certify for the healthy food option must follow the Connecticut Nutrition Standards (see page 2) for all food items sold to students separately from a reimbursable breakfast or lunch. These food items include food offered for sale to students at all times in all schools and from all sources including, but not limited to, school stores, vending machines, school cafeterias and any fundraising activities on school premises. Districts that opt for healthy food certification receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district's NSLP in the prior school year.

The healthy food certification application materials are available on the CSDE Web site (Application Forms for Healthy Food Certification page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424>. Additional guidance, resources and a PowerPoint presentation on the application procedures are also available. Interested school districts should review these materials and meet with the appropriate individuals responsible for the school food service program, school stores, vending machines, culinary arts programs and fundraising activities to ensure that all criteria will be followed.

All public school districts participating in the National School Lunch Program must complete the Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099). Districts that certify for the healthy food option must also complete the District Contact and Information Sheet. These forms must be returned by **July 1, 2012**, to the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

Healthy Food Certification Statement for July 1, 2012, through June 30, 2013
January 23, 2012
Page 2

Connecticut Nutrition Standards

The Connecticut Nutrition Standards are unchanged for the 2012-13 school year. A summary of the Connecticut Nutrition Standards is available at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/SummaryCTnutritionStandards.pdf>. Additional information on the Connecticut Nutrition Standards is available on the CSDE Web site (Connecticut Nutrition Standards page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322422>.

Resources for Healthy Food Certification

Numerous resources to assist districts with implementing healthy food certification are available on the CSDE Web site (Healthy Food Certification page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420>, including:

- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Fundraising with Food and Beverages;
- Requirements for Food and Beverages in Vending Machines;
- Requirements for Food and Beverages in School Stores; and
- Ensuring District Compliance with Healthy Food Certification.

State Beverage Requirements

As a reminder, the beverage requirements of C.G.S. Section 10-221q **apply to all public schools**, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE Web site (Beverage Requirements page) at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322418>.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

CRT:sff

cc: Stefan Pryor, Commissioner of Education
School Food Service Directors
Business Managers

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the _____ and
(Name of the Board of Education or Governing Authority)

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

will *(must complete Sections 3 and 4 on page 2)*

will not *(sign below and return form)*

meet said standards during the period of **July 1, 2012 through June 30, 2013**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

will

will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2012 through June 30, 2013.**

**Local or Regional Board of Education or
Governing Authority**

Signature: _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____ **Brian Mahoney** _____
(Signature of State Agency Representative) *(Printed Name of State Agency Representative)*

Chief Financial Officer

Title

Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-307-2101, Levy.Gillespie@ct.gov.

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School **Date of Request:** 2/13/12

Name of Club or Activity: Science Research Course

Trip to: UCONN **Purpose:** Science Symposium

Number of students participating: 8 **From:** 3/11/12 **To:** 3/12/12

Number of school days missed: 1

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

a. Megan Rader b. Tracey Bennett

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

Others: _____

Transportation: Bus Train Plane Car Other Parents

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

How will funds be allocated to students participating?* N/A

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: Dorms assigned by UCONN staff

Cost per teacher and/or chaperone: \$0 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$0 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$0

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

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

Name of teacher making request:

Signature: Megan Rader Typed: Megan Rader

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 2/14/12

Approved by Principal:

Signature: [Signature] Date: 2/14/12

Approved by Superintendent or designee:

Signature: _____ Date: _____

Attachments: Quotations
Itinerary

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

STUDENTS**5141.4****School Wellness Policy****Statement**

The Manchester School District is committed to establishing a healthy learning environment that positively influences students' general well being, eating behaviors, physical capacity and learning ability to succeed academically. This commitment will provide all of Manchester's students with the ability to participate fully in the educational process and to develop lifelong healthy habits. A learning environment that fosters wellness and good nutrition will be promoted for all students and the district will provide students with a variety of opportunities for daily physical activity and help children and adolescents become more physically active and fit. By facilitating learning through the support and promotion of good nutrition and physical activity, student achievement is enhanced. Improved health optimizes student performance potential and ensures that all children have the opportunity to excel.

It is the goal of the Manchester School District to promote the students' physical, emotional, and social well being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, nutritious school meals, health education, Family and Consumer Science education and opportunities for physical education and activity. It is the intent of this policy to enable students to become independent and self-directed learners by taking initiative to meet their own health and nutritional needs as is developmentally and individually appropriate.

Legal Refernces:

Child Nutrition & WIC Reauthorization Act of 2004, Pub .L. 108-265 & 204
Child Nutrition Act & 10(a)-(b), codified at 42 U.S.C. & 1799

Richard B. Russell National School Lunch Act & 9(f)(1) and & 17(a) codified at
42 U.S.C. & 1758 and 42 U.S. C. & 1766.

Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, added Section 9A to the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758b), *Local School Wellness Policy Implementation*. The provisions set forth in Section 204 expand upon the previous local wellness policy requirement from the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265)

Adopted: May 22, 2006

Revised:

School Wellness Policy**Administrative Guidelines**

The Manchester School District will implement the following actions with the goal of providing sound nutrition and healthy practices for students.

- A. The Manchester School District will maintain a standing School Wellness committee that will meet biannually. The members will include but not be limited to Assistant Superintendent of Schools - (Chair), parents, students, Food Service Director, Physical Education and Health Curriculum Coordinators, School Health Services Coordinator, a representative from the Town Health and Recreation Departments, Board of Education member, teacher(s), administrator(s). All stakeholders will participate in the implementation and periodic review of the Wellness Policy.
- B. The Manchester School District will adapt and implement the 9-5-2-1-0 Health Initiative, which is a product of the Northern Virginia Healthy Kids Coalition adapted by Eastern Highland Health District (EHHD) and used by permission by Manchester Public Schools.
- C. The Manchester School District will inform and update the public (including parents, students, and others in the community) about the implementation of the Local Wellness Policy via the website and presentations to the Board of Education.
- D. The Superintendent or Assistant Superintendent will ensure that each school complies with the Local Wellness Policy.

I. Nutrition Education and Promotion**A. Instruction Program Design**

The Health curriculum and Family and Consumer Sciences curriculum, emphasizing nutritional knowledge and healthy habits, will be continually revised and updated to comply with state standards and mandates and ensure that instructional strategies reflect current best practice. The 9-5-2-1-0 initiative will be utilized pre-K through grade 12. Nutrition education topics will be integrated within the sequential, comprehensive interdisciplinary program taught at every grade level, pre-kindergarten through twelfth. The nutrition education program will focus on students' eating behaviors and be based on theories and methods proven to be effective by published research and be consistent with state's/district's health education standards/guidelines/framework.

B. Staff Qualifications and Professional Development for teachers

Staff responsible for nutrition education will be adequately prepared (K-5) and certified (6-12) to implement through best practice and through participation in professional development activities.

C. Educational Reinforcement

Schools will collaborate with town agencies as appropriate to send a consistent message to the community about nutrition education.

D. Staff as Role Model

School staff is encouraged to model the components of the nutrition education curriculum.

School Wellness Policy**Administrative Guidelines (page 1)****E. Coordination of Programs**

The food service program will be closely coordinated with nutrition instruction.

II. Physical Activity and Physical Education**A. Daily Physical Education**

1. Physical Education classes and physical activity opportunities will be available for all students throughout the school year.
2. The district will incrementally adjust the physical education opportunities for students to meet the optimum level of instruction (150 minutes weekly for elementary, 225 minutes weekly for secondary) as recommended by the National Association of Sport and Physical Education (NASPE.) The 9-5-2-1-0 initiative shall be utilized pre-K through grade 12.
 - a. Students in grades four, six, eight and ten will participate in the Connecticut Physical Fitness Assessment.
 - b. All physical education classes will be sequential and aligned with the Connecticut Physical Education Framework, competency through application of knowledge, skill, and practice.
 - c. All physical education classes will be taught by a certified physical education instructor.
 - d. Student involvement in other activities involving physical activity will not be substituted for meeting the physical education requirement.

B. Wellness Breaks

The district will incrementally increase daily recess at the elementary schools from 15 minutes to 20 minutes per day.

C. Physical Activity Opportunities Before, During, and After School

1. Schools are encouraged to offer extracurricular programs, such as physical activity clubs or intramurals. When appropriate, schools will offer interscholastic sports programs (space availability).
2. After-school child -care and enrichment programs for elementary schools students will provide daily periods of moderate to vigorous physical activity for all participants (space availability).

D. Physical Activity and Punishment

Teachers and other school and community personnel should not use physical activity (i.e. running laps, pushups) or withhold opportunities for physical activity (physical education, recess) as punishment.

E. Safe Routes to School

When appropriate, the district will work together with local public works, public safety and/or police departments to make it safer and easier for students to walk and bike to school.

School Wellness Policy**Administrative Guidelines (page 2)****F. Incorporating Physical Activity into the Classroom**

Opportunities beyond the regular physical education class and recess should be incorporated into the classroom as part of their learning or energizing breaks.

III. Nutrition Standards for School Foods and Beverages**A. Menu choices linked with nutrition education curriculum**

1. Promote fresh fruits and vegetables.
2. Limit high fat choices.
3. Limit oil-fried foods.
4. Increase vegetarian choices.
5. Provide drink choices to include water, low-fat milk, flavored low-fat milk, skim milk and 100% juices in appropriate serving sizes.

B. Foods and beverages sold at school in the cafeteria, vending machines and school stores will comply with USDA federal and state regulations.

C. School Food Services should recognize and reasonably accommodate individual students' dietary concerns related to religious practices.

D. With appropriate medical documentation, modified meals will be prepared for students with food allergies or other special dietary needs

E. Nutrition Practices in Classrooms

1. Beverage consumption in the classroom should be limited to water, 100% juice and milk.
2. Strongly encourage healthy snacks in appropriate portion sizes.
3. Food should not be used as either an incentive or a reward for good behavior or academic performance.
4. School personnel will not withhold student access to snacks as punishment.
5. Healthy party menus should be used.

F. Fund Raising Activities

Non food-promotion activities are encouraged to follow District Nutritional Standards.

G. Faculty Information

1. Nutrition information should be available to staff members through a variety of sources such as newsletters, professional development training, websites, publications, curriculum, which includes but is not limited to:
 - a. Alternative birthday/holiday celebrations
 - b. Activities to increase physical activity in the classroom and at desks
 - c. Healthy snacks
 - d. Alternative non-food reward options
 - e. Alternates to withholding recess as a consequence for student actions
2. Faculty should be positive role models as we promote healthy nutrition and physical activity.
3. Other School-Based Activities to Promote Student Wellness

School Wellness Policy**Administrative Guidelines (page 3)****H. Cafeteria**

1. The cafeteria is a place where students should have:
 - a. Adequate space to eat in clean, pleasant surroundings
 - b. Adequate time to eat meals (The School Nutrition Association recommends at least 20 minutes for lunch from the time students are seated with their food.)
 - c. Access to hand washing or hand sanitizing facilities before meals

2. Point of Sale

The Point of Sale system provides confidentiality to all students regarding meal benefits.

3. Summer Food Service Program

Summer Food Service Program will be offered at eligible district sites.

IV. Communication and Promotion**A. Communication with Families**

1. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
2. The district should offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and upon request, provide nutrient analysis of school menus.
3. Schools should encourage parents to pack healthy lunches and snacks and refrain from including beverages and foods that do not meet nutrition standards for individual foods and beverages.
4. The district/school should provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

B. Food Marketing in Schools

1. Sale and distribution of food products should be consistent with nutrition education and health promotion.
2. Periodic food promotions should be provided to encourage taste-testing of healthy new foods being introduced on the menu.
3. Conduct student/faculty food preference surveys to develop and revise school lunch menu items.

V. Measurement and Evaluation

A. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.

B. The policy will be modified based on legislation and district needs.

C. The Wellness Committee will assess all nutrition education curricula and materials for accuracy, completeness, balance, and consistency with the state's/district's educational goals and standards.

D. The Manchester Public School District uses a comprehensive Coordinated School Health (CSH) approach to promote wellness for students, staff and the community. Data collected from the Coordinated School Health initiative will be used to evaluate progress. The results shall be made available to the public.

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 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.

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 (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 (including at least one in biology or physical science); not fewer than half (1/2) 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.

STUDENTS**5141.6****Crisis Response**

While it is difficult to prescribe an all-purpose plan of action to be used in addressing crises of every conceivable sort, the Manchester Board of Education directs the Superintendent of Schools to develop broad guidelines in dealing with the challenges of a crisis situation. The intent of this protocol is to establish a set of steps to be used when necessary in responding to the specifics of a given situation.

Guidelines

1. When the situation is site or school focused, the Principal will be the leader on the scene who will immediately inform the Superintendent of the circumstances that constitute a crisis or a potential crisis; the Superintendent, or a person designated by the Superintendent, will be the spokesperson for the school district in addressing the media or other individuals. The Superintendent will immediately contact the Board of Education and determine which individuals beyond the school community will be consulted and/or informed of the situation.
2. In cases of a building specific crisis, the Principal will call together a crisis response team that will include such individuals as the school psychologist, guidance counselor, social worker, faculty members, other administrators, the school nurse, and others who can contribute to a determination of what specific actions and follow-up will occur. When the crisis involves all of the schools or affects the school district as a whole, the Superintendent will be responsible for taking similar action.
3. The crisis response team, under the direction of the Principal or the Superintendent, will determine, either in anticipation of a crisis or in the aftermath of one, the specific details of the situation, what information will be shared with students, staff, and parents regarding the events, what type of intervention is required, the scope of the intervention, and who will be responsible for delivering the intervention.
4. Should tragic event occur that constitutes crisis in the school district and school is in session, information will be shared with staff and parents in a fashion that guarantees consistency of the message. Staff will be provided sufficient detailed information to be prepared to take whatever action might be required.
5. Announcements to students will be handled in classroom groups and not via a public address system or through memorandum. Staff will be prepared to address student questions and to be able to identify student reactions that cause concern.

6. The Crisis Response Team will receive referrals from staff when they have concerns about specific student reactions. This group will serve as a general resource to staff in dealing with the crisis. The Team will support teachers who are affected by the crisis, as well as students.

7. Crisis intervention plans may involve staff members from other schools or agencies in town when there are circumstances requiring such personnel.

8. In the aftermath of a crisis, the Crisis Response Team will convene to assess how well the plan of action worked and to record recommendations for additions and deletions to this protocol.

Legal Reference: Connecticut General Statutes
 10-221(a) Boards of Education to prescribe rules

Adopted:

INSTRUCTION

6114

Emergencies and Disaster Preparedness**General**

The Manchester Board of Education recognizes that the health, welfare and safety of its students and employees are dependent upon sound emergency preparedness planning. All employees of the school system are responsible for promoting student and employee safety, including fire prevention measures and development of a sensitivity among students and employees about the importance of effective emergency procedures. District staff will be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster, as well as to a disaster when it occurs.

The Superintendent of Schools will develop system wide emergency procedures, and Principals shall maintain specific building regulations and procedures for fire, bomb threats, civil defense, and other emergencies.

Fire alarm systems and regular and emergency school exits shall be maintained in good working order.

First Aid

The Superintendent will ensure that at least one person at each school site holds current first aid and CPR certification.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

10-231 Fire Drills

52-557b "Good Samaritan Law." Immunity from liability for emergency medication assistance, first aid or medication by injection. School personnel not required to administer or render.

Adopted:

BUSINESS**3516****Safety**

The Manchester Board of Education will guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, school sports, etc.

The Assistant to the Superintendent for Finance and Management shall be responsible for originating and enforcing safety regulations and procedures in school buildings and on school grounds. It shall be the responsibility of the Assistant to the Superintendent for Finance and Management to see that all staff members are kept informed of current state laws and regulations regarding health and safety, as well as the recommendations of local fire and civil defense officials.

Building Principals shall be responsible for the supervision of a safety program and shall direct all personnel to cooperate with state, local and insurance officials in the completion of fire safety inspections.

Legal Reference: Connecticut General Statutes

 10-203 Sanitation

 10-207 Duties of Medical Advisers

 10-231 Fire Drills

 29-389 Stairways and fire escapes on certain buildings

Adopted:

MANCHESTER PUBLIC SCHOOLS

School Begins: September 4, 2012

2012 M T W T F

August	6	7	1	2	3
	13	14	8	9	10
	20	21	15	16	17
	Δ27	Δ28	22	23	24
			29	30	31
September	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
					19

October	1	2	+3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
November	5	6	7	8	9
	12	13	14	15	16
	19	20	*21	22	23
	26	27	28	29	30
					18

December	3	**4	**5	**6	7
	10	11	+12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				
					15

When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations:
 WVT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC AM & FM, WYVZ 92.5 FM, WTIC 1080 AM, WTIC AM & FM, WKSS 95.7 FM, WHCN 106 FM
 The Connecticut Weather Center provides a free email notification service regarding Manchester school cancellations, delayed openings, and early dismissals. To register for this free service go to www.ctweather.com and click on e-notifications.

School Ends: June 17, 2013

2013 M T W T F

January	7	8	1	2	3
	14	15	+9	10	11
	21	22	16	17	18
	28	29	23	24	25
			30	31	
February	4	5	6	7	8
	11	12	+13	14	15
	18	19	20	21	22
	25	26	27	28	
					19

March	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	**26	**27	**28	29
					20
April	1	2	3	4	5
	8	9	10	11	12
	15	16	+17	18	19
	22	23	24	25	26
	29	30			
					17

May	6	7	8	9	10
	13	14	+15	16	17
	20	21	22	23	24
	27	28	29	30	31
					22

June	3	4	5	6	7
	10	11	12	13	14
	*17	18	19	20	21
	24	25	26	27	28
					11

Adopted: **Tentative High School Graduation Date: June TBD**
 Total days = 183

District Professional Development Days (Schools not in session) on August 30, August 31, and November 6, 2012 & January 18, 2013.
 +Half days on October 3, December 12, 2012, January 9, February 13, April 17, May 15, 2013.
 Δ New teacher orientation – August 27 & 28, 2012
 ♦ ♦ First day of school grades K – 9. Full-day on September 4, 2012.
 ^ First day of school for grades 10 – 12 - September 5, 2012
 ** Elementary/Middle School Conferences Grades K – 8 December 4, 5, 6, 2012 Grades K – 8 March 26, 27, 28, 2013
 * Abbreviated Day for Students on November 21 and June 18, or last day of school
 [] / [] Holiday / Vacation Period
 September 3 -Labor Day
 October 8 -Columbus Day
 November 6 -Election Day
 November 12 -Veterans Day
 November 22 – 23 -Thanksgiving Recess
 Dec. 24 – Jan 1 -Vacation Period
 January 21 -Martin Luther King Jr.
 February 18 - Presidents' Day
 March 29 -Good Friday
 April 1-5 -Vacation Period
 May 27 -Memorial Day

Please see reverse for additional information.

2012 - 2013 SCHOOL YEAR

	Regular Day Systemwide Schedule Start End	Abbreviated Day Systemwide Schedule Start End	Conference Day Systemwide Schedule Start End	Delayed Opening Systemwide Schedule Start End
MHS Grades 9 - 12	7:30 a.m. 2:05 p.m.	7:30 a.m. 12:05 p.m.	7:30 a.m. 2:05 p.m.	9:00 a.m. 2:05 p.m.
Illing Middle School Grades 7 - 8	8:15 a.m. 2:40 p.m.	8:15 a.m. 12:40 p.m.	8:15 a.m. 12:40 p.m.	9:45 a.m. 2:40 p.m.
Bennet Academy Grade 6	8:20 a.m. 2:45 p.m.	8:20 a.m. 12:45 p.m.	8:20 a.m. 12:45 p.m.	9:50 a.m. 2:45 p.m.
Integrated Pre-School Half Day	8:30 a.m. 11:10 a.m.	8:30 a.m. 10:30 a.m.	8:30 a.m. 11:10 p.m.	No School
Integrated Pre-School Full Day	8:30 a.m. 2:40 a.m.	10:30 a.m. 12:30 p.m.	8:30 a.m. 2:40 p.m.	10:00 a.m. 2:40 p.m.
Elementary Grades K-5	9:05 a.m. 3:25 p.m.	9:05 a.m. 1:17 p.m.	9:05 a.m. 1:17 p.m.	10:35 a.m. 3:25 p.m.
Headstart Half-Day	8:15 a.m. 12:15 p.m.	8:15 a.m. 11:00 a.m.	No School	9:45 a.m. 12:15 p.m.
Headstart Full-Day	8:00 a.m. 3:00 p.m.	8:00 a.m. 11:00 a.m.	No School	9:30 a.m. 3:00 p.m.
Bentley Alt. Ed.	7:30 a.m. 1:45 p.m.	7:30 a.m. 12:00 p.m.	7:30 a.m. 1:45 p.m.	9:00 a.m. 1:45 p.m.
M.R.A.	8:00 a.m. 2:20 p.m.	8:00 a.m. 12:20 p.m.	8:00 a.m. 2:20 p.m.	9:30 a.m. 2:20 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School	October 5, 2012; December 14, 2012;	November 9, 2012; January 25, 2013;
Grades 9 - 12	February 22, 2013; April 26, 2013	March 22, 2013; June 18, 2013
Illing Middle School	October 12, 2012; January 25, 2013;	November 21, 2012; March 15, 2013;
Grades 7 - 8	May 3, 2013	June 18, 2013
Bennet Academy	October 12, 2012; January 25, 2013;	November 21, 2012; March 15, 2013;
Grade 6	May 3, 2013	June 18, 2013
Elementary Schools	October 12, 2012; January 25, 2013;	November 16, 2012, March 15, 2013,
Grades K - 5	May 3, 2013	June 18, 2013

In compliance with Board of Education policy 6111, in the event of school closing due to bad weather, make-up days will begin June 18 through June 21, 2013. If more than four (4) days are needed, days will be taken from April vacation starting with Monday, April 1, 2013.

Professional Development:

4 Full-Days, school not in session: August 30, August 31, and November 6, 2012 and January 18, 2013

6 Half-Days, early dismissal: October 3, December 12, 2012 and January 9, February 13, April 17, May 15, 2013

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

Thursday, February 2, 2012

4:30 p.m. at Highland Park

Agenda

1. Project update and tour

Chris Till

Meeting will continue

5:30 p.m.

Central Office

Agenda

1. Proposed lighting project at Bagshaw Field at Waddell
2. Community use of facilities, policy 1330

Scott Sprague

Rich Ziegler

Next Meeting: Thursday March 1, 2012 at 5:30 pm at Central Office

**Manchester Board of Education
Building and Sites Committee
February 2, 2012**

Highland Park

Attendees: Dr. Kisiel, Pat Brooks, Michael Crockett, Neal Leon, Kelly Luxenberg, Rich Ziegler, Scott Shanley, Chris Pattacini, Chris Till, Aaron Krueger, Marcus Brennan.

Chris Till introduced Marcus Brennan (Aaron's replacement) to the committee. Chris took the committee on a tour of Highland Park and updated the committee on the progress on the project. There are no issues or problems at this time that would have a negative impact on the current schedule.

Central Office

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

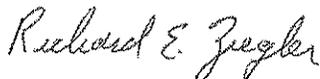
Visitors: Scott Sprague, Paul Rubin, Jackie Madore

Scott Sprague presented an outline of the proposed lighting project for Bagshaw Field at Waddell School. The project includes adding lighting to the baseball field to allow for the schedule of more games to be played. The project will be funded and installed by the Little League. Paul Rubin, Little League's Project Manager, provided details of the project including pictures of the proposed lighting system and the schedule of completing the project before the beginning of the season in early April. The committee didn't have any issues with the project.

Rich Ziegler presented Policy 1330 (Community Use of Facilities) for review of our fee structure. Six surrounding school districts (East Hartford, South Windsor, Vernon, Ellington, Windsor, and Glastonbury) were surveyed and it was determined that our fees are very competitive with the other districts. The committee recommends that our current fee structure not be changed at this time.

Next meeting will be held on March 1, 2012 at 5:30p.m. at Central Office.

Respectfully Submitted,



Richard E Ziegler
Facilities Manager