A. OPENING
   1) Call to order
   2) Pledge of Allegiance
   3) Board of Education Minutes - May 10, 2021

B. COMMITTEE REPORTS
   1) Curriculum and Instruction Minutes - May 10, 2021

C. CONSENT CALENDAR
   1) Personnel Actions
   2) Transfer of Funds
   3) Establish an appropriation for the Carl D. Perkins Career and Technical Education Secondary Special Populations Recruitment and Retention Grant for the FY 20/22 in the amount of $22,167
   4) Permission to apply for the Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant for the FY 20/21 in the amount of $50,000
   5) Permission to apply for the COVID-19 Special Education Stipend for FY20/22 in the amount of $20,000

D. REPORT FROM STUDENT REPRESENTATIVE
   Tiffany Henry, Leila Affini, Alexandra Hamza

E. PUBLIC COMMENTS - Request to Speak Form
   Residents that would like to speak during public comments session must complete the Request to Speak Form

F. SUPERINTENDENT’S REPORT
   1) Update on Energy Efficiency Project - Chris Till, Town of Manchester Facilities Manager
   2) Illing School Improvement Plan - Iris Gomero, Principal, Illing Middle School
   3) Update on Covid-19 - Matt Geary, Superintendent of Schools

G. UNFINISHED BUSINESS - None
H. **NEW BUSINESS**

1) Ratification of the Manchester Employee Local 991 of Council #4, American Federation of State, County – Municipal Employees, AFL-CIO

Recommended Motion: Move to approve the Manchester Employee Local 991 of Council #4, American Federation of State, County, Municipal Employees, AFL-CIO (Food Service Employees), covering the period of July 1, 2020 – June 30, 2024.

I. **PUBLIC COMMENTS** - Request to Speak Form

Residents that would like to speak during public comments session must complete the Request to Speak Form.

J. **COMMUNICATIONS** - None

K. **ITEMS FOR FUTURE AGENDAS**

**Topics for Superintendent’s Report**

- Monday, June 14, 2021: Waddell School Improvement Plan
- Monday, June 28, 2021: Close of School Update
- Monday, July 12, 2021: Spring Data Update

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 the speaker.
6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).
7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.
MANCHESTER BOARD OF EDUCATION

Regular Meeting
May 10, 2021
Lincoln/Virtual

**PRESENT:** Gundersen, Heinrich, Hughes, Luna, Meggers, Pattacini, Patterson, 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 7:02 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

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

APPROVED – Minutes Regular Meeting of the Board of Education of April 26, 2021. Secretary Pattacini moved and Ms. Stefanovicz seconded the motion.

8/0 – Voted in favor.

**B. COMMITTEE REPORTS**
None.

**C. CONSENT CALENDAR**
Mr. Geary presented seven 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 Buildings & Grounds System-wide Maintenance Supplies and Materials account to Buildings & Grounds System-wide Maintenance Repairs account in the amount of $6,498.

C.3. Permission to apply for the Elementary and Secondary School Education Relief Fund II (ESSER II) for the FY 20-24 in the amount of $6,829,365

C.4. Permission to apply for the American Rescue Plan’s Elementary and Secondary School Emergency Relief (ARP ESSER) for the FY 20-25

C.5. Permission to apply for the Adult Education ED-244 Grant for the FY 21-22

C.6. Permission to apply for the Adult Education Program Enhancement Project (PEP) Grant for the FY 21-22 in the amount of $40,000

C.7. Update an appropriation for the Elementary and Secondary School Education Relief (ESSER) funding for the FY 19-23 in the amount of $1,540,381

The Chairman called for a motion.

Secretary Pattacini moved and Mr. Heinrich seconded the recommendation to adopt the Consent Calendar as outlined in this evening’s agenda.

DISCUSSION:
Mr. Thames asked the Superintendent to touch on items 3 and 7 in the Consent Calendar.

Mr. Geary reviewed that item 3 was ESSER II Relief funds from the federal government in the amount of about $6.8 million. This initial request is earmarked for teachers, tutors, a student engagement specialist around absenteeism, summer programming, and upgrades to technology for middle school and staff. This is a tentative application as we have received no feedback from the state.

Regarding item 7, Mr. Geary reviewed there was a Superintendent’s call this morning he participated in about ESSER III funding, which has been stated to be $15.4 million. There has been no other information forthcoming, other than the funds can be spent over the next three years, ending with the 2023-2024 school year. This is a huge infusion of funds and Mr. Geary will be looking for community input in the future.

Mr. Gundersen wondered about the next steps regarding the ESSER II funding of $6.8 million. Mr. Geary reviewed that we have submitted the application but have not yet received feedback. That is why he has not shared the details with the Board, as they may not ultimately be in the plan. If he does not receive clear feedback from the state soon, Mr. Geary will share the application with the Board.

The vote was called.

9/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT
None.

E. PUBLIC COMMENTS
None.

F. SUPERINTENDENT’S REPORT – PART I

F.1. Adult Education Update
Mr. Geary introduced Dr. Diane Clare-Kearney, who has a dual role of heading the Department of Race & Equity as well as Adult Ed.

Dr. Clare-Kearney reviewed that they had to rethink Adult Ed in response to two pandemics, not only Covid-19 but the racism pandemic. The students in Adult Ed are often frontline workers, and among the most marginalized and disenfranchised workers in the country. They have been impacted most by both Covid and racial inequities as they struggle to finish school, become citizens, or learn a new language. Dr. Clare-Kearney noted that Adult Ed is required by law. They offer three high school options (ABE/GED, CDP and NEDP), a path to citizenship, English as a Second Language, as well as enrichment through continuing education. Currently there are about 400 students in the Adult Ed program, down from the typical 500+ pre-pandemic. The age range of students varies from 18-89, though the average age is 25. Students come from 40 different countries. ESL has grown 114% over the last five years. Dr. Clare-Kearney shared that 57% of our adult ed students are unemployed.

The presentation by Dr. Clare-Kearney and Linda Blakesley, which also featured two students, may be viewed online.

Mr. Pattacini thanked Dr. Clare-Kearney and her staff for their work. It is hard to imagine the difficulties faced by the Adult Ed students and staff this past year. Adult Ed is always his favorite update each year, due in great part to the heartfelt stories of the students. It is important work. Mr. Pattacini wondered if there were any bright spots around technology, something that could be used in the future. Dr. Clare-Kearney thanked Mr. Pattacini for his support. She noted that technology is hard enough to begin with, and it is not just about access, but about digital literacy. Adding a language barrier makes it near impossible to do online.

Mr. Thames added his appreciation for the job of both students and staff at Adult Ed. Both sides have had to get over the learning curve to communicate remotely, adding age, language barriers, work, family commitments on top of that only make it more difficult. He shouts out to the students featured this
evening for working so hard. It takes bravery, courage and a willingness to keep trying to become the lifelong learners they have become.

Mr. Geary noted the Adult Ed graduation ceremony is slated for June 24th at 5:30 pm for any Board members that wish to attend.

F.2. Covid-19 Update
Mr. Geary noted that 140 high school students were vaccinated in our clinic last week, though he believes more students have been vaccinated outside of school as vaccines are becoming more easily attainable.

The FDA just approved the Pfizer vaccine for ages 12-15.

There have been two cases recently (Bentley and Bowers) and the infection rate and community spread continue to drop.

The summer program currently has 950 students (incoming grades K-4) and 440 (incoming grades 5-8) registered. Though the official close of registration was May 7th, they continue to take applications. Currently both Waddell and Verplanck are the buildings for elementary use, especially as they both have A/C and pool/water access. The full day program will run for three week sessions in July and August from 8:00 - 4:00 with MELC providing before and after care for those families who require it. Bennet and MHS will also be utilized for middle and high school.

Mr. Geary noted there is current outreach to families of students who need the academic support but have not yet registered for the program. He also noted the extended school year for students with disabilities, which is a requirement, will have an opportunity to engage in some enrichment activities as well.

Of note, in the off week between sessions MELC and Adult & Continuing Ed will provide programming.
Year-end events are slated to look closer to “normal” this year. The high school graduation will be held outside in two smaller ceremonies. Prom will be held in the courtyard.

The ground-breaking for Buckley Elementary will be Wednesday, June 2nd at 6:00 p.m. Mr. Geary is excited to break ground on this project.

Mr. Thames noted that it is an exciting time and an opportunity to celebrate our students and families for the work that has been involved in getting through the last year. Mr. Thames encouraged Board members to attend as many graduation ceremonies as they can and he encouraged families and students to be proud of their accomplishments.

G. UNFINISHED BUSINESS
None.

H. NEW BUSINESS

H.1. Revised BOE Calendar 2021-2022 SY

Secretary Pattacini moved for the Board of Education to approve the revised 2021-2022 school calendar, which moves the first student day back one day in observance of Rosh Hashanah. Mr. Gundersen seconded the motion.

DISCUSSION:
Mr. Geary clarified that the original motion stated the holiday was Yom Kippur, but it is in fact Rosh Hashanah. The motion was corrected.

The vote was called.

9/0 - Voted in favor.

H.2. 2021-2022 Board of Education Meeting and Workshop Schedule
Secretary Pattacini moved for the Board of Education to approve the 2021-2022 Board of Education Meeting and Workshop Schedule. Mr. Heinrich seconded the motion.

9/0 - Voted in favor.

H.3. Non-Lapsing Fund

Secretary Pattacini moved that the Manchester Board of Education authorize the Superintendent of Schools to enter into a Memorandum of Understanding with the Town of Manchester that will allow for the establishment of a non-lapsing fund up to 2% of the budgeted appropriation for education from the prior fiscal year as permitted under CT General Statute 10-248a, whereby unspent Board of Education general fund appropriations for use in subsequent fiscal years for the purpose of education related to capital expenses. Ms. Stefanovicz seconded the motion.

9/0 - Voted in favor.

H.4. MHS Athletic Field Bleacher & Press Box Project

Secretary Pattacini moved that the Manchester Board of Education authorize the Superintendent of Schools or his designee to submit a request to the Town of Manchester for the Manchester High School Athletic Field Bleacher & Press Box Project to be included in the November 2021 Public Works Bond. Mr. Meggers seconded the motion.

9/0 - Voted in favor.

H.5. Juneteenth Holiday
Secretary Pattacini moved that the Manchester Board of Education declare June 19th, Juneteenth, the day commemorating the ending of slavery in the United States, a permanent official holiday in the Manchester Public Schools. Ms. Luna seconded the motion.

9/0 - Voted in favor.

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

Mr. Geary mentioned a question from FaceBook around student support for students with disabilities who have fallen behind due to the pandemic. Mr. Geary reviewed the summer programming along with additional programming being offered.

Mr. Tom Stringfellow, 183 Hillstown Road, spoke about the end of World War II 76 years ago. He suggested a book, The Fall of Berlin 1945 by Bevor. This is the 155th anniversary of Memorial Day. Mr. Stringfellow suggested an article on shots for kids in USA Today. The book, On Juneteenth, by Dr. Gordon-Reed was recommended from a historical perspective. Mr. Stringfellow recommended a sitcom called Rutherford Falls, in which many of the cast are indiginous people. Last, Mr. Stringfellow touched on the mental health crisis around the pandemic, mentioning Covid-19 Psychosis.

J. COMMUNICATIONS

None.

K. ITEMS FOR FUTURE AGENDAS

Monday, May 24 - Illing School Improvement Plan

Monday, June 14 - Waddell School Improvement Plan

Monday, June 28 - Close of School Update

L. ADJOURNMENT

Mr. Thames called for a motion to adjourn.
Secretary Pattacini moved and Mr. Heinrich seconded the motion to adjourn the meeting.

9/0 - Voted in favor.

Adjournment 8:12 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary
C&I Subcommittee Minutes  
May 10, 2021

In attendance: Mark Gundersen, Emily Luna, Peter Meggers, Tracy Patterson, Amy Radikas, and Diane Burns.

Item discussed:

Grade 4 Unit of Study
Unit 5 for Grade 4 Power & Perspective was reviewed by Diane Burns, Director of Teaching and Learning, Humanities. Committee was provided an overview of the revisions made to this unit by the grade four learning plan team.

Learning plan teams have been looking at spaces in current units of study for places and spaces that lend themselves to developing student voice and choice especially as it relates to the district’s equity work centering race.

Mentor texts and the role each text plays was discussed as well as student digital notebooks, weekly planning template, teach points, and other supporting resources.

Committee ended their meeting with a discussion regarding the evolving role of coaches supporting learning plan teams, teachers, and administrators during remote and in-person experiences.

Meeting adjourned at 6:30 p.m.
Respectfully submitted,
Dr. Amy F. Radikas
PERSONNEL ACTIONS

APPOINTMENTS
Ms. Stephanie Willoughby to be a Technology Education Teacher at Manchester High School. Ms. Willoughby received her Bachelor's Degree in Technology Education from Central Connecticut State University and currently resides in Enfield. It is recommended that her appointment be approved effective August 30, 2021 (Bachelor's / Step 3.5, $52,509.00).

Mr. Jared Russo to be a Special Education Teacher at Manchester Regional Academy. Mr. Russo received his Master's Degree in Arts and Humanities Education from Polytechnic Institute of New York University and currently resides in West Suffield. It is recommended that his appointment be approved effective August 30, 2021 (Master's +30 / Step 7.5, $70,842.00).

Ms. Krysta Taylor to be a School Psychologist at Buckley and Keeney Elementary Schools. Ms. Taylor will receive her 6th Year Master's in School Psychology from Fairfield University this May, and she currently resides in East Hartford. It is recommended that her appointment be approved effective August 30, 2021 (Master's +30 / Step3.5, $60,432.00).

Ms. Julie Steffenson to be a Grade 3 Teacher at Highland Park Elementary School. Ms. Steffenson received her Master's in Elementary Education from the University of New Haven and currently resides in Manchester. It is recommended that her appointment be approved effective August 30, 2021 (Master's / Step 3.5, $55,905.00).

Mr. Tylon Smith to be a Math Teacher at Illing Middle School. Mr. Smith received his Bachelor of Science in Sports Management from Southern Connecticut State University and is participating in the CT State RELAY Program. He currently resides in Manchester. It is recommended that his appointment be approved effective August 30, 2021 (Bachelor's / Step 4.5, $54,320.00).

RESIGNATIONS
Mrs. Sydney Dean, Art Teacher for Manchester Public Schools, has submitted her letter of resignation effective June 30, 2021. Mrs. Dean has been with Manchester Public Schools since September 19, 2019. It is recommended that her resignation be accepted.

NON-RENEWAL OF CONTRACT
To: Manchester Board of Education  
From: Mr. Matthew Geary, Superintendent of Schools  
Subject: Transfer of Funds  
Date: May 11, 2021

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 FY2020-2021 Budget.

Discussion/Analysis: Transfer from Bentley Alternative Education Dues and Fees in the amount of $1,885.00. Transfer to Bentley Alternative Education Computer Supplies and Materials in the amount of $1,885.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2020-2021 Budget.

Matthew Geary  
Superintendent of Schools  
Manchester, CT  
May 24, 2021
Manchester Public Schools  
Manchester, Connecticut

TO:      Accounting Department  
School/Department: Bentley Alternative Education

Date of Request: 05/11/2021  
Approver: Jill Tallberg

Date Approved: 05/11/2021

**JUSTIFICATION (Required Field):** Laptop for Bentley Secretary. Computer monitor for Guidance Counselor.

---

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

**DECREASE - In whole dollars only:**
$ 1,885.00 Account #10265100 5810 Description: Bentley Dues & Fees
$ ______ Account #___________ Description:
$ ______ Account #___________ Description:

$ 1,885.00 TOTAL DECREASE

**INCREASE - In whole dollars only:**
$ 1,885.00 Account #10265100 5612 Description: Bentley Computer Supplies
$ ______ Account #___________ Description:
$ ______ Account #___________ Description:

$ 1,885.00 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: Matthew Geary, Superintendent of Schools  
Subject: Item for Appropriation Carl D. Perkins Career and Technical Education Secondary Special Populations Recruitment and Retention Grant for FY20/22  
Date: May 19, 2021

Background:  
Manchester Public Schools has demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Special Populations Recruitment and Retention Grant will improve and expand education and career readiness by designing and implementing improved plans for the recruitment and retention of students representing special populations into Career and Technical Education Career Clusters, pathways and programs of study.

Discussion/Analysis:  
Funds will be used over a 5-month period (April 1, 2021 - August 31, 2021) to:  
1. Revise and/or re-write curriculum to ensure cultural diversity, representative of our student body, equity of access and differentiation and alignment with state/national standards in Business, Family Consumer Science, Health Careers and Technology Education departments.
2. Provide professional development opportunities to educators to ensure that student access to materials and activities are equitable and will prepare them for a transition to a technologically-advanced employment workplace.
3. Support specific developmental initiatives through funding for instructional programs, supplies and equipment for grades 9-12 in the aforementioned areas.
4. The Career and Technical Education Secondary Special Populations Recruitment and Retention Grant (grant) was designed to assist eligible secondary Perkins V recipients in designing and implementing a plan for the recruitment and retention of students representing special populations into Career and Technical Education Career Clusters, pathways and programs of study.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors to establish an appropriation for FY20-22 Carl D. Perkins Career and Technical Education Secondary Special Populations Recruitment and Retention Grant in the amount of $22,167.

Matthew Geary  
Matthew Geary  
Superintendent of Schools  
Manchester, CT  
May 24, 2021
To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant for the 2020-2021 school year.

Date: May 19, 2021

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 will improve and expand education and career guidance systems for Manchester’s youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:
Funds will be used between June 1, 2021 and June 30, 2021 to:
1. Foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies.
2. Support specific developmental initiatives through funding for professional development, instructional programs, supplies and equipment for grades 9-12 in Career and Technical Education Program areas including manufacturing, business/finance, education and hospitality.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education give permission to apply for the FY20-21 Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant in the amount of $50,000.

Matthew Geary
Matthew Geary
Superintendent of Schools
Manchester, CT
May 24, 2021
To: Manchester Board of Education  
From: Matthew Geary, Superintendent of Schools  
Subject: Permission to apply COVID-19 Special Education Stipend for FY20-22  
Date: May 19, 2021  

Background:  
In an effort to supplement COVID-19 special education recovery efforts, the Connecticut State Department of Education (CSDE), Bureau of Special Education (BSE), is making available an opportunity for a one-time stipend to school districts.

Discussion/Analysis:  
Funds will be used by September 20, 2021 to:
- Conduct/complete evaluations
- Delivery specialized instruction/related services
- Administer Early Childhood assessment or instruction
- Provide Transition services for eligible students
- Increase the capacity of qualified individuals to deliver specialized instruction/related services via professional development
- Contract services for the purpose of providing IEP services

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education give permission to apply for the FY20-22 COVID-19 Special Education Stipend in the amount of $20,000.

Matthew Geary  
Matthew Geary  
Superintendent of Schools  
Manchester, CT  
May 24, 2021
Illing Middle School
Celebrating Progress!
2018-2021 School Improvement Plan Review
Introductions

- Iris Gomero, Principal
- Marc DiDominzio, 7th Grade AP
- Deryann King, 8th Grade AP
- Sarah Walton, Special Programs AP
- Amy Beardsworth, Student Supports Coordinator
- Veronica Maldonado, Behavior Tech
- Jasmine Waterman, Behavior Tech
- Liz Chojnicki, Reading DF
- Taina Clemons, Reading
- Chelsea Constantino, Social Studies DF
- Taylor Parr, Math DF
The mission of the Manchester Public Schools is to engage all students in the **highest 21st Century education** from preschool through graduation. Through an **active partnership with students, school personnel, families and community**, the Manchester Public Schools will **create safe, inclusive schools where equity is the norm and excellence is the goal**. All students will be prepared to be **lifelong learners and contributing members of society**.
School Improvement Plan

- Culture and Climate
- Family & Community Partnerships
- Academics (Tier I and Interventions)
- Center Race
## Academics

### Priority 1: Teaching and Learning

### Priority 2: Assessments

### Strategies

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>(1)</td>
<td>Strengthen Tier I instruction</td>
</tr>
<tr>
<td>(2)</td>
<td>Strengthen the Implementation of the Workshop Model</td>
</tr>
<tr>
<td>(3)</td>
<td>Strengthen Tier II and III interventions in reading and mathematics.</td>
</tr>
<tr>
<td>(2.1)</td>
<td>Use curriculum embedded, common formative assessments and unit-based performance tasks or assessments in all content areas to improve teacher practices and student performance.</td>
</tr>
</tbody>
</table>
Outcomes

- Development of Common Formative Assessments across core content areas.
- Targeted PD on mini lesson, small group structures, and conferring.
- Implementation of the Workshop Model with fidelity across core content areas.
- Started work with UA courses this school year.
- Focus on learning plans to engage, challenge and support students.
- Continued work needed on small groups, conferring and providing feedback.
- Implementation of Tiered Interventions Process.
Student Supports Team
Accelerated Reading

SEMr
Read 180
Tier 3

Data 2015

- 6/30/2015:
  - A: iReadyReadingGr8 (10/31/2015)
  - B: iReadyReadingGr7Fall (10/31/2015)
  - C: iReadyReadingGr8 (10/31/2015)

- 7/30/2015:
  - A: iReadyReadingGr8 (10/31/2015)
  - B: iReadyReadingGr7Fall (10/31/2015)
  - C: iReadyReadingGr8 (10/31/2015)

- 8/30/2015:
  - A: iReadyReadingGr8 (10/31/2015)
  - B: iReadyReadingGr7Fall (10/31/2015)
  - C: iReadyReadingGr8 (10/31/2015)

Data 2021

- A (Gr. 8): 4/30/2021
- B (Gr. 7): 4/30/2021
- C (Gr. 8): 4/30/2021

<table>
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<th>Description</th>
<th>Advanced</th>
<th>Goal</th>
<th>Proficient</th>
<th>Basic</th>
<th>Below Basic</th>
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<td>Percentage</td>
<td>Count</td>
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# Culture and Climate

**Priority 1:**
Behavioral Expectations, Social Emotional Learning, Restorative Practices

<table>
<thead>
<tr>
<th>Strategies</th>
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<tbody>
<tr>
<td>(1) Systemic approach to teach and reinforce expected behaviors</td>
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<tr>
<td>(2) System that would build a strong school community through relationships</td>
</tr>
<tr>
<td>(3) Equitable, logical and developmentally appropriate consequences and opportunities for restorative and collaborative practices</td>
</tr>
</tbody>
</table>
### Outcomes

- RAMS matrix was developed with expected behaviors
- PBIS lessons were developed and a calendar was created
- Explicit teaching of student expectations
- CREW was implemented to build relationships between staff and students and develop social/emotional and executive functioning skills
- CREW lessons were developed and a calendar of when these would be delivered
- CREW lessons have been modified based on teacher and student feedback
- Topics related to race and social justice issues have been covered during Crew this school year

**Priority 1:**

**Behavioral Expectations, Social Emotional Learning, Restorative Practices**
Culture and Climate

Priority 1:
Behavioral Expectations, Social Emotional Learning, Restorative Practices

Outcomes

❖ There has been a marked decrease in the assignment of exclusionary discipline practices. ([ISS/OSS Report](#))
❖ There is still work to be done to decrease disproportionate assignment of exclusionary discipline by race
❖ Further disaggregation of data needed (EL, Low SES, SpEd)
Priority 2: School/Family Partnerships
a) Shared Decision-Making; and
b) Support of Student Academic Progress and Related Educational Needs

**Strategies**

(1) Engage families in the decision-making process.

(2) Engage parents as partners in supporting students’ academic progress and addressing other educational needs.
Supporting our Families

Outcomes

- Parent Workshops on how to use Google Classroom and Home Access Center (HAC)
- Coat Drive
- Thanksgiving Gift Cards
- The Giving Tree - teachers and staff donate holiday gifts to students in need
- Community businesses donated to Student of the Month incentives
- Connecting families with ATLAS - an organization that works with families to prevent homelessness
- Church Partner- Faith Tabernacle
- Husky Starkids (UCONN)- providing after school programming teaching students to build healthy habits
- Keeping families informed through Team newsletters, The Illing Insider Newsletter and Website
## Community Partnerships

<table>
<thead>
<tr>
<th>Outcomes</th>
</tr>
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<tbody>
<tr>
<td>❖ Impact Training Mentorship</td>
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<tr>
<td>❖ Husky StarKids</td>
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<tr>
<td>❖ New Faith Tabernacle</td>
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<td>❖ The Gabel Basket Brigade</td>
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<tr>
<td>❖ Wendy's</td>
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<tr>
<td>❖ ATLAS</td>
</tr>
<tr>
<td>❖ Silk City Coffee</td>
</tr>
</tbody>
</table>
Culture and Climate

Priority 3: Create opportunities for open and honest conversations about race, gender, social class, culture and beliefs that lead to equity for all families and students.

Strategy

(1) Engage all staff in professional learning and conversations regarding race and equity in alignment with the "Through the Lens of Equity Continuum" utilizing the MPS 5 Equity Elements:
- The Big Picture
- The Core Lines of Action
- The Courageous Conversations About Race Protocol
- The Continuum
- The Priorities
**Culture and Climate**

Priority 3: Create opportunities for open and honest conversations about race, gender, social class, culture and beliefs that lead to equity for all families and students.

<table>
<thead>
<tr>
<th>Outcomes</th>
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</thead>
<tbody>
<tr>
<td>❖ Commitment to Center Race</td>
</tr>
<tr>
<td>❖ Utilized the 5 Equity Elements to engage in the Personal, Interpersonal, and Operational Work in order to start identifying and eliminating structures in our school that contribute to disproportionate opportunities and outcomes for students of color.</td>
</tr>
<tr>
<td>❖ School Race and Equity Committee</td>
</tr>
<tr>
<td>❖ Equity-focused PD</td>
</tr>
<tr>
<td>❖ Book Discussions</td>
</tr>
<tr>
<td>❖ Surface and Change Leadership Practices - PLC</td>
</tr>
<tr>
<td>❖ Student Work Review Protocol</td>
</tr>
<tr>
<td>❖ Taking a deeper dive into student performance data</td>
</tr>
</tbody>
</table>
Centering Race in School Improvement Efforts In the Midst of a Double Pandemic
Math

Math Department Data Presentation
Next Steps

❖ Revise School Improvement Plan (2021-2024)
   ➢ Academics, School Climate and Culture, Student Supports, Family Engagement, Centering Race
❖ Build on our successes to continue to foster a positive and safe school climate
❖ Continue to center Race in the decision-making process and all practices (curriculum and instruction, access to opportunities, discipline, assessments, learning plans, etc.)
❖ Continue to refine systems and structures
❖ Dig deeper when looking at student work and performance data
❖ Look for new opportunities to amplify student voice
❖ Continue to meet the needs of our students and families
❖ Continue to strengthen family and community partnerships
❖ Continue student-centered focus when developing learning plans
❖ Continue focus on rigor, student discourse, small group structures, conferring and providing feedback
Thank you!
AGREEMENT

BETWEEN

THE MANCHESTER BOARD OF EDUCATION

AND THE

FOOD SERVICE EMPLOYEES
LOCAL NO. 991
OF COUNCIL NO. 4
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO

July 1, 2020

To

June 30, 2024
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<th>Page</th>
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<tr>
<td>APPENDIX A -</td>
<td></td>
<td>20</td>
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</tbody>
</table>
This Agreement is entered into by and between the Manchester Board of Education (hereinafter referred to as the "Board") and Local 991 of Council No. 4, American Federation of State, County and Municipal Employees, AFL-CIO, (hereinafter referred to as the "Union") and its successors.

ARTICLE I
RECOGNITION AND MANAGEMENT RIGHTS

1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours and other conditions of employment for all of its cafeteria employees, excluding the Food Service Director, Production Supervisor and Secretary.

1.1 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board has and will continue to retain whether exercised or not, all the rights, powers and authority heretofore had by it, and shall have the sole right, responsibility and prerogative of management of the affairs of the Board of Education and direction of the working forces, including, but not limited to those rights provided by Conn. Gen. Stat. 10-220 and the following:

a) To determine the care, maintenance and operation of equipment and property used for and in behalf of the purposes of the Board.

b) To establish or continue policies, practices and procedures for the conduct of Board business and, from time to time, to change or abolish such policies, practices, or procedures.

c) To discontinue processes or operations or to discontinue their performance by employees.

d) To select and to determine the number and types of employees required to perform the Board’s operations, and to create, modify and/or eliminate positions accordingly.

e) To employ, transfer, promote or demote employees, or to lay off, furlough, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Board.

f) To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board, provided such rules and regulations are made known in a reasonable manner to the employees affected by them. Nothing in the preceding sentence shall be construed to prevent the Board from taking disciplinary action against an
employee for conduct not prohibited by a specific rule or regulation if the employee should reasonably have known that such conduct was improper.

g) To create job specifications and revise existing job specifications, subject to the Union's right to negotiate the assigned wage rates.

h) To determine the work year, work day and work schedules for employees.

ARTICLE II
HOURS OF WORK, WAGES AND HOLIDAY PAY

2.0 Hourly wages will be in accordance with Appendix A. Employees will be credited with ten (10) paid holidays. These are Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Years Day, Martin Luther King Day, Presidents’ Day, Good Friday, and Memorial Day. An employee must work a complete shift, or may be required to provide a doctor’s certificate verifying an illness, or be on approved leave on the work day immediately preceding and immediately following a holiday to receive pay for that holiday.

2.1 Employees assigned to perform the duties of a higher classification due to a vacancy or the absence of a regular employee shall be paid the hourly rate of the higher classification, provided the employee completes the assigned tasks required for the higher classification during the duration of the assignment. If an employee’s assignment to a higher classification is anticipated to last at least twenty (20) working days, then the employee shall be paid at the hourly rate of the higher classification for any paid holidays that occur during the assignment.

2.2 The Board agrees to cover employees under the provisions of the unemployment compensation laws of the State of Connecticut. An employee will not suffer loss of income if injured or absent because of a job-related injury while they are receiving Workers' Compensation; not to exceed nine (9) months from date of injury. They will continue to receive their regular payroll checks and, in the event that compensation checks are sent directly to them, these checks shall be signed over to the Board of Education.

2.3 No substitutes shall be used when regular employees are available to work.

When school is cancelled, employees shall not be paid.

Employees who are notified prior to their start time and told not to report to work on an early dismissalal day shall not be paid.
If an employee is already working on his/her shift when the early dismissal notification is made, the employee will be paid for the hours worked, but in no case for less than three (3) hours of work. If the employee works in a school that will not have food service as a result of the early dismissal, the lead kitchen operator shall call the food services department office to learn what work needs to be done prior to the end of the work day.

2.4 Employees who work special functions (after 4:00 p.m.) and/or weekend functions shall be paid one and one half (1½) their regular rate. Double time will be paid for all work performed on Sunday.

2.5 All employees shall be paid by direct deposit.

2.6 Subject to the operating needs of the BOE, employees will be granted paid rest periods of ten (10) minutes for every six (6) hours worked. Said rest periods shall be scheduled to meet the needs of the BOE and shall ordinarily be scheduled in the middle portion of each shift. There may be temporary emergency situations requiring the employees' constant presence in the work situation where the rest period cannot be granted. Notwithstanding the above, the employee shall not waive his/her right to grieve where a pattern of denial of rest periods over a period of time can be shown.

ARTICLE III
SENIORITY, LAYOFF AND RECALL

3.0 Within thirty (30) days of the signing of this Agreement and annually thereafter at the beginning of each school year, the board shall furnish the union secretary with a list of all employees in order of their seniority, together with the then current salary for each. For the purpose of this Article, seniority shall be defined as the last date of hire of a Cafeteria employee. Upon completion of their probationary period, new employees shall be added to this list.

3.1 Layoff shall be defined as an indefinite termination of services due to lack of work, involuntary demotion, or involuntary reduction of work hours. Layoffs shall take effect within classification, with the least senior employee being laid off first, and shall take effect as follows:

A. Whenever an employee is scheduled to be laid off, said employee shall be entitled to replace any employee with less seniority in a lower or equivalent paid classification for which the employee is qualified.

B. Employees subject to layoff as defined above shall be recalled within classification in the reverse order. Recall rights are limited to one (1) year.
ARTICLE IV
VACANCIES AND TRANSFERS

4.0 All vacancies and new positions shall be sent electronically to all locations and posted on the Union bulletin boards for all Cafeteria employees for a period of five (5) working days, prior to any action taken by the Board of Education to fill such vacancies and/or new positions. Qualified employees will receive first consideration over outside applicants. If the senior employee successfully bids for the vacancy or new position, the five (5) working day posting shall be waived. Employees wishing to fill such vacancies or new positions will submit a bid sheet to Human Resources, the Union President and the Food Service Director. Employees expressing a desire to fill the vacancy, or new position and who were not selected for such assignment, in accordance with the provisions of this Agreement, may appeal the action through the grievance procedure.

4.1 When job vacancies are posted to the membership, an electronic copy of said posting shall be sent at the same time to the Union President. The Union President also shall receive in writing the name of the person appointed to the vacancy no later than five (5) working days after such appointment.

4.2 All vacancies that the Board has determined to fill shall be filled within thirty (30) working days from the date of an employee vacating a position or of the establishment of a new position.

4.3 When an employee is retained in a vacancy or new position for a period of sixty (60) working days then he/she shall be considered qualified and allocated to said position, if the position continues to exist, otherwise he/she shall return to his/her former position. During such probationary period, it shall be the sole responsibility of the Food Service Director to evaluate performance and if deemed unsatisfactory, he/she shall return to his/her position. For new hires, the Board may extend the probationary period for an additional thirty (30) working days upon notification in writing to the employee and the Union. Any further extension beyond ninety (90) working days shall be with the approval of the Union. During an employee’s probationary period, the Board shall have the right to discipline or discharge an employee, and the employee shall have no recourse to the grievance procedure.

4.4 Once a member has bid and filled a position, his/her bid rights are then frozen for one (1) school year except the employee shall have the opportunity to bid on vacancies in a higher or lower classification. An employee will have one additional bid over and above the annual bid right every five (5) years.

4.5 A complete set of job descriptions for the following positions (a) general worker; (b) cook; (c) lead kitchen operator; and (d) assistant cook shall be furnished to the Union.
4.6 When lead kitchen operator, head cook and assistant cook positions are vacant, selection for promotion shall be based on satisfactory past performance, attendance, experience, as well as an interview with the prospective administrative and/or supervisory personnel. In the event two or more applicants are ranked equal, then seniority shall be the deciding factor for awarding the promotion.

ARTICLE V
PERSONAL LEAVE

5.0 Each employee shall have added to their sick leave account at current base pay ten (10) working days. Employees hired prior to July 1, 2010, will have no limit to the amount of unused sick leave that can be accumulated. New hires hired on or after July 1, 2010, will be limited to sixty (60) days of accumulation. Each employee shall earn sick leave at 1.0 days per month. Each employee shall be entitled to use such sick leave with full pay as has accrued to his/her credit. Each employee shall be notified of his/her accumulated sick leave, by letter, at the beginning of each calendar year. Accumulated sick time of employees shall be listed annually. Doctor and dentist visits are charged to sick leave.

If an employee’s immediate family meets the criteria for a serious health condition per the Family Medical Leave Act (F.M.L.A.), the employee may use accumulated sick leave up to five (5) days of such leave for a spouse, parent or child. Medical certification will be required.

5.1 In the event of absence of a cafeteria employee for illness in excess of four (4) consecutive working days, the Director of Food Services may request the filing of a doctor’s certificate, or the Director of Food Services may, if he has reasonable cause to believe that there is an abuse of sick leave policy, require an examination by an independent physical, such examination to be at the Board’s expense.

5.2 A. Unit members shall be entitled to three (3) days of paid personal leave in each year of the Agreement. Such leave shall be non-cumulative. These days shall not be used in conjunction with school vacations, holidays or on other days when no lunch is served, unless approved by the Superintendent or his/her designee.

B. Unit members shall be entitled to three (3) days paid bereavement leave in each year of the Agreement for funerals for immediate family members. These days would include a half day for funerals outside of the family. Immediate family for purposes of this section is defined as spouse, children, step children, parents, in-laws, siblings, grandparents, grandchildren, or any individual who is living in the employee’s home who is regarded as one of these close relatives.
5.3 Application for personal leave shall be made to the Director of Food Services at least forty-eight (48) hours prior to the taking of such leave, except in cases of emergency.

5.4 In exceptional cases, the Superintendent may grant additional sick or personal leave with pay. Requests for such additional leave shall be in writing and signed by the employee, if possible.

5.5 Employees hired prior to July 1, 2010, upon retirement, shall receive, on the basis of his/her current wages, full compensation for any of his/her unused accumulated sick leave up to a maximum of sixty (60) days.

For each eligible retiring employee who has reached the age of fifty-five (55) during the calendar year of the employee’s retirement, the Board shall contribute the applicable compensation amount under the provisions of this section into a 401(a) plan established by the Board. Such contribution into the 401(a) plan shall be mandatory for each such eligible retiring employee. The Board shall make such contributions within sixty (60) days after the effective date of the employee’s retirement. For any eligible retiree who has not reached the age of fifty-five (55) as of the date of retirement, the Board shall pay directly to the employee the dollar amount applicable to such employee for the payment for unused sick leave, with such amount to be determined in accordance with the provisions of this contract section. Such payments shall be made within the same time period applicable to 401(a) contributions under the provisions of this section.

5.6 To attend professional conferences or take courses of study which the Director of Food Services determines will contribute to, or increase the employee’s knowledge with regard to betterment of the public service. Such approvals will be granted only where approved or budgetary provisions have been made for the above mentioned purposes.

5.7 A. The union officials shall be allowed reasonable time off to attend Union conferences and/or conventions. Requests must be made in writing and at least three (3) days in advance.

B. Union officials and stewards will make every effort to perform their duties after work hours so that absences from work will be kept to a minimum.

5.8 A. Leaves of absence without pay may be granted by the Superintendent for not longer than one (1) year. Requests for such a leave without pay shall be made in writing to the Superintendent and shall include a statement of the reasons therefore and of the length of leave required.

The employee shall notify the Superintendent in writing no later than May 1 or thirty (30) days prior to the leave ending of his/her intention to return. If no written communication is received by the Superintendent, then it is agreed by all parties that the employee has terminated his/her employment with the Board.
B. An employee will be reinstated from leave of absence without pay, but without any preferred status from his/her prior employment, to any position comparable, to the position the employee last held with the Board.

C. Any employee who is on leave of absence without pay shall not be paid for any holiday or sick leave during the period of absence. Any vacation time due an employee at the time of taking a leave of absence without pay, may be paid at the time. Authorized leaves of absence for one month or less will not be used as a basis of reducing employee’s benefits.

5.9 The Board shall comply with all applicable laws with respect to pregnancy leave. An employee may make application to the Director of Food Services for an unpaid childbearing leave, which may not exceed the school year in which the child is born and one additional year.

5.10 Sick Leave Bank

A. The Sick Leave Bank shall be established to assist employees who, as a result of serious or extended illness or injury, have exhausted their accumulated sick leave. In order to be eligible to participate in withdrawals from the Sick Leave Bank, an employee must meet the following criteria:

1. The employee or immediate family member must have a serious illness or extended injury, verified by the Sick Leave Committee. The Sick Leave Committee may require medical or other information to facilitate its ability to verify the employee’s or immediate family member's illness or injury.
2. Such illness or injury has caused the employee to exhaust all of his/her accumulated sick leave days.
3. The days donated by each employee will be subtracted from his/her accumulated sick leave.
4. Employees may contribute up to two (2) days annually to the Sick Leave Bank. However, for the 2020-21 contract year and for any year in which the total number of sick days in the Sick Leave Bank falls below two hundred (200) days employees may contribute up to three (3) days.
5. Days contributed will not be returned to the employee in any form.
6. To be eligible, new employees and employees returning from leave may contribute one (1) or two (2) days immediately upon hiring or returning.
7. In order to apply for the benefits in the Sick Leave Bank, an employee must have contributed at least one (1) day by September 30 of each year. Such contribution is timely until the following September 29.
B. Procedure:

1. The eligible employee, as determined by the above criteria, must submit a letter to the Sick Leave Committee explaining how he/she meets the eligibility criteria and request permission to draw upon the Sick Leave Bank. The Sick Leave Committee shall consist of three (3) members of the bargaining unit and two (2) representatives of the Administration, as designated by the Superintendent. The Union President shall serve ex-officio.

2. The Sick Leave Committee shall, within fifteen (15) school days of receipt of the letter, render a decision as to the use of the Sick Leave Bank days.

3. Sick Leave Bank days may not exceed thirty (30) for any one application. If the employee’s illness or injury extends beyond the number of Sick Leave Bank days granted, he/she may apply for additional days. The cumulative grant of Sick Leave Bank days over the course of an employee’s total employment with the Board shall not exceed ninety (90) Sick Leave Bank days.

4. Unused granted days will be returned to the Sick Leave Bank at the end of the employee’s leave. The Sick Leave Bank shall have a minimum of two hundred (200) days in reserve.

5. The decisions of the Sick Leave Committee are final and are not subject to the grievance procedure.

6. The Sick Leave Committee shall be responsible for keeping records regarding contributions to and withdrawals from the Sick Leave Bank and shall advise the Superintendent or his/her designee of days contributed by individual staff members.

7. The Superintendent or his/her designee shall adjust records to reflect transfer of days between individual employees and the Sick Leave Bank.

8. In no case shall any sick days contributed to or received from the Sick Leave Bank be included in calculating any employee’s compensation for unused sick leave upon retirement under Section 5.5 of this Agreement.

9. The Union agrees to save the Sick Leave Committee and the Board of Education and all of its members, employees and/or agents harmless from any and all claims, lawsuits, damages, attorneys’ fees and/or liability of any kind arising out of the operation of the Sick Leave Bank.

ARTICLE VI
HEALTH INSURANCE AND PENSION

6.0 Cafeteria personnel who work 20 hours or more per week, their spouses and their dependents shall have provided for them by the Board of Education to the extent indicated the following insurance coverage.
Health Savings Account (H.S.A.) Plan

Bargaining unit employees may participate in the following HSA Plan. The HSA Plan shall be the sole plan offered to employees in the bargaining unit.

<table>
<thead>
<tr>
<th></th>
<th>In-Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible (individual/aggregate family)</td>
<td></td>
<td>$2,000/4,000</td>
</tr>
<tr>
<td>Co-insurance</td>
<td>N/A</td>
<td>20% after deductible up to co-insurance maximum</td>
</tr>
<tr>
<td>Co-insurance Maximum (individual/aggregate family)</td>
<td>N/A</td>
<td>$3,000/$6,000</td>
</tr>
<tr>
<td>Cost Share Maximum (individual/aggregate family)</td>
<td></td>
<td>$5,000/10,000</td>
</tr>
<tr>
<td>Lifetime Maximum</td>
<td></td>
<td>Unlimited</td>
</tr>
<tr>
<td>Preventive Care</td>
<td>Deductible not applicable</td>
<td>20% co-insurance after deductible, subject to co-insurance limits</td>
</tr>
<tr>
<td>Prescription Drug Coverage</td>
<td></td>
<td>Treated as any other medical expense, subject to post-deductible drug co-payments as set forth below.</td>
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</tbody>
</table>

Following exhaustion of the deductible, prescription drugs shall be subject to post-deductible co-payments of $10/25/40 (retail), and a two times co-payment for mail order.

For each eligible employee, the Board will fund fifty percent (50%) of the applicable deductible amount. For each contract year, one-half of the Board’s contribution toward the HSA plan deductible will be deposited into the HSA accounts in September, and the remaining one-half of the Board’s contribution will be deposited into the HSA accounts in January. The Board’s contribution toward the funding of the deductible shall not be deemed an element of the underlying insurance plan. Rather, the Board’s contribution toward the funding of the deductible shall relate solely to the manner in which the deductible shall be funded for actively employed individuals. The Board shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

Health Reimbursement Account: A Health Reimbursement Account (“HRA”) shall be made available for any employee who is precluded from participating in a Health Savings Account (“HSA”) because the employee receives Medicare and/or veterans’ benefits. The annual maximum reimbursement by the Board for employees participating in the HRA shall not exceed the dollar amount of the Board’s annual HSA contribution for employees enrolled in the HSA. The Board shall have no responsibility for any administrative and/or monthly costs associated with the set-up and/or administration of the HRA.
Premium Contributions: Eligible employees shall contribute the following premium contributions for the cost of HSA Plan:

<table>
<thead>
<tr>
<th>Effective and Retroactive to July 1, 2020</th>
<th>Effective July 1, 2021</th>
<th>Effective July 1, 2022</th>
<th>Effective July 1, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>28%</td>
<td>28%</td>
<td>28%</td>
<td>28%</td>
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The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I, or similar statute if amended, the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax, or similar if amended, with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations. During such mid-term negotiations, the parties will reopen the health insurance provisions of Article VI for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided that the overall level of benefits remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.

6.2 All bargaining unit members shall be entitled to participate in the Defined Contribution retirement plan for Town of Manchester employees. The minimum retirement age and other Plan provisions shall be in compliance with the Town of Manchester pension ordinance. All employees hired prior to September 1, 2016, and who were enrolled in the Town’s defined benefit plan shall be eligible to remain in the Defined Benefit Plan. Human Resources must be notified in writing no later than 60 days prior to the date of retirement.

6.3 The Board shall provide $10,000 life insurance coverage for active staff. Retirees may purchase this benefit at the group rate.

6.4 All medical and/or pension contributions shall be subject to IRS Code 125.

6.5 Full Service Dental Plan - individual and family plan including the rider for unmarried children. A Dental Rider shall also be made available to employees. Both the Full Service Dental Plan and Dental Riders shall be made available at 100% the employee’s expense.
ARTICLE VII
DISCIPLINARY PROCEDURE

7.0 The provisions of this Article shall not apply to probationary employees. During an employee’s probationary period, the Board shall have the right to discipline or discharge an employee, and the employee shall have no recourse to the grievance procedure.

7.1 All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary action is being taken.

7.2 Disciplinary actions may include (a) a verbal warning, (b) written warning, (c) suspension without pay, (d) discharge and shall follow this order. The Superintendent or his/her designee reserves the right to deviate from the above procedure in cases of serious misconduct.

7.3 All disciplinary actions must be for just cause. Whenever any such action is taken, the Superintendent or his/her designee shall, at that time, furnish the employee and the President of the Union, in writing, a statement of the reasons for such specific action being taken.

7.4 Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure.

7.5 If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

ARTICLE VIII
UNION RIGHTS

8.0 The Board agrees to deduct monthly dues, as specified by Council #4, AFSCME, from the wages of all employees covered by this Agreement provided, however, that the Board has been duly and voluntarily authorized in writing by the employee to make such deductions. If for any reason a deduction was not made, a sufficient amount will be deducted in the first pay period in which the employee has sufficient funds due him/her to bring his/her deductions up-to-date.

8.1 The deduction for any month shall be made during the first two payroll periods of each month and shall be remitted to Council #4, AFSCME, not later than the last day of said month. The dues so deducted and forwarded monthly to the Union shall be accompanied by a list of the names of all employees from whose wages such deductions have been made and the amount deducted from each individual employee. The Board will furnish the Union Financial Officer with the name, address and work location of
new employees. The Board will furnish the Union Financial Officer with the name, address and work location of new employees within ten (10) days of their date of hire.

8.2 The Board will provide each employee with a copy of this Agreement within thirty (30) days after its Signing. New employees will be provided a copy of this Agreement at the time of hire.

8.3 The Union agrees to indemnify and save harmless the Board for any sums which the Board is required to pay as the result of a claim that the sums of money herein referred to have been illegally deducted, or for any liabilities which may arise from the Board’s having complied with or enforced this provision.

8.4 The Union Financial Officer shall certify to the Board the amount to be deducted each pay period from the wages of such employees. If the amount so certified is to be changed, the Union Financial Officer shall provide the Board with written notice of such change thirty (30) days prior to the effective date of such change.

8.5 The Board agrees there will be no lockout of any employee during the life of this Agreement or any extension thereof. The Union agrees that it will not call, authorize, instigate, sanction or condone any strike, slowdown or stoppage of work during the life of this Agreement or any extension thereof.

8.6 The Board shall provide the Union Financial Officer with copies of all personnel status changes pertaining to the bargaining unit, including permanent changes in work site assignments, terminations, promotions and leaves of absence.

8.7 Voluntary PEOPLE contributions: The employer agrees that any employee who elects to make a PEOPLE contribution may do so by payroll deduction, as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. PEOPLE contributions must be made in dollar amounts per paycheck, not in cents per hour.

8.8 The Union shall have the right and opportunity to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee’s contractual rights and introducing him/her to the Union. The orientation will be held within fourteen (14) days of the employee’s hire date and shall be during working hours at a time agreed by the employees’ immediate supervisor, not to exceed one hour (1) in duration.
ARTICLE IX
LONGEVITY

9.0 Employees hired prior to July 1, 2010 shall receive longevity payments in a lump sum the pay period following their anniversary date of employment in recognition of their length of service on the following basis:

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>AMOUNT ANNUALLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 15 years</td>
<td>$100</td>
</tr>
<tr>
<td>15 to 20 years</td>
<td>$200</td>
</tr>
<tr>
<td>20 or more years</td>
<td>$400</td>
</tr>
</tbody>
</table>

Pro rata longevity payments shall be paid to an employee in the event his/her services with the Board are terminated.

ARTICLE X
GRIEVANCE PROCEDURE

10.0 The Director of Food Services and the Union Committee from the employees of his/her department shall meet periodically at a time mutually convenient for the purpose of discussing matters of mutual interest, performance of work, employee behavior, and working conditions with the intent to avoid the necessity of individual recourse to the formal grievance procedure and to generally promote a satisfactory relationship.

10.1 A. PURPOSE

The purpose of this procedure is to provide an orderly method for adjusting grievances. Grievances arising out of matters covered by this Agreement and disputes and consultations on any questions arising out of employer-employee relationships will be processed in the following manner:

B. DEFINITIONS

1. "Grievance" is defined as a complaint by a member of the bargaining unit or the Union that there has been a violation of a specific provision or provisions of this Agreement to the detriment of the member involved or the Union collectively.

2. "Aggrieved person" is defined as the person bringing the complaint.

3. The term "days" is defined as business days on which the Central Office is open.
4. If an aggrieved person does not file a written grievance within thirty (30) days after the act of occurrence giving rise to the grievance, the grievance shall be deemed waived.

C. Procedure

Step 1 - The aggrieved employee and/or his/her Union Steward shall take up the grievance or dispute with the Director of Food Services. The Director of Food Services shall adjust the matter at once, or notify the employee and his/her Steward of his/her decision in writing five (5) days from the day the matter is presented.

Step 2 – If the matter has not been settled, it may be presented in writing, by the Steward and/or the President of the Union to the Superintendent. The Superintendent/designee shall, within ten (10) days from the date the matter is submitted to him/her, arrange a meeting with all those concerned present, to review the facts and shall adjust the matter at once or notify the employee, the President of the Union and the Council #4 Representative of his/her decision in writing, within five (5) days after the day of the meeting.

Step 3 - If the matter is still unsettled, the Union shall submit the matter to the Board of Education within ten (10) days after the decision by the Superintendent/designee is made.

Within fifteen (15) days after receiving the written grievance, the Board shall meet with the aggrieved person and with representatives of the Union for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within fifteen (15) days of such meeting.

Step 4 – If not satisfied with the disposition of the grievance at Step 3, or if no decision has been rendered within fifteen (15) days after the first meeting with the Board, the Union may within thirty (30) days, submit the matter to arbitration by the State Board of Mediation and Arbitration (SBMA) with a simultaneous copy to the Superintendent of Schools.

The Board of Education may remove a grievance submitted to the SBMA to the American Arbitration Association (AAA) by sending written notice to the Union and filing with AAA within thirty (30) days of the SBMA submission. If such removal is made all expenses shall be paid by the Board of Education.

The arbitrator shall have no authority to add to, delete from or otherwise modify any portion of this Agreement. The decision of the Arbitrator(s) shall be final, except as otherwise provided by law.
Time frames stated above can be waived by mutual agreement of the parties, which shall be confirmed in writing and/or electronically. The request by Council 4 shall be placed in writing.

D. MISCELLANEOUS

1. The Board and the Union agree that grievance proceedings should be kept as informal and confidential as possible.

2. It is understood that employees shall, during and not-withstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and the Administration until such grievance and the effect thereof shall have been determined.

3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved person to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved person of the decision rendered and such decision shall thereafter be binding upon all parties.

10.2 Officers and/or Stewards of the Union, as shall be designated by the Union for the purposes of adjusting grievances and/or contract negotiations shall be afforded the necessary amount of time, without loss of pay, to conduct such business.

10.3 The services of the Council #4 Representative shall be available to the Union on any step of the grievance procedure.

10.4 Failure of the Board, employees or the Union to insist upon compliance with any provision of this Agreement at any given time or times under any given set or sets of circumstances shall not operate to waive or modify such provision, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

ARTICLE XI

DRESS CODE REQUIREMENTS

11.0 Employees shall:

a) Wear closed-toed shoes which are food service appropriate. No clogs, canvas or cloth foot gear permitted.

b) Have clean, trimmed, and unpolished fingernails. No artificial nails permitted.
c) Securely bandage all cuts on hands and arms and use plastic gloves where appropriate.

d) Wear a clean hat or other approved hair restraint at all times.

e) Wear shirts with collars (is preferred). No plain men’s style tee shirts, sleeveless tops, or shirts with commercial advertising. Long sleeve shirts must be close fitting.

f) Wear slacks, skirts, skorts, denim jeans (no rips or tears) or capris.

g) Wear stockings to cover legs when skirts or skorts are worn.

h) Not wear or use dangling jewelry. Remove jewelry prior to preparing or serving food or while working around food preparation areas. For example, remove rings (except for a plain wedding band), bracelets, watches, earrings (except for studded earrings), necklaces, and facial jewelry (except for studded nose rings).

i) Not wear sweatsuits, jogging suits or leggings.

j) Wear clean clothing and straight apron with Manchester Public Schools logo daily.

k) Remove aprons when leaving food preparation areas for breaks or restrooms.

l) Comply with all other Food Service Safety and Health Standards and Regulations.

ARTICLE XII
SAVINGS CLAUSE

Should any Article, section, or part thereof of this agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, section or portion thereof directly specified in the decision; upon issuance of such a decision, the parties agree to immediately negotiate concerning a substitute for the invalidated Article, section, or portion thereof.

ARTICLE XIII
SCOPE OF AGREEMENT

This agreement contains the full and complete agreement between the Board and the Union on all issues, and neither party shall be required during the term thereof to negotiate upon any issue, whether or not it is covered by this Agreement.

All past practices, agreements, and understandings reached between the parties prior to this Agreement are void and of no force and effect unless specifically incorporated herein.

ARTICLE XIV
DURATION

This Agreement shall be effective as of July 1, 2020 and shall remain in full force and effect until the 30th of June, 2024.
FOR MANCHESTER BOARD OF EDUCATION

Signed: Superintendent or Designee

FOR LOCAL 991 OF COUNCIL #4, AMERICAN FEDERATION OF STATE, COUNTY, MUNICIPAL EMPLOYEES, AFL-CIO

Signed: President, Local #991

Signed: Cafeteria Workers Negotiating Committee

Signed: Cafeteria Workers Negotiating Committee

Signed: Staff Representative, AFSCME Council 4
APPENDIX A

CAFETERIA EMPLOYEES WAGES

Wage increases of 2.0% for 2020-21 will be applied retroactively to July 1, 2020 for those individuals who remain employed by the Board as of the date of ratification.

Effective July 1, 2021: 2.0% general wage increase, plus step as set forth below. Effective July 1, 2022: 2.0% general wage increase, plus step as set forth below. Effective July 1, 2023: 2.0% general wage increase, plus step as set forth below.

Food service employees will be evaluated by the Food Service Director. Employees shall be eligible for a step increase on his/her anniversary date of hire following the receipt of a good rating in all performance factors included as part of their performance evaluation report.

<table>
<thead>
<tr>
<th>Step</th>
<th>2020/21</th>
<th>2021/22</th>
<th>2022/23</th>
<th>2023/24</th>
</tr>
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<tr>
<td>General Workers</td>
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<tr>
<td>1</td>
<td>$13.69</td>
<td>$13.96</td>
<td>$14.24</td>
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<td>2</td>
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<td>3</td>
<td>$15.44</td>
<td>$15.75</td>
<td>$16.07</td>
<td>$16.39</td>
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<tr>
<td>Lead General Worker</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$17.30</td>
<td>$17.65</td>
<td>$18.00</td>
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<tr>
<td>M.H.S. Lead Kitchen Operator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td>$22.78</td>
<td>$23.24</td>
<td>$23.70</td>
<td>$24.17</td>
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<tr>
<td>Illing &amp; Bennet Lead Kitchen Operators</td>
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<td></td>
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<td>$20.84</td>
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<td>$22.12</td>
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<td>M.H.S. Cook</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$21.68</td>
<td>$22.11</td>
<td>$22.55</td>
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<tr>
<td>Illing Cook</td>
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<td></td>
<td>$19.08</td>
<td>$19.46</td>
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<tr>
<td>M.H.S. Asst. Cook</td>
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<td></td>
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<tr>
<td></td>
<td>$18.62</td>
<td>$18.99</td>
<td>$19.37</td>
<td>$19.76</td>
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<tr>
<td>Lead Kitchen Operators:</td>
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<td></td>
<td></td>
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<td></td>
<td>$18.48</td>
<td>$18.85</td>
<td>$19.23</td>
<td>$19.61</td>
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<td>Bowers, Buckley, Highland Park, Keeney, Martin, Robertson, Verplanck, Waddell, Washington, St. Bridget, St. James, Manchester Pre-School Center</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Nutrition Services Driver</td>
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<td></td>
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</tr>
<tr>
<td>1</td>
<td>$20.76</td>
<td>$21.18</td>
<td>$21.60</td>
<td>$22.03</td>
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<td>$24.08</td>
<td>$24.56</td>
<td>$25.05</td>
</tr>
</tbody>
</table>

* Step 1 General Worker rate only will increase effective 6/1/23.
Manchester Board of Education

Summary of Key Provisions of 2021 Contract Settlement
with the Food Service Employees

<table>
<thead>
<tr>
<th>Issue</th>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration (Art. XIV)</td>
<td>• 4-year contract (July 1, 2020 through June 30, 2024)</td>
</tr>
<tr>
<td>Salary (App. A)</td>
<td>• 7/1/20: 2.0% GWI + step (3.03% total cost)</td>
</tr>
<tr>
<td></td>
<td>• 7/1/21: 2.0% GWI + step (2.76% total cost)</td>
</tr>
<tr>
<td></td>
<td>• 7/1/22: 2.0% GWI + step (2.0% total cost)</td>
</tr>
<tr>
<td></td>
<td>• 7/1/23: 2.0% GWI + step (Note: Step 1 General Worker rate will become effective 6/1/23 in order to comply with minimum wage requirements) (2.0% total cost).</td>
</tr>
<tr>
<td></td>
<td>• Added a Lead General Worker position, effective with the 2021-22 school year.</td>
</tr>
<tr>
<td></td>
<td>• Total 4-year cost (including step cost) = 9.79% (plus $1,784 additional cost in 2021-22 for Lead General Worker position, over annual cost for General Worker rate).</td>
</tr>
<tr>
<td>Insurance (Art. VI)</td>
<td>• Premium contributions will remain at 28% for the duration of the contract.</td>
</tr>
<tr>
<td>Additional Changes</td>
<td>• Substituted the Day after Thanksgiving for Labor Day as paid holiday. (Art. II, Section 2.0).</td>
</tr>
<tr>
<td></td>
<td>• Eliminated provisions for one hour of additional pay (on top of pay for hours worked) for breakfast program. (Art. II, Section 2.4). Note: The parties also entered into an MOU under which the Board will compensate certain food service employees in the total aggregate amount of $4,000, to be distributed to employees in accordance with the MOU.</td>
</tr>
<tr>
<td></td>
<td>• Added a sick leave bank provision, modeled on other district contracts. (Art. V, Sec. 5.10).</td>
</tr>
<tr>
<td></td>
<td>• Revised dues deduction language based on U.S. Supreme Court’s Janus decision. Added a provision similar to other contracts, regarding provision for union orientation session. (Art. VIII).</td>
</tr>
<tr>
<td></td>
<td>• Added a provision permitting the Board to have grievances heard by the American Arbitration Association in lieu of the State Board of Mediation and Arbitration at the Board’s expense (similar to other contracts in the district). (Art. X, Section 10.1).</td>
</tr>
</tbody>
</table>