

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, MAY 8, 2017
WADDELL ELEMENTARY
Revised

Curriculum & Instruction Comm. Mtg.
Board of Education Meeting

5:30 P.M. – Media Center
7:00 P.M. – Gymnasium

- A. OPENING**
- 1) Call to order
 - 2) Pledge of Allegiance
 - 3) Board of Education Minutes 4-24-17 A – 3
- B. COMMITTEE REPORTS –**
- 1) Personnel & Finance Committee Minutes 4-24-17 B – 1
- C. CONSENT CALENDAR**
- 1) Personnel Information C – 1
 - 2) Extended Field Trip Request Form – Bennet Academy – Future Problem Solving International Competition at the University of Wisconsin-La Crosse – 1 Teacher, 1 Parent Chaperone – June 8-11, 2017 C – 2
 - 3) Extended Field Trip Request Form – Manchester High School – French/Spanish Travel Club – France/Spain Educational Trip – 18 Students – 2 Chaperones – April 6, 2018 – April 13, 2018 C – 3
 - 4) Approval of State Dept. of Education Addendum to Agreement for Child Nutrition Programs (ED-099) – Healthy Food Certification Statement that includes Consideration 1 – Healthy Food Option and Consideration 2 – Exemption for Food Items C – 4
 - 5) Approval of an increase in school lunch pricing by \$.10 (10 cents) for all schools. Increasing the 2017-2018 School Year prices to Elementary \$2.25; Middle \$2.50; High School \$2.65 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) Waddell School Improvement Plan – Mrs. Kimberly Loveland, Principal F – 1
- G. UNFINISHED BUSINESS – None**
- H. NEW BUSINESS –**
- 1) Acceptance of the MHS Project #077-0158 EA/RR as Complete. The Scope of Work included expansion and alteration of the building and roof replacement. Total Cost of the project was \$35,456,292.48. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$17,608,627.00
 - 2) Acceptance of the Bennet Middle School Project #077-0209 RNV/E as Complete.

The Scope of Work included expansion and alteration of the buildings. Total cost of the Project was \$37,797,487.12. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$11,709,384.00

- 3) Acceptance of Highland Park Elementary Park Elementary School Project #077-0224 RNV/E as Complete. The Scope of Work included expansion and alteration of the Building. Total cost of the project was \$13,416,059.35. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$12,066,961.00

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

J. **COMMUNICATIONS** - *None*

K. **ITEMS FOR FUTURE AGENDAS**

L. **ADJOURNMENT**

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

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

Manchester Board of Education
Personnel & Finance Committee Report
April 24, 2017

Attendees: Ranon Caldwell, Deborah Hagenow, Neal Leon, Darryl Thames, Sr., Matthew Geary, Karen Clancy and Nick Aldi

Mr. Aldi reviewed the paid lunch equity and snack program information with committee members. Based on federal regulations, school districts participating in the National School Lunch Program must ensure sufficient funds are provided to the food service program for meals served to students not eligible for free or reduced priced meals. Lunch prices are calculated based on a weighted average. Mr. Aldi recommended an increase of 10¢ in school lunch prices for the 2017-2018 school year in order to comply with federal regulations. A list of district comparisons of lunch prices was provided to the committee members. Manchester Public School District has the lowest lunch price compared to 18 other school districts. 14 of the school districts are in Manchester's District Reference Group.

Mr. Aldi presented the Healthy Food Certification information to committee members. This program requires participants to certify that all food items sold to students that are outside the regular reimbursable meal will meet nutritional standards that are low in fat, sodium and sugar. Manchester has been participating in the healthy food certification since 2007-2008. The Board of Education typically votes in favor of continuing to participate in the program. They also vote in favor of an exemption that allows schools to sell foods that do not meet the requirements, if the food items are sold at an event which occurs outside of the school day. The district receives an additional 10¢ for each lunch sold. This equates to approximately \$72,000 in reimbursement.

Mrs. Clancy reviewed the 2016-2017 budget status with committee members. She stated that the budget has not had any significant changes since the February report. Accounts that are projected to end in deficit will be offset with surplus dollars in other accounts. Mr. Geary reminded committee members that the tuition accounts have a significant shortfall but will be offset with available dollars in other accounts. The board of education has encumbered funds to assist the town with state budget reductions to the municipal budget.

Mrs. Clancy presented information on the school transportation contract bid proposals. She stated that the collaborative (Manchester, Ellington, Somers and Vernon) received one bid proposal in response to an RFP for student transportation services. The incumbent, First Student, is the single bidder. There was discussion on the details of the proposal. Mrs. Clancy provided a list of 28 other districts' daily bus rates for comparison purposes. It was noted that the proposed 2017-2018 daily rate for the collaborative is lower than 26 of the 28 districts that responded. Mr. Leon requested that First Student management attend a meeting in order to respond to questions from committee members.

Mr. Geary presented information to committee members on the Waddell end of year transition to Cheney. There was discussion on the possibility of making June 20 and 21 teacher work days at Waddell in order to allow time for staff to prepare for the move to Cheney.

The next Personnel & Finance Committee meeting will be held on Monday, June 26, 2017, at 5:30 p.m., in the Lincoln Center - Director's Room.

Respectfully Submitted,



Karen L. Clancy
Director of Finance & Management

PERSONNEL ACTION**APPOINTMENTS**

Mary Hrenko to be a Library Media Specialist teacher at Martin Elementary School. Ms. Hrenko received a Master of Arts in Education degree at University of Connecticut. Ms. Hrenko resides in Kensington. It is recommended that her appointment be approved effective August 30, 2017 (MA/Step 7, \$62,364).

Tia Slivinsky-Jones to be a Science teacher at Illing Middle School. Ms. Slivinsky-Jones received a Master of Arts in Education degree at University of Connecticut. Ms. Slivinsky-Jones resides in Enfield. It is recommended that her appointment be approved effective August 30, 2017 (MA/Step 4, \$54,950).

Dafne Hernandez-Jimenez to be a Spanish teacher at Manchester High School. Ms. Hernandez-Jimenez received a Master + 30 of Arts in Education degree at Central Connecticut State University. Ms. Hernandez-Jimenez resides in Newington. It is recommended that her appointment be approved effective August 30, 2017 (MA+30/Step 5, \$61,492).

RESIGNATIONS

REVISED – Jodi Soloperto, STEM Specialist Teacher at Keeney Street Elementary School has submitted a letter of resignation for personal reasons effective the end of business on April 21, 2017. Ms. Soloperto has been employed by Manchester Public Schools since August 24, 2015. It is recommended that her request be approved.

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 in TRIPLICATE 30 days (4 months for international trips) prior to the Board meeting, which antedates the trip.

Name of School: Bennet Academy

Date of Request: April 21, 2017

Trip Purpose: To compete at the Future Problem Solving International Competition at the University of Wisconsin-La Crosse

Number of Students participating: 4

Natalie Christopher
Katharine Nielsen,
Alyssa Eisele
Juliana Golas

Dates of Trip: June 8-11 2017

Number and names of teachers and chaperones: Samantha Randazzo

Transportation: Plane and Rental SUV driven by accompanying parent

Fundraising Activities:

List of fundraising to date:

\$462 from FPS fundraiser in years past
\$500 donated by Bennet PTSA... Thank you!

Planned fundraisers:

Car Wash on May 6 (Saturday) at Bennet 10:30-2:30

District can commit two of the district wide dress down days to funding FPS trip...Thank you!

Sweet Frog fundraiser: Parent is contacting Sweet Frog to ask for a Bennet FPS night

50/50 raffle and chance to win a Mother's Day basket at the Bennet music concert May 2 at MHS.

50/50 raffle at the Bennet ice cream social on May 18

50/50 raffle at the May 25 Future Fair at Bennet Academy Cone gym.

Lodging: University of Wisconsin-La Crosse dormitories

Insurance Arrangements for Staff and Students:

Cost per teacher and/or Chaperone: \$ 1,195.00

Explain how the above sum is paid: fundraising account: Bennet Student Activities Fund/FPS
Parents and teacher may need to pay for plane tickets and registration fees and be reimbursed
from fundraising account.

Cost per student: \$1,195.00

If Travel Agencise are engaged, at least three quotations need to be approved with documentation attached to this form.

Travel agency: Sanditz Travel Management

Signature of teacher making request: Samantha Randazzo

Samantha Randazzo

Approved by Deptartment Head at: _____

Secondary Level: _____ Date: _____

Approved by Adminstrator: John P. [Signature] Date: 4/25/17

Authorized by Superintendent or Designee: [Signature]

Date: 4/25/17

Attachments: Quotations

Itinerary

June 8 depart Hartford at 1020am arrive in Minneapolis at 1218pm

Jun 11 depart Minneapolis at 750pm arrive in Hartford at 1137pm

The round trip air fare is \$447.39 plus or \$25 service fee, per person x 6 people

Jun 8th depart Hartford at 1020am arrive in Minneapolis at 1218pm

Jun 10th depart Minneapolis at 750pm arrive in Hartford at 1137pm

Round trip air fare is \$432.40 plus our \$25 service fee, per per person x 2 people

Chris Tanguay

Personalized Travel Service Agent

Sanditz Travel

945 Farmington Ave

West Hartford, CT 06107

(860) 523-5224 Ext 1602

(860) 236-6838-Direct Phone

ctanguay@sanditz.com



MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS Date of Request: April 24, 2017

Name of Club or Activity: French/Spanish Travel Club

Trip to: France/Spain Purpose: educational

Number of students participating: 18 From: 04/06/2018 To: 04/13/2018

Number of school days missed: 0

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

- a. _____ b. Jena Brondino
c. _____ d. Isabelle Jayawickrama
e. _____ f. _____
g. _____ h. _____
Others: _____

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

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: to be decided

How will funds be allocated to students participating?* shared equally

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: 3 students per room

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: \$ 3.145 (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.*)

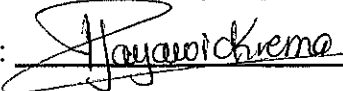
Cost per student after fund-raising: \$ 3.145

- Fundraising will be used to cover cost of travel from MHS to Logan airport (Boston) and gratuities.

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

a. _____	b. _____	a. Prometour - \$3,145
c. _____	d. _____	b. Explorica - \$2,986
		c. E.F. \$3,594

Name of teacher making request:

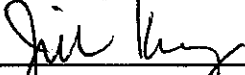
Signature:  Typed: _____

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature:  Date: 4/25/17

Approved by Principal:

Signature:  Date: 4/26/17

Approved by Superintendent or designee:

Signature:  Date: 4/27/17

Attachments: Quotations
Itinerary

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

Healthy Food Certification 2017-2018

The Healthy Food Certification program was first introduced in 2006-2007. At that time, the Department of Education was offering school districts the option of participating and receiving an additional \$.10 for each lunch served. This equates to approximately \$72,000 reimbursement to the district.

This initiative was the start of promoting "school wellness". School districts were encouraged to focus on promoting healthy, well-balanced meals as opposed to selling snacks and beverage items that are high in fat and sugar.

At the request of the Board of Education, Manchester joined the program in school year 2007-2008 and has participated ever since. The Board typically votes in favor of continuing to participate, with the stipulation that we vote in favor of an exemption. The exemption allows us to sell foods that do not meet the nutritional standards set by the State, if the food items are sold at an event which occurs at the end of school day.

PLE Exemption – Factors for Consideration

Below are factors State agencies must consider when evaluating school food authority (SFA) requests for an exemption from the Paid Lunch Equity requirement. State agencies must use these questions as a guide when assessing whether there are necessary or appropriate uses for funds which would otherwise contribute to an excess operational balance to address deficiencies in Program operations and meet new Program requirements. Additionally, the State agency must review other aspects of Program operation with the SFA to assess whether overall Program quality is high enough to justify an exemption. The list is not intended to be exhaustive; State agencies may assess other relevant aspects of Program operation at their discretion. State agencies should consider the totality of an SFA's responses and overall Program operation when granting exemptions.

At a minimum, the following questions must be answered in the affirmative.

Meal Standards

Is the SFA certified as meeting the updated meal pattern requirements?

Is the SFA financially prepared to meet future meal pattern requirements (e.g., future sodium targets)?

Smart Snacks in Schools

Is the SFA meeting all Smart Snacks in Schools standards for items sold from the school food service account?

Administrative Reviews

Has the SFA corrected all deficiencies, implemented all corrective actions and complied with any fiscal action identified in the most recent Administrative Review Report?

Additional Considerations

The State agency should also consider the questions below to determine whether overall Program quality is high enough to warrant approving the exemption request.

Meal Service and Participation

Are there simple menu improvements that could be made that would encourage students to select healthier meals and make the Program more appealing? For example, has the SFA considered expanding offerings of fresh fruit and vegetables, and/or expanded variety of fruit and vegetables? Does the SFA use salad bars?

Is student acceptance/participation strong? Has the SFA made efforts to engage students in meal planning, taste-testing, etc.?

Has the SFA established and implemented a wellness policy with the required elements?

Does the SFA comply with all requirements and follow best practices with regard to preventing overt identification?

Does the SFA utilize adequate signage, food placement, and other marketing techniques effectively to promote the selection of reimbursable meals?

Resource Management

Would an increase in the SFA's paid lunch price result in the SFA accruing more than three months' worth of operating expenses in its nonprofit school food service account?

Has the SFA previously met all Paid Lunch Equity requirements?

If applicable, is the SFA currently meeting all non-program food revenue requirements?

Professional Support

Does the SFA have all child nutrition staff vacancies filled? (If vacancies are primarily due to lack of funding, rather than other factors, an exemption should typically **not** be approved, since the funds that would be provided to the SFA through the PLE requirement could be used to fund staff.)

Cafeteria and Kitchen Equipment

Does the SFA have necessary cafeteria and kitchen equipment for storing, preparing, and serving healthy meals and competitive foods?

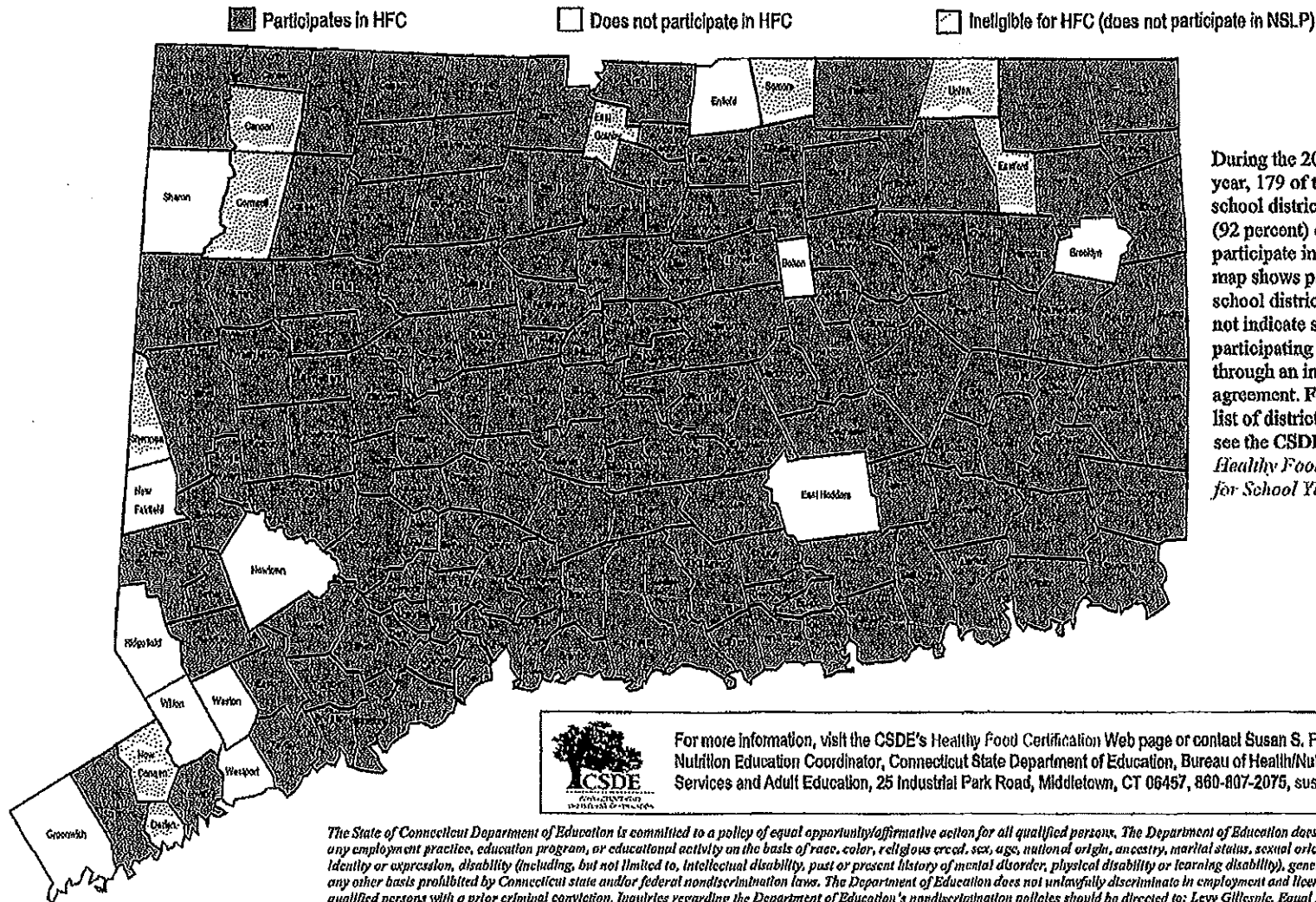
If the SFA has applied for Federal grants to purchase equipment needed to serve healthier meals but has not received funding, did the SFA use its own funds to accomplish the proposed activities?

Free/Reduced Price Eligibility Determinations

Has the SFA done everything within its ability to improve the certification process to increase access to the program (e.g., maximize use of direct certification including homeless, runaway, migrant and foster children, etc.)?

Connecticut School Districts Participating in Healthy Food Certification (HFC) for School Year 2016-17

Under Section 30-215f of the Connecticut General Statutes, HFC requires each board of education or governing authority for all public schools participating in the National School Lunch Program (NSLP) to certify annually to the Connecticut State Department of Education (CSDE) whether they will follow the Connecticut Nutrition Standards. These standards apply to all foods sold to students separately from a reimbursable school breakfast or lunch in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. Public school districts include regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.



During the 2016-17 school year, 179 of the 195 eligible school districts and schools (92 percent) elected to participate in HFC. This map shows participating school districts, but does not indicate schools participating in HFC through an interschool agreement. For a complete list of districts and schools, see the CSDE's handout, *Healthy Food Certification for School Year 2016-17*.



For more information, visit the CSDE's Healthy Food Certification Web page or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2075, susan.fiore@ct.gov.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101.

HFC Participation for School Year 2016-17

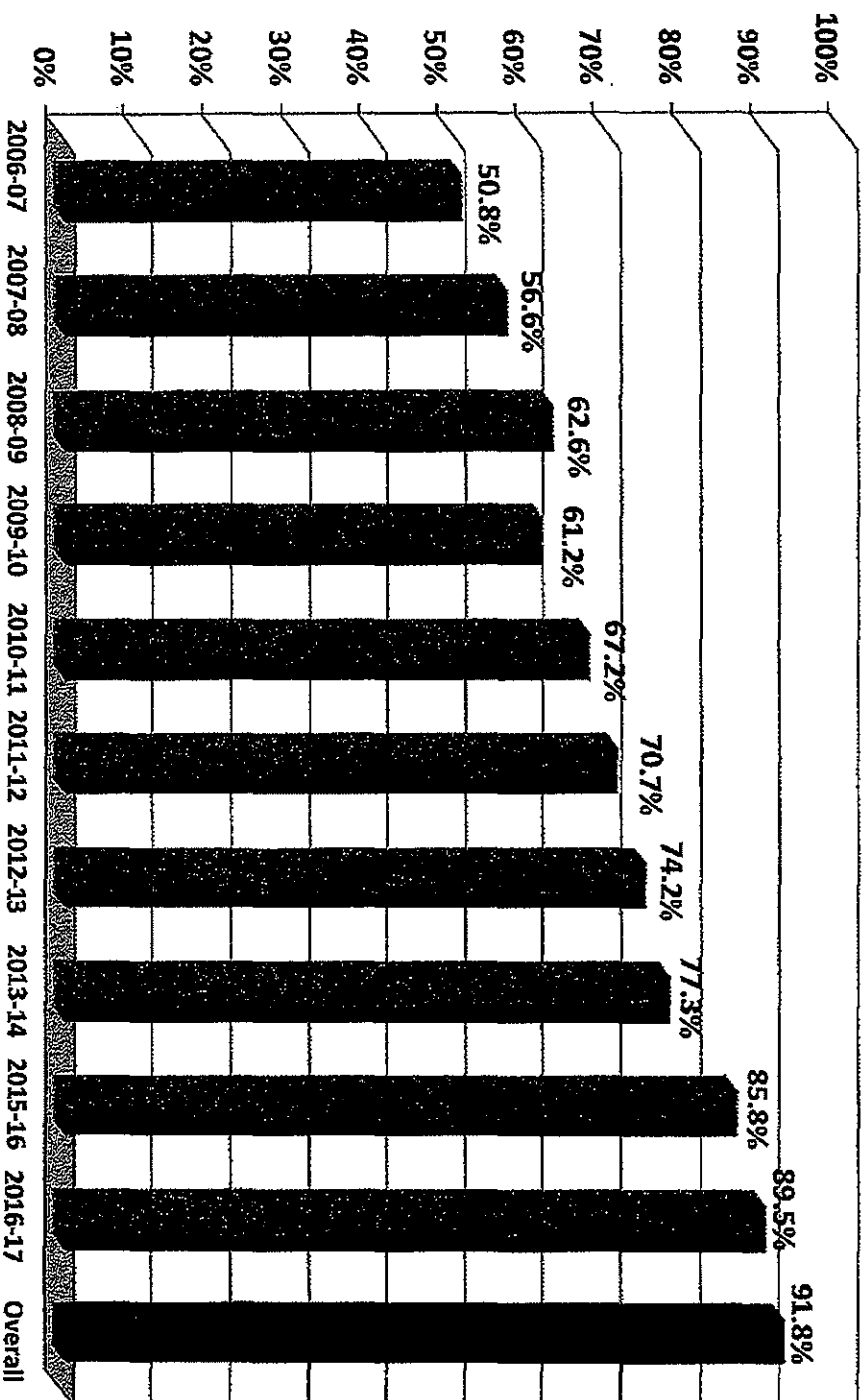
179 school districts/schools

92 percent of eligible districts/schools

8 new districts/schools

100 percent recertification rate

HFC Participation To Date





STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

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

DATE: February 6, 2017

SUBJECT: Operational Memorandum No. 5-17
New Process to Submit 2017-18 Healthy Food Certification (HFC) Statement

This memo summarizes the requirements for submitting the annual HFC Statement to the Connecticut State Department of Education (CSDE) and contains important information regarding changes to the HFC Statement submission process for school year 2017-18. It also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements.

Annual HFC Statement

Section 10-215f of the Connecticut General Statutes (C.G.S.) 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 will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2017-18, the HFC period is July 1, 2017, through June 30, 2018. All public school districts participating in the NSLP must submit the *Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)* by July 1, 2017. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2017, or the district/school is ineligible for HFC participation during school year 2017-18.

New HFC Application Process for 2017-18

Effective with school year 2017-18, the annual HFC Statement will be part of the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). Districts will no longer submit hard copies of the annual HFC Statement to the CSDE.

The CSDE expects that the online HFC application module of the CNP System will be completed by early May 2017. In the meantime, districts must follow the procedures below to ensure timely submission of the 2017-18 HFC Statement by the deadline of July 1, 2017.

1. Schedule the HFC vote at a meeting of your board of education or governing authority that occurs before June 30, 2017. The two considerations for the vote by the board of

education/governing authority are whether to implement the healthy food option and whether to allow food exemptions.

- **Consideration 1 – Healthy Food Option:** Pursuant to Section 10-215f of the C.G.S., 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, 2017, through June 30, 2018. 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.
 - **Consideration 2 – Exemption for Food Items:** 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.
2. Conduct the HFC vote at the scheduled meeting of the board of education or governing authority. Maintain a copy of the meeting minutes indicating the results of the HFC vote for the two considerations outlined in step 1 above.
 3. When the CSDE notifies schools that the HFC application module is available, complete the online HFC application module and upload the meeting minutes indicating the results of the HFC vote. *Note: The CSDE will notify all school nutrition programs by e-mail when the HFC application module of the CNP System is operational.*

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the CNS. This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by July 1, 2017.

Schools must still submit hard copies of the interschool agreements to the CSDE. They are not submitted through the CNP Online System. The interschool agreements for school year 2017-18 are available on the CSDE's Forms for School Nutrition Programs Web page.

Connecticut Nutrition Standards (CNS)

A summary of the CNS is available in 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 Web page. The CSDE's HFC Web page provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC Presentation;
- Ensuring District Compliance with HFC;
- Fundraising with Food and Beverages;
- Guide to Competitive Foods in Schools;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Food and Beverages in Vending Machines; and
- Requirements for Food and Beverages in School Stores.

State Beverage Requirements

As a reminder, 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 under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies, and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements Web page.

If you have any questions or need 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.

JF:sff

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

Food and
Nutrition
Service

DATE: January 12, 2017

Park Office
Center

MEMO CODE: SP 17-2017

3101 Park
Center Drive
Alexandria
VA 22302

SUBJECT: Paid Lunch Equity: Guidance for School Year 2017-18

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum extends, through school year (SY) 2017-18, the availability of an exemption to the Paid Lunch Equity (PLE) requirement for certain school food authorities (SFAs) in strong financial standing, as described below. The Food and Nutrition Service (FNS) provided an exemption to this requirement in previous SYs, following publication of the interim rule "National School Lunch Program: School Food Service Account Revenue Amendments Related to the Healthy, Hunger-Free Kids Act of 2010" (see SP 34-2013, SP 28-2014, and SP 19-2015). State agencies continue to receive requests for the PLE exemption. Extending the exemption for an additional year will allow FNS to continue to gather feedback and experience with the exemption in order to inform future policy considerations, including a final rule.

In SY 2017-18, State agencies should exempt an SFA from the PLE requirements at 7 CFR 210.14(e) if the SFA requesting the exemption has been certified as meeting the meal pattern requirements and can demonstrate that the required increase to paid lunch prices or revenue contributions would cause the SFA to exceed the 3-month operating balance limit. For example, when evaluating financial documentation provided by an SFA, the State agency may determine that, because the SFA consistently carries a 2-month operating balance, failure to provide the PLE exemption would cause the SFA to exceed the 3-month operating balance limit.

In making an exemption determination, a State agency, using the attached list of Factors for Consideration, also must consider whether there are other necessary or appropriate uses for the SFA's funds. In some instances, those funds might be better used to operate or improve the Program, to meet Program requirements and goals, or to address deficiencies in Program operations. Examples of ways SFAs can use extra funds include improvements to the quality of meals and improvements to cafeteria equipment. This additional investment in the meal service would thus prevent a surplus of funds from accruing to an SFA's nonprofit school food service account.

Because the financial standing of a nonprofit school food service account may change from year to year, SFAs that were granted previous exemptions must request a new exemption for SY 2017-18 and must provide their State agency with the proper documentation to be considered for the exemption. State agencies must evaluate all aspects of food service operations including meal costs, nonprogram food revenue, and compliance with all requirements, including the Smart Snacks in Schools standards, when determining whether to grant exemption requests.

FNS will continue to work with State agencies to assist them, as needed, in evaluating the PLE exemption requests submitted by SFAs. State agencies are reminded that they must maintain documentation (including how the State agency evaluated all factors for consideration) for all SFAs that are granted a PLE exemption and that this documentation may be reviewed upon request and during a Management Evaluation.

State agencies are reminded to distribute this memorandum to Program operators immediately. SFAs and other Program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

Original Signed

Angela Kline
Director
Policy and Program Development Division
Child Nutrition Programs

Attachment

Meal Participation 2016-2017

As of February 28, 2017, 54% of the students enrolled in Manchester Public Schools are eligible for free or reduced priced meals. Listed below is a summary of the eligibility and number of meals served during the operating month of February 2017.

<u>Student Enrollment</u>	<u>6,107</u>
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Eligible Students Free Meals	2,838
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Eligible Students Reduced Priced Meals	397
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Eligible Students Paid Meals	2,872
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<u>Lunch Meals Served February 2017</u>	<u>63,337</u>
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Free	35,573
------	--------

Reduced	4,965
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Paid	22,799
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The figures above represent the total number of meals served during the month of February. The average number of meals served each day was 3,958 which equates to a participation rate of 65%. Of the total number of lunches served, 36% were from the paid meal category.

Federal Regulations at 7CFR 210.14 require school districts participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit food service account for meals served to students *not eligible for free or reduced priced meals*.

In order to be in compliance with this regulation, school districts must raise the cost of paid lunch or consider using funds from a non –federal source.

SY 2017-18 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.40	\$ 2.35
Note: Above prices are based on adjusting SY 2016-2017 price requirement by the 2% rate increase plus the Consumer Price Index (2.64%)	

SY 2016-17 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2016.			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2016-17 Weighted Average Price
18,184	\$ 2.15	\$ 39,095.60	
6,880	\$ 2.40	\$ 16,512.00	
8,253	\$ 2.55	\$ 21,045.15	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
		\$ -	
33,317		\$ 76,652.75	\$ 2.30
Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.			

Total Price Increase for SY 2017-18
\$ 0.05

Required price increase for SY 2017-18 (with 10 cent cap)
\$ 2.35

Remaining increase carried forward to SY 2018-19
\$ -

Remaining credit carried forward to SY 2018-19
\$ -

Option # 1 .10 cent increase district wide

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	20,420	\$ 2.25	\$ 45,945.00	
2.	4,644	\$ 2.50	\$ 11,610.00	
3.	8,253	\$ 2.65	\$ 21,870.45	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	33,317		\$ 79,425.45	\$ 2.38

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. December 2016

Option #2 .10 cent increase K-8 .05 cent increase 9-12

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	20,420	\$ 2.25	\$ 45,945.00	
2.	4,644	\$ 2.50	\$ 11,610.00	
3.	8,253	\$ 2.60	\$ 21,457.80	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	33,317		\$ 79,012.80	\$ 2.37

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. December 2016

Lunch Price Comparisons

2016-2017

	Elementary	Middle School	High School
Manchester	\$2.15	\$2.40	\$2.55
Putnam*	\$2.45	\$2.60	\$2.85
East Hartford	\$2.50	\$2.80	\$2.95
East Haven*	\$2.50	\$3.00	\$3.00
Killingly*	\$2.50	\$3.00	\$3.00
Middletown*	\$2.50	\$2.75	\$3.00
Torrington*	\$2.50	\$2.60	\$2.70
Vernon*	\$2.50	\$2.75	\$3.00
Bolton	\$2.55	\$2.55	\$2.75
Naugatuck*	\$2.60	\$2.75	\$2.85
Winchester*	\$2.60	\$2.60	
Hamden*	\$2.65	\$2.90	\$2.90
Plainfield*	\$2.65	\$3.50	\$3.50
Stratford*	\$2.70	\$2.95	\$3.10
Bloomfield*	\$2.75	\$3.00	\$3.00
South Windsor	\$2.75	\$2.85	\$3.00
Groton*	\$2.80	\$2.80	\$2.80
Bristol*	\$3.00	\$3.00	\$3.25
Glastonbury	\$3.00	\$3.50	\$3.50

*District Reference Group

Appendix A

District Reference Groups (DRG)

Group A				
035 DARIEN	090 NEW CANAAN	118 RIDGEFIELD	158 WESTPORT	209 DISTRICT NO. 9
046 EASTON	117 REDDING	157 WESTON	161 WILTON	
Group B				
004 AVON	054 GLASTONBURY	076 MADISON	107 ORANGE	155 WEST HARTFORD
018 BROOKFIELD	056 GRANBY	085 MONROE	128 SIMSBURY	167 WOODBRIDGE
025 CHESHIRE	057 GREENWICH	091 NEW FAIRFIELD	132 SOUTH WINDSOR	205 DISTRICT NO. 5
051 FAIRFIELD	060 GUILFORD	097 NEWTOWN	144 TRUMBULL	215 DISTRICT NO. 15
052 FARMINGTON				
Group C				
001 ANDOVER	031 CORNWALL	092 NEW HARTFORD	139 SUFFIELD	212 DISTRICT NO. 12
005 BARKHAMSTED	048 ELLINGTON	108 OXFORD	142 TOLLAND	213 DISTRICT NO. 13
008 BETHANY	050 ESSEX	112 POMFRET	204 DISTRICT NO. 4	214 DISTRICT NO. 14
012 BOLTON	067 HEBRON	121 SALEM	207 DISTRICT NO. 7	217 DISTRICT NO. 17
023 CANTON	078 MANSFIELD	127 SHERMAN	208 DISTRICT NO. 8	218 DISTRICT NO. 18
030 COLUMBIA	079 MARLBOROUGH	129 SOMERS	210 DISTRICT NO. 10	219 DISTRICT NO. 19
Group D				
007 BERLIN	033 CROMWELL	084 MILFORD	119 ROCKY HILL	162 WATERFORD
009 BETHEL	040 EAST GRANBY	094 NEWINGTON	126 SHELTON	163 WATERTOWN
014 BRANFORD	042 EAST HAMPTON	098 NEW MILFORD	131 SOUTHTON	169 WETHERSFIELD
027 CLINTON	045 EAST LYME	101 NORTH HAVEN	137 STONINGTON	164 WINDSOR
028 COLCHESTER	072 LEDYARD	106 OLD SAYBROOK	148 WALLINGFORD	
Group E				
003 ASHFORD	032 COVENTRY	068 KENT	113 PORTLAND	154 WESTBROOK
013 BOZRAH	036 DEEP RIVER	071 LEBANON	114 PRESTON	160 WILLINGTON
019 BROOKLYN	039 EASTFORD	073 LISBON	122 SALISBURY	169 WOODSTOCK
021 CANAAN	041 EAST HADDAM	074 LITCHFIELD	123 SCOTLAND	201 DISTRICT NO. 1
024 CHAPLIN	053 FRANKLIN	098 NORFOLK	125 SHARON	206 DISTRICT NO. 6
026 CHESTER	063 HAMPTON	099 NORTH BRANFORD	140 THOMASTON	216 DISTRICT NO. 16
029 COLEBROOK	065 HARTLAND	102 NORTH STONINGTON	145 UNION	903 WOODSTOCK ACADEMY
Group F				
022 CANTERBURY	086 MONTVILLE	111 PLYMOUTH	134 STAFFORD	147 VOLUNTOWN
047 EAST WINDSOR	100 NORTH CANAAN	124 SEYMOUR	136 STERLING	165 WINDSOR LOCKS
049 ENFIELD	110 PLAINVILLE	133 SPRAGUE	141 THOMPSON	166 WOLCOTT
058 GRIFFWOLD				211 DISTRICT NO. 11
Group G				
011 BLOOMFIELD	062 HAMDEN	083 MIDDLETOWN	116 PUTNAM	146 VERNON
017 BRISTOL	069 KILLINGLY	088 NAUGATUCK	138 STRATFORD	162 WINCHESTER
044 EAST HAVEN	077 MANCHESTER	109 PLAINFIELD	143 TORRINGTON	901 NORWICH FREE ACAD.
059 GROTON				902 GILBERT SCHOOL
Group H				
002 ANSONIA	037 DERBY	080 MERIDEN	104 NORWICH	156 WEST HAVEN
034 DANBURY	043 EAST HARTFORD	103 NORWALK	135 STAMFORD	
Group I				
015 BRIDGEPORT	089 NEW BRITAIN	093 NEW HAVEN	095 NEW LONDON	151 WATERBURY
064 HARTFORD				163 WINDHAM

Waddell Elementary School

Soaring towards excellence

May 8, 2017

Main drivers of our school improvement

- Enhance and strengthen collaboration and communication
- Utilize data driven decision making and self reflection to improve outcomes



Talent Recruitment and Retention

Strategies:

1. Strengthen instructional practice through the coaching model, collaborative curricular practice, and the use of school and district data collection strategies.
 2. Provide opportunities for all staff to grow.
 3. Develop a buddy system for new staff
 4. Positively promote Waddell
-

Action Steps Highlights

Presented by Amy Sanchez, Literacy Coach, and Karen Taylor, Numeracy Coach.

- Implement and support the instructional coaching cycle with all classroom teachers.

Year	# of Literacy Coaching Cycles	# of Coaching Interactions	# of Numeracy Coaching Cycles	# of Numeracy Coaching Interactions
2015-2016	12	51	11	49
2016-2017	18	65	18	62

- Examine student work to determine success of teacher growth tied to instruction and best practices
 - [SMART Goal Worksheet](#)
 - [SMART Goal Sample](#)
- Learning walks will be implemented to strengthen instructional practices.
 - What do you hear students/teacher doing, what do you see students/teacher doing
 - Organized DOK

Systems and Operations

Strategies:

1. Maintain Waddell School Improvement Team by continuing to develop, monitor, and support the implementation of the School Improvement Plan.
 2. Strengthen the work of the PLC model school-wide
-

Action Steps Highlights

Presented by Kim Loveland

- Communicate School Improvement Plan implementation status to all sub committees and team members as well as to staff.
 - Create folders of agendas, minutes, and next steps to communicate work to appropriate staff members.
 - Google Drive
 - Staff Meeting monthly updates
 - Allow for support staff to participate in PLCs for cross curricular collaboration as needed.
 - [Sample PLC Agenda](#)
-

Culture and Climate

Strategies:

1. Implement restorative practices to strengthen positive school climate.
 2. Build capacity of families to support their children's learning and actively engage as partners in child's education
 3. Provide opportunities and skill development for youth leadership development
 4. Capitalize on the strengths and assets of staff to support school success.
 5. Reduce the impact of barriers on students, families and community members affecting school success
-

Action Steps Highlights

Presented by Renee Bryan, Family Resources, Ashley Soltoski, School Social Worker, and Timothy Field, Assistant Principal

- Waddell Staff will support the district initiative regarding Restorative Practices by exploring the philosophy behind the district vision.
 - *Lost at School* and *The Little Book of Restorative Discipline*
 - [Waddell School understanding of Restorative Practice](#) and [understanding of circles and conferencing](#).
 - Every classroom has a [calming center](#) or [rest stop](#).
 - Waddell staff will participate in Professional Development to support district initiative regarding Restorative Practices.
 - August 29th PD on Restorative Practice by Ms. Loveland and Mr. Field
 - October 19th PD on Social Thinking by Restorative Practice Committee
 - November 9th presentation on Conferencing and Circles during a staff meeting by Restorative Practice Committee
 - December 9th PD on Restorative Practices by Mrs. Lawton
 - April 5th Trauma presentation by Christa Perkins during a staff meeting
 - Provide family members the opportunity to participate in academic activities or school events.
 - Math Night, Literacy Night, Science Fair/ Invention Convention, Winter Wonderland, Flash Light Reading Nights, Mother and Daughter Night, Multicultural Fair, ADL Collaboration, Writing Celebrations, field trips and Talent Show
-

Academics

Strategies:

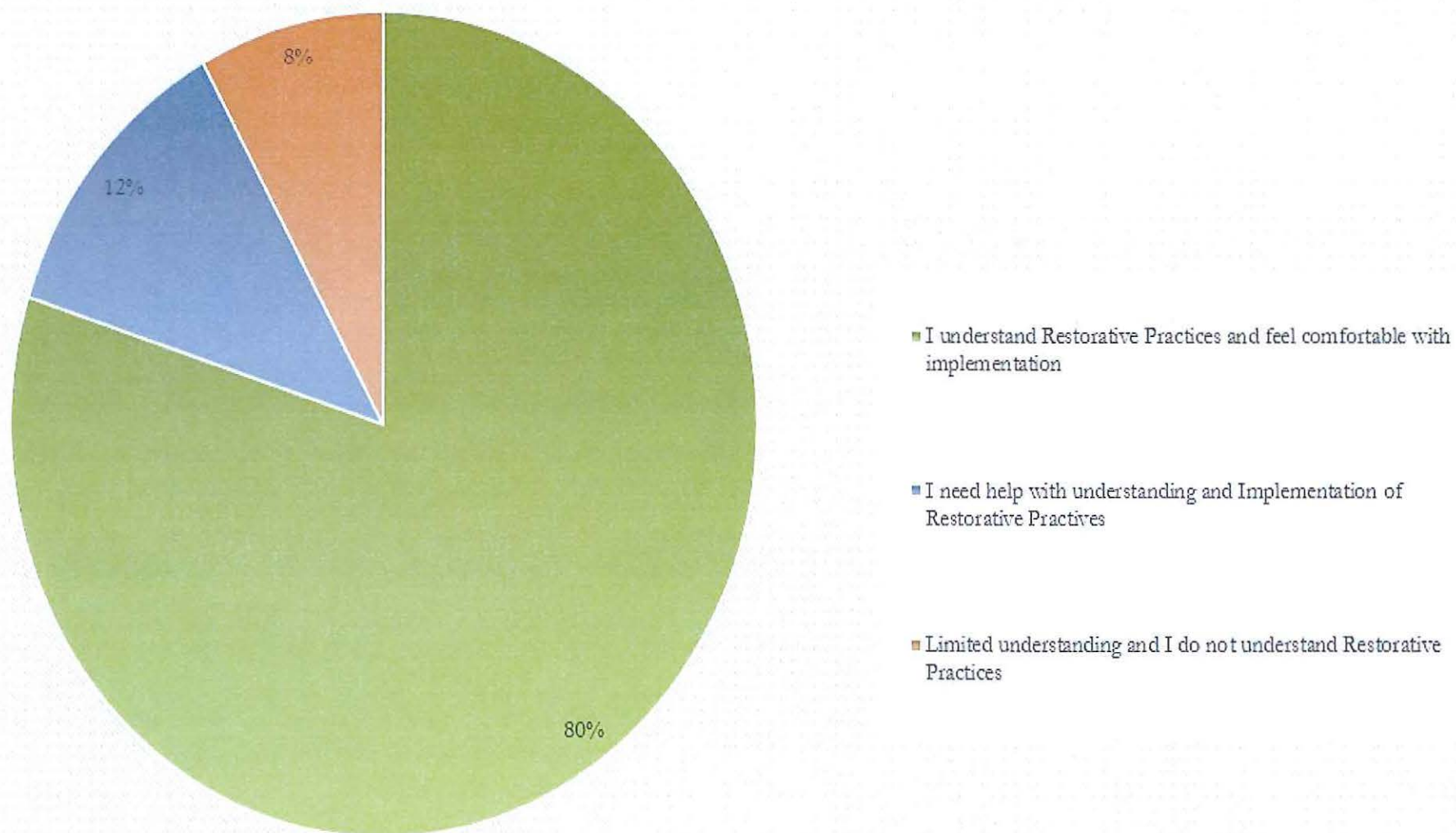
1. Strengthen curriculum instruction through research-based instructional practices
 2. Strengthen numeracy and literacy through workshop model
 3. Strengthen Social Emotional Learning
-

Action Steps Highlights

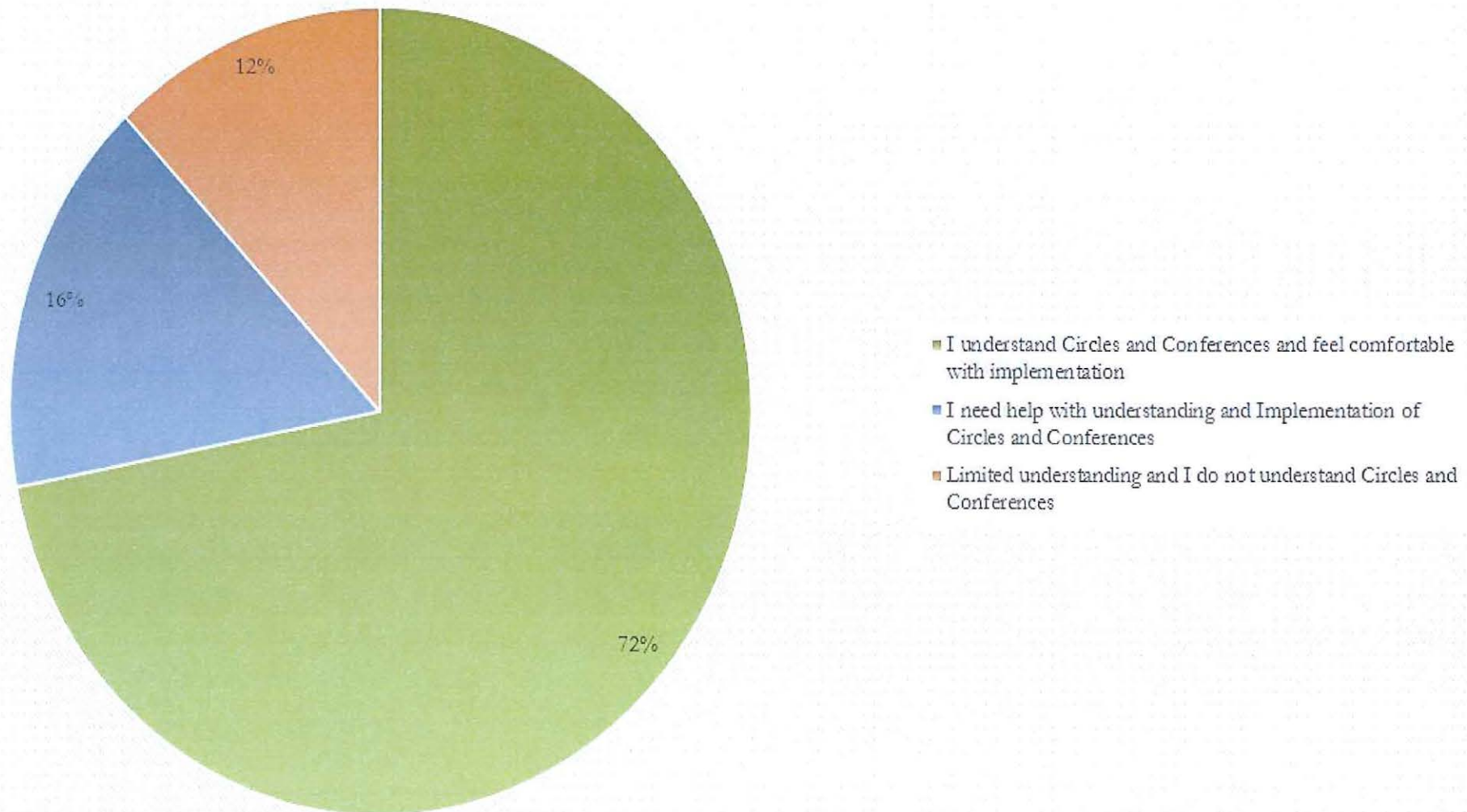
Presented by Amy Sanchez, Literacy Coach, Karen Taylor, Numeracy Coach and Timothy Field, Assistant Principal

- Design differentiated lessons and task with integrating new programs and resources with curriculum through PLC and professional development
 - Examine student work to determine success of student growth tied to curricular standards and program effectiveness
 - Define and strength Tier II and Tier III intervention and data collection
 - [SAT Flow Chart](#)
 - [SRBI Tier I](#)
 - [SRBI Tier II](#)
 - 43 students receive tier II services and 13 students receive tier III services.
 - Teachers will use district social thinking curriculum resources to deliver social emotional learning lessons
-

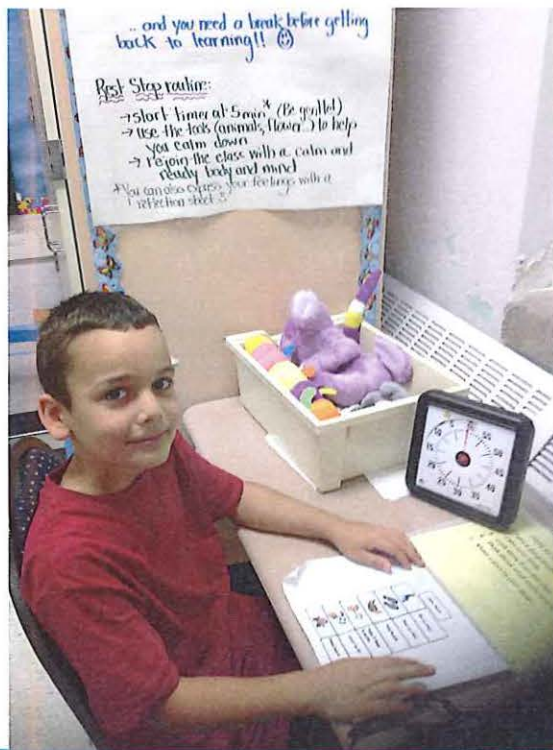
How do you feel about your understanding of restorative practices?



How do you feel about your understanding of restorative circles/conferences?

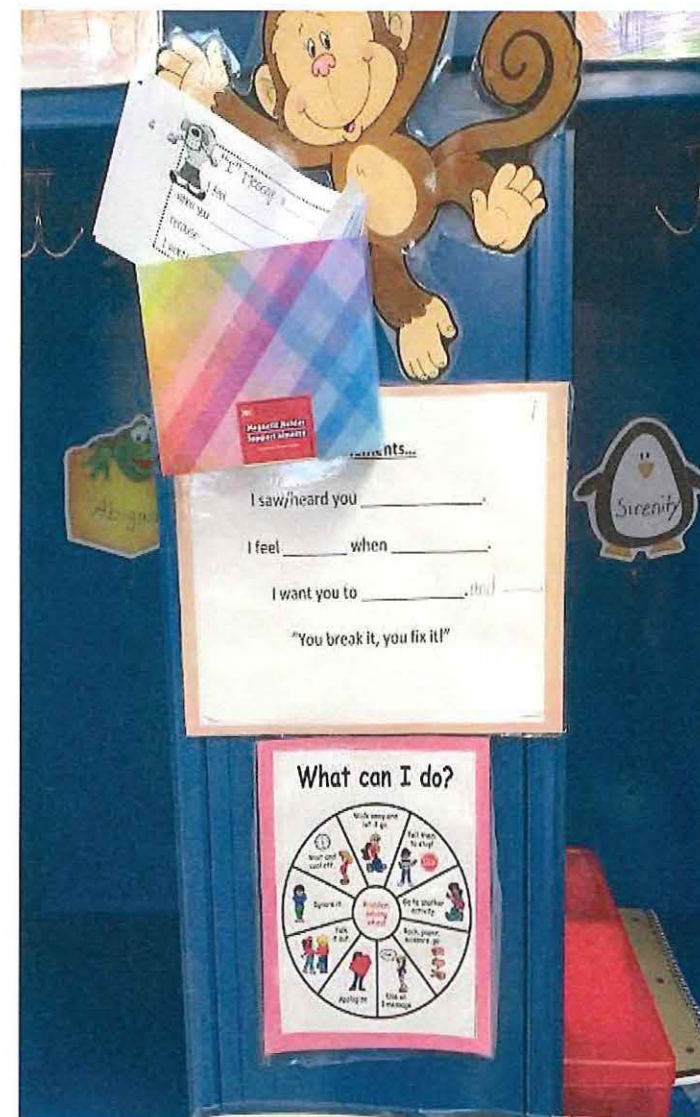
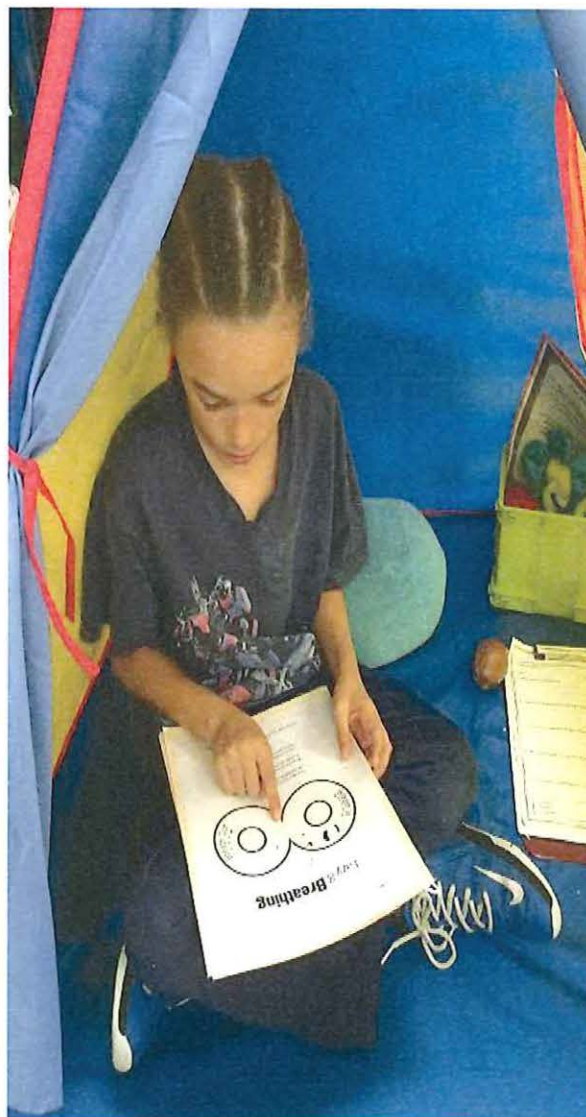


Calming Center, Cool Down Corner, Cozy Cube, Rest Stop, Cozy Corner



- Allows students to take a break away from the class when they are feeling frustrated, angry, upset, etc.
- Calming areas should be a comfortable/calm area with differentiated tools/strategies that help students self-regulate and be ready to reintegrate back into the classroom.
- This is a great strategy to use to prevent a student from escalating or to help a student calm down once they have escalated.

“Joey, I’ve noticed that you are upset. First go take a break and then we can talk about it”



Student Behavior Assistance Structure

Support needed for staff member (classroom teacher, noon aide, etc.)
assistance with a student

1. Call the main office
2. The main office will radio Kate Kerr, Student Support Professional



Additional Support needed for Student Support Professional

1. Kate Kerr, Student Support Specialist, will radio for assistance from Melissa Lawton, School Social Worker, Ashley Soltoski, School Social Worker or Kara Farrugia-Dugan, School Psychologist
2. Melissa Lawton, School Social Worker, Ashley Soltoski, School Social Worker, or Kara Farrugia-Dugan, School Psychologist will radio for assistance from Tim Field, Assistant Principal, or Kim Loveland, Principal.



PMT Team needed

One of the team members assembled will radio for the remainder of the PMT Team that is not present. The PMT Team is:

Kim Loveland, Tim Field, Carol Walker, Jill Duff, Melissa Lawton, Kate Kerr

If members of the team are absent, the administrator on duty or main office will call for support from additional PMT trained staff.

Additional PMT staff:

Alyssa Levin, Jeff Slogesky, Michele Beebe, Stephen Callaway, Jamaine Ryals, Grisell Maisonett, Nancy Mhatre, Maggie Judy, Rosie Unan, Kirstin St. Jean, Donna Mercier, Barbara Cool, Cindy Kadikas, Victoria Mayer