

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, FEBRUARY 6, 2017
LINCOLN CENTER

B&S Committee Meeting
Board of Education Meeting

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

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes 1-9-17 A – 3
- 4) Budget Workshop Minutes 1-18-17 A – 4
- 5) Budget Workshop Minutes – 1-25-17 A – 5
- 6) Budget Workshop Minutes – 2-1-17 A – 6

B. COMMITTEE REPORTS –

- 1) Policy Committee Minutes 1-9-17 B – 1

C. CONSENT CALENDAR

- 1) Personnel Information C – 1
- 2) Transfer of Funds C – 2
- 3) Establish an increase in appropriation for FY16/17 Bilingual Education grant of \$78.00, for a total appropriation of \$5,023 C – 3
- 4) Establish an appropriation for FY16-18 Hartford Foundation of Public Giving in the Amount of \$720,000 C – 4
- 5) Extended Field Trip Request Form – MHS RoundTable Singers/Jazz Choir – Boston Concert Tour/Competition – 25 students – 4/21/17 to 4/22/17 – Roundtable Director C – 5

D. REPORT FROM STUDENT REPRESENTATIVE -

Shania Stanton and Nabila Hoor Un Ein

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT’S REPORT

- 1) Recognition of Madelyn Spina, 5th Grade Student at Highland Park Elementary, finalist in the Connecticut Kid Governor Election – Mrs. Diane Sheehan-Burns, Director, Teaching & Learning, Humanities
- 2) Update on Professional Development – Dr. Amy Radikas, Deputy Superintendent for Curriculum & Special Services F – 2

G. UNFINISHED BUSINESS – None

H. NEW BUSINESS –

1) 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:

- a) Policy 6115 – Religious Observance & School Prayer H – 1a
- b) Policy 1401 – School Volunteers H – 1b

(NEW BUSINESS CONTINUED)

- c) Policy 6151 – Class Size H – 1c
- d) Approval of Revision to Board of Education Calendar for 2017-18 H – 1d
- 2) Action on Recommended Board of Education 2017-2018 Budget
Recommended Motion: Move to adopt the recommended Board of Education 2017-2018 budget (\$114,110,227)
- 3) Action on Recommended Technology Equipment and Services to the Cheney-Bennet Academy H – 3

RESOLVED, the Board of Education approves the plans and specifications for Technology Equipment and Services to the Cheney – Bennet Academy, prepared by TSKP Studio and dated February 6, 2017, and the associated cost estimate for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans for Construction Authorization.

- 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 Public Schools
Board of Education
Policy Committee
Minutes
Monday, January 9, 2017
5:30 PM
Director's Room
Lincoln Center

Members Present: Deb Hagenow, Susan Jacobsen, Chris Pattacini, Darryl Thames, Sr.

Others Present: Matt Geary, Inaam Kahn

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

Shortly after the start of the meeting, Ms. Hagenow had to leave.

The committee discussed the Religious Observances and School Prayer Policy # 6115 and will send the revised policy to the full Board of Education for a first reading at the Board of Education meeting on January 23, 2017.

[Religious Observances and School Prayer # 6115 Revised](#)

The committee discussed the new Volunteers Policy # 1401 and will send the policy to the full Board of Education for a first reading at the Board of Education meeting on January 23, 2017.

[Volunteers # 1401 - Draft](#)

The committee discussed the Class Size Policy # 6151 and will send the revised policy to the full Board of Education for a first reading at the Board of Education meeting on January 23, 2017.

[Class Size Policy #6151 Revised](#)

The committee discussed the Fingerprinting of New Hires policy and will send the revised policy to the full Board of Education for a first reading at the Board of Education meeting on February 6, 2017.

The committee discussed the new Personnel - Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees Policy # 4141 and will send the policy to the full Board of Education for a first reading at the Board of Education meeting on February 6, 2017. The existing Policy #5141.2 which covers reporting by personnel is listed as a 5000 series policy which is for matters pertaining to students. The revised policy will be a 4000 series Policy pertaining to reporting by personnel. A new policy outlining the procedures for child sexual abuse and / or sexual assault response was developed and will be numbered 5141.2 replacing the existing policy in the Students (5000) series. That policy will also be sent to the full Board of Education for a first reading at the Board of Education meeting on February 6, 2017.

The committee discussed the new Personnel - Section 504/ADA Policy # 4012 and will send the policy to the full Board of Education for a first reading at the Board of Education meeting on February 6, 2017. The existing Policy # 4012 which covers students is a listed as a 4000 series policy which is for matters pertaining to personnel. The revised policy pertains

to personnel. A new 504/ADA policy outlining the procedures for students was developed and will be numbered 5012 in the Students (5000) series. That policy will also be sent to the full Board of Education for a first reading at the Board of Education meeting on February 6, 2017.

The meeting adjourned at 6:45.

The next meeting will be held on Monday, March 13, 2017.

Submitted by:

Matt Geary, Superintendent of Schools

PERSONNEL ACTION**APPOINTMENTS**

Miranda Wojnar to be a Numeracy coach at Keeney School. Ms. Wojnar received a Master of Elementary Education degree at Wheelock College. Ms. Wojnar resides in Glastonbury. It is recommended that her appointment be approved effective January 24, 2017 (MA/Step 4, \$54,950 pro-rated).

RESIGNATIONS

Valeria Castro, World Language teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Ms. Castro has been with Manchester Public Schools since August 30, 2010. It is recommended that her request be approved.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: January 10, 2017

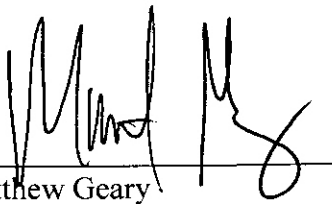
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

Discussion/Analysis: Transfer from Manchester High School Mathematics Computer Supplies/ Materials in the amount of \$975. Transfer to Manchester High School Mathematics Field Trips in the amount of \$250 and transfer to Manchester High School Mathematics Dues/Fees in the amount of \$725. Total transfer to amount is \$975.

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
February 6, 2017

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: February 1, 2017

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 F

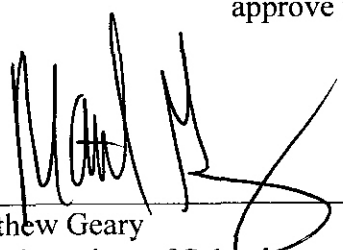
Y 2016-2017 Budget.

Discussion/Analysis: Transfer from Districtwide Curriculum & Instruction Field Trips in the amount of \$32,881. Transfer to Districtwide Curriculum & Instruction Dues & Fees in the amount of \$32,881.

Financial Impact: None

Other Board/Commission Action: None

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



Matthew Geary
Superintendent of School
Manchester, Connecticut
February 6, 2017

TRANSFER

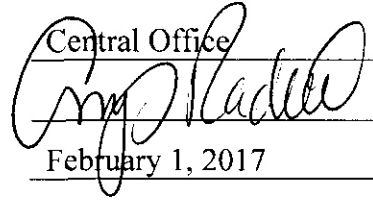
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Central Office

Approval Signature:



Date: February 1, 2017

Date of Approval:

February 1, 2017

JUSTIFICATION:

To fund additional materials

Transfer funds from Field Trips (buses) to Dues/Fees to cover the cost of admission for Equitable field trips.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Field Trips (Transportation)

\$ 32,881 Account #: 402 99270 5512 Description: Field Trips

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: Dues/Fees

\$ 32,881 Account #: 402 99221 5810 Description: Dues/Fees

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

Accounting Department Only

Board Approval Needed:

X

Yes

No

Date of Board Approval: _____

Date Completed: _____

Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Bilingual Grant for Fiscal Year 2016-2017
Date: January 13, 2017

Background: The Connecticut State Department of Education has awarded funding under the Bilingual Education Grant FY 2016-2017. This grant will be used to support children identified as English Language Learners (ELL) in our schools.

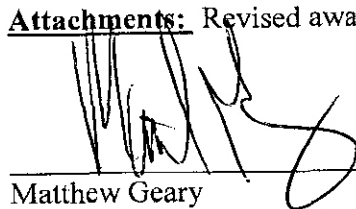
Discussion/Analysis: The FY 2016-2017 Bilingual Education Grant will be used to purchase materials to support the language and transition needs of Bilingual students at each school and support parental activities for ELL students and families.

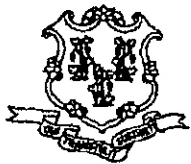
Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to increase appropriation for FY16/17 Bilingual Education grant \$78, for a total appropriation of \$5,023

Attachments: Revised award letter & Budget


Matthew Geary
Superintendent of Schools
February 6, 2017



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE
Statute: C.G.S.10-17a-h
CFDA #: None
SDE Project Code: SDE0000000000002

Grant Number: 077-000 11000-17042-2017-82079-170002

2 Grant Title

BILINGUAL EDUCATION

5 Award Period

7/1/2016 - 6/30/2017

3 Education Staff

Program Manager:

Joseph Di Garbo 8607136863

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$5,023

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.

1/11/2017

Isabelina Rodriguez

BUDGET FORM

Created On: 1/11/2017

ED 114

Fiscal Year: 2017

Funding Status: Final

Grantee Name: MANCHESTER

Grantee: 077-000

Vendor ID: 00077

Grant Title: BILINGUAL EDUCATION

Project Title:

Fund: 11000

SPID: 17042

Year: 2017

PROG: 82079

CF1: 170002

CF2:

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

Authorized Amount: \$5,023

Project Code: SDB000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$5,023

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	1,000
325	PARENT ACTIVITIES	2,450
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	1,573
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$5,023

Original Request Date: 9/8/2016

This budget was approved by Joseph Di Garbo on 1/4/2017.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY16-18 Hartford Foundation for Public Giving Grant Number 20161549

Date: January 13, 2017

Background: This grant will continue to support the Family and Community Partnership Plan serving Manchester families.

Discussion/Analysis: These funds will be used over one calendar year (January – December 2017) to:

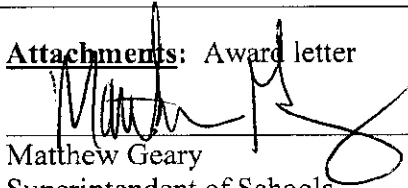
1. Continue to develop the district's Family Resource Centers, adding health, wellness, counseling and basic support services
2. Hire parent liaisons for each elementary school
3. Pilot a model of academic Parent Teacher Teams
4. Open school registration locations in some Manchester downtown neighborhoods
5. Expand on-line and digital parent information portals
6. Continue to strengthen community relationships, emphasizing on community partners' development of shared goals with the district and new extended learning opportunities
7. Establish an interdisciplinary team comprised of the School Readiness Council, Office of Neighborhoods and Families, Youth Services Bureau, Parks and Recreation, Building healthy Families and others

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to establish an appropriation for FY16-18 Hartford Foundation of Public Giving in the amount of \$720,000

Attachments: Award letter


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
February 6, 2017



Hartford Foundation
FOR PUBLIC GIVING

11/21/16
Together for good®

Board of Directors

Yvette Meléndez, Chair
JoAnn H. Price, Vice Chair
Robert B. Goldfarb, Treasurer
Nancy P. Bernstein
R. Nelson Griebel
Elsa M. Núñez
Richard N. Palmer
Rodney O. Powell
Gordon Scott
Theodore S. Sergi
Andrew R. Worthington

President

Linda J. Kelly

December 21, 2016

Mr. Matthew Geary, Superintendent of Schools
Manchester Public Schools
45 North School Street
Manchester, CT 06247

Dear Mr. Geary:

Grant Number 20161549

I am pleased to inform you that the Hartford Foundation for Public Giving has approved a continuation grant of \$720,000 to Manchester Public Schools, over one year (January – December 2017), to build the district's capacity to implement and sustain partnerships and practices increasing families' and the broader community's engagement in supporting student learning and student success. Foundation funds are to be applied toward personnel (\$496,000), contractual (\$182,000), and direct costs (\$42,000).

You will find enclosed a summary of the expected project outcome as presented in your proposal. The Foundation will work with you to further develop the stated outcomes and related plans.

Please send a written request for the release of one-half of the grant when the project begins. The grant payment letter will include reporting instructions for subsequent payments. We require that you use the enclosed *Hartford Foundation Alliance Districts Mid-Year Reports*, and the *Hartford Foundation Alliance Districts Financial Reporting Form* to report on the grant.

Since the amount voted is different from the amount requested in the original proposal, please submit a revised budget, along with the signed grant award letter.

~~To accept the terms of this grant, return a signed copy of this letter to the Foundation~~
within 30 days of receipt to Augustina Rivera; or send an electronic copy to our grantee services email: GrantsAdministration@hfpg.org. Signing and returning the grant award letter indicates your compliance with the procedures in the enclosed *Hartford Foundation Grant Payment and Reporting Procedures*.

10 Columbus Boulevard, 8th Floor
Hartford, CT 06106

860-548-1888
fax 860-249-3561
www.hfpg.org

Mr. Matthew Geary, Superintendent of Schools

December 21, 2016

Page 2

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

We wish you the best on this important effort.

Sincerely,

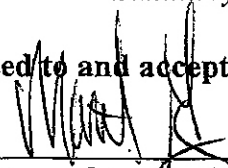


Linda J. Kelly
President

LJK/jbr

Enclosures: *Hartford Foundation Grant Payment and Reporting Procedures*
Hartford Foundation Alliance District Mid-Year Narrative Report
Hartford Foundation Alliance District Financial Reporting Form
Summary of Manchester Public Schools' Projected Grant Outcomes

Agreed to and accepted by:



Signature of Agency Director

1-12-17

Signature Date

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School **Date of Request:** 1/3/2017

Name of Club or Activity: Roundtable Singers/Jazz Choir

Trip to: Boston **Purpose:** Concert Tour/Competition

Number of students participating: 25 **From:** 4/21/17 **To:** 4/22/17

Number of school days missed: 1

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

- a. Edward Tyler - Roundtable Director b. other (TBD)
 c. _____ d. _____
 e. _____ f. _____
 g. _____ h. _____

Others: _____

Transportation: ☒ Bus ☐ Train ☐ Plane ☐ Car ☐ Other _____

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: Several fundraising activities to include 2 concession stands, a pie sale, and others TBD.

How will funds be allocated to students participating?* Student fundraising and payments are logged into individual accounts.

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: Quad occupancy

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

Total cost per student: \$599 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$0-599, depending on fundraising.

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

- a. Destinations Unlimited b. Custom Travel
c. Liberty Travel d. _____

Name of teacher making request:

Signature: Edward Tyler Typed: Edward Tyler

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: _____ Date: 1/6/17

Approved by Principal:

Signature: _____ Date: 1/6/17

Approved by Superintendent or designee:

Signature: _____ Date: 1/16/17

Attachments: Quotations
 Itinerary

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

Professional Development in Manchester



JANUARY 17TH PD DAY
6-8 Teacher Offerings

Manchester Public Schools

AGENDA

- Session A: 8:15 - 9:15
- Session B: 9:30 - 10:30
- Keynote: 11:00 - 11:30 MHS Auditorium, Mr. Geary
- Lunch: 11:30 - 12:30 MHS Cafeteria
- Session C: 12:45 - 1:45
- Session D: 2:00 - 3:00

STRUCTURE
A balance of pause time and common planning time
6-8 teachers will meet by department as indicated below. Additional sessions will be offered at MHS (space is limited and sign ups are required).

Sign up in Protraxx for one of these sessions based on your grade level
(location to be determined by department leader, except where indicated)

- Building Based Grade level ELA Curriculum Work Session C-D 6, 7, 8
- Building Based Grade level Math Mini Lesson Development Session A-B 6; Session C-D 7-8
- STEM NGSS Session A-B 6-8; Illing Library
- World Language Session A-B 7-12; MHS
- Tech Ed / F&CS Session A-B 6-8 TBD

Grade 8 Math also Sign up for...
Math Placement Discussion Grades 5-6 Session C

STEM also Sign up for...
TIDE system training Session D

Sign up for these optional sessions to complete your schedule
(you may choose up to 2 Pause Sessions)

- Pause Time A, B, C, D
- NSA Insurance Information B, C
- Social Media A, B, C, D
- Teva! small group discussions A, B, C, D

Pride in Excellence



Manchester Public Schools

Professional Development

- Research
- Formats
- Implementation
- Next Steps



Manchester Public Schools

Professional Development

- Research
- Formats
- Implementation
- Next Steps



Manchester Public Schools

Research

Studies of high-performing school districts highlight the key to raising student achievement: **Improvement must begin in the classroom. By working to get effective research-based teaching strategies into every classroom,** districts make use of a powerful lever for improvement.

G. Cawelti and N. Protheroe

Handbook on Restructuring and Substantial School Improvement



Manchester Public Schools

Professional Development

- Research
- **Formats**
- Implementation
- Next Steps



Manchester Public Schools

Formats



“Sit and Get”



Opportunities for teachers to learn from other teachers



Professional Development

- Research
- Formats
- **Implementation**
- Next Steps



Manchester Public Schools

Implementation

The Goal — *Building Capacity*



Manchester Public Schools

Implementation

- Use research to identify elements of effective instruction
- Increase each teacher's repertoire of instructional strategies to meet the needs of an increasingly diverse student body



Implementation

- Increase teachers' belief—both individually and collectively—that they can have a positive effect on learning for *every* student
- Help teachers see each other as the most powerful resources for improving teaching



Implementation

- Build capacities of leaders —both individually and collectively to create sustainable change and improvement



Manchester Public Schools

Critical Elements of High –Quality Professional Development

- **Content:** Centered on student/adult learning
- **Context:** Integrated with school improvement
- **Design:** Active, sustained learning

Linda Darling-Hammond and Nikole Richards, Teacher Learning, What Matters?
(*Educational Leadership*, February 2009)



Implementation

November 2016 – Professional Development Offerings



Manchester Public Schools

Back to School Professional Development Session Choices



CLIMATE: UNDERSTANDING STUDENT BEHAVIOR

Executive Functioning: What it is and Strategies to Support its Development

Description

Audience: OFFERED AS DIFFERENT CLASSES **pk-5 ; 6-12**

Assessing Behavior Concerns: How to Find the Root Causes Behind Student Behaviors

Description: Develop an understanding around how to use Dr. Ross Greene's Assessment of Lagging Skills and Unsolved Problems to facilitate a discussion about the underlying causes behind student behavior issues and how it leads into Collaborative Problem Solving discussions with students.
Audience: **K-5**

Supporting Students Who've Experienced Trauma

Description: Examining the impact of trauma on child development and how traumatic experiences can express themselves in the classroom. Participants will learn about how childhood trauma affects emotional development, self-regulation, and behavior. They will also explore ways they can support and effectively work with students who have experienced trauma.
Audience: **Anyone**

Helpers Help: How to Help Students Who Struggle With Self-Regulation

Description: Many of our students struggle with regulating themselves throughout the day in order to be available for learning. Learn more about what self regulation is and the strategies staff and students can use to grow these much needed skills.
Audience: **K-5**

CLIMATE: ADULT PRACTICES

Restorative Practices: Building healthy positive classrooms and school communities

Description: An introduction to the thinking behind restorative practices and how these practices can be used in the classroom



AT-A-GLANCE ELECTION DAY PROFESSIONAL DEVELOPMENT SESSION CHOICES

SCHEDULE

Coffee & Tea — 7:45; MHS Cafeteria

Introduction — 8:30; MHS Auditorium, Supt. Matt Geary

Session A— 9:00 - 10:00

Session B— 10:30 - 11:30

Double Session A/B — 9:00 - 11:30 (with break)

Lunch — 11:30 - 1:00 (provided); MHS Cafeteria

Session C— 1:00 - 2:00

Session D— 2:30 - 3:30

Double Session C/D— 1:00 - 3:30 (with break)

COURSE DESCRIPTIONS LISTED IN PROTRAXX PREREQUISITES REFER TO AUG. 30TH SESSIONS

SYSTEMS

Pause Time

Additional Info **See Prepare to Pause Document!**

Sessions/Audience: **All—Choose 1 session** = A, B, C, D

Advanced PLCs: Strengthening Our Relationships & Deepening Our Collaborative Practices

Presenters **Daly, Robak**

Sessions/Audience: **pk-6 =C 7-12=D**

HSA—Insurance Information

Presenters: **Cigna, Michaud**

Sessions/Audience: **pk-12 = A, B, C, D**

403B Plan Vendor Walk—Insurance Information

Presenters: **Various Vendors**

Sessions/Audience: **pk-12 = Lunch, C**

TALENT

Empowering Teacher Leaders II

Presenters **Geary, Okwuazi**

Additional Info **Double Session**

Only the Facts before you Fax

Description: Effective written communication about students (from referrals to parent forms to restraint and seclusion)

Audience: **7-12**

ACADEMICS: DEEPENING THE WORK

Introduction To Argumentation In Mathematics

Presenters **Mazotta / Pietkovich, Hoke**

Sessions/Audience **7-12 = A K-6 = C, D**

Prompting & Supporting Mathematical Argumentation

Presenters **McKnight, Rodriguez**

Sessions/Audience **K-6 = C, D**

Mathematical Mindset I

Presenters **Smith, Webster**

Sessions/Audience **PK-12 = A**

Mathematical Mindsets II

Presenters **Smith, Taylor**

Additional Info **Prerequisite: Mathematical Mindsets I**

Sessions/Audience **PK-12 = B**

Making Math Workshop More Meaningful

Presenters **Miner, Legault**

Sessions/Audience **K-6 = A, D**

Pre-texts: How To Help Students Engage With Difficult Texts

Presenters **Delaney, Lopez, Lister (rotating)**

Sessions/Audience **7-12 = A, B, C**

Close Encounters: Close Reading Across The Core Subjects

Presenters **Cechinni, Testa, Lourie**

Sessions/Audience **7-12 = C, D**

A Shared Understanding Of Readers/Writers Workshop

Presenters **Beebe, Strickland, Gallagher**

Sessions/Audience **K-2 = C 3-8= D**

The Choices Approach: Engaging Students In Inquiry & Discussion About International Issues

Presenters **Schonvisky, Tedesco**

Sessions/Audience **K-2 = C 3-8= D**

Next Generation Science Standards

Presenters **Rossi, Mordhorst**

Additional Info **Double Session**

Math Discourse: Project Sparks

Presenters **Dr. Casa**

Additional Info **Double Session**

Sessions/Audience **K-2 Treatment Schools = A/B, C/D**

Art Department PD

Presenters **Guzzi**

Sessions/Audience **K-12 ART = A/B**

ACADEMICS: CREATIVE APPROACHES

Cultivating Imagination Through Intentional Play I

Presenters **DeJesus, Torres**

Additional Info **Prerequisite: Cultivating Imagination I**

Sessions/Audience **PK -2 = A, B**

Bringing Magic To Your Classroom

Presenters **Breault, Herchuck**

Additional Info **Double Session**

Sessions/Audience **K-12 = C/D**

Breakout EDU: Introduction

Presenters **Loucks, Gohla**

Sessions/Audience **PK-12 = A, B**

Bringing Students Together Through Movement

Presenters **Greco, Bonneau**

Sessions/Audience **PK-12 = A, D**

Alternative Classroom Environments On A Budget

Presenters **Ortiz, Blundo**

Sessions/Audience **K-5 = A,B**

Curiosity And Passion In An Inquiry-Based Classroom

Presenters **Becker**

Sessions/Audience **K-6 = C,D**

Classroom Energizers

Presenters **Falkowski, Kolze**

Sessions/Audience **K-8= B, D**

HOT Strategies For Classrooms

Implementation

January 2017 – Professional Development Offerings



Manchester Public Schools

JANUARY 17TH PD DAY K-12 Department Offerings



JANUARY 17TH PD DAY K-5 Teacher Offerings



Manchester
Public
Schools

AGENDA

Session A 8:15 - 9:15
Session B 9:30 - 10:30
Keynote 11:00 - 11:30 MHS Auditorium, Mr. Geary
Lunch 11:30 - 12:30 MHS Cafeteria
Session C 12:45 - 1:45
Session D 2:00 - 3:00

STRUCTURE

A balance of pause time and common planning time

K-5 teachers (including Special Education teachers) will meet in their buildings for grade level based curriculum or choose to meet for district wide collaborative grade level work. Please note that content (Math, ELA, etc) as well as work, Reading Lesson Planning, Mini lesson development etc., will be up to you.

Additional sessions will be offered at MHS (space is limited and sign ups are required).

Sign up in Protraxx for one of these sessions based on your grade level (Location listed in Protraxx)

Building Based Grade Level Curriculum work Sessions C-D K-Gr. 2; Sessions A-B Gr.3-5
District-wide collaborative grade level work Sessions C-D K, 1, 2; Sessions A-B 3, 4, 5
STEM Lesson Planning K-5 Sessions A-B

Grade 5 Math also Sign up for...

Math Placement Discussion Grades 5-6 Session C

STEM also Sign up for...

TIDE system training Session D

Sign up for these optional sessions to complete your schedule (you may choose up to 2 Pause sessions)

Pause Time A, B, C, D
HSA Insurance Information B, C
Social Media A, B, C, D
Teval small group discussions A, B, C, D

Pride in Excellence

JANUARY 17TH PD DAY Pupil Services Offerings



Manchester
Public

JANUARY 17TH PD DAY 9-12 Teacher Offerings



Manchester
Public
Schools

AGENDA

Session A 8:15 - 9:15
Session B 9:30 - 10:30
Keynote 11:00 - 11:30 MHS Auditorium, Mr. Geary
Lunch 11:30 - 12:30 MHS Cafeteria
Session C 12:45 - 1:45
Session D 2:00 - 3:00

STRUCTURE

A balance of pause time and common planning time

9-12 teachers will meet with their department or PLCs during sessions A-B. Your department heads will be in touch to discuss any specific ideas for that time. Otherwise, the goal for PLC time is to work on the first unit for semester two and find ways to creatively hook kids and help them to connect to the unit goals and/or to personalize the unit (find space for Social Construction, Voice, Self-Discovery, Co-Creation.) This time can be used to plan something new, risky and creative to support and engage students.

During this time you may also sign up for the HSA session (space is limited and sign ups are required).

During Session C, all teachers will meet in Academy groups (or secondary PLCs for those not in an academy). Special Education teachers should plan to attend TIDE training.

Session D is set aside as pause time for all MHS faculty, though you may still sign up for the HSA or Teval small discussion groups at that time if you choose.

Sign up in Protraxx for these sessions (location to be determined by department/academy leader)

Department/PLC Sessions 9-12 A-B
Academy Work 9-12 Session C;
Special Ed Teachers should plan to attend TIDE training.

Sign up for one of these optional sessions to complete your schedule

Pause Time D
HSA Insurance Information A, D
Teval small group discussions A, B, C, D

Pride in Excellence

JANUARY 17TH PD DAY 6-8 Teacher Offerings



Manchester
Public
Schools

AGENDA

Session A 8:15 - 9:15
Session B 9:30 - 10:30
Keynote 11:00 - 11:30 MHS Auditorium, Mr. Geary
Lunch 11:30 - 12:30 MHS Cafeteria
Session C 12:45 - 1:45
Session D 2:00 - 3:00

STRUCTURE

A balance of pause time and common planning time

6-8 teachers will meet by department as indicated below. Additional sessions will be offered at MHS (space is limited and sign ups are required).

Sign up in Protraxx for one of these sessions based on your grade level (location to be determined by department leader except where indicated)

Building Based Grade level ELA Curriculum Work Session C-D 6, 7, 8
Building Based Grade level Math Mini Lesson Development Session A-B 6; Session C-D 7-8
Building Based Grade level Social Studies Curriculum Work Session A-B 6, 7, 8
STEM NGSS Session A-B 6-8; Illing Library
World Language Session A-B 7-12; MHS (room TBD)
Tech Ed / F&CS Session A-B 6-8 TBD

Grade 6 Math also Sign up for...

Math Placement Discussion Grades 5-6 Session C

STEM also Sign up for...

TIDE system training Session D

Sign up for these optional sessions to complete your schedule (you may choose up to 2 Pause sessions)

Pause Time A, B, C, D
HSA Insurance Information B, C
Social Media A, B, C, D
Teval small group discussions A, B, C, D

Pride in Excellence

Implementation

Challenge ...

Changing the organization's structure and culture at the same time teachers are acquiring new knowledge and skills



Professional Development

- Research
- Formats
- Implementation
- Next Steps



Manchester Public Schools

Next Steps

Movement away from “sit and get”

- Professional dialogue, sharing ideas and materials peer-to-peer
- Collaborative development of curriculum and instructional units (Unit Planner)
- Collective analysis of student work (PLCs)



Next Steps

- Continued use of coaches and/or peer observation followed by discussion (LitLife/L. Kirtman)
- Intervention teams focused on identifying and trying additional strategies with students having difficulty (Academics & Behavior)



Next Steps

Professional development. . . must have as its core process a “community of learners” whose members accept joint responsibility for the high levels of learning of ***all*** students.

The community of learners must meet regularly to learn, plan and support one another in the process of continuous improvement.

Dennis Sparks. “Focusing Staff Development on Improving the Learning of All Students” in *Handbook of Research on Improving Student Achievement*.



Next Steps

Manchester must continue to...

- Strategically align professional development with district and school goals (DIP and SIP)
- Use indicators such as student achievement and observed classroom teaching practices to inform decisions about content and participants (BOE Goals/Dashboards)



Next Steps

- Provide high-quality, research-based content and time to discuss and practice (Pause time)
- Broaden the definition of what professional development looks like (Reflection)



Questions and Discussion



Manchester Public Schools

Policy 6115**INSTRUCTION****Religious Observances and School Prayer****Separation of Church and State**

In accordance with the mandate of the Constitution of the United States, it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion. The Board recognizes that the First Amendment prevents the government from establishing religion and protects privately initiated religious expression and activities from government interference and discrimination.

These requirements need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

School Prayer

In accordance with guidance issued by the U.S. Department of Education, the following principles shall govern matters related to prayer in the schools.

Students may pray when not engaged in school activities or instruction, subject to the same rules designed to prevent material disruption of the educational program that are applied to other privately initiated expressive activities.

The organization of prayer groups and activities shall be permitted to the same extent that other non-curricular student activities are allowed.

School employees may not discourage or encourage prayer nor actively participate in such activities with students. This policy, however, does not preclude these individuals from participating in prayer or other religious activities outside of their official capacities.

Students are free to pray silently or not to pray ~~in accordance with Board Policy #5145--~~
~~Period of Silent Meditation.~~

Students may be permitted to attend off-premise religious instruction and may be excused from class to remove a significant burden on their religious exercise.

Students may express their religious beliefs through the medium of homework, artwork or

other written or oral assignments and shall be graded on curricular factors.

Students who may be selected to speak at school events or extra-curricular activities may not be selected on any basis that favors or disfavors religious speech. The Board may elect to issue a disclaimer to clarify that student speech is the speaker's, not the schools.

Students and others chosen to speak at graduation must be selected on the basis of neutral criteria and must retain control over the content of their expression, which may not be restricted because it is religious. The Board may elect to issue a disclaimer to clarify that such speech is that of the speaker and not the school.

Holiday Celebration and Observances

The building Principal is responsible for monitoring compliance with this policy. Pertinent information will be included in the student, parent, and staff handbooks, as necessary.

Absence for Religious Observance

Student absences for religious observations shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades. **When developing the school calendar, the Board of Education should consider observing all holidays celebrated by the diverse groups that make up the Manchester Public Schools.**

Recognition of Religious Holidays

The objective study of religious holidays provides a natural opportunity to promote appreciation and respect for other religions and cultures beyond Judeo-Christian beliefs.

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. Religion must be afforded dignity, but neither advanced nor disparaged.
3. Decorations, which are part of custom, that have no direct religious meaning may be displayed.
4. Programs should focus on seasonal rather than religious themes inclusive of concerts, enrichment programs and parent-teacher organization sales.
5. Performances, which recognize holidays, must be of an artistic nature, not religious, and program selections should not, by their nature, exclude students from participation.
6. The cafeteria staff will consider religious dietary restrictions when planning menus.
7. Parents may exclude their children from programs involving the recognition of religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the building administrator.

Adopted: April 14, 2003

Revised: February, 2017

Administrative Guidelines

The issues of separation of church and state, school prayer, holiday celebrations, observances and recognition shall be governed by the following principle:

Religious activity sponsored by the government is forbidden. Religious activity that is initiated by private individuals is protected.

Accordingly, school officials must remain neutral in their treatment of religion and shall exhibit neither favoritism toward nor hostility against religious expression.

School officials shall adhere to these guidelines:

1. Teachers and public school officials may not lead their classes in prayer, devotional readings from religious sources or other religious activities.
2. School officials may not attempt to persuade or compel students to participate in prayer or other religious activities.
3. Public school officials may not unilaterally decide that prayer should be included in school-sponsored events.
4. School officials may not grant religious speakers preferential access to public audiences, or otherwise select public speakers on the basis that favors religious speech.
5. Public school students may voluntarily pray at any time before, during or after the school day when not engaged in school activities or instruction provided that such activity is not disruptive to the educational process.
6. Students may pray with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech, which is not disruptive to the educational program.
7. Local school authorities possess substantial discretion to impose rules of order and pedagogical restrictions on student activities, but they may not structure or administer such rules to discriminate against student prayer or religious speech.
8. Not all religious speech taking place in public schools or at school-sponsored events is governmental speech and therefore is protected if initiated by private individuals.

April 14, 2003

School Volunteers**1401**

The Manchester Board of Education recognizes the importance of school volunteers at all levels of schooling. The Board of Education encourages the use of school volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement. The Board encourages a volunteer program in the District and in its schools with suitable regulations and safeguards.

Through the publication of administrative regulations pursuant to this policy, the Superintendent of Schools may set such criteria for the qualifications of volunteers, as well as their responsibilities and supervision, as the Superintendent may deem appropriate in his/her discretion.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person who is a "sex offender," as defined by Public - Act 98-111, An Act Concerning the Registration of Sexual Offenders, may volunteer in Manchester Public Schools.

(cf. 1240 – Citizens' Assistance to School Personnel) (cf. 6162.4 - Community Resources)

Legal Reference: Connecticut General Statutes Connecticut
 General Statutes § 10-4g Connecticut General
 Statutes § 10-235
 Connecticut General Statutes § 54-254
 Public Act 97-290
 Public Act 98-111 An Act Concerning The Registration of Sexual Offenders

Adopted: February, 2017

School Volunteers

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following parameters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.

No person who is a “sex offender” as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, may volunteer in Manchester Public Schools.

2. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
3. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; a volunteer is not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
4. **Volunteer Application.** Persons interested in volunteering their services should contact the Principal, and must submit a new volunteer information form. A volunteer information form must be completed for every school year for which the volunteer seeks to volunteer.
5. **Screening Procedure.** The following procedure has been established for screening volunteers. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the expressed knowledge, consent and direction of the Principal or designee.

In all cases, whenever an individual submits a new volunteer information form, the Principal or designee shall review the sex offender list most recently published to confirm that the volunteer is not a sex offender. The Principal shall also review sex offender lists whenever volunteer chaperones will be used.

Depending on the nature of the volunteer activity, an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry within 10 days of application to volunteer. All results must be received by the Human Resources Office before the volunteer may commence his or her volunteer activities.

For purposes of screening, the District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they engage in activities in the presence of a Manchester Public Schools employee. Background checks may be required of Group I volunteers. Group I volunteers are those who engage in activities such as, but not limited to, those listed below when a staff member is always present:

- assisting in a classroom, cafeteria, or library when a staff member is present;
- accompanying a class on a field trip during the school day with a teacher;
- helping in the school office during regular school hours;
- assisting in the cafeteria or library during regular school hours; and
- extracurricular events, i.e., dances, fairs, open house, etc.

Group II

Volunteers will be classified in Group II when they engage in activities involving students when not in the direct and continuing presence of a Manchester Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as, but not limited to, those listed below:

- working in direct contact with students without the direct and continuous presence of a Manchester Public Schools employee;
- accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;
- chaperoning an overnight field trip; and
- coaching.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his/her designee will notify the volunteer in writing of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the volunteer, the Superintendent or designee shall not allow the individual to volunteer in the Manchester Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's information form, the Superintendent or his/her designee will make a case-by-case determination as to whether to allow the individual to volunteer in Manchester Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer in writing and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer information form, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

6. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability, and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
7. **Training.** Each academic year, when a person first completes the volunteer information form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. If needed, the Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a particular skill or knowledge base (e.g., working in the computer lab).
8. **Sign In Procedure.** All school volunteers must report to the school office upon arrival to sign in. All volunteers must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers should indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges, which should be displayed during each visit.
9. **Conduct.** Volunteers are held to the same standards of conduct as school staff, and must observe all Board of Education policies and school rules. Permission to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model, is disruptive or otherwise detrimental to the school environment.
10. **Waiver of Liability.** Manchester Public Schools does not provide liability insurance coverage to non-district personnel serving as volunteers for the district. Pursuant to Connecticut General Statutes § 10-235, the District will indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is acting within the scope of his or her responsibilities in an activity approved by the Board of Education and is under the direction of a certified staff member. Willful and/or malicious conduct on the part of the volunteer is not covered under Connecticut General Statutes § 10-235.

INSTRUCTION**6151****Class Size Policy**

~~The Board of Education has committed itself to maintaining academic class sizes as they appear in its agreement with the Manchester Education Association.~~ The Manchester Board of Education recognizes the need to maintain adequate and equitable class sizes across the district. Therefore they agree that the class sizes set forth below shall be established as desirable standards for the maximum number of pupils per teacher under normal conditions, and that this policy shall be effected to the extent possible within available funds in all schools by the beginning of each school year. The Board of Education has agreed to this commitment because of its belief in quality education for all children.

~~Assuming that the community will continue to support the Board of Education budget as it has in the past years so that funds for sufficient staff are available, the Board supports the agreed to guidelines for class size maximums.~~

Academic class size maximum should not be absolute and the Board of Education should maintain some flexibility. Therefore, the following ranges are suggested to be in place each school year:

Grade K	18 - 20
Grades 1-5	18 - 22
Grades 6-8	18 to 24
Grades 9-12	18 to 25

~~Principals shall not deviate from these guidelines without written authorization from the Superintendent.~~ Each year, the Superintendent will report to the Board of Education at its first meeting in November on the district's class size and pupil/teacher ratio conditions based on the October 1 enrollment.

Adopted: July 20, 1981
 Revised: June 22, 2009
 Revised:

MANCHESTER PUBLIC SCHOOLS

School Begins: September 6, 2017

2017 M T W T F

August		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

September					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

October	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

November			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

December					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations:

WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM

In addition, automated notification of school closings are sent via School Messenger.

2017 - 2018 School Year

First day of school:

Grades K - 7 and Grade 9: September 6

Grade 8 and Grades 10 - 12: September 7

Head Start: (Early Release) September 13, 14, and 15; (Full Day) September 18

□ New Teacher Orientation: August 28 & 29

District Professional Development Days:

■ (school not in session) August 30 and 31, September 1, November 7, 2017 and January 16, 2018

■ (half day) October 4, December 6, 2017

February 7, March 21, and May 9, 2018

School Conferences/Early Release

■ Grades Pre K-6 ONLY

November 14

March 6

■ Grades Pre K - 12

November 15 and 16

March 7 and 8

■ Abbreviated Day for Students on

November 22, December 22, and June 15, or last day of school

■ / ■ Holiday / Vacation Period

September 4

-Labor Day

September 5

-Eid Al-Adha

October 9

-Columbus Day

November 10

-Veterans Day

November 23 - 24

-Thanksgiving Recess

Dec 25 - Jan 1

-Vacation Period

January 15

-Martin Luther King Jr.

February 19 - 20

-Vacation Period

March 30

-Good Friday

April 9 - 13

-Vacation Period

May 28

-Memorial Day

Please see reverse for additional information.

School Ends: June 15, 2018

2018 M T W T F

January	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

February				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28		

March				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

April	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

May		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

June					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

Total days = 182

Adopted: February 9, 2016

Revised:

Tentative High School Graduation Date: TBD

2017-2018 SCHOOL YEAR

	Regular Day Systemwide Schedule		Abbreviated Day Systemwide Schedule		Conference Day Systemwide Schedule		Delayed Opening Systemwide Schedule	
	Start	End	Start	End	Start	End	Start	End
MHS Grades 9 – 12	7:30 a.m.	2:05 p.m.	7:30 a.m.	12:05 p.m.	7:30 a.m.	12:05 p.m.	9:00 a.m.	2:05 p.m.
Illing Middle School Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	12:45 p.m.	8:15 a.m.	12:45 p.m.	9:45 a.m.	2:45 p.m.
Bennet Academy Grade 6	8:20 a.m.	2:45 p.m.	8:20 a.m.	12:45 p.m.	8:20 a.m.	12:45 p.m.	9:50 a.m.	2:45 p.m.
All Elementary Schools Grades Pre K – 5	9:05 a.m.	3:25 p.m.	9:05 a.m.	1:17 p.m.	9:05 a.m.	1:17 p.m.	10:35 a.m.	3:25 p.m.
Headstart:								
Monday – Thursday	8:25 a.m.	2:30 p.m.	8:25 a.m.	11:00 a.m.	8:25 a.m.	11:00 a.m.	9:55 a.m.	2:30 p.m.
Friday	8:25 a.m.	11:00 a.m.	8:25 a.m.	11:00 a.m.	8:25 a.m.	11:00 a.m.	NO SCHOOL	
Bentley Alt. Ed.	8:10 a.m.	2:05 p.m.	8:10 a.m.	12:05 p.m.	8:10 a.m.	12:05 p.m.	9:40 a.m.	2:05 p.m.
M.R.A.	8:00 a.m.	2:20 p.m.	8:00 a.m.	12:20 p.m.	8:00 a.m.	2:20 p.m.	9:30 a.m.	2:20 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School Grades 9 - 12	October 3; December 8, 2017; February 27; May 7, 2018	November 3, 2017; January 19, 2018 (exams January 22 – 25); March 29; June 7, 2018 (exams June 8-13)
Illing Middle School Grades 7 - 8	October 3; December 8, 2017; February 27; May 7, 2018	November 3, 2017; January 19, 2018; March 29; June 7, 2018
Bennet Academy Grade 6	October 3; December 8, 2017; February 27; May 7, 2018	November 3, 2017; January 19, 2018; March 29; June 7, 2018
Elementary Schools Grades K - 5	October 6, 2017; January 12, 2018; April 20, 2018	November 3, 2017; February 23, 2018; June 7, 2018

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 18 through June 25, 2018. If more than 6 (six) days are needed, days will be taken from April vacation starting with Friday, April 13, 2018.

CHENEY SCHOOL BUILDING & BENNET ACADEMY

Board of Education – February 6, 2017



TSKP STUDIO

146 Wyllys St. Ste. 1-203 • **Hartford, CT**

119 Braintree St. Ste. 217 • **Boston, MA**

www.tskp.com

CHENEY / BENNET TECHNOLOGY PROCUREMENT BUDGET

The equipment listed here will support 25 classroom spaces, as well as administrative offices, teacher workspaces and common areas.

At this time, laptops are not reimbursable by the state. Students / staff 1:1 devices are therefore not included in this budget and will be purchased as usual through the BOE technology new equipment line.

Interactive LED TV Systems/ Audio Visual

Each classroom will be equipped with a SMART LED Interactive Flat Panel TV on a mobile cart which will allow for flexibility of use by both teachers and students.

Also included in each space is a wireless ELMO document camera that can be moved around the classroom to project from a student or teacher desk.

Computer Equipment

Teachers will each have a computer at their desk. This model has a small footprint (the computer is mounted on the back of the monitor, leaving the teacher maximum space on their desk).

An additional computer (no monitor) will be mounted on the back of the SMART TV so that it can move seamlessly around the room. It will be controlled by a wireless keyboard and mouse.

Active Data Electronic Switching Devices

The school's infrastructure will be supported by 7 Cisco switches in the main closet. These switches provide the architecture for security cameras, IP phones, wireless access points, as well as classroom Ethernet ports.

In order to ensure maximum uptime, redundant power supplies and power cables will be connected to battery back up systems that will continue to provide service to phones during power outages, etc.

Wireless Access Points

In order to support the 1:1 program at the 5th grade level, a robust, high density Wi-Fi is planned, similar to that in our other 1:1 buildings. Wireless Access Points will be located in each classroom, and spread evenly through administrative offices and other common spaces such as the hallways and in the new cafeteria addition.

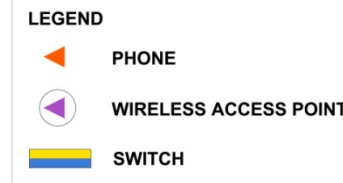
Voice Phone System

Phones will be placed in each classroom, office space and workroom. These phones will be IP or internet based phones. There will also be some copper based Plain Old Telephone (POTs) lines for the elevator, office and nurse fax lines and the main office number, which the expansion card will provide.

Cheney-Bennet Academy Technology FF&E – Cheney Building



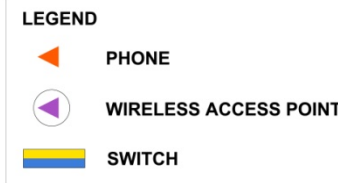
LOWER LEVEL FLOOR PLAN



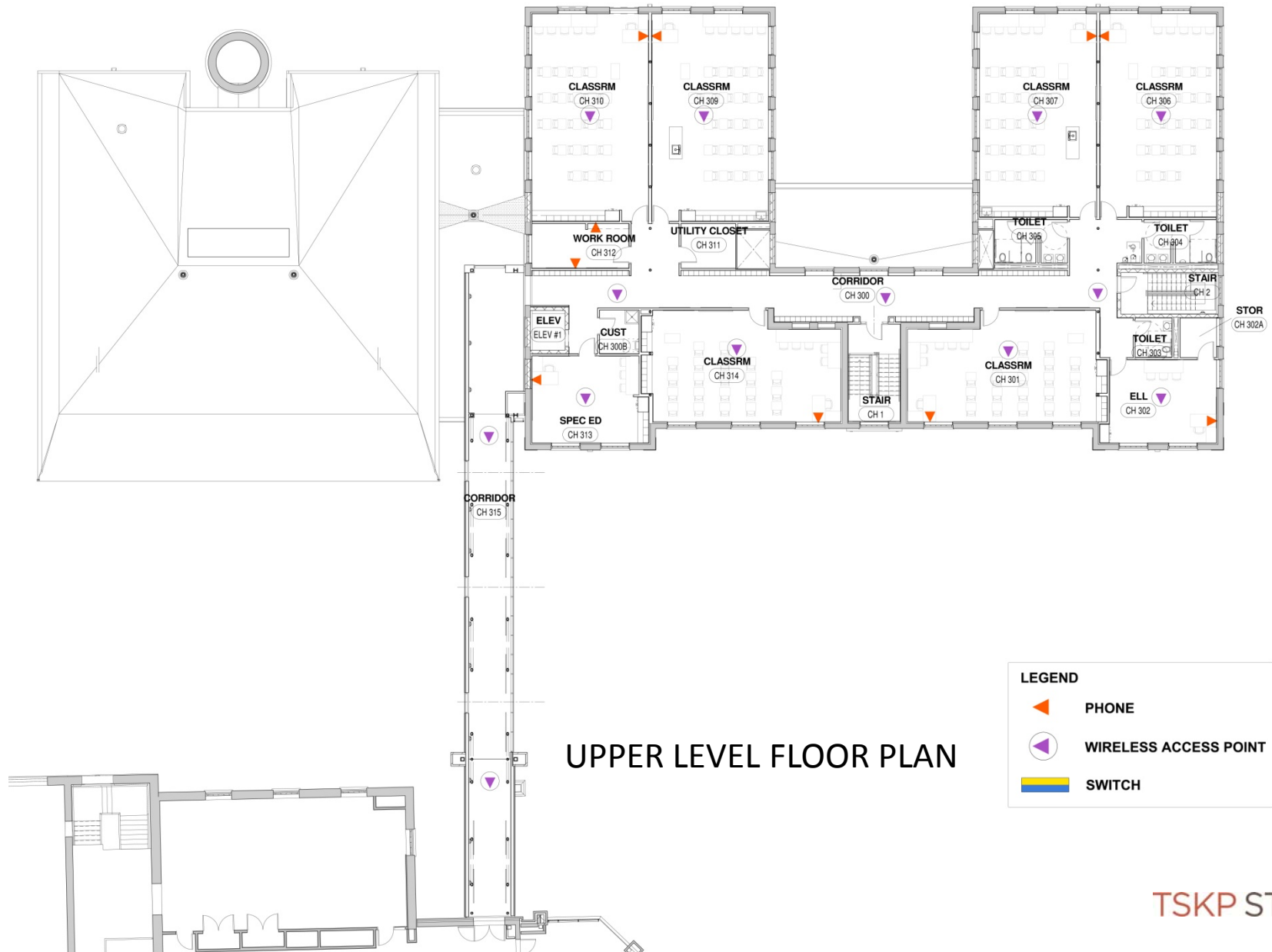
Cheney-Bennet Academy Technology FF&E – Cheney Building



MAIN LEVEL FLOOR PLAN



Cheney-Bennet Academy Technology FF&E – Cheney Building



CHENEY ACADEMY

State of Connecticut Project # 077-

PHASE 3 of 4

TECHNOLOGY PROCUREMENT

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Public Bid INTERACTIVE WHITE BOARD SYSTEMS/AUDIO VISUAL

Public Bid COMPUTER EQUIPMENT

Public Bid NETWORK PRINTERS

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Public Bid VOICE PHONE SYSTEM

Public Bid WIRELESS ACCESS POINT SYSTEM *Delivered to project site, Owner to install*

Drawings DRAWING REVIEW SET

CHENEY-BENNET ACADEMY

State of Connecticut Project # 077-

PHASE 3 of 4

TECHNOLOGY PROCUREMENT

SUMMARY

SECTION A	INTERACTIVE WHITE BOARD SYSTEMS/AUDIO VISUAL	\$128,025.00
SECTION B	COMPUTER EQUIPMENT	\$67,990.00
SECTION C	ACTIVE DATA ELECTRONIC SWITCHING DEVICES INSTALL IN THE ROOM TEL /DATA #176	\$58,455.91
SECTION D	VOICE PHONE SYSTEM INSTALL AT THE ROOM TEL /DATA #176	\$27,092.86
SECTION E	WIRELESS ACCES POINT SYSTEM	\$49,202.82
GRAND TOTAL		\$330,766.59

CHENEY BENNET ACADEMY

PROCUREMENT LIST

Spec Section	Mfg	Model #	Description	Qty	State Contract #	List Price	Discount	Unit Price	Extended Total	State Contract Schedule "B"	
IWB = INTERACTIVE LED TV SYSTEMS/AUDIO VISUAL - CLASSROOMS											
	IWB	SMART	4065	Interactive flat panel w/ UNPACKING, INSTALLATION, TRAINING for smartboard and cart in order to keep warranty	25	13PSX0090	\$3,965.25	12.3%	\$3,479.00	\$86,975.00	
	IWB	Copernicus	IFP300	iRover Mobile Cart	25	13PSX0091	\$1,250.00	20.4%	\$995.00	\$24,875.00	
	IWB	Chief	PSBUB	Universal Mounting Bracket	25	13PSX0092	\$164.00	21.3%	\$129.00	\$3,225.00	
	IWB			LED w/wall-mount bracket for conference room	1	13PSX0093	\$100.00	0.0%	\$100.00	\$100.00	
	IWB	Elmo	TX-1	Wi-Fi enabled Visual Presenter	25	13PSX0280-MNNVP-133	\$799.00	35.7%	\$514.00	\$12,850.00	
											\$128,025.00
Spec Section	Mfg	Model #	Description	Qty	State Contract #	List Price	Discount	Unit Price	Extended Total	State Contract Schedule "A"	
COM = COMPUTER EQUIPMENT											
	COMP	HP	EliteDesk 800 G3 Mini	Must be equipped with Bluetooth to allow audio to be transmitted to the ceiling speakers. Include all cables as needed i7 7th Gen 16g RAM 256 SSD , Wireless AC DVD Drive USB C 3/X Window 10 Pro. 22" 1080P monitor / mounting brackets	35	13PSX0280-MNNVP-133	\$1,252.00	5.8%	\$1,179.00	\$41,265.00	
	COMP	HP	EliteDesk 800 G3 Mini	Must be equipped with Bluetooth to allow audio to be transmitted to the ceiling speakers. Include all cables as needed i7 7th Gen 16g RAM 256 SSD , Wireless AC DVD Drive USB C 3/X Window 10 Pro. mounting brackets . Wireless keyboard and mouse	25	13PSX0280-MNNVP-133	\$1,147.00	6.8%	\$1,069.00	\$26,725.00	
											\$67,990.00
Item # Plan Section	Key	Mfg	Model #	Description	Qty	State Contract #	List Price	Discount	Unit Price	Extended Total	State Contract Schedule
"ADE" = ACTIVE DATA ELECTRONIC SWITCHING DEVICES INSTALL IN THE ROOM UTILITY CH 211											
	ADE	Cisco	WS-C3850-48U-L	Catalyst 3850 48 Port UPOE LAN Base with the CAT3850 Universal k9 image and 1100W Power Supply	7	12PSX0431	\$11,400.00	46.5%	\$6,099.00	\$42,693.00	
	ADE	Cisco	CON-SNT-W55048UL	SNTC-8X5XNBD Cisco Catalyst 3850	7	12PSX0432	\$718.00	30.0%	\$5,026.00	\$3,518.20	
	ADE	Cisco	PWR-C1-1100WAC=	Spare Power Supply	7	12PSX0433	\$1,900.00	46.5%	\$1,016.50	\$7,115.50	
	ADE	Cisco	C3850-NM-2-10G	Catalyst 3850 2 x 10GE Network Module	2	12PSX0434	\$2,500.00	46.5%	\$1,337.50	\$2,675.00	
	ADE	Cisco	SFP-10G-LRM=	10GBASE-LRM SFP Module	2	12PSX0435	\$995.00	46.5%	\$532.33	\$1,064.65	
	ADE	Cisco	STACK-T1-3M	3M Type 1 Stacking Cable	2	12PSX0436	\$300.00	46.5%	\$160.50	\$321.00	
	ADE	Cisco	CAB-SPWR-30CM	30CM Stack Power Cable	7	12PSX0437	\$95.00	46.5%	\$50.83	\$355.78	
	ADE	Cisco	CAB-SPWR-150CM	150CM Stack Power Cable	2	12PSX0438	\$195.00	46.5%	\$104.33	\$208.65	
	ADE	Cisco	L-MGMT3X-3K-K9	Cisco Ent MGMT: PI 3.x LF,AS & APIC-EM Lic, 1 Cat 3K	7	12PSX0439	\$105.00	46.5%	\$56.18	\$393.23	
	ADE	Cisco	CON-ECMU-LMGMT3X3	SWSS UPGRADES Cisco Ent MGMT PI 3.x LF,AS APIC-EM L	7	12PSX0440	\$21.00	30.0%	\$14.70	\$102.90	
	ADE			Fiber patch cords	2	12PSX0441	\$4.00	0%	\$4.00	\$8.00	
											\$58,455.91
Item # Plan Section	Key	Mfg	Model #	Description	Qty	State Contract #	List Price	Discount	Unit Price	Extended Total	State Contract Schedule
"VPS" = VOICE PHONE SYSTEM											
	VPS	Alcatel-Lucent	8068	IP 8068 PREMIUM DESKPHONE US with corded handset	36	PEPPM			\$539.25	\$19,413.00	
	VPS	Alcatel-Lucent		WALL MOUNT KIT for Alcatel 8068	36	PEPPM			\$39.75	\$1,431.00	
	VPS	Alcatel-Lucent		REQUIRED LICENSES (including Dial-by-Name)	36	PEPPM			\$111.38	\$4,009.68	
	VPS	Alcatel-Lucent	SLI8-2	Board with Enterprise SES and Analog Premium (12 users)	1	PEPPM			\$2,239.18	\$2,239.18	
											\$27,092.86
Item # Plan Section	Key	Mfg	Model #	Description	Qty	State Contract #	List Price	Discount	Unit Price	Extended Total	State Contract Schedule
"WAP" =WIRELESS ACCES POINT SYSTEM											
	WAP	Cisco	AIR-AP2802I-B-K9	802.11ac W2 AP w/CA; 4x4:3; Int Ant; 2xGbE B with Cisco Aironet 2800 Series; Including image, wall mount bracket and clip	45	12PSX0431	\$1,295.00	46.5%	\$692.83	\$31,177.35	
	WAP	Cisco	LIC-CT5508-5A	5 AP Adder License for the 5508 Controller Bundle	9	12PSX0432	\$2,495.00	46.5%	\$1,334.83	\$12,013.47	
	WAP	Cisco	C1F2PAIRSPC1K9	Cisco ONE Fndn 8510/40,5508/20 per AP Perptl Lic Qty 500 Max	45	12PSX0433	\$200.00	46.5%	\$107.00	\$4,815.00	
	WAP	Cisco	CON-ECMUS-C1F1PPC1	SOLN SUPP SWSS Cisco ONE Fndn 8510/40,5508/20 per AP Pe	45	12PSX0434	\$38.00	46.5%	\$26.60	\$1,197.00	
											\$49,202.82
										GRAND TOTAL	\$330,766.59

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CHENEY BENNET ACADEMY													
CHENEY BENNET ACADEMY			VOICE SYSTEM EXPECTED DEVICE TYPE			COMPUTERS, IWB, DOCUMENT CAMERAS, AND WAP SYSTEM							
MANCHESTER, CT			TYPE "D" ANALOG for Fax	TYPE "B&C" ALCATEL PHONE 8068	TYPE "A" DSS CONTROL 40 KEY MODULE	COM ADULT DESKTOP COMPUTER	COM IWB Desktop	IWB SMART INTERACTIV E LED	DOC DOCUMENT CAMERA	PRT NETWORK PRINTERS	WAP WIRELESS ACCESS POINT (WALL)	WAP WIRELESS ACCESS POINT (CEILING)	
	RM. NO.	DRW NO.											
CORRIDOR	CH100											3	
CLASSROOM	CH101			1		1	1	1	1			1	
SPEC ED	CH102			1		1	1	1	1			1	
CLASSROOM	CH106			1		1	1	1	1			1	
CLASSROOM	CH107			1		1	1	1	1			1	
MECHANICAL	CH108										1		
CLASSROOM	CH109			1		1	1	1	1			1	
CLASSROOM	CH110			1		1	1	1	1			1	
UTILITY	CH111												
CUSTODIAL	CH 112												
STORAGE	CH113											1	
CLASSROOM	CH114			1		1	1	1	1			1	
STORAGE (ORIG. CH100A)	CH115			1						1			
CORRIDOR	CH200											3	
CLASSROOM	CH201			1		1	1	1	1			1	
STAFF	CH202			2		2				2		1	
CLASSROOM	CH206			1		1	1	1	1			1	
CLASSROOM	CH207			1		1	1	1	1			1	
SPEC ED	CH208			1		1	1	1	1			1	
CLASSROOM	CH209			1		1	1	1	1			1	

CHENEY BENNET ACADEMY													
CHENEY BENNET ACADEMY			VOICE SYSTEM EXPECTED DEVICE TYPE			COMPUTERS, IWB, DOCUMENT CAMERAS, AND WAP SYSTEM							
MANCHESTER, CT			TYPE "D" ANALOG for Fax	TYPE "B&C" ALCATEL PHONE 8068	TYPE "A" DSS CONTROL 40 KEY MODULE	COM ADULT DESKTOP COMPUTER	COM IWB Desktop	IWB SMART INTERACTIV E LED	DOC DOCUMENT CAMERA	PRT NETWORK PRINTERS	WAP WIRELESS ACCESS POINT (WALL)	WAP WIRELESS ACCESS POINT (CEILING)	
	RM. NO.	DRW NO.											
CLASSROOM	CH210			1		1	1	1	1			1	
UTILITY	CH211										1		
NURSE	CH212		1	1		1						1	
EXAM	CH213			1		1							
CLASSROOM	CH214			1		1	1	1	1			1	
Vestibule	CH215											1	
LOBBY	CH216										1		
ADMIN	CH219		1	1		1							
Storage	CH221									1			
CORRIDOR	CH222											1	
CONFERENCE	CH223			1		1		1					
ASST PRINCIPAL	CH225			1		1							
GUIDANCE	CH226			1		1							
CORRIDOR	CH227												
CLASSROOM	CH228			1		1	1	1	1			1	
CLASSROOM	CH229			1		1	1	1	1			1	
CLASSROOM	CH230			1		1	1	1	1			1	
CORRIDOR	CH300											3	
CLASSROOM	CH301			1		1	1	1	1			1	
ELL	CH302			1		1	1	1	1			1	

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