

**MANCHESTER BOARD OF EDUCATION  
REGULAR MEETING  
MONDAY, JUNE 25, 2012**

**Non-Meeting of Superintendent Search Committee – Director’s Room 5:30 pm  
Executive Session - Personnel Matters – 6:45 pm**

**REVISED**

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

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – June 11, 2012

**B. SUPERINTENDENT’S REPORT – PART I**

- 1) Transitional Living Center Foundation, Inc. – Liama B. Holmes, LCSW B - 1

**C. CONSENT CALENDAR**

- 1) Personnel Actions - Resignations/Leave of Absence/Appointments C - 1
- 2) Appropriation to be established in the amount of \$27,400 for the Community Development Block Grant for FY 2011/2012 C – 2
- 3) Appropriation to increase for FY 2011/12 anticipated revenue by \$60,000 for the Washington Media Arts Magnet School After School Program bringing the total appropriation to \$431,800. C - 3
- 4) Updated Board of Education Meeting Schedule C – 4

**D. PUBLIC COMMENTS (any item before the Board)**

**E. SUPERINTENDENT’S REPORT - Part II**

- 1) Reassignment/Reorganization of District Administrative Personnel
- 2) ECS Conditional Grant for Alliance School Districts

**F. UNFINISHED BUSINESS**

- 1) New Policy Recommendations:
  - a) Code of Conduct for Board Members F – 1a
  - b) Internet Safety Policy F – 1 b

**G. NEW BUSINESS -**

- 1) Social Studies Textbooks for 7<sup>th</sup> and 8<sup>th</sup> Grade – Dr. Ann Richardson G - 1

**H. COMMUNICATIONS**

**I. COMMITTEE REPORT**

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

**K. ITEMS FOR FUTURE AGENDAS**

**L. ADJOURNMENT**

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

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

## **OUR PROGRAM**

TLC is a transitional living center which offers a structured family-like environment to Manchester school children who are victims of abuse, neglect or family disruption beyond their control who can still succeed in school, work and community.

TLC is an independent, non-profit organization licensed by the Connecticut Department of Children and Families. The Home's operating expenses are funded by the Town of Manchester and its Board of Education.

TLC offers the chance for elementary - high school aged boys and girls to continue in Manchester Schools and live in a family-like environment. At TLC, children learn skills needed to become competent and contributing citizens. TLC provides structure and support in an atmosphere of care and concern necessary for each individual's successful development. Resident House parents and aides offer 24-hour supervision with a structured code of behavior which encourages the acceptance of responsibility.

TLC partners with other organization to provide;

- ✓ Public and/or private counseling
- ✓ Services of the public school system
- ✓ Recreation and sports programs
- ✓ Employment in the public or private sector
- ✓ Access to all religious affiliations
- ✓ TLC staff works directly with the therapeutic agency/ individual responsible for case treatment.

## **OUR GOALS**

1. Encourage the development of healthy self-esteem and decision making skills.
2. Re-establish healthy family interactions.
3. Monitor school achievement and attendance.
4. Teach social accepted behaviors and effective communication skills.
5. Increase knowledge of daily living.
6. Insure proper health care

TLC has been in operation since April, 1987. Since that time services have been provided to a substantial number of children and their families. Some residents return to their own families, some are discharged to independent living and others remain at TLC through high school and the first couple of years of college and are given assistance with college and/ or work plans. TLC is the quiet gem and success story that could only have happened because of the support of Town of Manchester and the belief of its Board of Education.

RESIGNATIONS

Kathleen England, Principal, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Ms. England has been with Manchester Public Schools since January 3, 2005. It is recommended that her request be approved.

Michael Bendzinski, Technology Education Teacher, has submitted a letter of resignation for retirement purposes effective the end of business on January 31, 2013. Mr. Bendzinski has been with Manchester Public Schools since September 3, 1980. It is recommended that his request be approved.

David Brysgel, Assistant Principal, has submitted a letter of resignation for retirement purposes effective the end of business on July 31, 2012. Dr. Brysgel has been with Manchester Public Schools since September 14, 1973. It is recommended that his request be approved.

Sarah Britnell, Biology Teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Ms. Britnell has been with Manchester Public Schools since August 28, 2007. It is recommended that her request be approved.

Lauren Sondrini, Guidance Counselor, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Ms. Sondrini has been with Manchester Public Schools since August 24, 2004. It is recommended that her request be approved.

Antonio DeMelo, English Teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Mr. DeMelo has been with Manchester Public Schools since August 24, 2001. It is recommended that his request be approved.

Jennifer DeDominicis, Biology Teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Ms. DeDominicis has been with Manchester Public Schools since August 24, 2004. It is recommended that her request be approved.

Brett Lassoff, English Teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Mr. Lassoff has been with Manchester Public Schools since January 27, 2003. It is recommended that his request be approved.

Ashley Kocur, Special Education Teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Ms. Kocur has been with Manchester Public Schools since August 27, 2009. It is recommended that her request be approved.

**LEAVE OF ABSENCE**

Kathryn Grimshaw, teacher at Illing Middle School, has requested a personal leave of absence for the 2013/2014 school year. Ms. Grimshaw has been with Manchester Public Schools since January 4, 2010. If she returns in September, 2014 she will be assigned to a position, if one is available. It is recommended that her request be approved.

Ryan Parker, teacher at Illing Middle School, has requested a personal leave of absence for the 2013/2014 school year. Mr. Parker has been with Manchester Public Schools since August 23, 2005. If he returns in September, 2014 he will be assigned to a position, if one is available. It is recommended that his request be approved.

Emily Melzen, teacher at Washington Elementary School, has requested a personal leave of absence for the 2012/2013 school year. Ms. Melzen has been with Manchester Public Schools since October 18, 2010. If she returns in September, 2013 she will be assigned to a position, if one is available. It is recommended that her request be approved.

**APPOINTMENTS**

Confirming the appointment of Mrs. Shelly Mattfess from Director of Pupil Personnel Services, to Assistant Superintendent of Pupil Personnel Services, effective July 1, 2012.

Confirming the appointment of Mrs. Diane Sheehan-Burns from Associate Director of Teaching and Learning, to Principal of Highland Park Elementary School, effective July 1, 2012.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Item for Appropriation CDBG (Community Development Block Grant ) FY 11/12  
**Date:** June 8, 2012

**Background:** The Town of Manchester entered into an a grant agreement with the United States Department of Housing and Urban Development for financial aid to the town under Title I of the Housing and Community Development Act of 1977 (Public Law 95-128), as amended. The town entered into an agreement with the Washington Media Arts Magnet School After-School Program, as a sub-recipient.

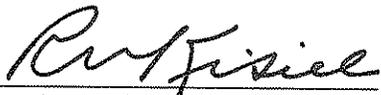
**Discussion/Analysis:** The town wanted to fund an academic and social enrichment program for students at an elementary school in a target CDBG neighborhood. The Washington Media Arts Magnet School After-School Program, through this grant, hired companies that provided instruction in drill, stepping, and choreography that prepared the students for showcase performances, fitness and wellness programs, using music and exercise techniques, mixed martial arts, and personnel from the Lutz presented a variety of programs to the students. Sandy Lambert provided coordination and supervision of a Washington Saturday School that provided tutoring programs for students in K-grade 5. A part-time secretary was provided by the grant to prepare, organize and maintain program information and statistics.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Interim Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY 11/12 in the amount of \$27,400 for the Community Development Block Grant.

**Attachments:** None.

  
Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
June 25, 2012

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Item for Increase in Appropriation for Fiscal Year 11/12  
**Date:** June 12, 2012

**Background:** The Washington Media Arts Magnet School After School Program gives children academic support and recreational activities after school. The source of revenue is parent fees.

**Discussion/Analysis:** This increase in appropriation is for anticipated revenue from parent fees.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for the fiscal year 11/12 anticipated revenue by \$60,000 bringing the total appropriation to \$431,800 for the Washington Media Arts Magnet School After School Program.

**Attachments:** None

  
Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
June 25, 2012

**MANCHESTER BOARD OF EDUCATION**  
**MEETING SCHEDULE 2012-2013**  
Board of Education Meetings Begin at 7:00 p.m.

Updated

Monday, July 9, 2012		Lincoln Center
Monday, August 27, 2012		Lincoln Center
Monday, September 10, 2012		Lincoln Center
Monday, September 24, 2012		Lincoln Center
Wednesday, October 10, 2012		Lincoln Center
Monday, October 22, 2012		Lincoln Center
Wednesday, November 14, 2012		Lincoln Center
Monday, November 26, 2012		Lincoln Center
Monday, December 10, 2012		Lincoln Center
Wednesday, January 9, 2013	Budget Workshop 6 pm	MHS - Room 293
Monday, January 14, 2013		Lincoln Center
Monday, January 16, 2013	Budget Workshop 6 pm	MHS – Room 293
Wednesday, January 23, 2013	Budget Workshop 6 pm	MHS – Room 293
	(Snow date Wed., January 30, 2013)	
Monday, January 28, 2013		Lincoln Center
Monday, February 11, 2013		Lincoln Center
Monday, February 25, 2013		Lincoln Center
Monday, March 11, 2013		Lincoln Center
Wednesday, March 20, 2013	Elementary Student Awards 6:30pm	Bailey Auditorium
Monday, March 25, 2013		Lincoln Center
Monday, April 8, 2013		Lincoln Center
Monday, April 22, 2013		Lincoln Center
Monday, April 29, 2013	Secondary Student Awards 6:30	Bailey Auditorium
Wednesday, May 1, 2013	Budget Workshop 6 pm	MHS – Room 293
Wednesday, May 8, 2013	Budget Workshop 6 pm	MHS – Room 293
Monday, May 13, 2013		Lincoln Center
Wednesday, May 15, 2013	Budget Workshop 6 pm	MHS – Room 293
Wednesday, May 29, 2013		Lincoln Center
Monday, June 10, 2013		Lincoln Center
Monday, June 24, 2013		Lincoln Center
Monday, July 8, 2013		Lincoln Center
Monday, August 26, 2013		Lincoln Center

Addendum to Board of Education Bylaws: Article II; Section 19

**CODE OF CONDUCT FOR BOARD MEMBERS**

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

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

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

**Procedures for Censure:**

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

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

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED:

## Internet Safety Policy

### Statement

In accordance with The Children’s Internet Protection Act (CIPA), it is the policy of the Manchester Public Schools to implement technology protection measures that block access to inappropriate matter such as child pornography, visual depictions of material deemed obscene, and material that is harmful to minors.

The Manchester Public School’s will promote the safety and security of users of the computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication.

The Manchester Public Schools will through its K-12 Technology Literacy Skills Curriculum, educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

All network users are prohibited from:

1. accessing Internet sites or online materials that are blocked by the technology protection measure;
2. hacking, unauthorized access, and engaging in any unlawful online activity; and
3. the unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Definitions**

- A. Minor: The term “minor” means any individual who has not attained the age of 17 years.
- B. Obscene: The term “obscene” is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sadomasochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. Child pornography: The term “child pornography” is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in

sexually explicit conduct.

- D. Harmful to minors: The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that—(1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. Technology protection measure: The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

Legal References:

Children’s Internet Protection Act [Pub. L. 106-554 and 47 USC 254(h)]  
Neighborhood Children’s Internet Protection Act (47 U.S.C. § 254(l)(2))  
Protecting Children in the 21st Century Act (Pub. L. 110-385 and 47 CFR 54.520(c)(1&2)(i))

Board of Education Policy #5131.1 Bullying  
Board of Education Policy #5131.81 Electronic Communication Devices  
Board of Education Policy #6141.321 Acceptable Use of Technology

Adopted:

# Children's Internet Protection Act

## Background

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

## What CIPA Requires

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

Schools and libraries are required to certify that they have their safety policies and technology in place before receiving E-rate funding.

- CIPA does not affect E-rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service.
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD). SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.



# HOLT McDOUGAL

a division of Houghton Mifflin Harcourt

**Cost Proposal**  
Prepared For

## **Illing Middle School**

227 Middle Tpke E  
Manchester CT 06040

**Attention:**  
**Daniel Bebyn**

For the Purchase of:

## **Social Studies**

Customer service 1-800-462-6595

Prepared By  
**Brett Soucy**  
brett.soucy@hnhpub.com

**PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.**

## Proposal for Illing Middle School Social Studies

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
<b>Grade 7</b>						
<b>Student</b>						
1453276	9780547557830 Holt McDougal World Geography Student Premium Package Eastern Hemisphere 2012	\$57.70	520	\$30,004.00		
<b>Totals for Student</b>				<b>\$30,004.00</b>		
<b>Teacher</b>						
1440324	9780547485881 Holt McDougal World Geography Teacher Edition Eastern Hemisphere 2012	\$79.45			5	\$397.25
1447802	9780547535579 Holt McDougal World Geography Teacher One Stop DVD-ROM Eastern Hemisphere	\$140.00			5	\$700.00
1204099	9780554000916 Holt McDougal Eastern Hemisphere Student Edition On Audio CD Program 2009	\$93.55			5	\$467.75
1447778	9780547535340 Holt McDougal World Geography Premium Interactive Online Edition, Teacher Access (6-year sub) Eastern Hemisphere 2012	\$67.55			5	\$337.75
1165534	9780030958045 Holt McDougal Eastern Hemisphere Differentiated Instruction Teacher Management System	\$33.80			5	\$169.00
1444150	9780547513188 Holt McDougal World Geography Guided Reading Workbook Eastern Hemisphere	\$6.00			5	\$30.00
1444160	9780547513287 Holt McDougal World Geography Spanish/English Guided Reading Workbook Eastern Hemisphere	\$6.50			5	\$32.50
1447758	9780547535197 Holt McDougal World Geography Guided Reading Workbooks Answer Key Grades 6-8 Eastern Hemisphere	\$4.95			5	\$24.75
1204435	9780554002101 Holt McDougal Eastern Hemisphere Geography's Impact Video Program DVD	\$219.65			5	\$1,098.25
1447806	9780547535616 Holt McDougal World Geography Power Presentations with Media Gallery DVD-ROM Eastern Hemisphere	\$135.00			5	\$675.00
<b>Totals for Teacher</b>						<b>\$3,932.25</b>
<b>Totals for Grade 7</b>				<b>\$30,004.00</b>		<b>\$3,932.25</b>
<b>Grade 8</b>						
<b>Student</b>						
1453179	9780547557779 Holt McDougal United States History Student Premium Package Grades 6-8 2012	\$76.75	560	\$42,980.00		
<b>Totals for Student</b>				<b>\$42,980.00</b>		
<b>Teacher</b>						
1440060	9780547484778 Holt McDougal United States History Teacher Edition Grades 6-8 2012	\$104.65			5	\$523.25
1446367	9780547523231 Holt McDougal United States History Premium Interactive Online Edition Teacher Access (6-Year Subscription) 2012	\$88.95			5	\$444.75
1444123	9780547513041 Holt McDougal United States History Spanish/English Guided Reading Workbook Beginnings to 1914	\$6.50			5	\$32.50
1444118	9780547512990 Holt McDougal United States History Guided Reading Workbook Grades 6-8	\$6.00			5	\$30.00
1444122	9780547513034 Holt McDougal United States History Spanish/English Guided Reading Workbook Grades 6-8	\$6.50			5	\$32.50
1446157	9780547523002 Holt McDougal United States History Guided Reading & Spanish/English Guided Reading Workbooks Answer Key Grades 6-8	\$4.95			5	\$24.75
1446164	9780547523248 Holt McDougal United States History Power Presentations with Media Gallery DVD-ROM Grades 6-8	\$135.00			5	\$675.00
1446136	9780547522944 Holt McDougal United States History Teacher One Stop DVD-ROM Grades 6-8 2012	\$140.00			5	\$700.00
<b>Totals for Teacher</b>						<b>\$2,462.75</b>
<b>Totals for Grade 8</b>				<b>\$42,980.00</b>		<b>\$2,462.75</b>

**Proposal for  
Illing Middle School  
Social Studies**

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value

Thank you

<i>Proposal Summary</i>	<i>Total Value of Proposal:</i>	\$87,042.32	
	<i>Total Complimentary:</i>		\$6,395.00
	<i>Subtotal Purchase Amount:</i>	\$72,984.00	
	<i>Shipping &amp; Handling (10.50%):</i>		\$7,663.32
	<b><i>Total Cost of Proposal (PO Amount):</i></b>	<b>\$80,647.32</b>	

Proposal for  
**Illing Middle School**  
**Social Studies**

Total Cost of Proposal (PO Amount):		\$ 80,647.32	
Total Value of Proposal:	\$ 87,042.32	Total Savings:	\$ 6,395.00

This is a cost proposal only. Orders submitted under this proposal on or before the expiration date are subject to acceptance at Houghton Mifflin Harcourt's main office and are subject to the applicable terms in Houghton Mifflin Harcourt's invoice issues for such order.

Date of Proposal: 6/19/2012

Proposal Expiration Date:9/28/2012



**HOLT McDOUGAL**  
 a division of Houghton Mifflin Harcourt

**Prices:** Prices quotes are wholesale school prices and do not include transportation charges unless otherwise stated in this proposal. These wholesale school prices apply to the educational customers of Houghton Mifflin Harcourt. Prices quoted are valid for orders submitted on or before the expiration date set forth in the proposal.

Educational customers are billed at wholesale school price, f.o.b. shipping point, with a prepaid transportation charge and, unless the customer specifically requests otherwise, a charge for our guarantee of delivery is added to the invoice when shipped via U.S. Postal service. For educational customers preferring f.o.b. destination billing, ten and a half percent (10.5%) of wholesale school price is added and we pay transportation charges and guarantee delivery. Prices do not include any sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Houghton Mifflin Harcourt.

Upon receipt of purchase order, gratis items will be shipped in direct proportion to pupil materials purchased. If purchases vary from those included in this proposal, gratis items will change accordingly. Gratis items may also change if purchase is other than a direct school district to publisher order, such as via a third-party vendor or jobber.

MANCHESTER PUBLIC SCHOOLS

TEXTBOOK EVALUATION RATING FORM

Directions: This completed form should be forwarded to the Office of Curriculum and Instruction prior to the adoption by the Board of Education.

Title: Eastern Hemisphere

Author: Dr. Christopher Salter

Publisher: Holt McDougal

Price: \$57.70

Copyright: 2012

Course: Geography of Non Western World

Grade: 7th

Level: Heterogeneous

**A. OVERVIEW**

	Yes	No	NA
1. The material is compatible with the Manchester Public School's curriculum as described in guides and course syllabi.	x		
2. The material has significant value for instructional use.	x		
3. The book closely supports the objectives of the curriculum.	x		
4. This book is the best title reviewed to meet the curriculum objectives.	x		

**B. CONTENT**

5. Content of lessons, activities, and supporting materials is age-appropriate.	x		
6. Lessons and activities provide challenges for students of varying abilities.	x		
7. Content and illustrations are:	x		
a. accurate	x		
b. up-to-date	x		
c. applicable to everyday life	x		
d. appealing to students	x		
8. The text is equitably balance in its coverage of controversial issues.	x		
9. Student reasoning and thinking are stimulated.	x		
10. The book reflects recent findings in the teaching of the subject area.	x		
11. The text, both pictorial and written, reflects the pluralistic, multiethnic f. nature of our society, past and present	x		

X

**C. ORGANIZATION**

12. Instruction in skill areas is sustained, and tests come at appropriate, regular intervals.

<u>Yes</u>	<u>No</u>	<u>NA</u>
x		

13. Ancillary materials provide:

- a. background material/information
- b. suggestions for motivation
- c. suggestions for modifying materials to meet individual needs of students
- d. suggestions for the integration of technology
- e. suggestions for appropriate activities

x		
x		
x		
x		
x		

**D. LANGUAGE ARTS BOOKS**

14. The content of this textbook:

a. presents a multicultural theme

Please Check

Please Indicate

Culture(s)

b. conforms to grade level genre

Grade:

Genre:

c. is a recommended selection (K-8)

Silver Burdett & Ginn

Harcourt, Brace & Co.

d. should be integrated into:

Social Studies

Topic:

Science

Topic:

Other

Topic:

**E. BASED ON YOUR EVALUATION, CHECK ONE OF THE STATEMENTS BELOW:**

Instructional material should be adopted.

Instructional material should be adopted with these restrictions as to its use:

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F. Dan Bebyn & Seanna Francoeur  
Teacher Requesting Materials

Dan Bebyn & Seanna Francoeur  
Department Head/Curriculum Chair

6/25/12  
Date

Dr. Troy A Monroe  
Principal

6/25/12  
Date

Assistant Superintendent

Date

MANCHESTER PUBLIC SCHOOLS

TEXTBOOK EVALUATION RATING FORM

Directions: This completed form should be forwarded to the Office of Curriculum and Instruction prior to the adoption by the Board of Education.

Title: United States History Author: William Deverell, Deborah Gray White

Publisher: Holt McDougal Price: \$76.75 Copyright: 2012

Course: United States History Grade: 8th Level: Heterogeneous

**A. OVERVIEW**

- |   | Yes | No | NA |
|---|-----|----|----|
| 1. The material is compatible with the Manchester Public School's curriculum as described in guides and course syllabi. | x   |    |    |
| 2. The material has significant value for instructional use.  | x   |    |    |
| 3. The book closely supports the objectives of the curriculum.  | x   |    |    |
| 4. This book is the best title reviewed to meet the curriculum objectives.  | x   |    |    |

**B. CONTENT**

- |  |   |  |  |
|--|---|--|--|
| 5. Content of lessons, activities, and supporting materials is age-appropriate.  | x |  |  |
| 6. Lessons and activities provide challenges for students of varying abilities.  | x |  |  |
| 7. Content and illustrations are:  | x |  |  |
| a. accurate  | x |  |  |
| b. up-to-date  | x |  |  |
| c. applicable to everyday life   | x |  |  |
| d. appealing to students   | x |  |  |
| 8. The text is equitably balance in its coverage of controversial issues.  | x |  |  |
| 9. Student reasoning and thinking are stimulated.  | x |  |  |
| 10. The book reflects recent findings in the teaching of the subject area.   | x |  |  |
| 11. The text, both pictorial and written, reflects the pluralistic, multiethnic f. nature of our society, past and present | x |  |  |

X

**C. ORGANIZATION**

12. Instruction in skill areas is sustained, and tests come at appropriate, regular intervals.

Yes	No	NA
x		

13. Ancillary materials provide:

- a. background material/information
- b. suggestions for motivation
- c. suggestions for modifying materials to meet individual needs of students
- d. suggestions for the integration of technology
- e. suggestions for appropriate activities

x		
x		
x		
x		
x		

**D. LANGUAGE ARTS BOOKS**

14. The content of this textbook:

a. presents a multicultural theme

Please Check

Please Indicate

Culture(s)

b. conforms to grade level genre

Grade:

Genre:

c. is a recommended selection (K-8)

Silver Burdett & Ginn

Harcourt, Brace & Co.

d. should be integrated into:

Social Studies

Topic:

Science

Topic:

Other

Topic:

**E. BASED ON YOUR EVALUATION, CHECK ONE OF THE STATEMENTS BELOW:**

Instructional material should be adopted.

Instructional material should be adopted with these restrictions as to its use:

F. Dan Bebyn & Seanna Francoeur  
Teacher Requesting Materials

Dan Bebyn & Seanna Francoeur  
Department Head/Curriculum Chair

6/25/12  
Date

Dr. Troy A Monroe  
Principal

6/25/12  
Date

Dr. Ann Richardson  
Assistant Superintendent

          
Date

**Manchester Board of Education  
Personnel & Finance Committee Report  
June 7, 2012**

Attendees: Mike Crockett, Neal Leon, Chris Pattacini, Deborah Hagenow, Dr. Kisiel, Pat Brooks, Rich Ziegler

Dr. Kisiel reviewed the administrative reorganization plan with the Committee.

Mrs. Brooks reviewed the projected end-of-year financial report with the Committee. Mrs. Brooks recommended the purchase of vehicles, if possible, with any savings identified at the end of the year. All but one vehicle replacement was removed from the FY2012-2013 budget. The Committee agreed with Mrs. Brooks' recommendation.

Mrs. Brooks reviewed the process and schedule for contract negotiations with the Manchester Education Association.

Mr. Ziegler reviewed his recommendation of the critical facility projects that the Board of Education will request the Board of Directors to include on the fall referendum. The cost of the recommended projects is approximately \$4.9 million. The Committee agreed with the projects and the amount of the requested referendum. Mr. Ziegler will also review the recommendation with the Building & Sites Committee later in the evening.

The next regular meeting will be held on Wednesday, September 12, 2012 at 5:30 p.m. in the Central Office Board Room. If a meeting is needed prior to September, Mrs. Brooks will schedule and inform Committee members as soon as a date is determined.

Respectfully submitted,



Patricia F. Brooks  
Assistant to the Superintendent  
Finance and Management