A. **OPENING**
   1) Call to order
   2) Pledge of Allegiance
   3) Secretary’s Welcome
   4) Board of Education Minutes 9-24-18

B. **COMMITTEE REPORTS** –
   1) Joint Policy & Personnel & Finance Committee Minutes 9-24-18

C. **CONSENT CALENDAR**
   1) Personnel Information
   2) Transfer of Funds
   3) Extended Field Trip Request Form - MHS - Barr Grant Wider Learning
      Ecosystem Fall Convening - 4 students - 10-22-18 to 10-23-18 - 2 School Days missed - Burlington, VT - 6 Administrators/Teachers

D. **REPORT FROM STUDENT REPRESENTATIVE** –
   1) Student Representatives Patrick Doherty and Krista Myrie

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

F. **SUPERINTENDENT’S REPORT**
   1) Update on Bennet Academy Opening - Mr. Joseph Chella, Principal

G. **UNFINISHED BUSINESS** – None

H. **NEW BUSINESS** -
   1) Policy Recommendation:
      The Policy Committee submits to the full Board its recommended policy changes for a first reading and approval in accordance with its policy on policy changes:
      **New Policies:**
      a. Policy 4309 - Family and Medical Leave
      b. Policy 3543 - Individuals with Disabilities Education Act Fiscal Compliance
      c. Policy 3544 - School Activity Funds
      d. Policy 4310 - Educational Stability Procedures for Transportation
Coordination with the Department of Children and Families

Revised Policies
  e. Policy 3240 - Tuition Fees  H - 1e
  f. Policy 3280 - Gifts, Grants and Bequests  H - 1f

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

J. **COMMUNICATIONS** - None

K. **ITEMS FOR FUTURE AGENDAS**
   Monday, Oct. 22, 2018   Update on Equity Informed School Climate Assessment
   Tuesday, Nov. 13, 2018  Illing School Improvement
   Monday, Nov. 26, 2018   Fall Data Update
                          Reaffirmation of Board of Education Bylaws
   Monday, Dec. 10, 2018   Update on Technology
                          Update on Capital Projects

L. **ADJOURNMENT**

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

1) Print your name and address on the sign-in sheet at the podium for accurate record keeping.
2) State your name and address for the record. Students state name only.
3) First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.
4) Second Session: Comments must be limited to items on the Board’s agenda for this meeting. The Board Chair has the discretion to limit comment time.
5) Written statements may be substituted for Board members if time runs out for speaker.
6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent’s discretion).
7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.
Manchester Public Schools
Board of Education
Policy / Personnel and Finance Committee Minutes
September 24, 2018
5:30 PM
Central Office Board Room A

Members Present:       Peter Conyers, Chris Pattacini, Darryl Thames
Others Present:        Matt Geary, Karen Clancy

The committee recommended the following policy additions be forwarded to the full Board of Education for adoption based on an audit of Manchester Board of Education Policies which compared our policies to the Shipman and Goodwin model policies.

- **Family and Medical Leave Act**
  The purpose of this policy is to establish guidelines for leaves taken by employees of the Board under the Federal Family and Medical Leave Act of 1993 (“FMLA”). This policy reflects current practice and will ensure consistent implementation of calculations of leave, use of intermittent leave, and “light duty” work provisions.

- **IDEA Fiscal Compliance**
  The policy sets forth compliance with the requirements of state and federal law with regard to special education fiscal compliance. It provides administrative regulations, addresses supplanting of Board funds, purchase and inventory of equipment and intervention services. The policy reflects current district business practices and special education procedures but given the fiscal climate a policy is recommended.

- **School Activity Funds**
  This policy reflects current district practice. Activity funds can generate large sums of money and are susceptible to fraudulent activity making a policy advisable.

- **Education Stability Procedures**
  This policy addresses coordination with DCF for students placed in DCF care and aligns with current district practices.

The committee recommended the following policy revisions be forwarded to the full Board of Education for revision based on an audit of Manchester Board of Education Policies which compared our policies to the Shipman and Goodwin model policies.

- **Tuition Fees**
  This revision replaces the word normal with the word standard in describing services.

- **Gifts, Grants and Bequests**
  This revision replaces dated titles of staff and addresses donations of classroom furniture and other materials and equipment that could cause inequities in schools.

The committee discussed the Transportation Policy and have asked the Superintendent to gather data around chronic absenteeism as well as potential cost of expanding busing to include more students and report back.
The committee heard an update on the redistricting planned for 2019-20 as part of the MPS 2025 plan.

- **Transportation**
  
The committee tabled the revisions to the Budget Procedures and Line Item Transfers policy.

- **Budget Procedures and Line Item Transfers**
  
  Aligns the Board of Education policy with Shipman and Goodwin and includes revision that adds current service budget workshop in November

Respectfully Submitted,

Matt Geary
PERSONNEL ACTION

APPOINTMENTS

Ms. Larissa Brown to be a 1.0 Biology Teacher at Manchester High School. Ms. Brown received her Master of Arts in Teaching from Quinnipiac University. Ms. Brown resides in Enfield. It is recommended that her appointment be approved effective September 19, 2018 (Masters/Step 1 $49,280).

Mr. Jeremiah Davila to be a 1.0 Chemistry Teacher at Manchester High School. Mr. Davila received his Master of Arts in Teaching from Central Connecticut State University. Mr. Davila resides in Rocky Hill. It is recommended that his appointment be approved effective October 1, 2018 (Masters/Step 9 $69,470).

RESIGNATIONS

Ms. Rebecca Stewart, Family and Consumer Sciences teacher at Illing Middle School has submitted her letter of resignation. Ms. Stewart has been with Manchester Public Schools since August 29, 2018. It is recommended that her resignation be accepted.
To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: September 28, 2018

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 FY2018-2019 Budget.

Discussion/Analysis: Transfer from System-wide Medical Services Other Purchased Services in the amount of $1,811.00. Transfer to medical Services Manchester Middle Academy Medical Supplies and Materials in the amount of $1,811.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 9, 2018
Manchester Public Schools  
Manchester, Connecticut

TO:  Accounting Department    School:  Kennedy Education Ctr. 

Date:  9/28/18    Principal’s Signature: Kathryn Parker

JUSTIFICATION (Required Field):  Move money from Medical Services Other Purchased Services account to increase the Medical Supplies account to purchase an AED for MMA.

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

| DECREASE In whole dollars only: | | | |
| $1,811.00 | Account #31299210 5590 | Description: Other Purchased Services | |
| $____ | Account #( ) | Description: ( ) | |
| $____ | Account #( ) | Description: ( ) | |
| $1,811.00 | TOTAL DECREASE | |

| INCREASE In whole dollars only: | | | |
| $1,811.00 | Account #31263210 5650 | Description: Medical Supplies MMA | |
| $____ | Account #( ) | Description: ( ) | |
| $____ | Account #( ) | Description: ( ) | |
| $1,811.00 | TOTAL INCREASE (Must match total decrease) | |

Date of Approval: ______________

Accounting Department Only

Board Approval Needed:  Yes X  No __

Date of Board Approval: ______________

Date Transfer Completed: ______________  Name: ______________

| Board Approval Needed: | Yes X  No __ |
| Date of Board Approval: | ______________ |
| Date Transfer Completed: | ______________  Name: ______________ |
To: Manchester Board of Education  
From: Mr. Matthew Geary, Superintendent of Schools  
Subject: Transfer of Funds  
Date: September 20, 2018

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 FY2018-2019 Budget.

Discussion/Analysis: Transfer from System-wide Curriculum and Instruction General Supplies and Materials in the amount of $10,327.00, Transfer from System-wide Curriculum and instruction Instructional Supplies and Materials in the amount of $5,652.00, and Transfer from System-wide Curriculum and Instruction Periodicals in the amount of $521.00 for a total Transfer in the amount of $16,500.00. Transfer to System-wide Curriculum and Instruction Library Databases in the amount of $16,500.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.
Manchester Public Schools
Manchester, Connecticut

TO: Accounting Department

Date: 9/20/18

School: Curriculum & Instruction

Approval Signature: Amy Radikas

Date of Approval: ______________

Accounting Department Only

Board Approval Needed: Yes X No ___

Date of Board Approval: ______________

Date Transfer Completed: ______________ Name: _______________________

JUSTIFICATION (Required Field): Moving funds to new line for license software

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

DECREASE: General Supplies/Instructional Supplies/Periodicals

$ 10,327.00 Account #402 99221 5610 Description: General Supplies

$  5,652.00 Account #402 99221 5611 Description: Instructional Supplies

$   521.00 Account #402 99221 5643 Description: Periodicals

$ 16,500.00 TOTAL DECREASE

INCREASE In whole dollars only:

$ 16,500.00 Account #402 99221 5535 Description: Library Databases

$ ______ Account #__________ Description: _______________________

$ ______ Account #__________ Description: _______________________

$ 16,500.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only
To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: September 20, 2018

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 FY2018-2019 Budget.

Discussion/Analysis: Transfer from System-wide Language Arts Instructional Supplies and Materials in the amount of $2,950.00. Transfer to System-wide Language Arts other Purchased Services in the amount of $2,950.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 9, 2018
TO: Accounting Department    School: Language Arts
Date: 9/17/18       Approval Signature: Amy Radikas
Date of Approval: 9-20-18

JUSTIFICATION (Required Field): Transfer to cover cost Read 180 Tech at Illing

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

DECREASE: ELA

$2,950.00  Account #128 99100 5611  Description: Instructional Supplies
$______  Account #__________  Description:  
$______  Account #__________  Description:  

$2,950.00  TOTAL DECREASE

INCREASE In whole dollars only: ELA

$2,950.00  Account #128 99100 5590  Description: Other Purchased Services
$______  Account #__________  Description:  
$______  Account #__________  Description:  

$2,950.00  TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X    No ___
Date of Board Approval: _______________
Date Transfer Completed: _______________
Name: _______________________________
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: 9-24-18
Name of Club or Activity: Barr Grant Wider Learning Ecosystem Fall Convening
Trip to: Burlington, VT.  Purpose: Convening with other grantee districts to share strategies

Number of Students participating: Four (4) From: 10/22/18 to 10/23/18
Number of School Days missed: Two (2)

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

a. Katelyn Miner, Principal, MHS  b. Idelisa Torres, AP, MHS
c. Amanda Navarra  d. Jake Skrzypiec
e. Ryan Jones  f. Beth Hayes

Others:

Transportation: X Bus  ___ Train  ___ Plane  ___ Car  ___ Other

Are Fundraising activities planned?  ___ Yes  X  No  If so, describe ______________

How will funds be allocated to students participating? * n/a

Lodging: X Hotel/Motel  ___ Camp  ___ Private Home

If known, give specifics of room assignments: Students have a choice to stay with a roommate or alone.

Cost per teacher and/or chaperone: Covered by Barr Foundation (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)
Total cost per student: Covered by Barr Foundation (Money from fundraising 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 fundraising: $ ___________________

If travel agencies are engaged, at least **three (3)** 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.________________

c.________________  d.________________

Name of teacher making request:

Signature: ________________________ Typed: 9-24-18

(Please print to obtain required signatures below)

Approved by Department Chair at secondary level:

Signature: _____________________________ Date: _________________

Approve by Principal:

Signature:  Katelyn Miner  Date: 9-24-18

Approved by Superintendent:

Signature:  [Signature]  Date: 9-24-18

Attachments: Quotations

   Itinerary

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

PURPOSE

The purpose of this policy is to establish guidelines for leaves taken by employees of the Board under the Federal Family and Medical Leave Act of 1993 (“FMLA”).

ELIGIBILITY

Employees who have worked for the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours, or, in the case of school paraprofessionals in an educational setting, who have worked at least 950 actual hours of work, during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

REASONS FOR LEAVE

Leaves under the FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or childbirth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of his or her position; or
- to care for an injured or ill service member (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member’s military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Benefits Office)
short notice deployment;
military events and related activities;
childcare and school activities;
financial and legal arrangements;
counseling;
rest and recuperation;
post-deployment activities;
parental care leave for military member’s parent who is incapable of self-care and care is necessitated by the member’s covered active duty;
additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

LENGTH OF LEAVE

(a) Basic FMLA Leave Entitlement

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in any 12-month entitlement period.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

(b) Leave to care for an Injured or Ill Service member

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for (i) an injured or ill service member who is the employee’s spouse, parent, child or next of kin, and who incurred the injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or, (ii)
an injured or ill covered veteran who is the employee’s spouse, parent, child or next of kin.

For service members, the injury or illness must render the service member medically unable to perform the duties of his/her office, grade, rank or rating. This provision applies to service members who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.

For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and s/he (1) was a member of the Armed Forces (including the National Guard or Reserves); (2) was discharged or released under conditions other than dishonorable; and (3) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.¹

For covered veterans, serious injury or illness means any of the following:

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service members office, grade, rank, or rating; or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(iii) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

¹ The employee’s first date of leave must be within the five year period. However, the employee may continue to take leave throughout the single 12 month period even if the leave extends past the five year period. Note - special rules may apply to calculating the five year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five year calculation.
When combined with any other type of FMLA qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. However, in the case of leave to care for an injured or ill service member, the 12 month period begins on the day such leave actually commences.

**TYPES OF LEAVE AND CONDITIONS**

(a) **Full-Time, Intermittent and Reduced Schedule Leave**

Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA. Full-time leave excuses the employee from work for a continuous period of time.

Intermittent leave means leave taken in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

An employee may take full-time, intermittent or reduced schedule leave whenever it is medically necessary for a serious health condition of the eligible employee, his or her spouse, child or parent. Intermittent leave or reduced schedule leave for other reasons will be permitted only with the approval of the Superintendent or his/her designee.

If intermittent or reduced schedule leave is medically required, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period). For purposes of this policy, an instructional employee is defined as a teacher or other employee of the board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non instructional employees.
(b) **Both Spouses Working for the Same Employer**

If both spouses are employees of the Board and request leave for the birth, placement of a child by adoption or for foster care, or to care for a seriously ill parent, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount he or she has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

(c) **Light Duty**

Should an employee be offered a light duty opportunity during a period of FMLA leave, time spent performing the light duty assignment will not count against the employee’s FMLA leave entitlement. The employee’s right to restoration to his or her job will be held in abeyance during the light duty assignment, or until the end of the applicable 12-month FMLA leave period.

(d) **Leave Taken by Instructional Employees near the End of an Academic Term**

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the employee would return to work during the three-week period before the end of the term.

If the employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the employee would return to work during the two-week period before the end of the term.

If the employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the employee's own serious health condition, the Board may require the employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.
REQUESTS FOR LEAVE

Requests for a family or medical leave must be submitted to the Human Resources Department at least thirty (30) days before the leave is to commence, if possible. If thirty (30) days’ notice is not possible, requests must be submitted as soon as practicable under the circumstances.

For leaves taken because of the employee’s or a family member’s serious health condition, the employee must submit a completed "Certification of Health Care Provider" form before the leave begins if possible. This form may be obtained from the Human Resources Department. If such advance certification is not possible, the medical certification must be provided by the employee within fifteen (15) calendar days of the Board’s request for the medical certification.

If an employee takes leave to care for his or her own serious health condition, immediately upon return to work the employee must provide medical certification that the health condition which created the need for the leave no longer renders the employee unable to perform the functions of the job. This certification must be submitted to the Human Resources Department.

In connection with the Board’s request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

[Note: The medical certification form should include the above language related to GINA.]

USE OF PAID LEAVE

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee’s own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The
amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

In addition, in cases involving absences due to a Workers’ Compensation injury that also qualifies as an FMLA serious health condition, and if the employee agrees with the Board to do so, the Board will apply the employee’s available accrued paid leave in increments as a supplement to the Workers’ Compensation weekly benefit in an appropriate amount so that the employee can maintain his or her regular weekly income level.

**MEDICAL INSURANCE AND OTHER BENEFITS**

During approved family or medical leaves of absence, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay his/her share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee’s control.

During an FMLA leave, an employee shall not accrue seniority, pension benefits, or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board Policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under Board's attendance policy.

**REINSTATMENT**

Except for circumstances unrelated to the taking of a family or medical leave, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job held prior to the leave or to an equivalent position with equivalent pay and benefits.

**ADDITIONAL INFORMATION**

Questions regarding family or medical leave may be directed to the Superintendent or his/her designee. An employee may file a complaint with U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.
Legal References:

Connecticut General Statutes:
Conn. Gen. Stat. § 31-51rr

Regs. Conn. State Agencies 31-51rr-1, et seq.

United States Code:
Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008,

ADOPTED: _______
REVISED: _______

6/26/16
238837v10
INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE

The Manchester Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. ("IDEA") and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

- Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
- 34 C.F.R. § 300.144
- 34 C.F.R. § 300.202(a)(3)
- 34 C.F.R. § 300.133(d)
- 34 C.F.R. § 300.172
- 34 C.F.R. § 300.205(d)
- 34 C.F.R. § 300.226(a)
- 34 C.F.R. § 300.209(b)
- 34 C.F.R. § 300.818, Appendix A

ADOPTED: ________
REVISED: ________

8/21/13
 ADMINISTRATIVE REGULATIONS CONCERNING
INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE

The Manchester Board of Education will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

1. Property, Equipment and Supplies

The Board, through the Director of Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Special Education or designee must ensure that:

A. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to students with disabilities attending private schools at parental expense;

B. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;

C. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;

D. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases;

E. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Special Education or designee.
2. **Supplanting**

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.

3. **Parentally Placed Private School Special Education Students - Expenditures**

The Director of Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1st of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Special Education or designee.

The proportional share is determined by dividing the number of eligible students with disabilities that have been placed by their parents in private schools located within the district’s geographical boundaries by the total number of students with disabilities identified on the October 1st census, as provided to the Connecticut State Department of Education, for all students attending the Manchester Public Schools and private schools, including religious schools, that fall within the district’s geographical boundaries. Thus, the proportional share is determined by the following formula:

\[
\frac{\text{Total Number of Eligible Students with Disabilities Attending Private Schools}}{\text{Total Number of All Eligible Students with Disabilities (Public and Private)}}
\]

The percentage, as calculated above, is the percentage of funding for special education services that the district must provide to eligible private school students that have been privately placed by their parents.

The Director of Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Special Education or designee.

The Director of Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.

4. **National Instructional Materials Accessibility Standard**
The Board shall ensure compliance with the National Instructional Materials Accessibility Standard (“NIMAS”). In this regard, the Director of Special Education or designee shall maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center (“NIMAC”). Such procedures shall include, but not be limited to, the following:

A. Initial referral to a planning and placement team (“PPT”), or if such child is already identified as having a disability under the IDEA, direct referral to the child’s PPT;

B. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and

C. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC electronic files containing the contents of the print instructional materials using the standards of the NIMAS; or (ii) instructional materials are purchased from the publisher that are produced in, or may be rendered in, specialized formats.

5. **Coordinated Early Intervening Services**

Coordinated Early Intervening Services (“CEIS”) may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Special Education or designee shall maintain procedures to ensure that:

A. The funds used for CEIS are used only for the K-12 levels;

B. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and

C. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.

6. **Charter Schools**
In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

7. **Excess Costs Calculation - Federal Requirement**

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

Legal References:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
34 C.F.R. § 300.144
34 C.F.R. § 300.202(a)(3)
34 C.F.R. § 300.133(d)
34 C.F.R. § 300.172
34 C.F.R. § 300.205(d)
34 C.F.R. § 300.226(a)
34 C.F.R. § 300.209(b)
34 C.F.R. § 300.818, Appendix A

ADOPTED: _______
REVISED: _______

8/4/16
Policy 3544
Business

SCHOOL ACTIVITY FUNDS

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations); 2) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 3) the finances of that part of the cost of the driver education program that is not provided by local appropriations.

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference:


ADOPTED: ____________
REVISED: ____________

Last revised 1/27/05
Policy 4310

EDUCATIONAL STABILITY PROCEDURES FOR TRANSPORTATION COORDINATION WITH THE DEPARTMENT OF CHILDREN AND FAMILIES

I. APPLICATION OF PROCEDURES

These procedures apply to circumstances when a child who is a resident of the Manchester Public Schools (the “District”), or is otherwise the responsibility of the District, is placed in foster care, or moved to a new foster care placement by the Department of Children and Families (“DCF”), is placed by DCF pursuant to a 96-hour hold or an order of temporary custody, or is committed to DCF as neglected, abused or uncared for, and DCF has determined that it is in the best interest of the child to remain in the District’s school (“school of origin”) in accordance with 20 U.S.C. § 6312, Every Student Succeeds Act (“ESSA”), and/or Conn. Gen. Stat. § 17a-16a, Educational Stability.

II. COLLABORATION

The District has collaborated with DCF to develop these procedures, as required by 20 U.S.C. § 6312, ESSA.

III. NOTIFICATION

A. DCF is required to notify the District by phone or email immediately upon learning that a child has had a change in foster care placement, been placed in out-of-home care pursuant to a 96-hour hold or an order of temporary custody, or is committed to DCF as neglected, abused or uncared for and it has been determined that it is in the child’s best interested to remain in the school of origin.

B. DCF is required to orally notify the District of DCF placement of a child within one (1) business day of such placement, and is further required to provide the District with a Form 603 concerning such DCF placement of a child within two (2) business days of the placement to document this information.

C. The District shall permit the child to continue to attend his/her school of origin upon receiving such verbal and/or written information from DCF.

IV. TRANSPORTATION OPTIONS

A. The District and DCF will collaborate to select cost-effective, reliable and safe transportation for children to their schools of origin, in accordance with these procedures.

B. For children eligible under the Individuals with Disabilities Education Act (“IDEA”) or Section 504 of the Rehabilitation Act (“Section 504”), the District will assess whether the child receives transportation as a related service as documented in the child’s Individualized Education Program (IEP) or Section 504 Plan, and will notify DCF of the result of such
assessment. If the child’s IEP or Section 504 includes transportation as a related service, the District shall provide such transportation, albeit from the new home placement determined by DCF.

C. For students not eligible under the IDEA or Section 504, the District and DCF will examine existing transportation options available for the child, including incorporating the child into an existing bus route, modifying an existing bus route and other no-cost or lost-cost options.

D. In all cases, District shall not be responsible for any transportation costs over the amount the District would otherwise pay for the child if the child’s home placement had not been changed by DCF.

V. COORDINATION OF TRANSPORTATION

A. DCF and the District will collaborate regarding the logistics of which agency shall coordinate the school of origin transportation and which agency shall reimburse the other (and how) for either the initial cost (borne by the District) or additional cost (borne by DCF) due to the placement or replacement made by DCF.

B. Under no circumstances shall the District be required to fund transportation costs in excess of the transportation costs the District would otherwise fund if the child’s home placement had not be changed by DCF.

VI. TIMELINE

DCF and the District finalize the transportation services for the child within five (5) school days after DCF has informed the District of the best interest determination. In the interim, DCF will ensure that transportation is provided to permit the student to remain in the school of origin.

VII. RESOLUTION

In the event that the District and DCF cannot come to an agreement concerning either the logistics of arranging transportation services or the payment/reimbursement therefore, either agency may seek guidance on the relevant responsibilities under the ESSA and Connecticut law and regulations from the Connecticut State Department of Education.

Legal Resources:


Conn. Gen. Stat. § 17a-16a
Nonresident students may be accepted as tuition students in the schools under the following conditions:

1.) Space is available in an appropriate program.

2.) The sending school district or the parents and/or guardian will be responsible for the payment of tuition fee to be established by the Board and revised as changes in cost indicate.

3.) Transportation, where needed, will be the responsibility of the sending school district or the parent(s) and/or guardian(s).

4.) The minimum tuition charge will be equal to ¼ of the previous years per pupil expenditure. However, total tuition charges will be based upon one hundred percent (100%) of the actual costs for each individual pupil, as determined by the business office. Any additional staff or services required above the normal standard educational needs will be paid by the sending district or the parents and/or guardian.
Policy 3280

BUSINESS

Gifts, Grants and Bequests

The Board of Education appreciates and encourages the giving of gifts and bequests to the system by parents, student groups, businesses and citizens. It is recognized that gifts, if given for appropriate functions, have and can contribute greatly to the system. Gifts and bequests will not be used to substitute for regular funding or staffing requirements, which are appropriately funded by the Board of Education's approved budget.

Areas which are supported for gift-giving include those which enhance, expand or enrich the school program. This might include, but not be limited to, such things as playground equipment, scholarships and awards, library books, assemblies, field trips, musical instruments, artwork, small supply funds for staff, etc.

In accepting gifts, the Board will avoid creating significant differences among the facilities or programs of the various schools. A gift which might create said differences may be rejected for that reason.

The Superintendent of Schools will develop administrative procedures for the acceptance of gifts and bequests. Certain factors must be included in such considerations:

1. The building Principal will submit a proposal to accept or reject a gift to the appropriate Assistant Superintendent Director of Finance and Management. All pertinent information will be included.

2. Gifts generally will not be accepted if any unusual conditions of use are attached.

3. It is the responsibility of the Board to appropriate funds for required equipment and for personnel, basic texts and other materials needed for the Board-approved school curriculum. The Board does not encourage others to raise funds for such items.

4. The Superintendent of Schools or his/her designee may accept any gift or combination of gifts for the school district valued at $25,000 or under. Building Principals may approve gifts of a value less than $5,000 provided the gifts meet all of the criteria of this policy.

5. Contributions of property or service in any dollar amount that may involve Board costs for installation or maintenance, or initial or continuing financial commitment of school funds, must have Board approval in advance. Similarly, any gift which may lead to a change in the approved curriculum or in added personnel will require Board approval in advance. Board approval in such cases must be gained regardless of the gift's value. If installation is to be done by the contributing individual or organization, plans for the installation and liability coverage are to be reviewed and approved by the Facilities Manager, and the Assistant to the Superintendent, Director of Finance and Management.
6. Planning for gifts should, whenever possible, include solicitation of ideas from staff members. Gifts intended for a specific building must be approved by the Building Administrator before being submitted to the Facilities Manager, and the Assistant to the Superintendent, Director of Finance and Management, the Superintendent and the Board. Organizations should consider long-range use of the gift. They are encouraged to consult with the central administration about long-range capital expenditure plans.

7. Fund raising for gifts should not interfere with instructional time, nor lead to door-to-door solicitation by students. All fund raising activities must be in conformance with Board of Education Policy No. 5130.1, Contributions, Drives, Contests and Distribution of Flyers.

8. Items contributed to the school system become the property of the district and are subject to the same controls and regulations that govern other school-owned property.

9. The Board welcomes gifts of books and other materials for school media centers, provided they meet the same standards of selection as those applied to the purchase of all school media materials.

Administrative Guidelines

Gifts and bequests valued at less than $25,000 will be approved by the Superintendent of Schools or his/her designee in accordance with the guidelines listed below. These include gifts and bequests which accrue to a specific school or to the school system. Gifts and bequests of $25,000 or more must be approved by the Board of Education.

1. Gifts from PTAs, students, citizens and other sources $25,000 be submitted through the office of the Principal of the school to which the gift is being donated.

2. The Building Principal will submit a proposal to accept or reject the gift, together with the following details to the Assistant to the Superintendent, Director of Finance and Management. Please note that donations shall not be requested for items such as required equipment or furniture, personnel, basic texts and other materials needed for the Board-approved school curriculum through outside donors including funding websites when doing so would create significant differences among the facilities or programs of the various schools. [Prohibition on Crowdfunding Activities]

Employees are prohibited from engaging in crowdfunding activities (e.g. the use of websites or applications such as Donors Choose, Kickstarter, GoFundMe, etc.) on behalf of the Board of Education, its schools, classes, or extracurricular teams or clubs.]

   a. A complete description of the gift and its proposed use. If pertinent, include make, model, serial number, approximate value and how this value was determined.

   b. The Principal will indicate that the proposed gift is compatible with Board of Education goals and objectives, and existing equipment, furnishings or materials.
c. A statement of immediate and long-range cost estimates, including the cost of transportation, possible storage charges, cost of installation and cost of short-term and long-term maintenance. Indicate whether the donor will be responsible for any of these costs.

d. A statement indicating whether the gift may have long-range implications for staffing or program changes in that school or within the system.

3. The Assistant to the Superintendent, Director of Finance and Management will review the proposal to accept a gift with appropriate school personnel and officials; and will notify the Principal, in writing, within ten days as to acceptance, rejection or modification of the proposal.

4. In the event the proposed gift is to be utilized by more than one school, the Assistant to the Superintendent, Director of Finance and Management will follow through on all of the steps and procedures specified for a Building Principal.

5. Gifts classified as structures:

   a. Any donation of a gift classified as a structure requires preliminary approval of the Facilities Manager. Such gifts must adhere to Town of Manchester building and zoning regulations.

   b. After review by the Facilities Manager and the Superintendent or his/her designee, the project will be submitted to the Board of Education for approval.

The Building Principal or the Assistant to the Superintendent, Director of Finance and Management will see that proper thanks are given for all gifts.

Adopted: August 26, 1991
Revised: March 12, 2012
Revised: