

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JANUARY 14, 2013

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – December 10, 2012 A – 1

B. SUPERINTENDENT'S REPORT – PART I

- 1) PTA President's Report – Mrs. Jackie Madore
- 2) SMARTR Committee Report

C. CONSENT CALENDAR

- 1) Personnel Actions - C – 1
- 2) Establish an appropriation in the amount of \$2,850 for FY2012-13 for the Enfield Head Start Grant from the State Department of Education for the augmentation of its services to low-income families. C – 2
- 3) Establish an appropriation in the amount of \$92,137 for FY2012-13 for the Enfield Head Start Enhancement grant that is used for their extended day full year program and continuation summer program. C – 3
- 4) Establish and appropriation in the amount of \$19,594 for FY2012-13 for the Manchester Head Start Link Grant for the expansion of its services to low-income families. C – 4
- 5) Establish an appropriation in the amount of \$46,125 for FY2012-13 into a special funds account for Head Start Debt Service – Intercept Replacement Grant. C – 5
- 6) Establish an appropriation in the amount of \$28,885 for FY2012-13 for the Enfield Head Start, State Department of Education Link grant. C – 6
- 7) Establish an appropriation in the amount of \$50,990 for FY2012-13 under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to ELL students, teachers and tutors in grades K-12. C – 7
- 8) Transfer of Funds C – 8
- 9) Manchester High School – Extended Field Trip Request – MHS Wrestling Tournament – Trumbull, CT – 14 students participating – February 15th, 2013 to February 16th, 2013 C – 9
- 10) The Board of Education to name itself as the Search Committee for the permanent Superintendent of Schools, including Dr. Kisiel and Mrs. Patricia Brooks as professional Advisors to the Board's Search Committee

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT'S REPORT – PART II

- 1) School Safety and Security E – 1
- 2) Suspension and Arrest Data Report E – 2

F. UNFINISHED BUSINESS

- 1) MOU Regarding Great Path Academy at Manchester Community College F – 1

G. NEW BUSINESS

- 1) Violence in the Workplace – Policy 4302 G – 1
2) Certified Staff Code of Conduct – Policy 4303 G – 2

H. COMMUNICATIONS

I. COMMITTEE REPORT

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

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.*

PERSONNEL ACTION**RESIGNATIONS**

Debbi Grabow, Special Education teacher at Robertson Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Grabow has been with Manchester Public Schools since September 5, 1979. It is recommended that her request be approved.

Louise Muzin, Special Education teacher at Verplanck Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Muzin has been with Manchester Public Schools since September 6, 1972. It is recommended that her request be approved.

Mary Anderson, Family & Consumer Science teacher at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Anderson has been with Manchester Public Schools since September 2, 1981. It is recommended that her request be approved.

D. Michael Masse, Physical Education teacher at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Mr. Masse has been with Manchester Public Schools since December 1, 1975. It is recommended that his request be approved.

Rosemary Smith, Grade 1 teacher at Bowers Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Smith has been with Manchester Public Schools since February 26, 1991. It is recommended that her request be approved.

Lynn Rhodes, Curriculum Coach - Numeracy at Verplanck Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Rhodes has been with Manchester Public Schools since September 8, 1976. It is recommended that her request be approved.

Mary Ellen Tierney, Special Education teacher at Robertson Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Tierney has been with Manchester Public Schools since September 4, 1985. It is recommended that her request be approved.

Mary Pouliot, School Social Worker at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Pouliot has been with Manchester Public Schools since April 6, 1987. It is recommended that her request be approved.

Roland Axelson, Principal at Waddell Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Mr. Axelson has been with Manchester Public Schools since August 18, 1999. It is recommended that his request be approved.

Melissa Perry, School Social Worker at Washington Elementary School, has submitted a letter of resignation for personal reasons effective the end of business on December 6, 2012. Ms. Perry has been with Manchester Public Schools since August 27, 2009. It is recommended that her request be approved.

Marcia Edwards, Math teacher at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Edwards has been with Manchester Public Schools since September 6, 1972. It is recommended that her request be approved.

Maryann Pivonka, Science teacher at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Pivonka has been with Manchester Public Schools since September 5, 1979. It is recommended that her request be approved.

Michael Saimond, Principal at Verplanck Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Mr. Saimond has been with Manchester Public Schools since September 6, 1977. It is recommended that his request be approved.

Ashley Thody, Grade 2 teacher at Bowers Elementary School, has submitted a letter of resignation for personal reasons effective the end of business on January 4, 2013. Ms. Thody has been with Manchester Public Schools since October 9, 2012. It is recommended that her request be approved.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Item for Appropriation FY 12/13 Enfield Head Start Services Grant
Date: December 17, 2012

Background: Enfield Head Start has received a grant from the State Department of Education for the augmentation of its services to low-income families.

Discussion/Analysis: These funds are used for program quality enhancement in the area of literacy.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$2,850 to the Enfield Head Start, State Department of Education Services Grant.

Attachments: Award letter and budget.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE
Statute: C.G.S. 10-16n
CFDA #: None
SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-16101-2013-82079

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2012 - 6/30/2013

3 Education Staff

Program Manager:
Andrea Brinnel 860-713-6771

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

6 Authorized Funding

Grant Amount: \$2,850

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2012 and June 30, 2013 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2013. For grants awarded for two-year periods beginning July 1, 2012, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2014. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

12/12/2012

Diane Ullman

BUDGET FORM

Created On: 12/12/2012

ED 114

Fiscal Year: 2013
Grantee Name: MANCHESTER
Grant Title: HEAD START SERVICES
Project Title:
Fund: 11000 **SPID:** 16101 **Year:** 2013
Grant Period: 7/1/2012 - 6/30/2013
SDE Project Code: SDE000000000002

Grantee: 077-000

Funding Status: Final
Vendor ID: 00077

PROG: 82079 **CF1:** **CF2:**
Authorized Amount: \$2,850

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: **CARRYOVER DUE:** **CURRENT DUE:** \$2,850

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHER	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	1,605
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	1,245
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$2,850

Original Request Date: 7/3/2012

This budget was approved by Andrea Brinnel on 12/6/2012.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Item for Appropriation FY 12/13 Enfield Head Start Enhancement Grant
Date: December 17, 2012

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

Discussion/Analysis: These funds are used to enhance services for preschoolers, for our extended day full year program and continuation summer program.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Enfield Head Start, State Department of Education enhancement grant appropriation, in the amount of \$92,137.

Attachments: Award letter and budget.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE
 Statute: "C.G.S.10-16n"
 CFDA #: None
 SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-16106-2013-82079

2 Grant Title

HEAD START ENHANCEMENT

5 Award Period

7/1/2012 - 6/30/2013

3 Education Staff

Program Manager:
 Andrea Brinnel 860-713-6771

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

6 Authorized Funding

Grant Amount: \$92,137

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2012 and June 30, 2013 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2013. For grants awarded for two-year periods beginning July 1, 2012, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2014. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

12/12/2012

Diane Ullman

BUDGET FORM

Created On: 12/12/2012

ED 114

Fiscal Year: 2013 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: HEAD START ENHANCEMENT
Project Title:
Fund: 11000 **SPID:** 16106 **Year:** 2013 **PROG:** 82079 **CF1:** **CF2:**
Grant Period: 7/1/2012 - 6/30/2013 **Authorized Amount:** \$92,137
SDE Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$92,137

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	4,518
111B	TEACHERS	32,351
112A	EDUCATION AIDES	20,165
112B	CLERICAL	1,670
119	OTHER	25,879
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	4,094
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	100
330	OTHER PROFESSIONAL TECHNICAL SERVICES	1,960
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	1,400
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$92,137

Original Request Date: 7/3/2012

This budget was approved by Andrea Brinnel on 12/6/2012.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Item for Appropriation FY 12/13 Manchester Head Start Link Grant
Date: December 17, 2012

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

Discussion/Analysis: These funds will be used to extend the school day of its Squire Village district students from part-time to a full day of six hours. This expansion will increase learning opportunities in the development of language, literacy, social and emotional and math and science concepts.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Manchester Head Start, State Department of Education Link grant appropriation, in the amount of \$19,594.

Attachments: Award letter and budget.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE
 Statute: P.A.07-1 (JSS)
 CFDA #: None
 SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-16202-2013-82079-170003

2 Grant Title

HEAD START - EARLY CHILDHOOD LINK

5 Award Period

7/1/2012 - 6/30/2013

3 Education Staff

Program Manager:
 Andrea Brinnel 860-713-6771

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

6 Authorized Funding

Grant Amount: \$19,594

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2012 and June 30, 2013 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2013. For grants awarded for two-year periods beginning July 1, 2012, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2014. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

12/12/2012

Diane Ullman

BUDGET FORM

Created On: 12/12/2012

ED 114

Fiscal Year: 2013 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: HEAD START - EARLY CHILDHOOD LINK **Vendor ID:** 00077
Project Title: COMPETITIVE GRANT
Fund: 11000 **SPID:** 16202 **Year:** 2013 **PROG:** 82079 **CF1:** 170003 **CF2:**
Grant Period: 7/1/2012 - 6/30/2013 **Authorized Amount:** \$19,594
SDE Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: **CARRYOVER DUE:** **CURRENT DUE:** \$19,594

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHER	17,474
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	2,120
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$19,594

Original Request Date: 7/2/2012

This budget was approved by Andrea Brinnel on 12/6/2012.

Town of Manchester
Board of Education

To: Manchester Board of Education

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

Subject: Item for Appropriation Head Start Debt Service -Intercept Replacement Grant 2012-2013

Date: December 17, 2012

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

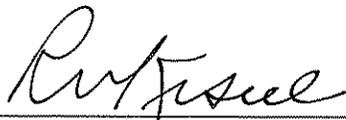
Discussion/Analysis: CHEFA has been able to offer attractive interest rates on the Tax-Exempt Program by requiring the full debt service payment be intercepted at the state level and paid directly to the Bond Issue Trustee. The state's payment of the borrower's portion of the debt service is referred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

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

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors appropriate \$46,125 into a special funds account for Head Start Debt Service- Intercept Replacement Grant.

Attachments: Award letter.



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE
Statute: C.G.S. 10-16n
CFDA #: None
SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-16101-2013-82079-SDE00006

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2012 - 6/30/2013

3 Education Staff

Program Manager:
Andrea Brinnel 860-713-6771

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

6 Authorized Funding

Grant Amount: \$96,727

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2012 and June 30, 2013 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2013. For grants awarded for two-year periods beginning July 1, 2012, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2014. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

CHEFA Intercept - A total of \$46,125 of this grant award will be released to the State Treasurer for debt service payment. The total budget amount has been reduced by this amount.

This grant has been approved.

12/12/2012

Diane Ullman

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 12/13 Enfield Head Start Link Grant
Date: December 17, 2012

Background: Enfield Head Start has received a grant from the State Department of Education to provide additional direct services to students in the areas of language and literacy.

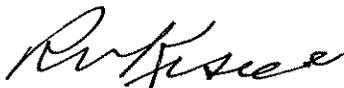
Discussion/Analysis: These funds will be used to hire three part-time literacy facilitators and to purchase instructional supplies. The facilitators will work with students individually and in small groups to strengthen literacy and language skills. They will also promote family literacy and parent involvement.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Enfield Head Start, State Department of Education Link grant appropriation, in the amount of \$28,885.

Attachments: Award letter and budget.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE
Statute: P.A. 07-1 (JSS)
CFDA #: None
SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-16202-2013-82079-170003-SDE00005

2 Grant Title

HEAD START - EARLY CHILDHOOD LINK

5 Award Period

7/1/2012 - 6/30/2013

3 Education Staff

Program Manager:

Andrea Brinnel 860-713-6771

Payment & Expenditure Inquiries:

Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$28,885

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2012 and June 30, 2013 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2013. For grants awarded for two-year periods beginning July 1, 2012, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2014. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

Enfield Board of Education

This grant has been approved.

12/12/2012

Diane Ullman

BUDGET FORM

Created On: 12/12/2012

ED 114

Fiscal Year: 2013 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: HEAD START - EARLY CHILDHOOD LINK
Project Title: COMPETITIVE GRANT
Fund: 11000 **SPID:** 16202 **Year:** 2013 **PROG:** 82079 **CF1:** 170003 **CF2:** SDE00005
Grant Period: 7/1/2012 - 6/30/2013 **Authorized Amount:** \$28,885
SDE Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$28,885

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	13,074
112B	CLERICAL	
119	OTHER	14,241
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	1,458
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	112
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$28,885

Original Request Date: 7/2/2012

This budget was approved by Andrea Brinnel on 12/6/2012.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Richard Kisiel, Ed.D. Interim Superintendent of Schools
Subject: Item for Appropriation
Date: December 11, 2012

Background:

The Connecticut State Department of Education has awarded FY 2012-2013 funding under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to ELL students, teachers and tutors in grades K-12.

Discussion/Analysis:

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

Financial Impact:

The District has been granted \$50,990 from the State.

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$50,990 under the FY 2012-2013 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award of FY 2012-2013 Title III, Part A, English Language Acquisition and Language Enhancement grant.



Richard Kisiel, Ed.D.
Superintendent of Schools
January 14, 2013



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: FEDERAL
 Statute: P.L. 107-110
 CFDA #: 84.365A
 SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20868-2013-82075-170002

2 Grant Title

TITLE III PART A ENGLISH LANG. ACQUIS.

5 Award Period

7/1/2012 - 6/30/2014

3 Education Staff

Program Manager:
 Marie Salazar Glowski 860-713-6750

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

6 Authorized Funding

Grant Amount: \$50,990

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2012 and June 30, 2013 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2013. For grants awarded for two-year periods beginning July 1, 2012, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2014. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

12/3/2012

Adam Goldfarb

BUDGET FORM

Created On: 12/3/2012

ED 114

Fiscal Year: 2013 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS. **Vendor ID:** 00077
Project Title:
Fund: 12060 **SPID:** 20868 **Year:** 2013 **PROG:** 82075 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2012 - 6/30/2014 **Authorized Amount:** \$50,990
SDE Project Code: SDE0000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE: **CARRYOVER DUE:** **CURRENT DUE:** \$50,990

CODES	DESCRIPTIONS	PUBLIC	NON-PUBLIC
100	PERSONAL SERVICES - SALARIES	36,853	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	924	
300	PURCHASED PROF/TECH SERVICES	9,005	
500	OTHER PURCHASED SERVICES	1,500	
600	SUPPLIES	2,559	149
700	PROPERTY		
890	OTHER OBJECTS		
940	INDIRECT COSTS		
	TOTAL	\$50,841	\$149
XCHR	TOTAL CHARTER SCHOOLS		

Original Request Date: 7/26/2012

This budget was approved by Marie Salazar Glowski on 11/26/2012.

**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: December 3, 2012

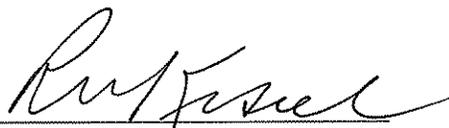
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

Discussion/Analysis: Transfer from Systems Computer Technology Printing/Advertising to System Computer Technology Dues/Fees account. A transfer of \$200.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013

OK DCaron
12/14/12

**Manchester Public Schools
Manchester, Connecticut**

Kennedy Education Center

To: **Accounting Department**

School: Central

Date: 12/10/2012

Principal's Sign: *[Signature]*

Date of Approval: 12-12-12

JUSTIFICATION (Required Field) :

Need to transfer money from System Computer Technology Workshops/Inservice to payroll account 5115 to cover expense from Tricia Rafala's Stipend sheet.

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

DECREASE In whole dollars only:

\$ <u>200</u>	Account # <u>11299100</u>	Description: <u>5540</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$105 TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>200</u>	Account # <u>11299100</u>	Description: <u>5810</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ _____ TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: December 3, 2012

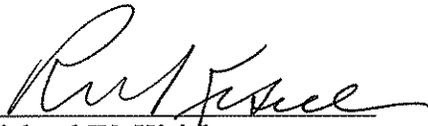
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

Discussion/Analysis: Transfer from Manchester High School Art Computer Supplies/Materials to Manchester High School Art Dues/Fees account. A transfer of \$20.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013

OK
D. Caron
12/14/12

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: MTS

Date: 12/3/12

Principal's Sign: [Signature]

Date of Approval: _____

JUSTIFICATION: (Fees) Dues for Scholastics went up - there is not enough money in the Dues line item.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER		
DECREASE:		
\$ <u>20.00</u>	Account #: <u>104611005612</u>	Description: <u>Computer Supplies</u>
\$ _____	Account #: _____	Description: _____
\$ _____	Account #: _____	Description: _____
\$ _____	TOTAL DECREASE	
INCREASE:		
\$ <u>20.00</u>	Account #: <u>104611005810</u>	Description: <u>Dues/Fees</u>
\$ _____	Account #: _____	Description: _____
\$ _____	Account #: _____	Description: _____
\$ _____	TOTAL INCREASE (Must match total decrease)	

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: December 18, 2012

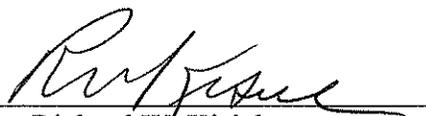
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

Discussion/Analysis: Transfer from Manchester High School Science & Athletic Trips to Manchester High School Instructional Supplies/Material account. A transfer of \$450.00 is being requested.

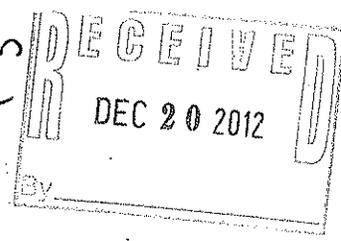
Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2012-2013 Budget.


Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013

OK
Doreen Caron
12/27/12



Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Manchester High School

Date: 12/18/12

Principal's Sign: [Signature]

Date of Approval: _____

JUSTIFICATION:

Due to the events of the year, the Marine Biology teachers have decided to forgo their whale watching trip, and need to purchase supplies for an altered version of their final project to avoid using the pool.

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

DECREASE:

\$ 450.00 Account #: 14061100-5512 Description: Science - Field Trips

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 450.00 **TOTAL DECREASE**

INCREASE:

\$ 450.00 Account #: 14061100-5611 Description: Science - Instructional Supplies

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 450.00 **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: December 18, 2012

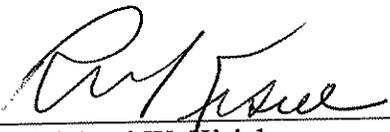
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

Discussion/Analysis: Transfer from Manchester High School Art Professional Development to Manchester High School Art Instructional Supplies/Material account. A transfer of \$80.00 is being requested.

Financial Impact: None

Other Board/Commission Action: None

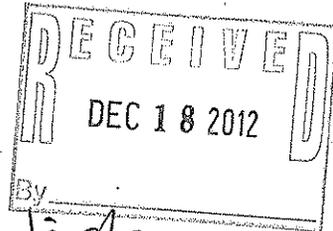
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013

Manchester Public Schools
Manchester, Connecticut

OK
D. Caron
12/27/12



To: Accounting Department

School: Manchester High

Date: 12/13/2012

Principal's Sign: [Signature]

Date of Approval: 12/14/12

JUSTIFICATION: Membership fees were below budgeted amount. Need funding for resource materials for sculpture class.

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

DECREASE:

\$ 80.00 Account #: 10461100 5320 Description: Art Professional Mtgs.

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 80.00 **TOTAL DECREASE**

INCREASE:

\$ 80.00 Account #: 10461100-5611 Description: Art Instructional Supplies

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

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

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: January 4, 2013

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

Discussion/Analysis: Transfer from Illing Middle School Administrator Printing/Advertising to Illing Middle School Administrator General Supplies/Materials account. A transfer of \$1,000.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013

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OK
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JAN 07 2013

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Iling Middle School

Date: 1/4/13

Principal's Sign: [Signature]

Date of Approval: 1/14/13

JUSTIFICATION:
To increase funds where there is a negative balance and to pay for General Supplies/Material

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

DECREASE:

\$ _____ Account #: _____ Description: _____

\$ 1,000 Account #: 42353100 5540 Description: Printing/Advertising

\$ _____ Account #: _____ Description: _____

\$ 1,000.00 **TOTAL DECREASE**

INCREASE:

\$ _____ Account #: _____ Description: _____

\$ 1,000 Account #: 42353240 5610 Description: General sup. & Mat.

\$ _____ Account #: _____ Description: _____

\$ 1,000.00 **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: January 4, 2013

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

Discussion/Analysis: Transfer from Illing Middle School Administrator Postage to Illing Middle School Administrator Professional Development account. A transfer of \$1,000.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
January 14, 2013

1/7/13
OK
D. Caron

RECEIVED

JAN 07 2013

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Felling Middle School

Date: 1/4/13

Principal's Sign: [Signature]

Date of Approval: 1/4/13

JUSTIFICATION:
To pay for PD expenses

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

DECREASE:

\$ 1,000 Account #: 42353240 5841 Description: Postage

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 1,000 **TOTAL DECREASE**

INCREASE:

\$ 1,000 Account #: 42353221 5320 Description: Professional Develop.

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 1,000 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

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: ²⁻²⁻¹³ ~~2-15-13~~ to ~~2-16-12~~

Name of Club or Activity: Wrestling

Trip to: Trumbull Purpose: Wrestling Tournament

Number of students participating: 14 From: 2/15/13 To: 2/16/12

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. _____ b. _____ Lo La Guardia - Coach
- c. _____ d. _____ Gerry Navarro - Coach
- e. _____ f. _____
- g. _____ h. _____

Others: _____

Transportation: Bus Train Plane Car Other _____

Are fund-raising activities planned? Yes No If so, describe: MHS Wrestling Tournament

How will funds be allocated to students participating?* _____

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: _____

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

Total cost per student: \$ 30 (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: \$ 30

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: L Btt Typed: Lindsey Boutilier

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: L Btt A.D. Date: 1-2-13

Approved by Principal:

Signature: [Signature] Date: 1-2-13

Approved by Superintendent or designee:

Signature: [Signature] Date: 1-2-2013

Attachments: Quotations
Itinerary

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

**MANCHESTER PUBLIC SCHOOL
District and School Level
Safety and Security Response
January 14, 2013**

Immediate Action – All Schools

- Police Department to complete safety and security assessment (in progress)
- Standardize the emergency response template for the District's Crisis Management Plan (in progress)
- New administrators will receive training in and use of the National Incident Management System (NIMS) and Incident Command System (ICS) as required by *Homeland Security Presidential Directive -5* and state law. (in progress)
- All school visitors must sign in, identify themselves, their purpose of the visit, and receive a visitor's badge.
- Increased vigilance by all staff to ensure that visitors are wearing visitor identification badges
- All exterior and interior doors locked
- Seek approval of a proposed policy on Violence in the Workplace (in progress)
- Establish a community task force to identify action steps needed to improve the safety and security in all district facilities.

Immediate Action – School Specific

Bennet Academy

- Parks and Recreation access doors to school facilities will be locked between 3-10 p.m.

Bowers Elementary School

- All visitors will be required to use the Princeton Street door
- MELC visitors will ring the MELC door bell to access the building

Buckley Elementary School

- Teachers must provide advance notice to the office of school visitors
- Any class outside will require a walkie-talkie
- Emergency back-pack kits issued to all classrooms

Illing Middle School

- Designated personnel posted at front entry desk between 8:05 a.m. – 3:00 p.m. to greet visitors
- Security personnel check all outside doorways throughout the school day
- Students who arrive before 8:05 a.m. now wait in the gymnasium rather than outside of the building
- Students and staff must wear visible identification badge.

Manchester High School

- All visitors with appointments with teachers will be escorted to the location of the meeting and escorted from the meeting to the main entrance to sign out
- All former students may visit with teachers at the end of the school day
- All visitors must enter the school through the main entrance to the school
- No visitors allowed in the cafeteria during the school day
- Parents with nursery school children will have parking and drop off passes
- Students who have early release will leave the building or report to library or math/writing labs
- Freshmen Center Office to be notified of the use of Room 293 by the group arranging the meeting

Manchester Regional Academy

- Replace front entry area camera (in progress)
- Additional hallway cameras (in progress)
- Install video phone connection to main office (in progress)
- Require substitute teacher to carry room key and review crisis plans before they start their assignment

Martin Elementary School

- Additional classroom door keys for teachers who share classrooms and for substitute teachers
- Installation of electronic key access to outside doors near playground access

Robertson Elementary School

- Teachers must provide advance notice to the office of school visitors
- School staff on duty at the school's main entrance before school and at dismissal
- Classroom doors locked when not occupied

Verplanck Elementary School

- Additional classroom door keys for teachers who share classrooms and for substitute teachers
- All students and parents will enter the school through the main entrance doorway

Waddell Elementary School

- MELC staff and visitors to enter the school through a designated entrance other than the main entrance of the school
- In case of lockdown, classroom teachers will cover the hallway door windows

Washington Elementary School

- Entrance sign at the main school door in English and Spanish directs visitors to main office
- Family Resource Center visitors will only enter through the main door will sign in and receive a visitor's badge.

Future Action under Consideration – All Schools

- Change classroom door lock to enable doors to be locked from the inside
- Security personnel posted at the main entrance to all schools.
- Create a “buddy-system” between the School Resource Officers at the high school and each elementary school
- Installation of sound and motion detection systems for evening building security.
- Provide additional training for social workers, psychologists, administrators, and nursing personnel in managing the emotional aftermath of a tragedy
- Complete the distribution of emergency back-pack kits to all classrooms
- Installation of visitor tracking systems, such as Raptor, in all schools
- Installation of an emergency communication alert to classrooms and police department in each school.

Future Action under Consideration – School Specific

Bowers Elementary School

- Install camera with a wide angle lens at the Princeton Street main entrance door

Buckley Elementary School

- Installation of electronic key access to outside doors near upper playground
- Additional classroom door keys for teachers who share classrooms and for substitute teachers
- Additional walkie-talkies for staff

Highland Park Elementary Schools

Hilling Middle School

- Petition the five open classrooms in the rear of the building to provide greater security during lockdown procedures or other emergencies
- Prevent public access to sections of school building not in use by sports teams, and Parks and Recreation
- Install/upgrade of phone system to allow teachers to call the main office and 911 in case of an emergency
- Additional security cameras outside of the building
- Additional walkie-talkies assigned to key staff members
- Installation of metal detectors at the main entrance to the building

Keeney Street School

- Relocate school office to nurse’s office with visible sight of the school entrance.

- Install/upgrade of phone system to allow teachers to call the main office and 911 in case of an emergency

Manchester High School

- Post security personnel at the entrance to the Freshmen Center near Room 189
- Visitors arriving at the Freshmen Center entrance, in the vicinity of Room 189, to sign in and receive a visitor's badge

Manchester Regional Academy

- Assign a full time SRO to the school

Robertson Elementary School

- Enclose the walkway between school building and portable classrooms
- Installation/upgrade of phone system to allow teachers to call the main office and 911 in case of an emergency

Waddell Elementary School

- Install camera with a wide angle lens at the main entrance door
- Increase lighting in the main front parking lot

Washington Elementary School

- Installation/upgrade of phone system to allow teachers to call the main office and 911 in case of an emergency
- Install public address system in several classrooms.
- Install improved lighting on the outside of the building
- Additional classroom door keys for teachers who share classrooms and for substitute teachers
- Install handicapped accessible entry way

MEMORANDUM OF UNDERSTANDING RE:
GREAT PATH ACADEMY GOVERNING BOARD

This MEMORANDUM OF UNDERSTANDING is entered into this ____ day of _____, 2013 by and among the undersigned Board of Education of Bolton, Coventry, East Hartford, Glastonbury, Hartford, Manchester, and Tolland, and Manchester Community College ("MCC"), each acting by a duly authorized signatory.

WHEREAS, the Board of Regents for Higher Education was the sponsor of the Manchester Community College Middle College High School, now known as Great Path Academy ("Great Path Academy"), an inter-district magnet high school established under Conn. Gen. Stat. § 10-274l, as amended;

WHEREAS, the Great Path Academy Governing Board was established under a separate cooperative agreement ("Cooperative Agreement"), entered into in October 2001 and continued in November 2004, between Manchester Community College and participating local school districts noted above;

WHEREAS, the Great Path Academy Governing Board was established to facilitate coordination and responsiveness between the said districts and Great Path Academy and to provide a discussion forum for Great Path Academy policy and decision-making including designating seats and overall fiscal control prior to the change in magnet school legislation and the lottery procedure including parent choice;

WHEREAS, the Board of Regents for Higher Education, by resolution dated April 13, 2012, has delegated to Manchester Community College overall responsibility to sponsor and manage Great Path Academy, including the mission, design, implementation and assessment, and operation of all aspects of Great Path Academy;

WHEREAS, Manchester Community College has entered into an agreement with the Hartford Board of Education pursuant to which MCC has delegated to Hartford responsibility for the day-to-day operation and management of the GPA academic program and certain related administrative functions as set forth in said Agreement, including accreditation and compliance with State laws;

WHEREAS, each Board of Education and MCC, is desirous of discontinuing and terminating the Cooperative Agreement; and

WHEREAS, the cooperative agreement provides that the Great Path Governing Board shall dissolve when all but one of the boards of education has withdrawn from the Cooperative Agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, each Board of Education and MCC, intending to be legally bound, hereby agree as follows:

1. The undersigned agree to support the creation of an alliance of participating school districts to act in an advisory council capacity to MCC to provide a discussion forum for GPA policy and decision-making and other regional educational, school/college partnerships related to college readiness initiatives;
2. Each undersigned Board of Education and Manchester Community College support the dissolution of the Great Path Governing Board as currently constituted;
2. Each undersigned Board of Education and Manchester Community College withdraws from the current Cooperative Agreement.
3. Paragraph 3.4 of the Cooperative Agreement, entered into in October 2001 and continued in November 2004, is amended to delete the one year notice requirement and effective date of withdrawal;
4. The dissolution of the Great Path Academy Governing Board shall become effective immediately upon the approval of each Board of Education and MCC as evidenced by signatures below;
5. This Memorandum of Understanding shall become effective immediately upon the approval of each Board of Education and MCC as evidenced by signatures below.

IN WITNESS THEREOF, the parties hereto have authorized their designated representatives to set their hands.

Manchester Community College

Date

Bolton Board of Education

Date

Coventry Board of Education

Date

East Hartford Board of Education

Date

Ellington Board of Education

Date

Glastonbury Board of Education

Date

Hartford Board of Education

Date

Manchester Board of Education

Date

Tolland Board of Education

Date

PERSONNEL**VIOLENCE IN THE WORKPLACE****4302****POLICY**

The Manchester Board of Education maintains a zero tolerance on violence in the workplace. Any violent act, implied or actual, and/or threatening is strictly prohibited. Participating in, provoking, or otherwise contributing to any violent act in the workplace, including, but not limited to, abuse, battery, property damage, threats and/or harassment will result in disciplinary action up to and including arrest and discharge.

Possession, use, or threat of use, of a deadly weapon and/or dangerous instrument, as defined by the State of Connecticut Penal Code, Section 53a-3, by a Manchester Board of Education employee, is not permitted at work, or on school property, including a Manchester Board of Education vehicle, or in a private vehicle when the vehicle is being used for school business, or if the private vehicle is parked on school property, unless such possession or use of a deadly weapon and/or deadly instrument is necessary and approved requirement of the job, as authorized by the Chief of Police and/or the Superintendent of Schools.

It is the shared obligation of all employees, law enforcement agencies, and employee organizations, individually and jointly, to act, to prevent, or defuse, actual or implied violent behavior at the workplace. The Manchester Board of Education will work with law enforcement agencies to aid in the prosecution of anyone who commits violent acts against employees or their property.

No employee, acting in good faith, who reports real or implied violent behavior, will be subject to retaliation or harassment based upon such report.

“Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, billy, blackjack, bludgeon, or metal knuckles.

“Dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted to threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle” as that term is defined in this section and includes a dog that has been commanded to attack, except a dog owned by a law enforcement agency of the state or any political subdivision thereof or of the federal government when such dog is in the performance of its duties under direct supervision, care and control of an assigned law enforcement officer.

Personnel**Policy 4303****CODE OF CONDUCT FOR CERTIFIED STAFF**

The District recognizes that the education profession is vested by the public with a trust and responsibility requiring the highest ideals of professionalism. It expects its staff to practice the profession according to the highest possible degree of ethical conduct and standards. Accordingly, all certified staff are expected to be familiar with and to comply with the Connecticut Code of Professional Responsibility for Educators and the accompanying state regulations.

For purposes of this policy, the term "certified staff" refers to all staff who are required to have a certificate, authorization or permit or other credential from the State Board of Education as a condition of their employment with the Manchester Public Schools, including superintendents, administrators, teachers, special services professionals, and coaches.

1. Certified staff will not engage in or have a financial interest in any business or activity for financial remuneration that interferes with their ability to fulfill their professional obligations to the District.
2. Certified staff will not actively engage in any private business or non school related volunteer activity during school hours or on school grounds and shall not use school resources such as materials, supplies, equipment, facilities, clerical assistance, or other school services for any private business or non school related volunteer activity without advance written approval from the Superintendent except to the same extent and on the same terms as such resources are available to the general public.
3. Certified staff will not provide private diagnostic, therapeutic, counseling, instructional or remedial services to students attending the Manchester Public Schools, except as permitted in paragraph 4.
4. Certified staff may provide private tutoring or instructional services at the request of a parent under the following conditions:
 - a. the student is not being taught by or under the direct supervision of that staff member and the staff does not have actual notice that the student will be taught by or under the direct supervision of that staff member during the next school year;
 - b. the District has not recommended the services as necessary for the student such as in an Individual Education Plan;
 - c. the staff member has not recommended the tutoring;

- d. the staff member has not solicited the student or the parent; or
- e. the tutoring does not occur on school grounds or with the use of school resources not otherwise available to the general public.

5. Certified staff will refrain from referring any student attending the Manchester Public Schools to specific providers of private tutorial, counseling, evaluative or other educational services. Nothing in this section shall be interpreted to prevent a staff member from providing a student or family with information about access to publicly available community resources.

6. Certified staff will not represent a student, other than their own child, or the student's family in a private capacity with regard to seeking educational services from the District, with or without compensation.

7. Certified staff will not engage in the direct solicitation of students during the school day or at school sponsored activities to participate in non-school sponsored activities in which the certified staff member has a financial interest without advance written approval from the Superintendent. Any such solicitation that is approved shall be in writing.

Any certified staff employee who violates this policy may be subject to disciplinary action, up to and including, termination of employment.

Legal References:

Connecticut State Regulation §10-145d-400a

Connecticut State Regulation §10-145d-400b

ADOPTED: _____

REVISED: _____

January 2, 2013

**Manchester Board of Education
Building and Sites Committee
January 3, 2013**

Attendees: Mike Crockett, Neal Leon, Ron Atwater, Rich Ziegler

The committee took a tour of Buckley for a review of the projects completed this past summer. Rich Ziegler outlined the details of the gym floor refinishing project and the problems of the bleachers in the gym resulting in an unsafe condition. As a result the bleachers cannot be used.

Rich updated the committee of the status of the schools referendum projects. Request for quotations for Architectural Services for the roof specifications have been received and are under review.

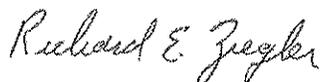
Rich updated the committee on the investigation of the potential solar energy project. Our facilities qualification for the project is to be determined.

The surplus equipment auction has been completed. Nathan Hale gym and café are being cleaned for use by the Early Childhood Winter Fest on February 2nd, and future use by Recreation.

Rich asked the committee if they would consider a recommendation to update policy 3510 to adjust allocations to provide for the current needs of our facilities. The committee clarified that the allocations in the policy are minimum percentages of the total budget and that they could be adjusted accordingly during the budget process.

Next meeting will be held on February 7, 2013 at 6:00 pm at Robertson

Respectfully Submitted,



Richard E Ziegler
Facilities Manager