

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, APRIL 20, 2020
Lincoln Center - Virtual Meeting**

Board of Education Meeting

5:00 P.M. - Virtual

Public access to view meeting :

Live at Silk City TV: <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>

On demand after the meeting: <http://www.channel16.org/CablecastPublicSite/?channel=1>

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes 3-30-2020

A - 4

B. COMMITTEE REPORTS

None

C. CONSENT CALENDAR

- 1) Personnel Actions C-1
- 2) Transfer of Funds C-2
- 3.) Increase the Appropriation for MRA by \$293,860 for FY 19/20 bringing the total appropriation to \$1,093,860. C-3
- 4.) Permission to apply for the Continuation Application for the Adult Education - Program Enhancement Projects (PEP) Grant FY 20/21. C-4
- 5.) Establish an appropriation for the Manchester Head Start Grant FY20/21 in the amount of \$1,270,314. C-5
- 6.) Establish an appropriation for the Manchester Head Start Training and Technical Assistance Grant FY 20-21 in the amount of \$15,312. C-6
- 7.) Establish an Appropriation for the Enfield Head Start Grant FY20/21 in the amount of \$857,746. C-7
- 8.) Establish an appropriation for the Enfield Head Start Training and Technical Assistance Grant FY20/21 in the amount of \$11,137. C-8
- 9.) Establish an appropriation for the Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant FY 19/21 in the amount of \$48,777. C-9

D. REPORT FROM STUDENT REPRESENTATIVE

- 1) Student Representative Report - Krista Myrie and Tiffany Henry

E. PUBLIC COMMENTS - Not Available

F. SUPERINTENDENT'S REPORT

- 1) Update on Interim Learning Opportunities, Dr. Amy Radikas, Diane Burns, Pari Ghetia

G. UNFINISHED BUSINESS -

1. Policy Recommendation:

As a result of the current state-wide emergency which has resulted in the district providing Interim Learning Opportunities, the Superintendent submits to the full Board of Education for a second reading and adoption of the following policy in accordance with the Board's policy on policy changes.

1) *Credit for Interim Learning Opportunities*

G-1

Recommended motion: Move to adopt Board Policy # 5127.12, Credit for Interim Learning Opportunities

H. NEW BUSINESS

1.

Action: Approval of the State Department of Education Addendum to H - 1 Agreement for Child Nutrition Programs (ED-99) - Healthy Food Certification Statement for 2020-2021 that includes the Healthy Food Option and the Exemption for Food Items. H-1

Recommended Motion:

Move to approve that pursuant to C.G.S. Section 10-215f, the Manchester Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and Groups.

If the Manchester Board of Education votes "yes" for the healthy food option, the Manchester Board of Education must also vote "yes" or "no" on whether to allow food exemptions.

Recommended Motion:

Move that the Manchester Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are

not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

I. PUBLIC COMMENTS - Not Available

J. COMMUNICATIONS -

**K. ITEMS FOR FUTURE AGENDAS
Topics for Superintendent’s Report**

Wednesday, May 6, 2020

Budget Workshop

Monday, May 11, 2020

TBD

L. EXECUTIVE SESSION - *Personnel Matter*

M. 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

Special Meeting

March 30, 2020

Lincoln Center/Virtual Participation

PRESENT: Gundersen, Heinrich, Hughes, Meggers, Pattacini, Patterson, Scappaticci, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Director of Finance & Management Clancy, Director of Human Resources Sone-Moyano

ABSENT:

A. OPENING

A.1. & 2. Meeting Called to Order

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

A.3. Secretary's Welcome

Mr. Pattacini stated that as Secretary of the Board of Education, he wished to welcome the online viewers to this special meeting of the Board of Education. Mr. Geary and Mr. Thames are present at Lincoln Center, but everyone else is participating from their own residences. He looks forward to hearing the update from the Superintendent this evening. As there will be no public speaking this evening, please direct any questions or comments to the Superintendent. Mr. Pattacini thanked the public for their interest in this evening's meeting and the Manchester Public Schools.

A.4. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of March 9, 2020. Secretary Pattacini moved and Mr. Scappaticci seconded the motion.

9/0 – Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

Mr. Geary presented three 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. Transfer of Funds

- Transfer from Bennet Academy School Administration Printing & Advertising account to Bennet Academy School Administration General Supplies & Materials account in the amount of \$2,500.
- Transfer from Illing Middle School Family & Consumer Science Repairs account to Illing Middle School Family & Consumer Science Instructional Supplies & Materials account in the amount of \$243.
- Transfer from Buildings & Grounds Maintenance Data Bases account to Buildings & Grounds Software Licenses & Fees account in the amount of \$13,750.

C.3. Approval to donate \$1,000 to MHS Project Graduation for the 2019-2020 School Year

The Chairman called for a motion.

Secretary Pattacini moved and Ms. Patterson seconded the recommendation to adopt the Consent Calendar as outlined in this evening's agenda.

9/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

None.

E. PUBLIC COMMENTS

Unavailable.

F. SUPERINTENDENT'S REPORT – PART I

F.1. Update on Interim Learning Opportunities

Mr. Geary gave an update on the current situation. You may view his presentation online in full. Mr. Geary reviewed that on March 12th the decision was made to close schools effective March 16 for approximately 2 weeks, initially with the intention to make up those school days in June. Soon it was realized that we would need to remain out of schools for longer and the Governor waived the 180 day requirement for students, which allowed greater flexibility. At this point in time, the schools are closed until at least April 20th and may need to be closed longer than that.

A Core Planning Team was assembled quickly, comprised of teachers, administrators, union representatives and other staff and their first meeting was held on March 18th with the goal to ensure the continuity of learning for our students. The original intention was for a mix of hard copy and online experiences. With staff, parents and kids home or possibly balancing work, this plan had to be flexible and a partnership between school and family.

Teachers began calling parents on March 19th to assess their technology access and 92% of parents were reached. Administrators attempted to contact the remaining 550 families and were able to reach 350 of them. It is thought that at least some of the remaining 200 families are no longer in town.

Lead planners were identified in each subject area (i.e., Director of Teaching & Learning, coaches, admin etc.) to design the content of the on-line curriculum.

Wednesday teachers were exposed to their learning plans and they are there to facilitate the lessons, not create them.

Legal counsel says online groups for special education services are encouraged during this time. The 504/special education language guidance from the federal level is to do the best we can.

EL teachers, tutors, STEM specialists, and Math Interventionists will be assigned as teachers to Google classrooms where they have students they support. Music, Art, PE, STEM and electives will all have Google classrooms.

Parents can sign in as their student or through the app to see what the classroom looks like. Approximately 2600 ChromeBooks were given to students last week and we have about 300 left. We are ordering 250 more (approximate cost \$50,000) to be used primarily as replacements if there are issues. The Dalio Foundation is providing more for MHS. More ChromeBooks will be handed out March 31st at Illing (tomorrow).

Not all families in town have internet access or enough access. Many of the current "deals" on internet service have restrictions that mean not all families in need qualify for a deal or free trial. We have ordered 300 hotspots to support these families. The cost is about \$42,000 and until they arrive those families will be provided paper packets of work.

Students in Pre-K are expected to participate in learning activities for about 1.5 hours a day; grades K-4 students will do 3 to 3.5 hours; and students in grades 5-12 should be working for 4 hours a day Monday through Friday. Art, music, PE and STEM will provide activities twice a week PK-8. Students in grades 9-12 will participate in electives as scheduled. Staff are expected to work 9-3 and will have a one hour time slot (which may not fall in the 9-3 workday if needed) for office hours daily. These guidelines were communicated to teachers and students. Virtual and phone contact is important.

Attendance will be taken on Tuesdays for students who have participated Monday and Tuesday. That leaves Wednesday, Thursday and Friday for following up with families whose child has not been attending virtual school.

Meals will continue to be served at Bennet, Waddell, MMA and Squire Village. Dinner was added this week as well as breakfast and lunch. The week of 3/16 approximately 2506 meals were served and the week of 3/23 that rose to 4906. We are utilizing a curbside pickup at this time.

Communication has been through One Manchester and daily emails. The Core Team meets daily as well as the administrators. People needing tech support can call 86-682-0607 or email infosyst@mpspride.org. For other support please email support@mpspride.org or call 860-647-5041.

Standardized testing has been waived by the state so no further summative standardized academic testing will be done this year. Grade 11 students typically partake in SAT day and we are working with the College Board to allow testing at no cost at a later time. The AP test will still happen in May, online from home.

Tips and information on dealing with stress has been communicated. Administrators were also asked to check in with all their staff by phone.

All staff will continue to be paid during this time and their workload will increase now that interim learning has begun. Non-certified staff were surveyed to see what they are comfortable with and the roles document was sent out. Adult Ed is going through a similar process.

Shortly some supplies and materials will be sent home, including some 500 Pearson workbooks, writing journals and some other items.

We are reviewing the contracts with the bus company and magnet schools. The federal relief package is also being reviewed.

Extra-curricular clubs, such as chess club, will soon have virtual classrooms as well. Junior Prom is scheduled for May 1st and the Illing DC trip for the end of May and decisions on those activities will be made shortly.

The budget impact for the 19-20 school year is being reviewed. There is some savings to be gained in transportation, magnet schools and sub services. There are also costs associated with interim learning opportunities. We also need to keep in mind that we do not want the bus company and other contractors to go out of business.

For the 20-21 budget we are looking at the state and national situation. The General Manager has asked us to look at possible reductions to our budget and provide a list of potential cuts. Administration is working on this.

Summer learning is on hold at this point, though is possible. We do not know when we will be able to return to the buildings.

Mr. Meggers applauded how well Mr. Geary has been handling this situation. People in the community have expressed how impressed they are and how well the plan has been communicated. Mr. Meggers wanted to point out that we need to remember some people are losing their jobs during this time, so things like providing meals is a necessity for some. He wondered how families might qualify for a hotspot. Mr. Geary noted that when families were called about their access to technology a list was started with issues. Many of those issues have been resolved, but the list is ongoing. Mr. Meggers also wanted to point out that teachers are working very hard from home and Mr. Geary agreed, noting most teachers would rather be in their classrooms teaching. Mr. Geary also pointed out that the meals being provided are being federally funded and are reimbursable and not impacting our budget.

Mr. Gundersen appreciates all the work that has been done. He wondered if there are any plans to furlough workers, or even hire more at this point. Mr. Geary noted all employees have been retained and he does not plan to furlough anyone. He noted that there is a possibility of hiring interpreters if we cannot find staff within our district to assist with a few languages. Mr. Geary reviewed

that custodians are currently starting on their summer cleaning. Paras and tutors will filter into classrooms soon. Security guards have been helping with meals and handing out Chromebooks.

Mr. Gundersen wondered if there was an opportunity to do any repairs to buildings or put them into dormancy to save funds. Mr. Geary noted that currently the buildings are being cleaned and staff, in a limited fashion, have been entering spaces to get supplies they didn't know they would need when we left. After that access to buildings will be very limited. Summer deep cleaning may commence and small capital projects such as painting may also be undertaken. They are also reviewing possible savings in utilities.

Mr. Gundersen also asked what art and music looks like. Mr. Geary noted that music, art, PE and STEM all have google classrooms and will post assignments twice a week. Those that have instruments at school will be getting those in the next week or so. Mr. Geary reviewed his own child's classroom and invited Board members to a class so they can see first hand what they look like.

Mr. Pattacini thanked Mr. Geary and the staff for their work and efforts to support remote learning. He wondered about any feedback from the state. Mr. Geary noted he participates in conference calls with the Governor and Commissioner around education items. They are working on answers regarding contracts, special education costs, etc. We are waiting on state guidance. Mr. Pattacini told Mr. Geary if there is anything the Board can do to lend assistance to let them know.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

H.1. Policy Recommendation - Credit for Interim Learning Opportunities

Mr. Geary reviewed that this was a first reading of this policy, which allows for credit for Interim Learning Opportunities based on performance. He explained that CAPS is paying Shipman to advise on this policy.

H.2. Revision to the Board of Education Meeting Schedule

Mr. Geary reviewed that the March 23rd Board meeting was replaced with a community update and this evening's special meeting was scheduled. He recommends cancelling the April 6th Board meeting, as it is only a week away. He further recommends that future meetings be held in the same fashion as this evening's meeting, through GOTOMEETING, until buildings reopen. Subcommittees will also have virtual meetings.

Secretary Pattacini moved to cancel the Board of Education meeting scheduled for April 6, 2020 and to hold all future Board of Education meetings using GOTOMEETING until school buildings reopen. Ms. Patterson seconded the motion.

DISCUSSION:

Mr. Thames asked about the video presentation last week. Mr. Geary reviewed it was a Q&A with Ms. Latasha Turnquest. He answered prewritten questions for the public and the interview was posted online. He noted that he may do more of these interviews in weeks when we do not have a Board meeting.

The vote was called.

9/0 - Voted in favor.

H.3. Revision to the 2019-2020 School Calendar

Mr. Geary suggested that we eliminate April break this year, since students are just starting interim learning. As nobody will be traveling during this time, he feels it makes more sense to continue the learning at home. He also noted that ending school on the original end date of June 15 aligns with teachers working 187 contracted days. Mr. Geary reviewed that we had 2 snow days earlier in the year and teachers had 3 days off this month before they began calling parents. Those 5 days would be effectively made up by skipping April break.

Secretary Pattacini moved to eliminate the April break for the 2019-2020 School Year and to close school on June 15, 2020. Ms. Stefanovicz seconded the motion.

DISCUSSIONS:

Mr. Thames asked if the union is okay with this plan. Mr. Geary reviewed union representatives have been at the table for all planning and they have been flexible and collaborative. They are also part of the Core Planning Team and support this plan.

Mr. Thames asked if there would be a MOU (Memorandum of Understanding) regarding this. Mr. Geary explained there would not be a need for this for the teacher's union because teachers will still be working their contracted 187 days. He further explained there will be MOUs for the other bargaining units.

The vote was called.

9/0 - Voted in favor.

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

Unavailable.

J. COMMUNICATIONS

Mr. Thames thanked students and parents for their willingness and courage during this virtual learning experience. He encouraged everyone to remain inside and safe.

K. ITEMS FOR FUTURE AGENDAS

Monday, April 6, 2020 - cancelled

Monday, April 20, 2020 - Virtual Meeting - Agenda TBD

Wednesday, May 6, 2020 - Budget Workshop

Monday, May 11, 2020 - Agenda TBD

L. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

Mr. Pattacini moved and Ms. Stefanovicz seconded the motion to adjourn the meeting.

9/0 - Voted in favor.

Adjournment 8:20 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary

PERSONNEL**ACTIONS APPOINTMENTS** None

RESIGNATIONS Ms. Megan Rader, Science Teacher at Manchester High School, has submitted her letter of intent to retire at the end of the 2019-2020 school year. Ms. Rader has been with Manchester Public Schools since August 21, 2002. It is recommended that her resignation be accepted.

Ms. Marisela Valencia, Grade 4 Teacher at Bowers Elementary School, has submitted her letter of resignation effective at the end of the 2019-2020 school year. Ms. Valencia has been with Manchester Public Schools since August 29, 2018. It is recommended that her resignation be accepted.

Ms. Alicia Rossi, Speech and Language Pathologist with Manchester Public Schools, has submitted her letter of resignation effective April 17, 2020. Ms. Rossi has been with Manchester Public Schools since August 29, 2018. It is recommended that her resignation be accepted.

Mr. Luis Martin, Grade 7/8 Science Teacher at Manchester Middle Academy, has submitted his letter of resignation effective at the end of the 2019-2020 school year. Mr. Martin has been with Manchester Public Schools since August 27, 2019. It is recommended that his resignation be accepted.

Ms. Susan Cisz, Math Teacher at Manchester Middle Academy, has submitted her letter of intent to retire at the end of the 2019-2020 school year. Ms. Cisz has been with Manchester Public Schools since August 26, 1998. It is recommended that her letter of intent be accepted.

NON-RENEWAL OF CONTRACT

Ms. Sandra Gau, Guidance Counselor Long-term Substitute at Bennet Academy; It is recommended that her contract not be renewed for the 2020-2021 school year.

Ms. Amanda Gooch, Long-term Substitute Teacher at Bennet Academy; It is recommended that her contract not be renewed for the 2020-2021 school year.

Ms. Zelma Woodson, Long-term Substitute Teacher at Illing Middle School; It is

recommended that her contract not be renewed for the 2020-2021 school year.

Ms. Tiana Mappa, one-year contract, Grade 2 Teacher at Highland Park Elementary School; It is recommended that her contract not be renewed for the 2020-2021 school year.

Ms. Renee Rovozzo, Math Long-term Substitute at Bennet Academy; It is recommended that her contract not be renewed for the 2020-2021 school year.

Ms. Alexis Merrill, Pre-Kindergarten Long-term Substitute Teacher at Manchester Pre-School Center; It is recommended that her contract not be renewed for the 2020-2021 school year.

Ms. Marissa Krayeski, Grade 4 Long-term Substitute at Bowers Elementary School; It is recommended that her contract not be renewed for the 2020-2021 school year.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: 03/12/2020

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from Manchester High School Classroom Instruction Library Databases in the amount of \$14,110.00. Transfer to Manchester High School Classroom Instruction Software Licenses in the amount of \$12,009.00 and to Manchester High School School Administration Office Supplies and Materials in the amount of \$2,101.00 for a total transfer in of \$14,110.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-2020 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department School/Department: MHS Classroom Instruction

Date of Request: 03/12/2020 Approver: Katelyn Miner

Date Approved: 3/12/2020

JUSTIFICATION (Required Field): To fund Flex software. New budget classification.
Reappropriate remaining line balance.

SUBJECT:
TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

| | | |
|----------------------------|--------------------------------------|---|
| \$ <u>14,110.00</u> | Account #<u>11061221 5535</u> | Description: <u>MHS CI Library Databases</u> |
| \$ | Account # | Description: |
| \$ | Account # | Description: |

\$ 14,110.00 TOTAL DECREASE

INCREASE - In whole dollars only:

| | | |
|----------------------------|--------------------------------------|---|
| \$ <u>12,009.00</u> | Account #<u>11061221 5651</u> | Description: <u>MHS CI Software Licenses</u> |
| \$ <u>2,101.00</u> | Account #<u>42361240 5680</u> | Description: <u>MHS Office Supplies</u> |
| \$ | Account # | Description: |

\$ 14,110.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X 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: 03/12/2020

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from Manchester High School Music Education Library Software Licenses and Fees in the amount of \$3,500.00. Transfer to Manchester High School Music Education Software License in the amount of \$3,500.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-2020 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

Manchester Public Schools

Manchester, Connecticut

TO: Accounting Department

School/Department: MHS Music Education

Date of Request: 03/12/2020

Approver: Katelyn Miner

Date Approved: 3/12/2020

JUSTIFICATION (Required Field): To fund software upgrade. New budget classification.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 3,500.00 Account # 13261100 5535 Description:

MHS Music Software Licenses - (Library
only)

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 3,500.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 3,500.00 Account # 13261100 5651 Description:

MHS Music Software Licenses

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 3,500.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X 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: 03/12/2020

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from Waddell School Administration Printing and Advertising in the amount of \$142.00. Transfer to Waddell School Administration Repairs in the amount of \$142.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-2020 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Waddell Elementary School

Date of Request: 03/12/2020

Approver: Stuart Wolf

Date Approved: 3/12/2020

JUSTIFICATION (Required Field): money needed to pay for the cost of laminator repair.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 142.00 Account # 42313100 5540 Description:

Waddell Printing

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 142.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 142.00 Account # 42313100 5435 Description:

Waddell Repairs

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 142.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X 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: 03/11/2020

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 FY2019-2020 Budget.

Discussion/Analysis: Transfer from Manchester High School Social Studies Field Trips in the amount of \$2,000.00. Transfer to Manchester High School School Administration Office Supplies and Materials in the amount of \$2,000.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-2020 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Manchester High School

Date of Request: 03/11/2020

Approver: Katelyn Miner

Date Approved: 3/11/2020

JUSTIFICATION (Required Field): To fund the purchase of office supplies.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 2,000.00 Account # 14261270 5512 Description:

Social Studies Field Trips

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 2,000.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 2,000.00 Account # 42361240 5680 Description:

MHS Office Supplies

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 2,000.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Re: Item for Increase in MRA Appropriation for FY 2019-2020

Date: April 7, 2020

Background: MRA out-of town tuition is received to provide services to special needs students ranging in age from 14 to 21.

Discussion/Analysis: A projected increase in tuition is anticipated due to the number of tuition students in the program.

Financial Impact: None

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for MRA by \$293,860 for FY19-20 bringing the total appropriation to \$1,093,860.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Date: April 15, 2020

Re: **RFP #817, Year – 3 (Code AE-19-1E): Permission to apply for the State Department of Education’s Program Enhancement Project - Continuation Application for Adult Education (PEP), July 1, 2020 – June 30, 2021**

Background:

This Workforce Readiness grant is designed to promote the self-sufficiency of adult education students and to strengthen their response to the needs of a rapidly changing labor market; to provide exposure to, and experience in, relevant industry sectors/career pathways as identified in the Capital Workforce Partners Workforce Development Board’s local WIOA plans; and to ensure that Connecticut has educated workers with the necessary skills, competencies and credentials to be successful in the 21st century workplace.

Discussion/Analysis:

The funds will be used to support Individuals enrolled in MA&CE’s ABE and GED programs, who lack sufficient mastery of basic skills and do not have a secondary diploma or its equivalent. ESL enrolled students with limited English proficiency skills will also be serviced through this project. Activities, and programs or services, are designed to help individuals to acquire basic academic and employability skills, including competencies in utilizing resources; using information; working with others; understanding and benefit from exposure to employment systems; and obtaining the academic and employability skills necessary for successful transition into, and completion of, postsecondary education, training or employment.

Financial Impact:

None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of a program continuation application to the Connecticut State Department of Education for the SDE’s Program Enhancement Projects (PEP)- Continuation Application for Adult Education, July 1, 2020 – June 30, 2021

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Manchester Head Start
FY 20-21

Date: April 16, 2020

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program. This award is for the period 3/1/20-2/28/21.

Discussion/Analysis: These funds are used to prepare three and four-year-old students for kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Manchester Board of Education, in the form of real dollars and in-kind services.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create the Manchester Head Start appropriation for fiscal year 2020-2021 in the amount of \$1,270,314.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Manchester Head Start Training FY 20-21

Date: April 16, 2020

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program's Training and Technical Assistance activities. This award is for the period 3/1/20 - 2/28/21.

Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create the Manchester Head Start Training and Technical Assistance appropriation for the fiscal year 2020-2021 in the amount of \$15,312.

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Enfield Head Start FY 20-21

Date: April 16, 2020

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Program. This award is for the period 3/1/20- 2/28/21.

Discussion/Analysis: These funds are used to prepare three and four-year-old students for kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Enfield Board of Education, in the form of real dollars and in-kind services.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create the Enfield Head Start appropriation for fiscal year 2020-2021 in the amount of \$857,746.

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Enfield Head Start Training FY 20-21

Date: April 16, 2020

Background: The Manchester Board of Education receives an annual grant from the Federal government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Training and Technical Assistance activities. This new award will be for the period 3/1/20 - 2/28/21.

Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create an Enfield Head Start Training and Technical Assistance appropriation for the fiscal year 2020-2021, in the amount of \$11,137.

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 20, 2020

**Town of Manchester
Board of Education**

To: The Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Appropriation of The Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant for the FY19-21

Date: April 16, 2020

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant has been created to balance the needs of districts statewide through supplemental Perkins IV funding.

Discussion/Analysis:

Funds will be used to meet performance levels of the core indicators which include:

- Academic attainment in mathematics and reading
- CTE skill attainment
- Increase in graduation rate
- Placement in military, employment and post-secondary education
- Nontraditional participation
- Nontraditional completion

Financial Impact: None to the Board of Education.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors appropriate \$48,777 for the FY 19-21 Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant.

Attachments: Award letter and budget.

Matthew Geary

Matthew Geary, Superintendent of Schools
Manchester, Connecticut
April 20, 2020



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: PL 109-270
CFDA #: 84.048A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20742-2019-84010-170003-SDE00006

2 Grant Title

CARL D PERKINS CAREER & TECH EDUC ACT

5 Award Period

3/3/2020 - 8/31/2020

3 Education Staff

Program Manager:

Harold Mackin (860) 713-6779

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$48,777

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, 2019 and June 30, 2020 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2020. For grants awarded for two-year periods beginning July 1, 2019, 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, 2021. 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.

4/16/2020

Melissa K. Wlodarczyk Hickey, Ed.D
Reading/Literacy Director
CT. State Department of Education

BUDGET FORM

Created On: 4/16/2020

ED 114

Fiscal Year: 2020
Grantee Name: MANCHESTER
Grant Title: CARL D PERKINS CAREER & TECH EDUC ACT
Project Title: SUPPLEMENTAL ENHANCEMENT GRANT
Fund: 12060 **SPID:** 20742 **Year:** 2019 **PROG:** 84010 **CF1:** 170003 **CF2:** SDE00006
Grant Period: 3/3/2020 - 8/31/2020 **Authorized Amount:** \$48,777
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$48,777

| CODES | DESCRIPTIONS | BUDGET |
|-------|--|-----------------|
| 111A | NON-INSTRUCTIONAL | |
| 111B | INSTRUCTIONAL | |
| 322 | IN SERVICE | |
| 323 | PUPIL SERVICES | |
| 330 | EMPLOYEE TRAINING AND DEVELOPMENT SERVICES | |
| 510 | STUDENT TRANSPORTATION SERVICES | 2,325 |
| 580 | TRAVEL | |
| 600 | SUPPLIES | 8,428 |
| 700 | PROPERTY | 38,024 |
| | TOTAL | \$48,777 |
| XANR | AGRICULTURE & NATURAL RESOURCES | |
| XAVC | ARTS, AUDIO VIDEO TECH, AND COMM. SRVCS. | |
| XBAS | BUSINESS & ADMIN. SERVICES | |
| XCON | CONSTRUCTION | |
| XETS | EDUCATION AND TRAINING SERVICES | |
| XFS | FINANCIAL SERVICES | |
| XHS | HEALTH SERVICES | |
| XHSS | HUMAN SERVICES | |
| XHT | HOSPITALITY & TOURISM | |
| XITS | INFO. TECH. TELECOM. SERVICES | |
| XLP | LEGAL & PROTECTIVE SERVICES | |
| XMAN | MANUFACTURING | |
| XPAG | PUBLIC ADMINISTRATION/GOVERNMENT SERVICE | |
| XSRT | SCIENTIFIC RESEARCH, ENGR. AND TECH SVCS | |
| XTDL | TRANSPORTATION, DIST. AND LOGISTICS SVCS | |
| XWRS | WHOLESALE/RETAIL SALES & SERVICES | |

Original Request Date: 4/9/2020

This budget was approved by Harold Mackin on 4/16/2020.

CREDIT FOR INTERIM LEARNING OPPORTUNITIES AND ONLINE COURSES

5127.12

The Manchester Board of Education recognizes the importance of technology in education and the growing popularity and use of interim learning opportunities and online coursework. In that regard, and in accordance with Connecticut General Statutes § 10-221a, the Board sanctions the receipt of course credit for interim learning opportunities and online coursework to be used toward high school graduation requirements, in accordance with this policy.

Pre-approval of Courses Identified by Students and Parents

To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or his/her designee. The decision of the principal or his/her designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the requirements set forth below are met.

District-Provided Interim Learning Opportunities

Students may also earn credit for high school graduation by participating successfully in interim learning opportunities offered by the Board during the COVID-19 health emergency. Determination of successful participation will be made by the teacher teaching the course through district-provided interim learning opportunities, taking into account work performed by the student prior to the school closure.

Requirements for Interim Learning Opportunities and Online Coursework

1. The workload required by the interim learning opportunity or online course is equivalent to that of a similar course taught in a traditional classroom setting;
2. The content of the interim learning opportunity or online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The interim learning opportunity / online course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs;
4. The program of instruction for the interim learning opportunity or online course is planned, ongoing and systematic;
5. The interim learning opportunities / online courses are:
 - a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
 - b. offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or regionally accredited; and

6. The principal has determined, in his or her professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

Additional Requirements

Only students in grades 7-12 who are enrolled in high school coursework are eligible to receive credit toward high school graduation by engaging in interim learning opportunities / online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade.

Any expense incurred for taking an online course identified by the student and/or parent shall be the responsibility of the student and shall not be the responsibility of the Board of Education. Interim Learning Opportunities provided to students during the COVID-19 health emergency shall be provided at Board expense.

Legal References


Connecticut General Statutes § 10-221a. APPROVED:



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Bureau Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 22, 2020

SUBJECT: Operational Memorandum No. 05-20
Process for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the *final board-approved meeting minutes* to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

Requirement for Annual HFC Statement

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,

regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP **must** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

HFC Application Process for 2020-21

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the ***final board-approved meeting minutes*** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept ***draft*** meeting minutes to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the ***final*** board-approved meeting minutes. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.
 - A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State

Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- B. **Vote for food exemptions:** If the board of education or governing authority votes “yes” for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions. (**Note:** If the board of education or governing authority votes “no” for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

- C. **Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to ***all public schools***, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA’s Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE’s Beverage Requirements webpage.

Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the ***same time*** as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific

criteria for beverage exemptions required by C.G.S. Section 10-221q:

Motion language for beverage exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

- D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information on food and beverage exemptions, see the CSDE’s handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the *final board-approved meeting minutes*** indicating the

results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

- A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the *specific language* under “Motion language for healthy food option” in step 1A on page 2.
 - B. If the board of education or governing authority voted “yes,” for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the *specific language* for either “Motion language for food exemptions” under step 1B on page 3, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
 - C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the *specific language* for either “Motion language for beverage exemptions” under step 1C on page 4, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the *final board-approved meeting minutes* indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, Application Procedures for HFC, and visit the “Apply” section of the CSDE’s HFC webpage.

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement *after* this date, the CSDE will *not* include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21.

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the "Interschool Agreements" section of the CSDE's Forms for School Nutrition Programs webpage.

Connecticut Nutrition Standards (CNS)

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's CNS webpage. The CSDE's HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC (Presentation);
- Ensuring District Compliance with HFC;
- Guide to Competitive Foods in HFC Public Schools;
- List of Acceptable Foods and Beverages;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Competitive Foods in HFC Public Schools;
- Requirements for Food and Beverage Fundraisers in HFC Public Schools;
- Requirements for Foods and Beverages in School Stores in HFC Public Schools;
- Requirements for Foods and Beverages in Vending Machines in HFC Public Schools; and
- Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools.

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

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.