

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, AUGUST 29, 2016**  
**Lincoln Center**

**Personnel & Finance Committee Mtg.  
Board of Education Meeting**

**5:30 P.M. – Director’s Rm  
7:00 P.M. – Hearing Rm**

- A. OPENING**
- 1) Call to order
  - 2) Pledge of Allegiance
  - 3) Board of Education Minutes 7-11-16 A – 3
- B. COMMITTEE REPORTS –**
- 1) Policy Committee Meeting Minutes 7-11-16 B – 1
- C. CONSENT CALENDAR**
- 1) Personnel Information C – 1
  - 2) Transfer of Funds C – 2
  - 3) Establish an appropriation for FY16/18 for the Nellie Mae Education Foundation, Inc., grant in the amount of \$186,900 C – 3
  - 4) Establish an appropriation for FY16/17 for the Connecticut State Department of Education Grant for Manchester Adult Education, in the amount of \$627,514 C – 4
  - 5) Establish an appropriation for FY16/18 for the preliminary grant award, under the Individuals with Disabilities Education Improvement Act (IDEA) 611 grant in the amount of \$1,674,502 C – 5
  - 6) Establish an appropriation for FY16/18 for the preliminary grant award, under the Individuals with Disabilities Education Improvement Act (IDEA) 619 grant in the amount of \$64,303 C – 6
  - 7) Create for FY16/17 an appropriation for the Manchester Head Start, State Department of Education Link Grant, in the amount of \$27,984 C – 7
  - 8) Establish an increase in appropriation for FY15/17 anticipated revenue by \$80,000 bringing the total appropriation to \$770,000 C – 8
  - 9) Create for FY16/17 Manchester Head Start, State Department of Education Services Grant appropriation, in the amount of \$98,523 C – 9
  - 10) Create for FY16/17 Enfield Head Start, State Department of Education Enhancement Grant appropriation, in the amount of \$89,751 C – 10
  - 11) Create for FY16/17 Enfield Head Start, State Department of Education Services Grant appropriation, in the amount of \$2,804 C – 11
  - 12) Create for FY16/17 Enfield Head Start, State Department of Education Link Grant appropriation, in the amount of \$33,850 C – 12
  - 13) Establish an appropriation for FY16/17 for the Manchester Education Assoc. (MEA), for Tom Nicholas, MEA President in accordance with Article XXIII of the contract between the Board of Education and the Manchester Education Association (MEA) Tom Nicholas, MEA President is requesting a .50 release time for the 16/17 school year. The amount of his substitute’s salary and Medicare expense of \$30,086 will be reimbursed by MEA. C – 13
  - 14) Permission to apply for the FY16/17 Parent Trust Fund Grant for Parent Leadership Training in the amount of \$27,495 C – 14
  - 15) Establish an appropriation for FY16/17 for the Preschool Development Grant, in the amount of \$237,049 C – 15

16) Establish an appropriation for FY16/17 for the Community Use of Schools account and made available to cover repair and maintenance costs to Bailey Auditorium, in the amount of \$15,800.21

C – 16

**D. REPORT FROM STUDENT REPRESENTATIVE - None**

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

**F. SUPERINTENDENT'S REPORT**

1) Opening of School Update – Mr. Matthew Geary, Superintendent of Schools

**G. UNFINISHED BUSINESS – None**

**H. NEW BUSINESS –**

**Policy Recommendation:**

The Policy Committee submits to the full Board its recommended revision for a first reading and approval in accordance with its policy on policy changes:

**Policy Revisions:**

- 1) Policy 1121 - Communication with Public and Media
- 2) Policy 5141.4 – Student Wellness Policy

H – 1

H – 2

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

**J. COMMUNICATIONS - None**

**K. ITEMS FOR FUTURE AGENDAS**

**L. ADJOURNMENT**

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

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

## MANCHESTER BOARD OF EDUCATION

### Regular Meeting

July 11, 2016

Lincoln

**PRESENT:** Hagenow, Pattacini, Pazda, Scappaticci, Stefanovicz, Thames

**ALSO PRESENT:** Superintendent of Schools Geary, Assistant Superintendent for Finance & Management Brooks, Assistant Superintendent for Curriculum Radikas

**ABSENT:** Jacobsen, Leon, Stafford

#### A. **OPENING**

##### A.1. & 2. **Meeting Called to Order**

**Chairperson Pattacini** called the meeting back to order at 7:00 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

##### A.3. **Approval of Minutes of Previous Meeting**

**ADOPTED – Minutes Regular Meeting of the Board of Education of June 27, 2016. Secretary Scappaticci moved and Ms. Pazda seconded the motion.**

**6/0 – Voted in favor.**

##### A.4. **Recognition of Mary-Jane Pazda and Patricia Brooks**

**Mr. Pattacini** recognized Mary-Jane Pazda's service as a Board member. Mr. Geary noted she made a consistent contribution to the Board of Education, specifically in the area of curriculum and instruction. Mr. Geary presented her with the book *Pete the Cat's Groovy Guide to Life*.

**Ms. Hagenow** thanked Ms. Pazda for her time and dedication, stating she always put the needs of the children first.

**Ms. Stefanovicz** thanked Ms. Pazda for her service and for being someone to lean on, who listened and provided guidance.

**Mr. Thames** thanked Ms. Pazda for her service and noted she was a pleasure to work with. He wished her lots of luck.

**Mr. Scappaticci** recalled he first met Ms. Pazda when he worked part-time at MCC and visited her English 66 class. At that time Ms. Pazda was running for the Board of Education and he voted for her, even though she was not in the same political party. Mr. Scappaticci noted that with this Board it doesn't matter which party each member is on, they all have common goals. Last, Mr. Scappaticci stated he admires Ms. Pazda's leadership style.

**Mr. Pattacini** noted that Ms. Pazda's educational background and experience helped the Board all grow, providing perspective as a lifelong educator sharing her knowledge. Being on the Board twice, Ms. Pazda has always been a leader and given advice and council. She has shared her wisdom and listened to others points of view. He noted that Ms. Pazda always had the best interests of kids in mind.

**Ms. Pazda** stated it has been a great pleasure serving with phenomenal Board members in a non-partisan way for our children. She will miss having conversations around how to best serve the children. Ms. Pazda feels we have fabulous leadership moving us forward in ways we have not been able to in the past and she is looking forward to serving Manchester in a different way.

**Mr. Geary** called Mrs. Brooks to the podium to present her with a graduation certificate along with a copy of *Pete the Cat's Groovy Guide to Life*. He noted that Mrs. Brooks began her career with Manchester the same time the current graduating class did, so it is fitting that she "graduate" with them. Mr. Geary feels Mrs. Brooks has been the glue that held this district together and he will miss her support, kindness and knowledge.

**Mr. Scappaticci** has always been impressed that no matter what question about the budget was presented, Mrs. Brooks usually had the answer in her head. Her focus has always been on the students. She is impressive and more than a number cruncher. Mr. Scappaticci felt Mrs. Brooks has been warm and welcoming to him. He will miss her and noted she deserves a lovely and happy retirement.

**Ms. Hagenow** cannot believe this is Mrs. Brooks last meeting and she will be moving to her happy place. She will be missed.

**Ms. Pazda** thanked Mrs. Brooks for her years of service through a number of different Superintendents. Ms. Pazda has always been impressed with Mrs. Brooks knowledge base, sense of professionalism and leadership. She wishes her well and looks forward to playing golf together in Florida.

**Ms. Stefanovicz** told Mrs. Brooks it was wonderful getting to know her, stating she is feisty, balanced, and full of wisdom. Mrs. Brooks ties the financials to the hearts of the kids and puts the numbers into perspective.

**Mr. Thames** thanked Mrs. Brooks for her help in his first two years and appreciates the historical perspective she has shared with him. He wishes her luck and an enjoyable life.

**Mr. Pattacini** thanked Mrs. Brooks for her service. When he thinks of her integrity comes to mind. He knows our funds are safe and she cares so much about the kids. Mr. Pattacini feels that nobody cried or smiled more at graduation than Mrs. Brooks, noting she "grew up" with the 2016 graduating class. He thanked her for her service to the students.

**Mrs. Brooks** thanked everyone, noting the kids made her job worthwhile. In her career of 36 years and four districts, Manchester is the one she doesn't want to leave. She quoted Dr. Kisiel when he said once you work in Manchester you become a part of Manchester in your heart.

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## **B. COMMITTEE REPORTS**

### **B.1. Curriculum & Instruction Committee**

**Mrs. Pazda** reported the last meeting was held on June 27, 2016. In attendance were Jason Scappaticci, Mary-Jane Pazda, Susan Jacobsen, Amy Radikas, Diane Sheehan-Burns, Santosha Oliver, Beth Hayes, Seanna Francour, Paige LePaige, and Steve Moore. Two items were discussed:

1. Textbook adoption for Mathematics: Dr. Oliver, Beth Hayes, Paige LePaige and Steven Moore shared the results of the pilot conducted for Grade 7 Mathematics, Pre-Algebra and Grade 8 Mathematics. An online component supports home access. Recommendation for adoption was approved by the C&I subcommittee.
2. Textbook adoption for Social Studies: Diane Sheehan-Burns and Seanna Francour shared the results of the pilot conducted for Grade 6 Social Studies. The textbook (Western World) incorporates the recent C3 Framework for Social Studies and incorporates the use of the History Channel to support the integration of Chromebooks. Recommendation for adoption was approved by the C&I subcommittee.

## **C. CONSENT CALENDAR**

**Mr. Geary** presented two items on the Consent Calendar for Board approval.

### **C.1. Personnel Action**

Details had already been provided to the Board members with their agenda.

### **C.2. Extended Field Trip Request - Illing Middle School – 8th Grade Washington DC Trip - 200-250 students – March 30, 2017 – April 1, 2017**

**The Chairman called for a motion.**

**Secretary Scappaticci moved and Ms. Stefanovicz seconded the recommendation to adopt the Consent Calendar as outlined in Section C of tonight's agenda.**

**6/0 - Voted in favor.**

**D. STUDENT REPRESENTATIVE**

None.

**E. PUBLIC COMMENTS**

Mr. Mike Pohl, 25 Congress Street, felt that Mrs. Pazda's service to the Board has been wonderful. The year she first ran for the Board it was alongside Dr. Silver, Mike Rizzo, and Carl Stafford and it was one of those years where you were sad to only get two votes when you wanted to vote for four people. Her service is to be commended and he thanked her for all she has done to move this district forward. To Mrs. Brooks, Mr. Pohl stated it was a pleasure to serve on the Board when her position was created. He has so much respect for her commitment to the students and residents of Manchester. She will be missed.

Mr. Tom Stringfellow, 183 Hillstown Road, wished Mrs. Brooks good luck in her retirement. He found her professional, courteous and friendly and hopes she enjoys her life. To Mrs. Pazda, he found her professional and someone who always had good things to say. He believes all children can learn and hopes the term subgroup will be scrapped permanently. Mr. Stringfellow went on to suggest articles on the revolutionary war and other historical topics. He suggested the movie *The Legend of Tarzan* and a book on transgender people and 20 myths.

**F. SUPERINTENDENT'S REPORT – PART I**

**F.1. Update on Board of Education Data Dashboard, Spring Results**

**Mr. Geary** noted it took two years to identify the standardized measures to look at progress. This will drive our resources in a targeted way. Mr. Geary presented the data, which is available on the website. He feels we are trending in the right direction.

**Ms. Pazda** wondered if kids are coming to school ready to learn and what we are doing to reach out to help through the Family Resource Centers. Mr. Geary noted the Family Resource Centers meet parents and children, providing opportunities for growth to non-school age children. He pointed out we are reaching out to pre-school providers in the area to see how we can help them better prepare the students. He notes this should improve with community and family engagement. Ms. Pazda pointed out that when students come to school unprepared they are behind the 8-ball from the start.

**Mr. Geary** also noted there are programs offered at the library for children under age 5, which provide socialization. He suggested that everyone has to work together.

**Ms. Pazda** asked why some grades had the DRA2 and now all have Fountas & Pinnell. Mr. Geary wanted consistency across all grade levels. Fountas & Pinnell gives us the opportunity to address needs.

Ms. Pazda wondered if Washington has all the support staff they need. Mr. Geary noted a new Reading Consultant was recently hired for the fall. He feels the principal, Dr. Jim Collin, is clear in how to address the issues in a broad way along with Ms. Ghetia and Ms. Burns to target learning. They have started regrouping across grade levels K-1 and 2-3. The feeling is that you have to meet the children where they are in order to help them move forward.

Ms. Pazda is concerned that the Special Education students are below grade level. Mr. Geary noted that the grade level expectations are the same across the board. He notes we modify and support students and help them build skills. This all impacts behaviors as well. Ms. Pazda wonders if there is appropriate support staff. Mr. Geary feels in reading there is and that the new reading specialist can connect with the special education teachers. Mr. Geary would like to see more interventionists to work with struggling students, but he is working on it.

**Ms. Stefanovicz** was amazed with the data and would like to see a snapshot of a cohort. Mr. Geary will work on it.

**Mr. Pattacini** noted the math fluency increased in the winter significantly. Mr. Geary feels that it may be possible teachers were getting more comfortable with how to teach the newer math. He expects we can continue to see this trend as teachers are doing a better job and are more confident with the material they are delivering.

**Ms. Pazda** asked about the special education and ELL students graduation rates and skill sets. Mr. Geary noted Dr. Crespo is working on seeing what kids have and what they need in ELL and we are trending in the right direction. Regarding special education, we need to find the balance to meet the students where they are and get the most possible from each child. Ms Pazda noted that support staff are important and wondered if we have enough. Mr. Geary notes that there can never be enough, though he feels we are doing well in grades 7-8, we could do better in grades 9-12 with reading. In math he feels we are in good shape grades 7-12.

**Ms. Stefanovicz** noted there is an achievement gap in elementary age students with black students and that disparity only grows in high school. Mr. Geary noted that in high school students are leveled. We work to see all bands are represented in all areas, including Honors and AP classes. Right now the upper level classes struggle with that.

Ms. Stefanovicz noted that Verplanck showed 29 students entering Kindergarten ready per the ESI. He wondered what is happening in that area that is helping prepare the children for school. Mr. Geary wondered if maybe the high number of Head Start students in that district was the reason.

**Mr. Thames** saw a disparity in suspensions across ethnic bands. He notes some schools have a culture and he wonders if we look for trends per school, such as a propensity of some teachers to suspend kids. He notes there is a small group of kids that have multiple suspensions and he wonders if we identify

these children and look for ways to creatively change their behaviors. He notes it is easy to get rid of the problem, but all kids need to learn. Mr. Geary feels we do not change a student's behavior through punishment and we need to do a better job supporting teachers in just how to do that.

**Mr. Pattacini** was excited to see the data presented this way. He is encouraged that this data will help drive decisions at the school level. He wondered if student's chronic absences correlate with suspensions. Mr. Geary notes we want students to want to come to school. Families sometimes struggle to get kids there and the Family Resource Centers can help connect families with outside resources. He noted that people often assume when a child is chronically absent it is because the family doesn't care, but that is often not the case. Mr. Pattacini is excited about the direction the Board is taking, using data to make changes. He thanked the administration for their work on this.

#### **F.2. Update on Climate & Culture**

**Mr. Geary** noted that recently we were invited to present at a national conference in San Francisco. He presented, along with Christa Perkins, and they were very well received. Mr. Geary notes we are moving away from consequences and using social thinking and Ross Green to change our approach to misbehavior. We no longer use time-outs and loss of recess in punishments.

**Ms. Stefanovicz** questioned the different between the severity of the unexpected behaviors. Ms. Perkins noted there is a different response and a push toward restorative activities.

**Mr. Thames** noted this has been piloted at six schools and he wondered how it is modeled. Mr. Geary noted that in the 14-15 school year five schools started this in just a few classes. They created experts in those schools, and then in the 15-16 school year those teachers rolled out the program to the rest of the building. Now it will be rolled out in the other schools this year. Ms. Perkins has spent time the past two years observing and modeling in classrooms. Mr. Geary noted that they have even worked with noon aides, tutors, paraprofessionals and MELC. Mr. Thames hopes to see a stronger emphasis on working with parents in

the future as he thinks we will find that parents are experiencing the same behaviors at home and will welcome new strategies.

**Ms. Pazda** asked if this will be in grades K-5 in all buildings this year. Mr. Geary explained that it has already been used in grades K-1 in all buildings and in grades K-5 in six schools. Now it will be Grades K-5 in all schools this year. Ms. Pazda is thrilled with this work and feels it changes Manchester Public Schools from adult centered to child centered and is huge. This reflects the needs of the children and she notes we cannot just focus on academics. Ms. Pazda likes the draft of clear expectations and options for teachers.

**Mr. Pattacini** thanked Mr. Geary and Ms. Perkins for their work and noted he saw the presentation at the conference and of the 300 people there, Manchester was the only team to receive a standing ovation. That is a tribute to our district. This is a nationwide problem and in order for kids to be successful we need to start early.

**G. UNFINISHED BUSINESS**

None.

**H. NEW BUSINESS**

None.

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

Ms. Tracy Maio, 57 Horton Road, thanked Ms. Pazda for a wonderful job on the Board. Mrs. Brooks, she notes, was always so helpful while Waddell was working on Project Playground. Mrs. Brooks didn't just support the schools and administration and Board, but she supported the PTAs and parents as well. Ms. Maio had a question about the data dashboard and cautioned about how people see "fair" and how to present things to kids. In explaining to parents, they need to know there is not always an immediate response to behavior and it takes time to mold behavior. This may be difficult for parents to understand.

Mr. Tom Stringfellow, 183 Hillstown Road, supports the Consent Calendar, especially #2, the trip to Washington DC. He enjoyed the presentation by Mr Geary and feels everyone should be included. Mr. Stringfellow recommended the book *Mindsets* previously and is glad to see that it has been referenced. Hopefully students will not be treated like a number. He recommended *Family Circle* magazine and several articles on recipes, alcohol abuse and Alateen, as well as drugs. Mr. Stringfellow would like to see a presentation on test taking techniques used with special needs students and ESL students. He notes all students have worth. Mr. Stringfellow is glad we are looking at the whole student and not using the term subgroup. Manchester is a good school system.

**J. COMMUNICATIONS**

None.

**K. ITEMS FOR FUTURE AGENDAS**

**Ms. Hagenow** is curious about an update on the track renovation and the advertising around the track.

**L. ADJOURNMENT**

**Mr. Pattacini called for a motion to adjourn.**

**Secretary Scappaticci moved and Ms. Pazda seconded the motion to adjourn the meeting.**

**6/0 - Voted in favor.**

**Adjournment 9:05 p.m.**

Respectfully submitted,

Jason Scappaticci  
Board Secretary



**Manchester Public Schools**  
**Board of Education**  
Policy Committee  
Minutes  
Monday, July 11, 2016  
Director's Room  
Lincoln Center

The meeting was called to order at 5:30 PM.

Members Present: Deb Hagenow, Mary-Jane Pazda, Darryl Thames, Sr.

Others Present: Matt Geary, Imnaam Kahn

1. The committee reviewed the proposed revisions to the Community Relations Policy and suggested that School Liaisons visit schools while school is in session when possible rather than that being a requirement. Additionally, the committee requested that the Superintendent consult with legal counsel about recording of subcommittee meetings and adjust the policy accordingly.

[Community Relations Policy](#)

2. The committee reviewed the School Wellness Policy and recommended that the Superintendent clarify that 9-5-2-10 means 9 hours of sleep, 5 hours of fruits and vegetables, 2 hours or less of screen time per day, 1 hour of physical activity, and 0 sugary drinks. They also recommended that the policy be revised to indicate the actual amount of time elementary students attend physical education classes. The revised policy is attached.

[Wellness Policy Revised](#)

3. The committee reviewed the Religious Observances and School Prayer policy and have asked the Superintendent to survey families about which holidays they celebrate. The Superintendent will send a survey home in the fall and report back to the committee.
4. A list of policies that will be looked at during the 2016-17 school year was shared with the committee and is attached below.

[Policy List](#)

The meeting adjourned at 6:30 PM.

Respectfully Submitted: Matt Geary, Superintendent of Schools

**PERSONNEL ACTION****APPOINTMENTS**

Confirming the appointment of Darpan Patel as a Dean of Students at Illing Middle School effective July 11, 2016, (Dean of Students (200 days) Step 3, \$89,170. Mr. Patel received a Sixth Year Certificate in Education Leadership at Central Connecticut State University and a Master of Science in Biological Sciences degree at Central Connecticut State University. Mr. Patel resides in South Windsor.

Karli Andrews to be a Speech Language Pathologist at Martin Elementary School. Ms. Andrews received a Master of Science in Speech-Language Pathology degree at Worcester State University. Ms. Andrews resides in Wethersfield. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 5, \$57,130).

Grace Beck to be a Special Education teacher at Buckley and Highland Park Elementary Schools. Ms. Beck received a Bachelor of Science in Elementary Special Education degree at University of Hartford. Ms. Beck resides in Cromwell. It is recommended that her appointment be approved effective August 29, 2016 (BA/Step 2, \$47,973).

Amanda Behmer to be a Speech Language Pathologist at Manchester High School. Ms. Behmer received a Master of Science in Communicate Sciences and Disorders degree at New York University. Ms. Behmer resides in Westborough MA. It is recommended that her appointment be approved effective August 29, 2016 (MA+30/Step 6, \$64,109).

Patrick Biggins to be a School Guidance Counselor at Illing Middle School. Mr. Biggins received a Master of Arts in School Counseling degree at Saint Xavier University. Mr. Biggins resides in East Hartford. It is recommended that his appointment be approved effective August 29, 2016 (MA/Step 5, \$57,130).

Michele Crandall to be a School Psychologist at the Bentley Alternative Education Program. Ms. Crandall received a Master of Arts in School Psychology degree at University at Buffalo. Ms. Crandall resides in Danbury. It is recommended that her appointment be approved effective August 29, 2016 (MA+30/Step 4, \$59,312).

Lauren Dembkowski to be a Social Studies teacher at Manchester High School. Ms. Dembkowski received a Master of Education in Curriculum and Instruction degree at National Louis University. Ms. Dembkowski resides in Groton. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 4, \$54,950).

Simon DeSantis to be a Latin teacher at Manchester High School. Mr. DeSantis received a Master of Arts in Teaching degree at University of Massachusetts, Amherst. Mr. DeSantis resides in Hartford. It is recommended that his appointment be approved effective August 29, 2016 (MA/Step 10, \$73,703).

Kristin Henriques to be a Special Education teacher at Martin Elementary School. Ms. Henriques received a Master of Arts in Special Education degree at Saint Joseph College. Ms. Henriques resides in South Windsor. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 10, \$73,703).

Ann Kostopoulos to be a Special Education teacher for the Bently Alternative Education Program. Ms. Kostopoulos received a Sixth Year Certification in Education Leadership and a Master of Science in Special Education degree at Central Connecticut State University. Ms. Kostopoulos resides in Manchester. It is recommended that her appointment be approved effective August 29, 2016 (MA+30/Step 7, \$66,724).

Kristen Kowalski to be a Literacy Coach at Bowers Elementary School. Ms. Kowalski received a Bachelor of Arts in Elementary Education degree at Centenary College of Louisiana. Ms. Kowalski resides in Simsbury. It is recommended that her appointment be approved effective August 29, 2016 (BA/Step 9, \$63,236).

Christina Kupec to be a Remedial Reading Specialist at Martin Elementary School. Ms. Kupec received Sixth Year Certification in Remedial Reading and a Master of Arts in Education degree at University of Connecticut. Ms. Kupec resides in South Windsor. It is recommended that her appointment be approved effective August 29, 2016 (MA+30/Step 7, \$66,724).

Stacy LaQuerre to be an Elementary teacher at Manchester High School. Ms. LaQuerre received a Bachelor of Science in Elementary Education degree at Central Connecticut State University. Ms. LaQuerre resides in Southington. It is recommended that her appointment be approved effective August 29, 2016 (BA+15/Step 2, \$49,280).

Elizabeth Lewtan to be a Guidance Counselor at Robertson Elementary School. Ms. Lewtan received a Master of Arts in School Counseling degree at University of Saint Joseph. Ms. Lewtan resides in Simsbury. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 1, \$49,280).

Jennifer Liberty to be a School Psychologist at Illing Middle School. Ms. Liberty received a Master of Arts in School Psychology degree at Marist College. Ms. Liberty resides in Wallingford. It is recommended that her appointment be approved effective August 29, 2016 (MA+30/Step 5, \$61,492).

Elizabeth Masison to be a STEM Specialist at Robertson Elementary School. Ms. Masison received a Master of Arts in Teaching degree from University of Portland. Ms. Masison resides in Southington. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 2, \$51,025).

Jamie Narducci to be a Grade 3 teacher at Highland Park Elementary School. Ms. Narducci received a Bachelor of Science in Elementary Education degree at Central Connecticut State University. Ms. Narducci resides in Higganum. It is recommended that her appointment be approved effective August 29, 2016 (BA/Step 4, \$51,461).

Stephen Niggebrugge to be a Nutrition and Fitness teacher at Illing Middle School. Mr. Niggebrugge received a Bachelor of Science in Physical Education degree at Central Connecticut State University. Mr. Niggebrugge resides in Manchester. It is recommended that his appointment be approved effective August 29, 2016 (BA/Step 1, \$46,228).

Erin O'Hara to be a Grade 6 teacher at Bennet Academy. Ms. O'Hara received a Bachelor of Science in Education degree at Central Connecticut State University. Ms. O'Hara resides in Enfield. It is recommended that her appointment be approved effective August 29, 2016 (BA/Step 1, \$46,228).

Kelly Owens to be a Grade 1 teacher at Robertson Elementary School. Ms. Owens received a Master of Arts in Elementary Education degree at West Virginia University. Ms. Owens resides in West Hartford. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 1, \$49,280).

Kelsey Palazzo to be a Grade 5 teacher at Highland Park Elementary School. Ms. Palazzo received a Bachelor of Science in Elementary Education degree at Eastern Connecticut State University. Ms. Palazzo resides in Rocky Hill. It is recommended that her appointment be approved effective August 29, 2016 (BA/Step 1, \$46,228).

Kara Riley to be a Grade 3 teacher at Verplanck Elementary School. Ms. Riley received a Bachelor of Science in Education degree at Central Connecticut State University. Ms. Riley resides in New Britain. It is recommended that her appointment be approved effective August 29, 2016 (BA/Step 1, \$46,228)

Jennifer Rosa to be a Grade 5 teacher at Martin Elementary School. Ms. Rosa received a Master of Science in Elementary Education degree at University of Bridgeport. Ms. Rosa resides in East Hartford. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 1, \$49,280).

Elissa Stolzenberg to be a School Social Worker at Manchester Preschool Center. Ms. Stolzenberg received a Master of Social Work degree at Southern Connecticut State University. Ms. Stolzenberg resides in Glastonbury. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 3, \$52,769).

Steven Tierinni to be a Special Education teacher at Bennet Academy. Mr. Tierinni received a Post-Baccalaureate Teacher Certification in Special Education at Central Connecticut State University. Mr. Tierinni resides in Ellington. It is recommended that his appointment be approved effective August 29, 2016 (MA/Step 1, \$49,280).

Katy Vicchitto to be a Grade 1 teacher at Verplanck Elementary School. Ms. Vicchitto received a Master of Science for Teachers in Childhood Education degree at Pace University. Ms. Vicchitto resides in Bloomfield. It is recommended that her appointment be approved effective August 29, 2016 (MA/Step 6, \$59,746).

## **RESIGNATIONS**

Mary Ann Walsh, Kindergarten teacher at Verplanck Elementary School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2016. Ms. Walsh has been with Manchester Public Schools since September 6, 2001. It is recommended that her request be approved.

Brianna Abbott, Grade 3 teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on August 17, 2016. Ms. Abbott has been with Manchester Public Schools since October 6, 2015. It is recommended that her request be approved.

Avery Doyle, District-wide Speech Language Pathologist has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2016. Ms. Doyle has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

Samantha Iadarola, Grade 1 teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on August 17, 2016. Ms. Iadarola has been with Manchester Public Schools since August 24, 2015. It is recommended that her request be approved.

Patrick Kavanaugh, Grade 3 teacher at Highland Park Elementary School has submitted a letter of resignation for personal reasons effective the end of business on August 4, 2016. Mr. Kavanaugh has been with Manchester Public Schools since August 26, 2015. It is recommended that his request be approved.

Megan Murray-Cabral, PreKindergarten teacher at the Manchester Preschool Center has submitted a letter of resignation for personal reasons effective the end of business on August 15, 2016. Ms. Murray-Cabral has been with Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

Michael Reynolds, School Social Worker at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on August 1, 2016. Mr. Reynolds has been with Manchester Public Schools since August 22, 2008. It is recommended that his request be approved.

Janel Wilson, Grade 4 teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on August 10, 2016. Ms. Wilson has been with Manchester Public Schools since August 25, 2014. It is recommended that her request be approved.

FY 2015-2016 Budget

In accordance with Board of Education Policy 3160, Transfer of Funds between Categories and End of the Year Close Out, I am requesting the Board approve the following transfers to the FY2015-2016 Budget.

From:

Employee Benefits	\$314,376.38
Professional Fees	\$147,415.72
Supplies	\$827,699.09
Other	\$17,136.93

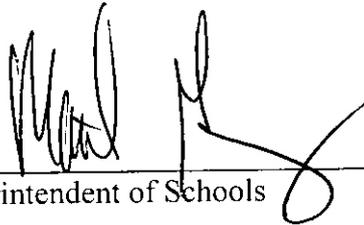
Total: \$1,306,628.12

To:

Salaries	\$901,117.75
Contracted Services	\$299,068.21
Other Purchased Services	\$90,856.02
Property/Equipment	\$15,586.14

Total: \$1,306,628.12

Submitted by:

  
\_\_\_\_\_  
Superintendent of Schools

August 2, 2016

31-Mar-16	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
5110 CERTIFIED ADMINISTRATORS	\$4,419,748	231,844	\$4,651,592	\$4,733,801.86	\$0.00	(82,209.86)
5111 CERTIFIED SALARIES	41,152,329	(131,844)	41,020,485	41,014,604.04	-	5,880.96
5112 NON-CERTIFIED SALARIES	10,991,092	-	10,991,092	11,294,440.42	-	(303,348.42)
5115 HOURLY EMPLOYEES	1,719,133	-	1,719,133	1,679,510.59	-	39,622.41
5117 TUTORS	754,102	-	754,102	914,538.17	-	(160,436.17)
5118 PARAPROFESSIONALS	3,592,450	-	3,592,450	3,867,587.67	-	(275,137.67)
5119 SPED 1:1 PARAPROFESSIONAL	128,685	-	128,685	62,149.45	-	66,535.55
5120 STUDY HALL MONITORS	135,886	-	135,886	140,085.04	-	(4,199.04)
5122 BUILDING SUBSTITUTES	248,880	-	248,880	289,327.42	-	(40,447.42)
5124 CERTIFIED DEGREE CHANGES	100,000	(100,000)	-	-	-	0.00
5130 OVERTIME	342,200	-	342,200	489,578.09	-	(147,378.09)
<b>TOTAL-- SALARIES</b>	<b>\$63,584,505</b>	<b>-</b>	<b>\$63,584,505</b>	<b>\$64,485,622.75</b>	<b>\$0.00</b>	<b>(901,117.75)</b>

5210 LIFE INSURANCE	\$111,740	-	\$111,740	\$137,224.34	\$0.00	(25,484.34)
5220 SOCIAL SECURITY	2,037,350	-	2,037,350	1,995,224.33	-	42,125.67
5230 TOWN PENSION	2,078,418	-	2,078,418	2,078,418.00	-	0.00
5235 DEFINED CONTRIBUTION	202,956	-	202,956	307,675.79	-	(104,719.79)
5240 TUITION REIMBURSEMENT	30,000	-	30,000	115,190.97	-	(85,190.97)
5250 UNEMPLOYMENT COMP.	100,000	-	100,000	81,118.77	-	18,881.23
5270 HEALTH & MAJ. MED.	16,951,411	-	16,951,411	16,529,826.51	-	421,584.49
5280 MAN. SELF INS. PROG. MSIP	973,210	-	973,210	973,210.00	-	0.00
5290 CERTIFIED-ACCUM. SICK	250,000	-	250,000	252,051.24	-	(2,051.24)
5291 NON-CERT. ACCUM. SICK	100,000	-	100,000	76,323.42	-	23,676.58
5292 CERTIFIED LONGEVITY	41,453	-	41,453	29,958.35	-	11,494.65
5293 NON-CERT. LONGEVITY	63,828	-	63,828	49,767.90	-	14,060.10
<b>TOTAL--BENEFITS</b>	<b>\$22,940,366</b>	<b>-</b>	<b>\$22,940,366</b>	<b>\$22,625,989.62</b>	<b>\$0.00</b>	<b>314,376.38</b>

5320 PROFESSIONAL DEVELOP.	\$388,014	28,903	\$416,917	\$285,380.65	-	131,536.35
5330 CONSULTANTS	291,216	(4,378)	286,838	207,568.90	-	79,269.10
5335 LEGAL FEES	175,000	(40,000)	135,000	168,397.66	-	(33,397.66)
5340 OTHER PROFESSIONAL SERV	-	128,003	128,003	152,625.50	-	(24,622.50)
5341 SPORTS OFFICIALS	49,811	-	49,811	55,180.57	-	(5,369.57)
5342 ASSISTANTS OTHER EVENTS	700	(700)	-	-	-	0.00
5421 DISPOSAL SERVICES	151,000	-	151,000	148,543.55	-	2,456.45
5430 CONTRACTED SERVICES	2,006,836	(187,390)	1,819,446	1,839,125.15	-	(19,679.15)
5432 CONTRACTED KELLY SUBS	1,034,617	(23,510)	1,011,107	1,312,920.09	-	(301,813.09)
5435 REPAIR OF EQUIPMENT	164,503	(5,906)	158,597	140,379.47	-	18,217.53
5440 RENTALS	334,790	6,550	341,340	339,589.95	-	1,750.05
<b>TOTAL--PURCHASE PROF SERVICES</b>	<b>\$4,596,487</b>	<b>(98,428)</b>	<b>\$4,498,059</b>	<b>\$4,649,711.49</b>	<b>\$0.00</b>	<b>(151,652.49)</b>

31-Mar-16	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
5510 REGULAR TRANSPORTATION	\$2,731,013	(308)	\$2,730,705	\$2,590,669.93	-	140,035.07
5511 SPECIAL TRANSPORTATION	1,985,873	-	1,985,873	1,757,327.29	-	228,545.71
5512 FIELD & ATHLETIC TRIPS	173,777	4,375	178,152	178,227.07	-	(75.07)
5513 HOMELESS TRANSPORTATION	73,243	-	73,243	74,882.04	-	(1,639.04)
5529 INTERSCHOLASTIC INSURANCE	26,000	-	26,000	24,191.00	-	1,809.00

5530 TELEPHONE/COMMUN.	100,500	103,845	204,345	189,621.60	25,000.00	(10,276.60)
5535 SOFTWARE LICENSES/FEES	23,990	(3,565)	20,425	19,885.79	-	539.21
5540 PRINTING/ADVERTISING	118,625	5,162	123,787	105,464.48		18,322.52
5541 POSTAGE	67,010	(14,302)	52,708	49,364.83		3,343.17
5561 TUITION-CT. DISTRICTS	3,263,377	-	3,263,377	3,070,344.92		193,032.08
5563 TUITION-PRIVATE	2,140,624	-	2,140,624	2,740,956.61		(600,332.61)
5580 TRAVEL/LODGING	91,078	(2,293)	88,785	88,165.36		619.64
5590 OTHER PURCHASED SERV.	238,820	(70,595)	168,225	230,354.10	2,650.00	(64,779.10)
<b>TOTAL--OTHER PURCHASE SERV</b>	<b>\$11,033,930</b>	<b>22,319</b>	<b>\$11,056,249</b>	<b>\$11,119,455.02</b>	<b>\$27,650.00</b>	<b>(90,856.02)</b>

5608 CAPITAL REPAIR	\$381,719	-	\$381,719	\$356,761.07	\$25,529.52	(571.59)
5610 GENERAL SUP. & MAT.	156,733	46,404	203,137	203,634.28	8,183.90	(8,681.18)
5611 INSTRUCTIONAL SUP. & MAT.	814,273	71,726	885,999	667,743.14	-	218,255.86
5612 COMPUTER SUP. & MAT.	283,718	5,025	288,743	256,847.10	5,684.57	26,211.33
5613 MAINTENANCE SUPPLIES	380,376	-	380,376	413,716.00	-	(33,340.00)
5614 AV SUPPLIES & MAT	28,836	(7,632)	21,204	16,652.66	-	4,551.34
5615 TESTING	72,250	(17,447)	54,803	758.10	-	54,044.90
5616 ATHLETIC SUPPLIES	34,000	-	34,000	34,086.81		(86.81)
5617 CUSTODIAL SUP. & MAT.	316,980	-	316,980	324,300.11		(7,320.11)
5621 HEAT ENERGY	612,135	(43,978)	568,157	365,625.61		202,531.39
5622 ELECTRICITY	1,353,660	26,953	1,380,613	1,285,368.45		95,244.55
5623 WATER	92,722	17,025	109,747	98,727.86		11,019.14
5626 GASOLINE	394,000	5,000	399,000	222,991.91		176,008.09
5641 TEXTBOOKS	213,703	(63,123)	150,580	76,047.43		74,532.57
5642 LIBRARY BOOKS	46,624	8,167	54,791	50,402.31		4,388.69
5643 PERIODICALS	24,877	(8,537)	16,340	10,716.47		5,623.53
5650 MEDICAL SUPPLIES	31,120	252	31,372	29,645.15		1,726.85
5680 OFFICE SUPPLIES	189,247	35,195	224,442	205,300.01	15,581.45	3,560.54
<b>TOTAL--SUPPLIES/UTILITIES</b>	<b>\$5,426,973</b>	<b>75,030</b>	<b>\$5,502,003</b>	<b>\$4,619,324.47</b>	<b>\$54,979.44</b>	<b>827,699.09</b>

5730 REPLACEMENT EQUIPMENT	4,280	(4,280)	-	-	0	0.00
5732 VEHICLES	150,000	7,031	157,031	157,030.58		0.42
5734 COMPUTER EQUIP.	556,652	(1,340)	555,312	538,402.16	18,949.86	(2,040.02)
5735 CAPITAL PROJECTS	654,375	-	654,375	583,288.59	84,632.95	(13,546.54)
5739 SECURITY UPGRADES	100,000	-	100,000	-	100,000.00	0.00
5810 DUES & FEES	99,678	(332)	99,346	82,209.07		17,136.93
<b>TOTAL--EQUIPMENT/OTHER</b>	<b>\$1,564,985</b>	<b>1,079</b>	<b>1,566,064</b>	<b>1,360,930</b>	<b>203,583</b>	<b>1,550.79</b>

<b>GRAND TOTAL</b>	<b>\$109,147,246</b>	<b>-</b>	<b>\$109,147,246</b>	<b>\$108,861,033.75</b>	<b>\$286,212.25</b>	<b>(0.00)</b>
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Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** July 19, 2016

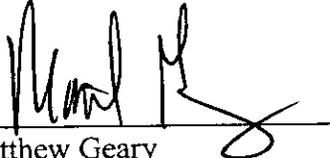
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from MHS Administration Postage to MHS Administration Dues/Fees. A total transfer of \$174 is being requested.

**Financial Impact:** None

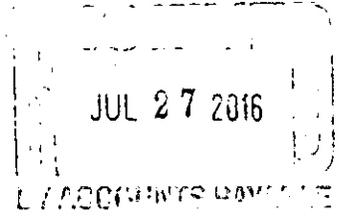
**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2016-2017 Budget.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

S - 7/28/16

**Manchester Public Schools  
Manchester, Connecticut**



To: Accounting Department

School: Manchester High School \_\_\_\_\_

Date: 07/19/2016

Principal's Sign:

Date of Approval: 07/19/2016423361240

**JUSTIFICATION (Required Field) : To fund increases in annual dues/fees**

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

**DECREASE In whole dollars only:**

\$ 174 Account # 42361240 5541 Description: Postage

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

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

\$174 TOTAL DECREASE

**INCREASE In whole dollars only:**

\$174 Account # 42361240 5810 Description: Admin Dues/Fees

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

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

\$174 TOTAL INCREASE (Must match total decrease)

**Accounting Department Only**

Board Approval Needed: Yes  No

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

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

S - 7128116

Manchester Public Schools  
Manchester, Connecticut

JUL 27 2016

To: Accounting Department

School: Manchester High School \_\_\_\_\_

Date: 07/19/2016

Principal's Sign:

Date of Approval: 07/19/2016423361240

**JUSTIFICATION (Required Field) : To fund increases in annual dues/fees**

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

**DECREASE In whole dollars only:**

\$ 174      Account # 42361240 5541      Description: Postage

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

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

**\$174 TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$174      Account # 42361240 5810      Description: Admin Dues/Fees

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

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

**\$174 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:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** July 19, 2016

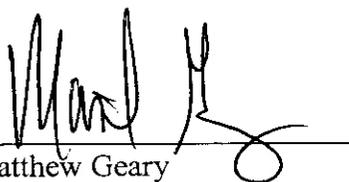
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from MHS SAA Contracted Services to MHS SAA General Supplies/Materials. A total transfer of \$2,200 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 2016-2017 Budget.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

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Manchester Public Schools  
Manchester, Connecticut

JUL 27 2016  
ACCOUNTS PAYABLE

To: Accounting Department

School: Manchester High School \_\_\_\_\_

Date: 07/19/2016

Principal's Sign: [Signature]

Date of Approval: 07/19/2016

**JUSTIFICATION (Required Field) : To fund the cost of additional general supplies for yearly events**

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

**DECREASE In whole dollars only:**

\$ 2200 Account # 32861320 5430 Description: Stud Activities Cont serv

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

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

\$ 2200 TOTAL DECREASE

**INCREASE In whole dollars only:**

\$ 2200 Account # 32861320 5610 Description: Gen Supplies/Materials

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

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

\$ 2200 TOTAL INCREASE (Must match total decrease)

**Accounting Department Only**

Board Approval Needed: Yes  No

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

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

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Manchester Public Schools  
Manchester, Connecticut

JUL 27 2016

To: Accounting Department

School: Manchester High School \_\_\_\_\_

Date: 07/19/2016

Principal's Sign: [Signature]

Date of Approval: 07/19/2016

**JUSTIFICATION (Required Field) : To fund the cost of additional general supplies for yearly events**

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

**DECREASE In whole dollars only:**

\$ 2200 Account # 32861320 5430 Description: Stud Activities Cont serv

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

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

\$ 2200 TOTAL DECREASE

**INCREASE In whole dollars only:**

\$ 2200 Account # 32861320 5610 Description: Gen Supplies/Materials

\$ \_\_\_\_\_ 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:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** July 21, 2016

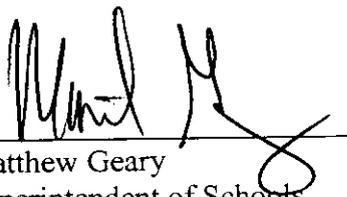
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from Performance Evaluation Talent Development Professional Development in the amount of \$4,000 and Performance Evaluation Talent Development Contracted Kelly Subs in the amount of \$4,500 to Performance Evaluation Talent Development Printing/Advertising for a total of \$8,500.

**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 2016-2017 Budget.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

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epd

TRANSFER

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
JUL 21 2015  
BY ACCOUNTS PAYABLE

To: Accounting Department

School:

DEPT OF TALENT & DEVELOPMENT

Approval Signature:

Donetta Romeo-Rivers

Date: 7-21-2016

Date of Approval:

7-21-16

JUSTIFICATION:

To pay for School Spring \*Netchemia\* and fund end-of-year printing costs.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Professional Development and Kelly Subs

\$	4,000	Account #:	403 99221 5330	Description:	PD
\$	4,500	Account #:	403 99221 5432	Description:	Kelly Subs
		Account #:		Description:	

INCREASE: Printing/Adverstising

\$	8,500	Account #:	403 99221 5540	Description:	Printing/Ads
\$		Account #:		Description:	
\$		Account #:		Description:	

Accounting Department Only

Board Approval Needed:

Yes

No

Date of Board Approval:

Date Completed:

Name:

S - 7/21/16  
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TRANSFER

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
JUL 21 2016  
BY ACCOUNTS PAYABLE

To: Accounting Department

School:

C&I

Approval Signature:

*Donetta Romeo-Rivers*

Date: 7-21-2016

Date of Approval:

7-21-16

JUSTIFICATION:

To pay for School Spring \*Netchemia\* and fund end-of-year printing costs.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Professional Development and Kelly Subs

\$ 4,000 Account #: 403 99221 5330 Description: PD

\$ 4,500 Account #: 403 99221 5432 Description: Kelly Subs

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

INCREASE: Printing/Adverstising

\$ 8,500 Account #: 403 99221 5540 Description: Printing/Ads

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

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

Accounting Department Only

Board Approval Needed:

Yes

No

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

Date Completed: \_\_\_\_\_

Name: \_\_\_\_\_

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** July 20, 2016

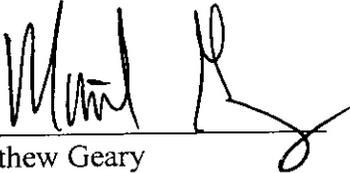
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from World Languages Travel and Lodging in the amount of \$1,000 and World Languages Contracted Kelly Subs in the amount of \$1,000 to Language Arts Instructional Supplies and Materials for \$2,000.

**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 2016-2017 Budget.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

S - 7/20/16  
C.A.N.

**TRANSFER**

Manchester Public Schools  
Manchester, Connecticut

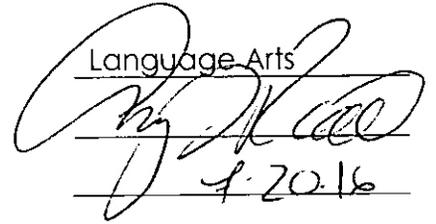
**RECEIVED**  
JUL 21 2016  
BY ACCOUNTS PAYABLE

To: Accounting Department

School:

Language Arts

Approval Signature:



Date: July 20, 2016

Date of Approval:

7-20-16

JUSTIFICATION:  
Transfer to cover cost of materials for classroom shifts.

SUBJECT: \_\_\_\_\_

DECREASE: World Language

\$ 1,000.00 Account #: 154 99100 5580 Description: Travel & Lodging

\$ 1,000.00 Account #: 154 99100 5432 Description: Kelly Subs

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

INCREASE: Language Arts

\$ 2,000.00 Account #: 128 99100 5611 Description: Instructional Supplies

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

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

Accounting Department Only

Board Approval Needed: Yes  No

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

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

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**TRANSFER**

Manchester Public Schools  
Manchester, Connecticut

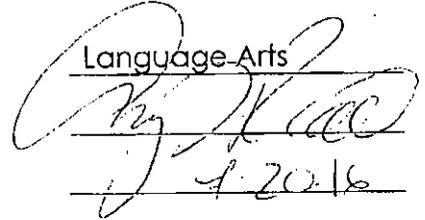
**RECEIVED**  
JUL 21 2016  
BY ACCOUNTS PAYABLE

To: Accounting Department

School:

Language Arts

Approval Signature:



Date: July 20, 2016

Date of Approval: 7-20-16

JUSTIFICATION:  
Transfer to cover cost of materials for classroom shifts.

SUBJECT: \_\_\_\_\_

DECREASE: World Language

\$ 1,000.00 Account #: 154 99100 5580 Description: Travel & Lodging

\$ 1,000.00 Account #: 154 99100 5432 Description: Kelly Subs

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

INCREASE: Language Arts

\$ 2,000.00 Account #: 128 99100 5611 Description: Instructional Supplies

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

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

Accounting Department Only

Board Approval Needed: Yes  No

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

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

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** August 12, 2016

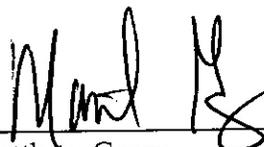
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from School Administration General Supplies to School Administration Contracted Services. A total transfer of \$1,200 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 2016-2017 Budget.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

S - 8/16/16

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DC

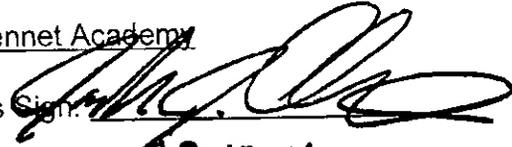
**RECEIVED**  
AUG 15 2016  
BY ACCOUNTS PAYABLE

**Manchester Public Schools  
Manchester, Connecticut**

To: **Accounting Department**

School: Bennet Academy

Date: 8/12/2016

Principal's Sign: 

Date of Approval: 8.12.16

**JUSTIFICATION (Required Field) :**

Funds needed for anti-bullying assembly.

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

**DECREASE In whole dollars only:**

\$1200	42351240-5610	Description: <u>General Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$1200 TOTAL DECREASE

**INCREASE In whole dollars only:**

\$1200	42351100-5430	Description: <u>Contracted Services</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$1200 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:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation Nellie Mae Education Foundation, Inc. Grant  
FY 16-18  
**Date:** August 4, 2016

**Background:** This grant was awarded to Manchester Public Schools (MPS) and will support activities that will boost the achievement of all students while having the potential to dramatically reduce gaps in achievement. Nellie Mae Education Foundation seeks to ensure that every student finishes high school prepared for success in college, career and civic life. MPS will focus this grant on the expansion of its Student Centered Learning (SCL) practices to support Preparing All Learners: College and Career Readiness Through Continuous Improvement and Central Office Redesign.

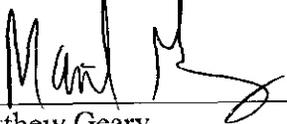
**Discussion/Analysis:** The adoption of *Preparing All Learners* with the goal of continuous improvement practices and developing new central office designs that support the larger purpose of college readiness for all to systemically implement student-centered learning (SCL) practices.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY 16/18 for the Nellie Mae Education Foundation, Inc. grant in the amount of \$186,900.

**Attachments:** Copy of Memorandum of Understanding.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Nellie Mae Education Foundation, Inc.**  
**And**  
**Manchester Public Schools, Manchester, MA**  
**August 1, 2016 – December 31, 2017**

***Preparing All Learners Grant Fund***

**Overview**

The primary focus of the Nellie Mae Education Foundation (NMEF) is to ensure that all New England students graduate from high school ready for college and career. NMEF defines readiness as graduating high school and entering college without the need for remediation. Currently, in New England, only 50% of all students (and 32% of low-income students) who enter high school as freshmen will graduate ready. The Foundation seeks universal readiness in New England, and has set a benchmark of 80% readiness among all New England graduates, in all subgroups, by 2030.

Unconscionable gaps in school achievement and completion have left far too many New England residents on the sidelines, at great cost to themselves, their communities, and the region. The chances of being ready for a successful post-secondary education are too low for all students and slimmest for the most underserved populations, including immigrants, youth from low-income families, and children of color. While there have been incremental improvements in the high school to college pipeline over the past decade, the current rate of improvement is simply not fast enough to address the serious attainment gap that threatens New England.

NMEF's theory of change suggests that equitable, system-wide implementation of SCL will improve levels of student engagement, increase student access to rigorous content, prepare teachers to provide proficiency-based instruction, and lead to measurable improvements in achievement and long-term outcomes. The Foundation's theories about the transformations that will need to occur to dramatically increase the pace of change are represented in this logic model and accompanying narrative.

In 2015, as part of its Effective Systems Design Initiative, NMEF launched the *Preparing All Learners* grant fund with the goal of supporting school districts' efforts to adopt continuous improvement processes and develop new central office designs. The Foundation theorizes that school districts will be better positioned to adopt student-centered practices system wide if they:

- Increase the capacity of central office and school personnel to work collaboratively and engage in cycles of innovation, revision, improvement, and adoption;
- Improve alignment of central office-school-classroom practices, structures, and policies to support SCL system wide;
- Increase their use of effective tools, resources, and processes to support continuous improvement and systems adoption of effective student-centered practices;



- Strengthen instructional practices that support personalization, competency-based learning, anywhere, anytime learning, and student ownership; and
- Increase engagement of parents, students, and community stakeholders in the process to support continuous improvement and systems change.

By adopting continuous improvement approaches and redesigning central offices to support those processes, the Foundation believes that districts will increase their ability to strategically design, implement, test, improve, scale, and adopt innovations system wide to equitably prepare all learners for college and career.

### **Grantee Background**

Manchester Public Schools (MPS) is located in Manchester, Connecticut. Manchester is the fifteenth largest city in the state of Connecticut with a population of 58,241. The median household income in Manchester is \$63,198. MPS is made-up of 19 schools, including 1 preschool center, 11 elementary and middle schools, 1 high school, 1 alternative education center, and 1 regional academy. During the 2014-15 school year, the district enrolled 6,228 students. The district's student population is approximately 27% Latino, 22% African American, 6% English Language Learners, and 47% free lunch eligible.

Under the leadership of its current superintendent, hired in 2014, MPS has prioritized shifting the culture of the organization from one of compliance to one where innovation and risk-taking are the norm, cultivating a growth mindset among all adults and students, expunging institutional racism and inequity, and hiring and developing capable, competent educators and leaders, particularly educators of color. The district has also worked to create coherence in all policies, practices, and ongoing efforts to improve outcomes across the district. These efforts have paid off. From 2012 to 2014, the district increased its graduation rate from 77% to 87%.

### **Project Description**

With grant funding from NMEF, MPS will: 1) conduct an assessment that explores the ways in which its improvement planning process and redesign of central office have (or have not) created coherence across the system and helped to create (or block) the necessary conditions for systems change; 2) conduct an assessment of the district's culture as it relates to growth mindset and commitment to continuous learning among district and school leaders, central office administrators, teachers, other staff members, parents, and the community; 3) create communities of practice, supported by executive coaching, to build capacity around leading the shift to SCL for both central office leaders and administrators and department leaders at secondary schools; and 4) engage outside support to solidify, standardize, and make sustainable the improvement planning process. MPS will receive technical assistance and training from the Connecticut Center for School Change, as well as independent consultants, including Bena Kallick, Allison Zamuda, and Pat Proctor.

Through its continuous improvement work, MPS will test the use of communities of practice (COP) as a means of further implementing student-centered learning practices at the secondary level. MPS will form one COP for secondary administrators and another for central office leaders, and both groups will



periodically meet together. These COPs will be supported by individual executive coaching with the primary goal to ensure that the actions of all leaders, both in central office and schools, individually and collectively, support the district's efforts to put students at the center. The innovation will be reviewed and revised as needed every four months. The district hopes to use what it has learned with its COP work at the elementary level and apply to the secondary level, which will inform how its school improvement teams and other district working groups operate.

#### **Role and Responsibility of the Grantee**

Under the terms of this grant, the grantee is expected to:

- Submit interim and final progress reports in a timely manner.
- Participate in all cross-district learning events, including two in-person learning institutes, four interactive webinars, and one district peer site visit (to take place during the November 2017 learning institute).
- Collaborate with EDC to implement three tools: 1) self-assessment survey on continuous improvement culture (to identify shifts and inform actions), 2) system change mapping tool (to determine progress, gaps, and supports), and 3) scale of student centered learning (to identify problems of practice and inform continuous improvement).
- Develop and submit three continuous improvement plans, which include: 1) at least three problems of practice (or innovations) focused on adopting SCL practices at the secondary school level with the goal of increasing college and career readiness results, increasing horizontal and vertical alignment, and building a culture of continuous improvement at all levels of the district and 2) at least three continuous improvement cycles.
- Collaborate with the Foundation's intermediary organization to evaluate and document learning. Please note that the Evaluator and the Foundation agree to not identify NHPS by name in any public written, spoken, or electronic presentation of evaluation results in academic journals, other publications, or conferences not directly tied to the work of the NMEF's *Preparing All Learners* grant fund without express written permission by the District. It is understood that all uses of evaluation results directly tied to the *Preparing All Learners* grant fund, including internal progress and final reports prepared for the Foundation and conferences and presentations highlighting the work of *Preparing All Learners* grantees, as specified or encouraged in the Evaluator's contract, will include the names of all *Preparing All Learners* districts.
- Work with the Foundation and EDC to make connections between continuous improvement plans and results with common indicators of system change and college and career readiness.

#### **Role and Responsibility of NMEF**

The Foundation will participate actively by:

- Attending important meetings, training sessions, and events.



- Working with the grantee to develop NMEF reports.

### **Record Maintenance and Reallocation of Funds**

The Foundation requires you to maintain records that enable the Foundation to determine how grant funds were used. These books must be available for inspection by the Foundation. Reallocations of grant funds over 5% of the total budget require approval. All funds left over at the end of each year will be returned to the Foundation.

### **Reporting**

The grantee will provide an interim and final report that describe accomplishments towards reaching stated goals, discuss outcomes of the work, provide a critical analysis of lessons learned, and propose changes to be made to the project, along with a budget detailing expenditures to date. At the end of the grant year the grantee will provide the Foundation with a financial summary.

### **Important Meeting and Reporting Dates**

The following schedule includes important reporting and meeting dates. The dates for learning institutes, site visits, continuous improvement plans, and webinars are tentative. EDC will work collaboratively with each district to finalize the schedule.

<b>2016</b>	
Host EDC site visit – meeting to support district self-assessment	September 2016
Continuous improvement plan for Fall 2016	September 16, 2016
Fall Learning Institute	December 2016
Continuous improvement plan for Spring 2017	December 15, 2016
<b>2017</b>	
Communities of Practice Interactive Webinar*	January 2017
Interim progress report	February 1, 2017
Online Moderated Forum (Follow-up to Webinar)	February 2017
Communities of Practice Interactive Webinar*	April 2017
Online Moderated Forum (Follow-up to Webinar)*	May 2017
Host EDC site visit – meeting to support district self-assessment	June 2017
Continuous improvement plan for Fall 2017	July 1, 2017
Communities of Practice Interactive Webinar*	September 2017
Online Moderated Forum (Follow-up to Webinar)*	October 2017
Interim progress report	October 2, 2017
Fall Learning Institute and District Peer Site Visits	November 2017
Host EDC site visit – meeting to support district self-assessment	November 2017
Communities of Practice Interactive Webinar*	December 2017
Online Moderated Forum (Follow-up to Webinar)*	January 2018
Final progress report	January 31, 2018

\*Note: Participation and focus of all communities of practice activities will be voluntary and based on grantee interest.



### Organizational Agreement

The Nellie Mae Education Foundation will award a grant totaling \$186,900 to support the program outlined in this Memorandum of Understanding. This grant will be payable based on the budget attached to this memorandum and subject to the terms contained herein. Payments will be made to Manchester Public Schools per the following schedule:

<b>Date</b>	<b>Payment</b>	<b>Amount</b>
August 1, 2016	Upon signing of the MOU	\$74,760
February 1, 2017	Upon receipt and review of an interim report and spent to date (actual expenses vs. budgeted expenses). For contracted services or grants – provide a list of names (consultants and subcontractors), organizations (including grantee organization if applicable) with amounts paid to such organizations, consultants and contractors.	\$37,380
October 1, 2017	Upon receipt and review of an interim report and spent to date (actual expenses vs. budgeted expenses). For contracted services or grants – provide a list of names (consultants and subcontractors), organizations (including grantee organization if applicable) with amounts paid to such organizations, consultants and contractors.	\$37,380
January 31, 2018	Upon receipt and review of a final report and final spending report (actual expenses vs. budgeted expenses). For contracted services or grants – provide a list of names (consultants and subcontractors), organizations (including grantee organization if applicable) with amounts paid to such organizations, consultants and contractors.	\$37,380
<b>Total</b>		<b>\$186,900</b>

Manchester Public Schools (the Grantee) agrees and consents to the following conditions of the grant:

1. Funds will be used solely for the purposes stated in the MOU. Any portion of the grant which has not been expended within the time period specified in the MOU will be repaid to the Foundation.
2. Grantee will advise the Foundation immediately if the federal government, IRS, or state or local authorities gives the Grantee notice of a change in its tax status.
3. The Foundation requires that grantees seek approval for any reallocation of their total budget funds that is over 5%.
4. Grantee shall not use any portion of the funds granted herein to carry on lobbying or otherwise to attempt to influence specific legislation, either by direct or grassroots lobbying, nor to carry on directly or indirectly a voter registration drive, nor to make grants to individuals on a non-objective basis, nor to use the funds for any non-charitable or non-educational purpose.

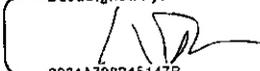


5. In order to promote the work of the Foundation and its grantees in a way that strategically enhances the public profile of both parties, the grantee shall contact the communications department of the Nellie Mae Education Foundation before any media outreach/communication surrounding the awarding of the grant. The grantee will coordinate with Shaun Adamec, Director of Strategic Communications. He can be reached at [sadamec@nmefoundation.org](mailto:sadamec@nmefoundation.org) or 781.348.4204.
6. Grant funds must be invested in highly liquid, FDIC insured bank accounts with the primary objective of preservation of principal so that they are available for the project. Interest accrued to the grant should be applied to the project and reported in the grant's final financial report.
7. The Nellie Mae Education Foundation and the grantee enter into this agreement in "good faith," recognizing that implementation plans are based on information and circumstances presently known. The grantee or NMEF may terminate this agreement with 30-days written notice. Should the agreement be terminated the grantee will receive compensation for work completed to date, including all actual costs incurred and any non-cancellable obligations, and/or shall return to the Foundation all grant funds unused as of the date such notice of termination is sent.

***While this Memorandum of Understanding is subject to future negotiations, it is signed by:***

DocuSigned by:  
  
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Matthew Geary, Superintendent  
Manchester Public Schools

8/3/2016  
\_\_\_\_\_  
Date

DocuSigned by:  
  
2234A738245147B...  
Nicholas C. Donohue, President & CEO  
Nellie Mae Education Foundation

8/3/2016  
\_\_\_\_\_  
Date



Budget Categories	NMEF Request	Other Funding Sources	Your Agency Contribution*	Total
<b>PERSONNEL (Include FTE %)</b>				
Per Diem Payment for SCL Team Members	\$10,300		\$10,300	20600
<b>Total Personnel</b>	<b>\$10,300</b>	<b>\$0</b>	<b>\$10,300</b>	<b>\$20,600</b>
<b>FRINGE BENEFITS</b>				
<b>Total Fringe</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONSULTANTS, CONTRACTS OR SUB GRANTS (indirect cannot be calculated on expenses in this section)</b>				
Connecticut Center for School Change	\$70,500	\$30,000		\$100,500
Future Management Systems	\$30,000	\$25,000	\$25,000	\$80,000
Patrick Proctor Consulting	\$14,400	\$5,000	\$5,000	\$24,400
Allison Zmuda (Personalized Learning)	\$10,000	\$10,000	\$10,000	\$30,000
Bena Kallick (Habits of Mind)	\$10,000	\$10,000	\$10,000	\$30,000
Outside Program Evaluator	\$22,500			\$22,500
<b>Total Consultants, contracts, subgrants</b>	<b>\$157,400</b>	<b>\$80,000</b>	<b>\$50,000</b>	<b>\$287,400</b>
<b>OTHER DIRECT COSTS</b>				
Funds for Sub Coverage	\$11,200		\$5,000	\$16,200
Travel and Lodging	\$8,000			\$8,000
<b>Total Other Direct</b>	<b>\$19,200</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$24,200</b>
<b>TOTAL DIRECT</b>	<b>\$186,900</b>	<b>\$80,000</b>	<b>\$65,300</b>	<b>\$332,200</b>
<b>INDIRECT/OVERHEAD COSTS (list %)</b>				
<b>Total Indirect</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>BUDGET TOTAL</b>	<b>\$186,900</b>	<b>\$80,000</b>	<b>\$65,300</b>	<b>\$332,200</b>
How much of this budget will or has been spent on lobbying?	\$0	\$0	\$0	\$0

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matt Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Adult Education Grant  
**Date:** August 1, 2016

**Background:** The Manchester Board of Education receives an annual grant from the State of Connecticut in order to provide operating funds for the Manchester Adult Education program. This award will be for the period of July 1, 2016 through June 30, 2017.

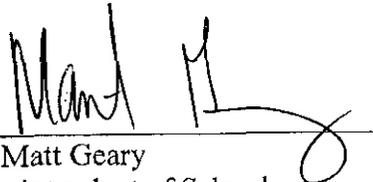
**Discussion/Analysis:** The grant is paid based on the total dollars spent for Adult Education Services. The program will meet the educational needs of Manchester's adult learners by setting goals, providing successful literacy skill acquisition, English language acquisition, high school completion, transition to postsecondary education and training and transition to employment.

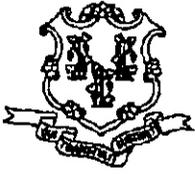
**Financial Impact:** Grant funds cover 46.69% of the cost of implementation for this program, with the remaining 53.31% supported by the Board of Education budget, in the form of real dollars and in-kind services.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create an appropriation for FY 16/17 in the amount of \$627,514 funded by the Connecticut State Department of Education Grant for Manchester Adult Education.

**Attachments:** Award letter and budget.

  
Mr. Matt Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2017



**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

Statute: C.G.S. 10-71(c)

Grant Number: 077-000 11000-17030-2017-84002-170013

2 Grant Title

ADULT EDUCATION - PROVIDER

5 Award Period

7/1/2016 - 6/30/2017

3 Education Staff

Program Manager:  
Marcy Reed

Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$627,514

Funding Status: Preliminary

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244) for total adult education expenditures of \$1,344,003 has been approved for Fiscal Year 2017.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-245 to be submitted in March 2017 and the expenditure report for FY 2016 that will be submitted by September 1, 2016. The required expenditure report for FY 2016 was forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244 grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

7/25/2016

Charlene Russell-Tucker  
Associate Commissioner  
Division of Family and Student Support Services

# BUDGET FORM

Created On: 7/25/2016

**ED 114**

**Fiscal Year:** 2017  
**Grantee Name:** MANCHESTER  
**Grant Title:** ADULT EDUCATION - PROVIDER  
**Project Title:**  
**Fund:** 11000    **SPID:** 17030    **Year:** 2017  
**Grant Period:** 7/1/2016 - 6/30/2017  
**Project Code:** SDE000000000002

**Grantee:** 077-000

**Funding Status:** Preliminary  
**Vendor ID:** 00077

**CF1:** 170013    **CF2:**  
**Authorized Amount:** \$1,344,003

AUTHORIZED AMOUNT BY SOURCE:

**LOCAL:** \$716,489

**COOP DUE:**

**STATE:** \$627,514

CODES	DESCRIPTIONS	STATE/LOC	COOP REV	COOP CODE
111A	NON-INSTRUCTIONAL	715,795		
111B	INSTRUCTIONAL	369,988		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	87,847		
322	IN SERVICE	4,560		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	6,829		
400	PURCHASED PROPERTY SERVICES	45,012		
500	OTHER PURCHASED SERVICES	73,282		
600	SUPPLIES	40,690		
700	PROPERTY			
	<b>TOTAL</b>	<b>\$1,344,003</b>		
XC01	COOPERATING TOWN 1:			
XC02	COOPERATING TOWN 2:			
XC03	COOPERATING TOWN 3:			
XC04	COOPERATING TOWN 4:			
XC05	COOPERATING TOWN 5:			
XC06	COOPERATING TOWN 6:			
XC07	COOPERATING TOWN 7:			
XC08	COOPERATING TOWN 8:			
XC09	COOPERATING TOWN 9:			
XC10	COOPERATING TOWN 10:			
XC11	COOPERATING TOWN 11:			
XC12	COOPERATING TOWN 12:			
XC13	COOPERATING TOWN 13:			
XC14	COOPERATING TOWN 14:			
XC15	COOPERATING TOWN 15:			
XC16	COOPERATING TOWN 16:			
XC17	COOPERATING TOWN 17:			
XC18	COOPERATING TOWN 18:			
XC19	COOPERATING TOWN 19:			

**Original Request Date:** 6/17/2016

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**This budget was approved by Marcy Reed on 7/11/2016.**

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation – IDEA 611 Grant FY 2016-2018  
**Date:** July 20, 2016

**Background:**

The Manchester Board of Education was awarded preliminary grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2016-2018. This grant supports a wide range of special education services for students in the Manchester school district.

**Discussion/Analysis:**

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 611 grant for use with special education students ages 3-21. The funding offsets the cost of special education teachers, occupational therapists, physical therapists, paraprofessionals, and tutors. It also enables the Board to purchase specialized reading and math programs, computer equipment, and other assistive technology devices. The IDEA 611 grant provides funding for student evaluations as well.

**Financial Impact:**

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total preliminary grant award for FY 2016-2018 is for the amount of **\$1,674,502**.

**Other Board/Commission Action:**

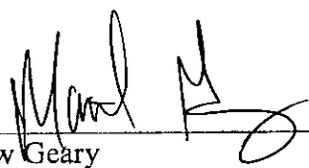
None.

**Recommendations:**

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for the preliminary grant award amount **\$1,674,502**, under the Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2016-2018.

**Attachments:**

Award letter and budget

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, CT  
August 29, 2016



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. 108-446  
CFDA #: 84.027A  
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20977-2017-82032-170002

2 Grant Title

IDEA-PART B, SECTION 611

5 Award Period

7/1/2016 - 6/30/2018

3 Education Staff

Program Manager:

Thomas Boudreau

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$1,674,502

Funding Status: Preliminary

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, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, 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, 2018. 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 preliminary grant award notification reflects the preliminary entitlement on which the application for funds was based. Preliminary grant award notifications indicate approval of the proposed program but not of a final budget. Final grant award notifications will be issued upon the State's receipt of final federal grant award notifications. Fifteen percent of federal funds can be drawn down before final grant award notifications are issued.

This grant has been approved.

6/28/2016

Isabelina Rodriguez

# BUDGET FORM

Created On: 6/28/2016

## ED 114

Fiscal Year: 2017  
Grantee Name: MANCHESTER  
Grant Title: IDEA-PART B, SECTION 611  
Project Title:  
Fund: 12060  
Grant Period: 7/1/2016 - 6/30/2018  
Project Code: SDR000000000002

Funding Status: Preliminary  
Vendor ID: 00077

Grantee: 077-000

Year: 2017  
PROG: 82032  
CF1: 170002  
CF2:

Authorized Amount: \$1,674,502

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$1,674,502

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
111A	NON-INSTRUCTIONAL	105,026	
111B	INSTRUCTIONAL		49,313
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	95,450	
321	TUTORS		
322	IN SERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENT ACTIVITIES	500	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	15,412	
341	AUDIT		
350	TECHNICAL SERVICES		
440	RENTALS		
450	CONSTRUCTION SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
560	TUITION		
580	TRAVEL		
600	SUPPLIES	15,000	
730	EQUIPMENT		
734	TECHNOLOGY RELATED HARDWARE	5,000	
735	TECHNOLOGY SOFTWARE		
917	INDIRECT COST		
	TOTAL	\$1,625,189	\$49,313

Original Request Date: 5/3/2016

This budget was approved by Thomas Boudreau on 6/1/2016.

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation – IDEA 619 Grant FY 2016-2018  
**Date:** July 20, 2016

**Background:**

The Manchester Board of Education was awarded preliminary grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2016-2018. This grant supports a wide range of special education services for students in the Manchester school district.

**Discussion/Analysis:**

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 619 grant for use with special education students ages 3-5. This funding offsets the cost of a special education preschool teacher and is used in conjunction with our larger IDEA 611 grant.

**Financial Impact:**

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total preliminary grant award for FY 2016-2018 is for the amount of **\$64,303**.

**Other Board/Commission Action:**

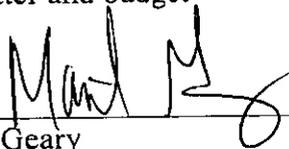
None.

**Recommendations:**

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for the preliminary grant award amount of **\$64,303** under the Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2016-2018.

**Attachments:**

Award letter and budget



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Matthew Geary  
Superintendent of Schools  
Manchester, CT  
August 29, 2016



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. 108-446  
CFDA #: 84.173A  
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20983-2017-82032-170002

2 Grant Title

IDEA, PART B, SECTION 619

5 Award Period

7/1/2016 - 6/30/2018

3 Education Staff

Program Manager:  
Thomas Boudreau

Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$64,303

Funding Status: Preliminary

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, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, 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, 2018. 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 preliminary grant award notification reflects the preliminary entitlement on which the application for funds was based. Preliminary grant award notifications indicate approval of the proposed program but not of a final budget. Final grant award notifications will be issued upon the State's receipt of final federal grant award notifications. Fifteen percent of federal funds can be drawn down before final grant award notifications are issued.

This grant has been approved.

6/28/2016

Isabelina Rodriguez

# BUDGET FORM

Created On: 6/28/2016

**ED 114**

Fiscal Year:	2017		Funding Status: Preliminary
Grantee Name:	MANCHESTER	Grantee: 077-000	Vendor ID: 00077
Grant Title:	<u>IDEA, PART B, SECTION 619</u>		
Project Title:	PRESCHOOL ENTITLEMENT		
Fund: 12060	SPID: 20983	Year: 2017	PROG: 82032
Grant Period:	7/1/2016 - 6/30/2018	CF1: 170002	CF2:
Project Code:	SDE000000000002	Authorized Amount: \$64,303	

**AUTHORIZED AMOUNT BY SOURCE:**

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$64,303

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
111A	NON-INSTRUCTIONAL		
111B	INSTRUCTIONAL	64,303	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
321	TUTORS		
322	IN SERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENT ACTIVITIES		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES		
341	AUDIT		
350	TECHNICAL SERVICES		
440	RENTALS		
450	CONSTRUCTION SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
560	TUITION		
580	TRAVEL		
600	SUPPLIES		
730	EQUIPMENT		
734	TECHNOLOGY RELATED HARDWARE		
735	TECHNOLOGY SOFTWARE		
917	INDIRECT COST		
	<b>TOTAL</b>	<b>\$64,303</b>	

Original Request Date: 5/3/2016

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This budget was approved by Thomas Boudreau on 6/1/2016.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Manchester Head Start Link Grant  
**Date:** August 2, 2016

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

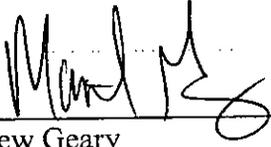
**Discussion/Analysis:** These funds will be used to extend the school day of its Squire Village district students from part-time to a full day of six hours. This expansion will increase learning opportunities in the development of language, literacy, social and emotional and math and science concepts.

**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 FY16/17 Manchester Head Start, State Department of Education Link grant appropriation, in the amount of \$27,984.

**Attachments:** Award letter and budget.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016



**STATE OF CONNECTICUT**  
**OFFICE OF EARLY CHILDHOOD**

**GRANT AWARD NOTIFICATION**

**1 Grant Recipient**

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

**4 Award Information**

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

Grant Number: 077-000 11000-16101-2017-83004-170105

**2 Grant Title**

HEAD START SERVICES

**5 Award Period**

7/1/2016 - 6/30/2017

**3 Staff**

Program Manager:  
Andrea Brinnel 860-713-6771  
  
Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$27,984  
  
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, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, 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, 2018. 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.

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:  
1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs;  
2) To enhance program quality; and  
3) To increase the number of children served.

This grant has been approved.

8/1/2016

Linda Goodman  
Deputy Director  
Office of Early Childhood

# BUDGET FORM

Created On: 8/1/2016

## ED 114

Fiscal Year: 2017

Funding Status: Final

Grantee Name: MANCHESTER

Grantee: 077-000

Vendor ID: 00077

Grant Title: HEAD START SERVICES

Project Title: LINK (GRANTEE)

Fund: 11000

SPID: 16101

Year: 2017

PROG: 83004

CF1: 170105

CF2:

Grant Period: 7/1/2016 - 6/30/2017

Authorized Amount: \$27,984

Project Code: OEC000000000002

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$27,984

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	25,883
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	2,101
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$27,984

Original Request Date: 8/1/2016

This budget was approved by Andrea Brinnel on 8/1/2016.

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item to Amend Increase in Appropriation for Fiscal Year 15/17 Head Start Daycare Program  
**Date:** July 14, 2016

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

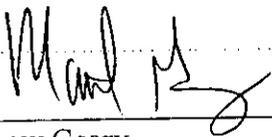
**Discussion/Analysis:** This increase in appropriation is for revenues received in 2015-2016 and anticipated revenue for 2016-2017 fiscal year.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education request the Board of Directors increase the appropriation for the fiscal year 15-17 anticipated revenue by \$80,000 bringing the total appropriation to \$770,000.

**Attachments:** None

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Manchester Head Start Services Grant  
**Date:** August 1, 2016

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

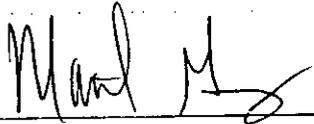
**Discussion/Analysis:** These funds will be used to expand services to an additional class of 15 low-income preschoolers, in a full-day, full-year model.

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

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the FY 16/17 Manchester Head Start, State Department of Education Services Grant appropriation, in the amount of \$98,523.

**Attachments:** Award letter and budget.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016



**STATE OF CONNECTICUT**  
**OFFICE OF EARLY CHILDHOOD**

**GRANT AWARD NOTIFICATION**

**REVISION**

**1 Grant Recipient**

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

**4 Award Information**

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

Grant Number: 077-000 11000-16101-2017-83004-170104

**2 Grant Title**

HEAD START SERVICES

**5 Award Period**

7/1/2016 - 6/30/2017

**3 Staff**

Program Manager:  
Andrea Brinnel 860-713-6771  
  
Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$98,523  
  
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, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, 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, 2018. 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.

The original grant award of \$140,842 has been reduced by \$42,319 for a CHIEFA Intercept. A total of \$21,159 will be released to the State Treasurer in December 2016, and \$21,160 will be released in May 2017.

This grant has been approved.

8/1/2016

Linda Goodman  
Deputy Director  
Office of Early Childhood

# BUDGET FORM

Created On: 8/1/2016

## ED 114

Fiscal Year: 2017  
Grantee Name: MANCHESTER  
Grant Title: HEAD START SERVICES  
Project Title: SERVICES GRANT (GRANTEE)  
Fund: 11000 SPID: 16101 Year: 2017 PROG: 83004 CF1: 170104 CF2:  
Grant Period: 7/1/2016 - 6/30/2017 Authorized Amount: \$98,523  
Project Code: OEC000000000002

Funding Status: Final  
Vendor ID: 00077

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$98,523

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	38,517
111B	INSTRUCTIONAL	34,596
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	24,103
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	1,307
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$98,523

Original Request Date: 6/14/2016

This budget was approved by Andrea Brinnel on 8/1/2016.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Enfield Head Start Enhancement Grant  
**Date:** July 20, 2016

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

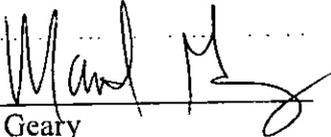
**Discussion/Analysis:** These funds are used to enhance services for preschoolers, for the Enfield extended day full year program and continuation summer program.

**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 FY16/17 Enfield Head Start, State Department of Education enhancement grant appropriation, in the amount of \$89,751.

**Attachments:** Award letter and budget.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016



**STATE OF CONNECTICUT**  
**OFFICE OF EARLY CHILDHOOD**

**GRANT AWARD NOTIFICATION**

**1 Grant Recipient**

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

**4 Award Information**

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

Grant Number: 077-000 11000-16101-2017-83004-170106-SDE00219

**2 Grant Title**

HEAD START SERVICES

**5 Award Period**

7/1/2016 - 6/30/2017

**3 Staff**

Program Manager:  
Andrea Brinnel 860-713-6771  
  
Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$89,751  
  
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, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, 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, 2018. 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.

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:  
1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs;  
2) To enhance program quality; and  
3) To increase the number of children served.

This grant has been approved.

6/27/2016

Linda Goodman  
Deputy Director  
Office of Early Childhood

# BUDGET FORM

Created On: 6/27/2016

## ED 114

Fiscal Year: 2017  
Grantee Name: MANCHESTER  
Grant Title: HEAD START SERVICES  
Project Title: ENHANCEMENT GRANT (DELEGATE)  
Fund: 11000  
Grant Period: 7/1/2016 - 6/30/2017  
Project Code: DEC000000000002

Grantee: 077-000  
PROG: 83004  
CF1: 170106  
CF2: SDE00219  
Authorized Amount: \$89,751

Funding Status: Final  
Vendor ID: 00077

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$89,751

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	87,051
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	100
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	2,000
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	600
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$89,751

Original Request Date: 6/15/2016

This budget was approved by Andrea Brinnel on 6/16/2016.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Enfield Head Start Services Grant  
**Date:** July 20, 2016

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

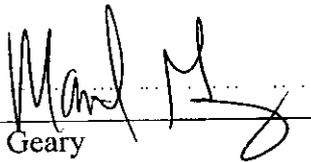
**Discussion/Analysis:** These funds are used for program quality enhancement in the area of literacy.

**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 to create FY16/17 Enfield Head Start, State Department of Education Services grant appropriation, in the amount of \$2,804.

**Attachments:** Award letter and budget.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016



**STATE OF CONNECTICUT**  
**OFFICE OF EARLY CHILDHOOD**

**GRANT AWARD NOTIFICATION**

**1 Grant Recipient**

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

**4 Award Information**

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

Grant Number: 077-000 11000-16101-2017-83004-170104-SDE00219

**2 Grant Title**

HEAD START SERVICES

**5 Award Period**

7/1/2016 - 6/30/2017

**3 Staff**

Program Manager:  
Andrea Brinnel 860-713-6771  
  
Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$2,804  
  
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, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, 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, 2018. 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.

6/27/2016

Linda Goodman  
Deputy Director  
Office of Early Childhood

# BUDGET FORM

Created On: 6/27/2016

## ED 114

Fiscal Year: 2017  
Grantee Name: MANCHESTER Grantee: 077-000  
Grant Title: HEAD START SERVICES  
Project Title: SERVICES GRANT (DELEGATE)  
Fund: 11000 SPID: 16101 Year: 2017 PROG: 83004 CF1: 170104 CF2: SDE00219  
Grant Period: 7/1/2016 - 6/30/2017 Authorized Amount: \$2,804  
Project Code: OEC000000000002

Funding Status: Final  
Vendor ID: 00077

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$2,804

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	1,668
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	1,136
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$2,804

Original Request Date: 6/15/2016

This budget was approved by Andrea Brinnel on 6/16/2016.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Enfield Head Start Link Grant  
**Date:** July 20, 2016

**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.

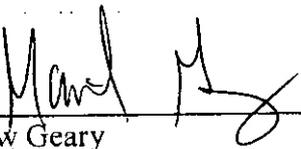
**Discussion/Analysis:** These funds will be used to hire three part-time literacy facilitators and to purchase instructional supplies. The facilitators will work with students individually and in small groups to strengthen literacy and language skills. They will also promote family literacy and parent 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 FY16/17 Enfield Head Start, State Department of Education Link grant appropriation, in the amount of \$33,850.

**Attachments:** Award letter and budget.

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016



**STATE OF CONNECTICUT**  
**OFFICE OF EARLY CHILDHOOD**

**GRANT AWARD NOTIFICATION**

**1 Grant Recipient**

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

**4 Award Information**

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

Grant Number: 077-000 11000-16101-2017-83004-170105-SDE00219

**2 Grant Title**

HEAD START SERVICES

**5 Award Period**

7/1/2016 - 6/30/2017

**3 Staff**

Program Manager:  
Andrea Brinnel 860-713-6771  
  
Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$33,850  
  
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, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, 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, 2018. 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.

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:

- 1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs;
- 2) To enhance program quality; and
- 3) To increase the number of children served.

This grant has been approved.

6/27/2016

Linda Goodman  
Deputy Director  
Office of Early Childhood

# BUDGET FORM

Created On: 6/27/2016

## ED 114

Fiscal Year: 2017  
Grantee Name: MANCHESTER  
Grant Title: HEAD START SERVICES  
Project Title: LINK (DELEGATE)  
Fund: 11000  
Grant Period: 7/1/2016 - 6/30/2017  
Project Code: OEC000000000002

Grantee: 077-000  
Year: 2017  
PROG: 83004  
CF1: 170105  
CF2: SDE00219  
Authorized Amount: \$33,850

Funding Status: Final  
Vendor ID: 00077

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$33,850

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	13,004
111B	INSTRUCTIONAL	19,359
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	1,304
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	183
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$33,850

Original Request Date: 6/15/2016

This budget was approved by Andrea Brinnel on 6/16/2016.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Release Time – MEA President  
**Date:** August 8, 2016

**Background:** In accordance with Article XXIII, Section F(2) of the contract between the Board of Education and the Manchester Education Association (MEA), Tom Nicholas MEA President is requesting a .50 release time for the 2016-17 school year. The amount of his substitute's salary and Medicare expense of \$30,086 will be reimbursed by MEA. This is similar to prior Board actions taken at the MEA's request involving the Association's Presidents.

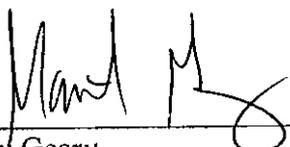
**Discussion/Analysis:**

**Financial Impact:**

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Manchester Board of Education grant MEA President, Tom Nicholas, .50 release time for the 2016-2017 school year; and, that the Board of Education request that the Board of Directors establish an appropriation in the amount of \$30,086 to be funded by the Manchester Education Association (MEA).

**Attachments:** None

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for the FY16/17 Parent Trust Fund Grant for Parent Leadership Training

**Date:** August 10, 2016

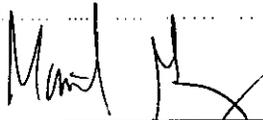
**Background:** This grant will be used to support Parent Leadership Training. Two curriculum models will be implemented (based on the success of both during last year's training cycles). One will be facilitated by MPS staff the other will be facilitated by state-provided facilitators through CT Center for School Change. This grant is offered through SERC.

**Discussion/Analysis:** Funds will be used for a program coordinator, facilitators, childcare staff, food, instructional supplies, graduation celebrations, and participant projects.

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

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY16/17 Parent Trust Fund Grant for Parent Leadership Training in the amount of \$27,495.



Matthew Geary, Superintendent of Schools  
August 29, 2016

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Preschool Development Grant  
**Date:** August 19, 2016

**Background:** Preschool Development Grant awarded to Manchester Youth Services Bureau from the Office of Early Childhood is provided to support ambitious and achievable plans to implement and sustain a high-quality preschool program to reach and serve additional eligible children in our high-need communities.

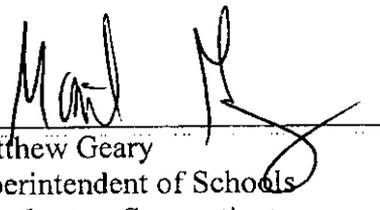
**Discussion/Analysis:** FY16/17 is the second year for this 3-year commitment to enhancing our preschool program to enable the delivery of high-quality preschool services in high-need communities.

**Financial Impact:** None.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY16/17 Preschool Development Grant appropriation, in the amount of \$237,049.

**Attachments:** Copy of budget.

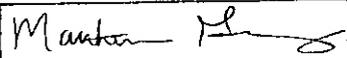
  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 29, 2016

**FY 2017 PRESCHOOL DEVELOPMENT GRANT (PDG)**

**PROVIDER BUDGET FORM ED114-B**

<b>COMMUNITY:</b>	Manchester
<b>GRANTEE NAME:</b>	Keeney School
<b>GRANT TITLE:</b>	Federal Preschool Development Grant
<b>ACCOUNTING CLASSIFICATION:</b>	FUND: 12060 SPID: 22705 YEAR: 2016 PROG:83004 CF1:170003
<b>GRANT PERIOD:</b> 07/01/2016 – 06/30/2017	Date Completed: 7/14/2016
<b>AUTHORIZED AMOUNT: \$ 237,049</b>	

CODES	DESCRIPTIONS	PDG SPACE & Transportation Budget [1]	ECCP & PD & PTHVP [2]	Justification [3]
<b>PERSONNEL</b>				
111A [4]	Non Instructional Salaries			
111B [5]	Instructional Salaries	\$ 184,753	\$ 1,649	165,802 = teacher salaries for all PDG lead teachers (2@ \$82,901); \$18991 to support .2 FTE to oversee programming and accreditation)
<b>FRINGE BENEFITS</b>				
200 [6]	Employees Benefits	\$ 24,147		FICA 165,802 x 1.45% = 2,404 Medical (for both) 21,743 Total Benefits: 24,147
<b>CONTRACTUAL &amp; TRAVEL</b>				
322 [7]	In Services (EASTCONN & BCCP)		\$ 20,000	
323 [8]	Pupil Services			\$15,000=1 PT speech and language pathologist and PT early childhood literacy and numeracy curriculum specialist
324 [9]	Field Trips	\$ 500		\$2,000 budgeted to take PDG classrooms on 4 field trips throughout the year.
325 [10]	Parent Activities	\$ 1,000		Support Family Engagement Opportunities
330 [11]	Employee Training and Development Services			
340 [12]	Other Professional Services	\$ 1,000		Support district work on ELDs
400 [13]	Purchased Property Services	\$ 1,000		Classroom furniture to support upgrading PreK environments (aligned to work across other district Pre K classrooms)
510 [14]	Student Transportation		\$ 3,000	Transport students to and from programming
530 [15]	Communications (Phone/Data)	\$ -		i.e.\$3,000=phone system, networking & internet, tech support, childcare software and data processing
540 [16]	Advertising	\$ -		
580 [17]	Travel (Staff)	\$ 1,000		Reimburse staff to travel to PDG Events
<b>SUPPLIES</b>				
600 [18]	Supplies	\$ 2,000		Supplies to Support Literacy and Numeracy Alignment to District Pre K Classrooms
<b>TOTAL of Lines (must match authorized amount above in gold)</b>		<b>\$ 237,049</b>	<b>\$ 215,400</b>	<b>\$ 21,649</b>

<b>Date of Program Approval</b>		<b>eSignature of Program Director Approval</b>	
<b>Date of School Readiness Council Approval</b>		<b>eSignature of Liaison Approval</b>	
<b>Notes</b>			

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation FY 16/17 Board of Education  
Community Use of Schools – Bailey Auditorium

**Date:** August 22, 2016

**Background:** The Manchester Public Schools' Buildings and Grounds Department bill public and private groups a maintenance fee for the use of Bailey Auditorium at Manchester High School. These funds are collected to cover the costs to repair and maintain the auditorium. The total amount of funds in the Town revenue account is \$15,800.21.

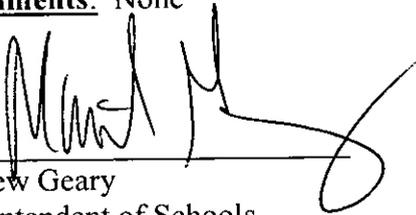
**Discussion/Analysis:** The funds are designated to cover auditorium maintenance and repair due to community use.

**Financial Impact:** The funds will be used to cover the cost of repair and maintenance to Bailey Auditorium.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish for FY16/17 an appropriation of \$15,800.21 to be placed in the Community Use of Schools account and made available to cover repair and maintenance costs to Bailey Auditorium.

**Attachments:** None



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
August 22, 2016

## Communication with the Public and Media

### Responsibilities of Board Members and School Personnel

New avenues should constantly be sought to improve relations and communications with all segments of the community and to expand such efforts with audiences not presently engaged. In Board matters requiring public reactions, an effort should be made to include staff, parents, and students.

School Board members are encouraged to become familiar with the entire Manchester Public School community. In order to establish and maintain connections and communication links with students, parents, families, teachers, and school community members, individual school board members are assigned certain schools where they can serve as a liaison.

### School Liaison Protocols

- A liaison shall be assigned to each school.
- Each school liaison is responsible for familiarizing him/herself with the school's program, principal, and parents and for providing information on School Board proposals so that the school community can successfully bring its needs and concerns to the attention of either the Superintendent or the School Board.
- School liaisons will attend one school event in the fall (Open House, PTA or Parent Council meeting); one school event (fundraiser, concert, athletic or extracurricular event) in the winter; and one event (reading in schools, field day, promotion or graduation ceremony) in the spring.
- When possible, school liaisons will visit the school while class is in session at least twice per year.
- School liaisons will make every effort (in person or by phone or email) to welcome every family that is new to the school (either individually or in groups).
- The school liaison does not serve as a direct advocate for the school/program on issues.
- The school liaison does not involve her/himself in administrative/operational matters but instead refers concerns to the appropriate staff.

For each designated school, the liaison shall:

- provide information to individuals/groups (e.g. PTA, civic associations) on how best to communicate to the Superintendent or full School Board specific needs/concerns, acknowledging that all operational matters should be routinely referred to appropriate staff or the Superintendent;
- keep Board Members and the Superintendent informed of concerns or issues that may develop at the school over the course of the year;
- provide information to individuals/groups on upcoming issues that may impact the school/community;
- return citizen phone calls made to the School Board office or to the member's home regarding that particular school/community;

All school personnel and Board members are encouraged to be informed on Board of Education policy, school policies, and programs in order that they may better advance public understanding of the schools. Board members are reminded that they have no individual authority unless the Board of Education is in session.

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. In matters regarding the dissemination of information, it is the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. All school personnel should answer questions only when they have full and complete understanding of the point about which they have been asked. If the employee or Board member is not prepared to answer accurately and fully, he/she should refer the inquirer to a staff member who would have the appropriate information.

To ensure that this publicity be given wide coverage and coordinated with a common effort and purpose, the following procedures shall be followed with the news media:

1. News releases of a system-wide nature, or which pertain to established school system policy, are the responsibility of the Superintendent and will be issued through his/her office.
2. News releases, which are of concern to only one school or to an organization of one school, are the responsibility of the respective building principal.
3. The Director of Communications shall advise on all district communications including news releases.

The Board recognizes that members of the public have the right to tape-record any meeting of the Board of Education and there is no requirement that any person making such a recording ask permission or notify the board. However, any person recording the proceedings is required to handle such activities as inconspicuously as possible and in such manner as not to disturb the proceedings of the public agency.

Board meetings to which the public has access may be photographed, broadcast, or recorded for broadcast by any newspaper, radio broadcasting company, or television broadcasting company, subject to the following guidelines:

1. News media personnel who intend to photograph, broadcast, or record for broadcast the proceedings of any public meeting of the Board of Education shall provide appropriate identification, if requested, to the Superintendent of Schools, prior to said meeting of the Board.
2. Only news media personnel employed by a newspaper, radio, or television broadcasting company, or personnel of a recognized student news medium assigned to cover the proceedings of a Board of Education public meeting, shall be permitted to photograph, broadcast, or record for broadcast, such proceedings.
3. Any photographer, broadcaster, or news journalist authorized by an employer, or a student news medium, may photograph, broadcast, or record for broadcast, proceedings at a public meeting of the Board of Education. Any personnel associated with said photographer, broadcaster, journalist, or student, shall photograph, broadcast, or record for broadcast proceedings of said meeting as inconspicuously as possible and in a manner that will not disturb the proceedings.
4. If, in the judgment of the Chairperson of the Board of Education, the presence of any photographer, broadcaster, news journalist, or student at a Board meeting, causes such disruption that the orderly conduct of the public business becomes not feasible, access by these individuals may be limited to the extent necessary to remove disruption.

Policy adopted: December 8, 1975

Revised: September, 2016

**SCHOOL WELLNESS POLICY****Statement**

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

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

**Legal References:**

Child Nutrition & WIC Reauthorization Act of 2004, Pub .L. 108-265 & 204

Child Nutrition Act & 10(a)-(b), codified at 42 U.S.C. & 1766

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

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

Adopted: May 22, 2006

Revised: February 27, 2012

Revised: November 13, 2013

## SCHOOL WELLNESS POLICY

### Administrative Guidelines

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

The Manchester School District will maintain a standing School Wellness committee that will meet biannually. The members will include but not be limited to Assistant Superintendent of Schools – (Chair), parents, students, Food Service Director, Physical Education and Health Curriculum Coordinators, School Health Services Coordinator, a representative from the Town Health and Recreation Departments, Board of Education member, teacher(s), administrator(s). All stakeholders will participate in the implementation and periodic review of the Wellness Policy.

The Manchester School District will adapt and implement the 9-5-2-1-0 Health Initiative, which is a product of the Northern Virginia Healthy Kids Coalition adapted by Eastern Highland Health District (EHHD) and used by permission by Manchester Public Schools.

The Manchester School District will inform and update the public (including parents, students, and other in the community) about the implementation of the Local Wellness Policy via the website and presentations to the Board of Education.

The Superintendent or Assistant Superintendent will ensure that each school complies with the Local Wellness Policy.

### **I. Nutrition Education and Promotion**

#### **A. Instruction Program Design**

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

#### **B. Staff Qualifications and Professional Development for Teachers**

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

**C. Educational Reinforcement**

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

**D. Staff as Role Model**

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

**E. Coordination of Programs**

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

**II. Daily Physical Education**

- A. Physical Education classes and physical activity opportunities will be available for all students throughout the school year.

The district will ~~incrementally adjust the physical education opportunities for students to meet the optimum level of instruction (150 minutes weekly for elementary, 225 minutes weekly for secondary) as recommended by the National Association of Sports and Physical Education (NASPE)~~ ensure that elementary school students have access to not less than 40 minutes of Physical Education once in every three day rotation. The 9-5-2-1-0 (9 hours of sleep, 5 hours of fruits and vegetables, 2 hours or less of screen time per day, 1 hour of physical activity, and 0 sugary drinks) initiative shall be utilized pre-K through grade 12.

1. Students in grades four, six, eight and ten will participate in the Connecticut Physical Fitness Assessment.
2. All physical education classes will be sequential and aligned with the Connecticut Physical Education Framework, competency through application of knowledge, skill, and practice.
3. All physical education classes will be taught by a certified physical education instructor.
4. Student involvement in other activities involving physical activity will not be substituted for meeting the physical education requirement.

**B. Wellness Breaks**

The district will provide 20 minutes of daily recess in elementary schools.

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

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

**D. Physical Activity and Punishment**

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

**E. Safe Routes to School**

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

**F. Incorporating Physical Activity into the Classroom**

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

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

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

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

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

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

**E. Nutrition Practices in Classrooms**

1. Beverage consumption in the classroom should be limited to water, 100% juice and milk.
2. Parents are encouraged to provide healthy snacks and beverages in appropriate portion sizes.
3. Food or snacks should not be used as either an incentive or a reward for good behavior or academic performance.
4. School personnel will not withhold student access to snacks as punishment.
5. Health party menus should be used.
6. Classroom birthday celebrations will be food and snack free.
7. Food may be used to commemorate a cultural event or activity, or support a curriculum related project with the approval of the principal and in accordance with Health Department protocols.

**F. Fund Raising Activities**

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

**G. Faculty Information**

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

**H. Cafeteria**

The cafeteria is a place where students should have:

1. Adequate space to eat in clean, pleasant surroundings,
2. Adequate time to eat meals (The School Nutrition Association recommends at least 20 minutes for lunch from the time students are seated with their food.)
3. Access to hand washing or hand sanitizing facilities before meals
4. Point of Sale – The Point of Sale system provides confidentiality to all students regarding meal benefits.
5. Summer Food Service Program – Summer Food Service Program will be offered at eligible district sites.

**IV. Measurement and Evaluation**

- A. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.
- B. The policy will be modified based on legislation and district needs.
- C. The Wellness Committee will assess all nutrition education curricula and materials for accuracy, completeness, balance, and consistency with the state's/district's educational goals and standards.
- D. The Manchester Public School District uses a comprehensive Coordinated School Health (CSH) approach to promote wellness for students, staff and the community. Data collected From the Coordinated School Health initiative will be used to evaluate progress. The results shall be made available to the public.

Adopted: May 22, 2006

Revised: February 27, 2012

Revised: November 13, 2013