A. **OPENING**  
1) Call to order  
2) Pledge of Allegiance  
3) Board of Education Minutes 9-26-16

B. **COMMITTEE REPORTS** –  
1) Buildings & Sites Committee Meeting Minutes 9-26-16

C. **CONSENT CALENDAR**  
1) Personnel Information
2) Transfer of Funds
3) Permission to apply for FY16/17, for the Hartford Foundation for Public Giving Continuation Grant application for Family & Community Engagement Partnership, in the amount of $808,000
4) Permission for FY16/17 the Child and Adult Care Food Program (CACFP) in the amount of $120,100
5) Permission to apply for FY16/17, Bilingual Education Program Grant, in the amount of $4,945
6) Permission to apply for FY16/17, Title I, Part A – Improving Basic Programs Grant in the amount of $1,850,849
7) Permission to apply for FY16/17, Title II, Part A – Teacher and Principal Training and Recruiting Grant, in the amount of $177,006
8) Permission to apply for FY16/17, Title III, Part A, Subpart 1 – English Language Acquisition and Language Enhancement Grant, in the amount of $55,987

D. **REPORT FROM STUDENT REPRESENTATIVE** -  
Shania Stanton and Nabila Hoor Un Ein

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

F. **SUPERINTENDENT’S REPORT**  
1) Bowers School Improvement Plan – Dr. Mary Lou Ruggiero-Colwell, Principal, Bowers Elementary
G. **UNFINISHED BUSINESS – None**

1) **Policy Recommendation:**
   The Policy Committee submits to the full Board its recommended revision for a second reading and approval in accordance with its policy on policy changes:
   
   Policy Revisions:
   
   1a) Policy – 4025 – Use of Social Networking/Media
   
   1b) Policy – 3170 – Board of Education Issued Credit Card

   2) Discussion of Extended Field Trip Request – MHS Euro Trip – World Language

H. **NEW BUSINESS**

1) Discussion of Road Bond Request for November 2017

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

J. **COMMUNICATIONS - None**

K. **ITEMS FOR FUTURE AGENDAS**

L. **ADJOURNMENT**

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

1) Print your name and address on the sign-in sheet at the podium for accurate record keeping.
2) State your name and address for the record. Students state name only.
3) First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.
4) Second Session: Comments must be limited to items on the Board’s agenda for this meeting. The Board Chair has the discretion to limit comment time.
5) Written statements may be substituted for Board members if time runs out for speaker.
6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent’s discretion).
7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.
Manchester Board of Education
Building and Sites Committee
Lincoln Center
September 26, 2016

Attendees: Ranon Caldwell, Tris Carta, Karen Clancy, Matthew Geary, Deborah Hagenow, Neil Leon and Peter Staye

Manchester Road Race Proposal

Mr. Carta, President of the Manchester Road Race Committee, (MRRC) discussed the request of the MRRC to place a plaque, or other monument near the new Steeple Chase at MHS to recognize the contribution of Mr. Joe McCluskey (a Manchester resident, Olympian and renowned athlete) to the Town of Manchester and the Manchester Road Race.

The MRRC has no particular plan, or material in mind and is willing to work within any requirement of the district. Their goal would be to have the plaque in place as soon as November 20, 2016, and not later than May 20, 2017.

The committee expressed no particular concern regarding the concept and instructed Buildings & Grounds to work with the MRRC and Athletics to provide space for a mutually agreeable plaque in a place that meets everyone’s needs.

Road/Capital Bond Funded Projects

The town would prefer if large scale work to repair, or replace school parking lots, sidewalks and exterior stairs be funded as part of the bi-annual road bond. Also, the town prefers that road bond not be used for projects like asbestos abatement, or repair of the Grange, suggesting that those projects be funded through a larger school renovation bond in the same way the synthetic field was funded. A revised list of projects to be funded by the next town road bond was reviewed.

The committee expressed frustration that many of these projects, Illing’s parking lot and the Brookfield Street parking lot at MHS in particular, have been waiting for years for funding and this change causes another delay.

Mr. Geary is to present the list to the full board of education at its next regular meeting.

School Construction Project Update

The Committee reviewed the status update for the larger projects that are currently underway (i.e. Cheney/Bennet.) All have adequate funding to avoid value engineering cuts and are expected to be completed on schedule.

The next meeting is currently scheduled to be held at 6:00 on Monday, November 28, 2016, at the Lincoln Center – Directors Room.

Respectfully Submitted,

Peter Staye - Facilities Director
PERSONNEL ACTION

APPOINTMENTS

Shari Maltby to be a School Social Worker at Buckley Elementary School. Ms. Maltby received a Master of Social Work degree at University of Connecticut. Ms. Maltby resides in Canton. It is recommended that her appointment be approved effective October 3, 2016 (MA/Step 1, $49,280).

Rose-Merry Unan to be a Special Education teacher at Waddell Elementary School. Ms. Unan received a Bachelor of Arts in Political Science degree at Central Connecticut State University. Ms. Unan resides in Deep River. It is recommended that her appointment be approved effective October 11, 2016 (BA+30/Step 1, $49,280).

RESIGNATIONS

Jennifer Baker, Special Education teacher at Illing Middle School has submitted a letter of resignation for personal reasons effective the end of business on October 14, 2016. Ms. Baker has been with Manchester Public Schools since January 5, 2015. It is recommended that her request be approved.

Elisa Haveles, Music teacher at Keeney Street Elementary School has submitted a letter of resignation for personal reasons effective the end of business on September 30, 2016. Ms. Haveles has been with Manchester Public Schools since August 23, 2005. It is recommended that her request be approved.
To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: September 20, 2016

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

Discussion/Analysis: Transfer from Special Education Computer Supplies/Materials to Special Education Rentals. A total transfer of $2,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016
To: Accounting Department
Date: 9/20/16

School: Special Education
Principal's Sign: [Signature]
Date of Approval: 9/21/16

JUSTIFICATION (Required Field):
To replenish Rentals Line

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

<table>
<thead>
<tr>
<th>DECREASE In whole dollars only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 2,000.00  Account # 20899120 5612</td>
</tr>
<tr>
<td>______</td>
</tr>
</tbody>
</table>

$2,000 TOTAL DECREASE

<table>
<thead>
<tr>
<th>INCREASE In whole dollars only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000.00  Account # 20899120 5440</td>
</tr>
<tr>
<td>______</td>
</tr>
</tbody>
</table>

$2,000 TOTAL INCREASE (Must match total decrease)

**Accounting Department Only**

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 21, 2016

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

Discussion/Analysis: Transfer from Keeney Professional Development in the amount of $1,445. Transfer to Keeney General Supplies/Materials in the amount of $1,200 and to Keeney Language Arts Periodicals of in the amount of $245. The total amount of the transfer to is $1,445.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

Date: 09/21/16

School: Keeney Street School
Principal's Sign: 
Date of Approval: 9/21/16

JUSTIFICATION (Required Field):

To Purchase Scholastic News and General School Supplies

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

DECREASE in whole dollars only:

$1445.00 Account# 42306221-5330 Description: Professional Development
$___ Account # ___ Description: ___
$___ Account # ___ Description: ___

$1445.00 TOTAL DECREASE

INCREASE in whole dollars only:

$245.00 Account # 12806100-5643 Description: Periodicals
$1200.00 Account # 42306240-5610 Description: General Supplies
$___ Account # ___ Description: ___

$1445.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☑ No ☐
Date of Board Approval: ____________________________
Date Transfer Completed ______________ Name: ____________________________

2-10
Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: September 23, 2016

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

Discussion/Analysis: Transfer from Social Studies Dues and Fees in the amount of $1,500 and transfer to System-wide Language Arts Instructional Supplies and Materials in the amount of $1,500.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016
TRANSFER
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Language Arts

Approval Signature: 

Date of Approval: 9.26.14

JUSTIFICATION: ($75)
Transfer to cover cost of Lucy Calkins for ELL Tutors

| SUBJECT: | 
| DECREASE: | 
| Social Studies | 
| $1,500.00 | Account #: 142991005810 | Description: Dues & Fees |
| $ | Account #: | Description: |
| $1,500.00 | Account #: | Description: |

| INCREASE: | 
| Language Arts | 
| $1,500.00 | Account #: 128991005611 | Description: Instructional Supplies |
| $ | Account #: | Description: |
| $1,500.00 | Account #: | Description: |

Accounting Department Only

Board Approval Needed: X Yes

Date of Board Approval: 

Date Completed: Name: 

U:\Cherie\Forms\Budget Transfer Form.docx
Town of Manchester  
Board of Education

To: Manchester Board of Education  
From: Mr. Matthew Geary, Superintendent of Schools  
Subject: Transfer of Funds  
Date: September 27, 2016

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

Discussion/Analysis: Transfer from Social Studies Travel and Lodging in the amount of $3,000 and transfer to Social Studies Professional Development in the amount of $3,000.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
October 11, 2016
Transfer
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department
School: Social Studies

Date: September 27, 2016
Approval Signature: 9/27/16
Date of Approval:

JUSTIFICATION:
Transfer to cover cost of 3 CREC Half Day PDs for Social Studies

| SUBJECT: |  |
| DECREASE: | Social Studies |
| $ 3,000.00 | Account #: 142 99100 5580 | Description: Travel & Lodging |
| $ | Account #: | Description: |
| $ 3,000.00 | Account #: | Description: |

| INCREASE: | Social Studies |
| $ 3,000.00 | Account #: 142 99100 5330 | Description: Professional Development |
| $ | Account #: | Description: |
| $ 3,000.00 | Account #: | Description: |

Accounting Department Only

Board Approval Needed: X Yes No
Date of Board Approval: ____________________________
Date Completed: ____________________________ Name: ____________________________
Town of Manchester  
Board of Education

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: September 23, 2016

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

Discussion/Analysis: Transfer from System-wide Mathematics Dues/Fees in the amount of $390 and from System-wide Mathematics Instructional Supplies/Materials in the amount of $2,000 for a transfer from total of $2,390. Transfer to System-wide Mathematics Professional Development in the amount of $2,390.

Financial Impact: None

Other Board/Commission Action: None

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

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
October 11, 2016
To: Accounting Department  
Date: 9/23/16

School:
Approval Signature: 
Date of Approval: 9/23/16

JUSTIFICATION:
Transfer for Professional Development

<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>Math 130</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DECREASE:</th>
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<td>$ 390.00</td>
<td>Account #: 130991005810</td>
</tr>
<tr>
<td>$ 2,000.00</td>
<td>Account #: 130991005611</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>INCREASE:</th>
<th>Math 130</th>
</tr>
</thead>
</table>

| $ 2,390.00 | Account #: 130992215330 | Description: Professional Development |
| $ 2,900.00 | Description: |

Accounting Department Only

Board Approval Needed:  
X Yes  
No

Date of Board Approval: 

Date Completed: 

Name: 

U:\Shared ACost\Budget Transfer Form.docx
Town of Manchester  
Board of Education

To: The Manchester Board of Education  
From: Mr. Matt Geary, Superintendent of Schools  
Subject: Permission to apply for the FY16-17 HFPG Continuation Grant for Family & Community Engagement  
Date: 9/26/2016

Background:
Manchester Public Schools has made a deep commitment to engaging and partnering with all families and the community to maximize student success. Over the past year and a half we have established a solid infrastructure, set of core practices and programs to more fully realize the goal. Our district policies, District Improvement Plan, School Improvement Plans, and teacher goals all establish clear expectations around this mission. Administration, school staff, families, and community members have worked together to develop and drive this plan and to build understanding of why the work is important as well as how to make it actionable. Research-based and practitioner tested programs are established and being tested for impact. We believe we are poised to scale up the efforts that have demonstrated the greatest efficacy and to forge ahead with the next phase of implementation.

Discussion/Analysis:
We are seeking to apply for year three funds from the Hartford Foundation for Public Giving in order to more cement the establishment of our Family Resource Centers across 11 schools. District professional development will emphasize means of connecting families to the work and goals of schools and student progress, cultural competence, and work specific to scaling effective programs such as Family Literacy Nights, inclusion of parents in school decision making, revision of the Parent-Teacher conference model, and how to leverage family and community assets.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of the Hartford Foundation for Public Giving Continuation Grant application for Family & Community Partnership, for the 2016-2017 school year in the amount of $808,000.

Mr. Matt Geary  
Superintendent of Schools  
Manchester, CT  
October 11, 2016
The goal of this grant opportunity is to help select school districts with low performance indices to develop and sustain the types of substantive family, school and community partnerships that have been demonstrated to measurably support student learning and student success. Grant strategies must focus on deepening school districts' partnerships not only with parents/families, but also with health and mental health service providers, dental and vision care services, cultural institutions, and other community resources and organizations.

This Continuation Grant Application is to be used only by Connecticut Alliance Districts that previously have received either a Hartford Foundation for Public Giving planning grant or other Education grant. The Foundation is here to support your work; please feel free to reach out to the Director of Education Investments or Grants Administration if you have any questions. Please refer to page 2 for more instructions.

District Name: Manchester Public Schools

Time Period to be Covered: From: January 1, 2017 To: December 31, 2017

Total Amount Requested: $808,000

*Note that the amount requested must be consistent with the budget submitted with the proposal.

Who is the contact person for additional questions regarding the content of this application?

Name: Matt Geary Title: Superintendent of Schools

Email: mgeary@mpspride.org Phone: 860-647-3441

The Chairperson of the Board of Education and the District Superintendent have reviewed and hereby certify that the information in this grant application is true and correct. These signatures also certify that the district does not discriminate on any basis prohibited by law including, but not limited to: race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual ability, learning disability or physical disability (including, but not limited to, blindness or deafness), pregnancy, genetic information, sexual orientation, and/or any other characteristic protected under federal, state and/or local laws.

[Signature]
Matthew Geary 09/30/2016

[Signature]
Board Chair Signature

*These two signatures are REQUIRED to complete the application.
Proposal Narrative: This narrative should be a narrative description of your attached work plan. Please include within your narrative:

a) clearly articulated project goals, objectives, and anticipated outcomes for the requested grant year (Note that all Foundation-funded family, school, and community-partnership goals must be linked to student learning),

b) describe how your goals, objectives and outcomes build on work accomplished in the prior year,

c) consider the following when crafting your outcomes: partnership capacity and collaboration, infrastructure and policy, and improved practices and experiences for children and families. Also, ensure that all outcomes are observable and measurable;

d) a description of how the stated goals are aligned with and add value to other district improvement plans (including those approved by CSDE);

e) an outline of the specific types of partnerships the district will continue to develop with Foundation funds and the anticipated benefits or purpose of each partnership (include a list of all current and projected new partners and roles);

f) a clear description of your approach to partnering with families and/or strengthening the capacity of parents/families to be your authentic partners, supporting student learning. Please include a description of how this approach reflects any changes that have occurred in district policy and/or practice;

g) a list of the data sources and research used for your district’s reflection and analysis of project activity;

h) a description of how Foundation funds can help you to leverage other development opportunities;

i) a clear description of your planned approach to project sustainability (how you will sustain the benefit of the Foundation’s investment).

Financial Materials: Please see the budget and reporting forms provided by the Foundation. As you prepare to complete the forms, identify:

a) the total project cost over a three year period;

b) the funds that will be requested of the Foundation (by category and line item);

c) all CSDE funds to be applied toward the project cost by line item – minimally including your Alliance District and Title I funds;

d) any city/town funds to be applied toward the project cost (by line item);

e) any BOE funds to be applied toward costs, including in-kind contributions;

f) any “other funds” to be applied toward project costs with each source listed; and finally,

g) your planned approach to the project’s financial sustainability.
Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to Apply for FY 16/17 Child and Adult Care Food Program (CACFP)

Date: October 6, 2016

**Background:** Manchester Head Start participates in the Free and Reduced Lunch program and receives reimbursement through the Connecticut State Department of Education. We contract for breakfast, lunch and snacks with the Board of Education’s food service department.

**Discussion/Analysis:** Participation in this program ensures that our most vulnerable preschoolers are provided with healthy foods while in attendance in our Head Start program.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program component.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education give permission to apply for the FY16/17 Child and Adult Care Food Program (CACFP) in the amount of $120,100.

**Attachments:** Application, agreement and budget worksheet

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 11, 2016
<table>
<thead>
<tr>
<th>Budget OPERATING COSTS</th>
<th>Have you submitted a Centers Budget Detail sheet explaining OPERATING costs for Lines C3 - C10 of the Budget Worksheet?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Centers Budget Detail sheet must be submitted if Lines C3 - C10 on the Center Budget Worksheet were completed</td>
<td>If no, a completed Centers Budget Detail sheet explaining all operating costs on all affected lines must be submitted to the Child Nutrition Unit.</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Budget ADMINISTRATIVE COSTS</td>
<td>Have you submitted a Centers Budget Detail sheet explaining ADMINISTRATIVE costs for Lines D1 - D7 of the Budget Worksheet?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Institutions with more than one site must submit documentation to support the amount of administrative costs claimed in each fiscal year</td>
<td>If no, a completed Centers Budget Detail sheet explaining all administrative costs on all affected lines must be submitted to the Child Nutrition Unit.</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>SITE APPLICATION(S)</td>
<td>Reflect Current (2016-17) Operations</td>
<td>YES - all sites have been reviewed and updated as necessary in the online system OR</td>
<td>NO</td>
</tr>
<tr>
<td>Have all Site Applications been reviewed for accuracy and to ensure that they reflect current license, participant eligibility, and meal service operations?</td>
<td>All Site Applications have been reviewed and NO changes are required at this time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Document</td>
<td>Has page 3 of this document been completed with training dates for the 2016-17 year?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Training Dates</td>
<td>Monitoring Requirements (Applicable only to institutions with more than one site)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Monitoring Dates</td>
<td>Has page 4 of this document been completed with monitoring dates for the 2016-17 year?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Monitoring Requirements (Applicable only to institutions with more than one site)</td>
<td>Have all monitoring staff been provided with the monitoring form that was revised in December 2014?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Signature: [Signature] Title: [Title] Date: 7-27-16
Note: ED-099 Authorized Representative #1 or #2 ONLY may sign this form.
**CACFP Application Renewal Summary Checklist**

**2016-17 STAFF TRAINING**

Staff at all sites must receive training a minimum of one time per year. Institutions must keep records from each training session that includes the agenda, date and sign-in for with all participants' signatures. It is recommended that training sessions be conducted by an experienced trainer or staff member who is knowledgeable about CACFP rules and regulations, or who has recently attended a CACFP workshop or training session provided by the state agency.

Please answer each of the following questions and complete the chart below:

1) All appropriate staff will attend required state agency training sessions.
   ✓ YES  □ NO

2) Our organization will address on-going staff training needs, and communicate CACFP changes and organization policies procedures to all staff at all sites.
   ✓ YES  □ NO

3) Prior to CACFP approval of a new site, our organization will train the new staff.
   ✓ YES  □ NO

4) Our organization will ensure that a make-up training session will be held for staff who did not attend annual training.
   ✓ YES  □ NO

<table>
<thead>
<tr>
<th>CACFP TOPICS</th>
<th>TRAINER</th>
<th>2016-17 DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal patterns</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Meal counts</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Claim submission</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Review procedures</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Recordkeeping requirements</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Reimbursement system</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Other (specify):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CIVIL RIGHTS TOPICS</th>
<th>TRAINER</th>
<th>2016-17 DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection and use of data</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Public notification systems</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Complaint procedures</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Compliance review techniques</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Resolution of noncompliance</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Reasonable accommodation for persons with disabilities</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Requirements for language assistance</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Conflict resolution</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
<tr>
<td>Customer service</td>
<td>Sinthia Sone-Moyano</td>
<td>9/1/16</td>
</tr>
</tbody>
</table>

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{ 3 }
AGREEMENT TO FURNISH FOOD SERVICE BETWEEN THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) INSTITUTION AND THE BOARD OF EDUCATION (BOE)

This agreement is entered into by and between the ___________________________ Manchester Board of Education and ___________________________ Board of Education

Manchester Head Start CACFP Institution. The ___________________________ Manchester Board of Education agrees to ___________________________ Board of Education

furnish meals to ___________________________ Manchester Head Start CACFP Institution for the following per meal rates:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.15</td>
</tr>
<tr>
<td>Snack(s)</td>
<td>N/A</td>
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</tbody>
</table>

If applicable, include the types and amounts of any charges paid to the Board of Education in addition to the per meal price:

The additional charge must be included in the budget on the ED-099 Schedule A Application and Management Plan and be reported as part of the costs on the monthly claim for reimbursement.

Site(s) covered by this agreement include (list below or attach a list of sites):

1. Manchester Preschool – Washington Street
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________
6. __________________________________________
7. __________________________________________
8. __________________________________________

It is further agreed that ___________________________ Manchester Board of Education will assure that (check one option):

☐ Meals meet the CACFP meal pattern requirements and that the Board of Education will maintain complete and accurate records, including menus, amount of food prepared and number of meals provided daily;

OR

☐ The School district has been approved by the Office of Child Nutrition to use the nutrient standard menu planning (NuMenus) option to prepare meals (breakfast and lunch) for CACFP participants aged two and above. Meals for children under two and snacks for all ages will be planned using the appropriate CACFP meal patterns. In addition:
  • A nutrient analysis will be provided to the CACFP sponsor for all weekly menus and;
  • weekly menus will meet the established level of nutrients and calories for the appropriate age group.
Menus must be provided to the institution prior to the month served and the record of the number of meals delivered must be reported to the institution at the end of the month.

Meals served SHALL NOT be claimed under any of the following programs on the reimbursement claim form (ED-103): National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Snack Program.

Revenue from this agreement SHALL be considered income to the National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Snack Program.

Allocation of U.S. Department of Agriculture (USDA) commodities for the National School Lunch Program does not include meals prepared for the Child and Adult Care Food Program.

The Manchester Board of Education agrees also to retain records for three years or until the resolution of any outstanding audit findings and upon request, to make all accounts and records pertaining to the program available to representatives of the administering agency for audit or administrative review.

This agreement shall be effective from 9/1/2016 to 8/31/2017. It may be terminated by notice in writing by either party at least 30 days prior to the date of termination.

Signature of Board of Education Official

Superintendent

Title

Date

Signature of CACFP Institution Official

Principal

Title

Date

A copy of the signed agreement must be forwarded to the School Lunch Director and to the State Agency.
### Operational Costs

**Result from serving meals to program participants**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Total amounts of CACFP + Non-CACFP Funded Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Food Purchases</td>
<td>$2500/year</td>
</tr>
<tr>
<td>2.</td>
<td>Non-Food Supplies and Small Equipment Purchases (under $5,000)</td>
<td>$2500/year</td>
</tr>
<tr>
<td>3.</td>
<td>Postage/Printing</td>
<td>$/year</td>
</tr>
</tbody>
</table>

### Food Service Labor and Taxes

Attach a sheet for additional employees.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Position</th>
<th>Hours per Month</th>
<th>Total Monthly Required Employer Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tooltide Lowe</td>
<td>Asst</td>
<td>133.0</td>
<td>$228.11</td>
</tr>
</tbody>
</table>

**Monthly Total Food Service Labor and Taxes**: $3209.97

### Food Service Benefits

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Health Insurance</th>
<th>Child and Adult Care Food Program (CACFP)</th>
<th>Benefits</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Amt Paid by Agency</td>
<td>Annual Amt Paid by CACFP</td>
<td>$/year</td>
<td></td>
</tr>
</tbody>
</table>

### Food Service Equipment Purchases/Depreciation ($5000 and Over)

List all equipment costing $5000 or more. Note that an individual item must cost at least $5,000 in order to be classified as "equipment."

Any item that costs less than $5,000 is a "supply" and should be listed on Line 2 above, not here. Do not aggregate individual supplies to total $5,000.

All equipment in this category should be depreciated.

For projected expenses items costing $5000 or more, three bids/quotes and a justification of need must be submitted prior to purchase. If purchasing equipment over $150,000, additional procurement procedures must be followed.

Attach documentation to support percent use by CACFP. Attach documentation for determining annual depreciation.

**Depreciation example for a $5,500 freezer with a useful life of 7 years:**

Step One: $5,500 ÷ 7 = $785.71
Step Two: $785.71 x 50 = $393 or the annual depreciation amount (as allocated to CACFP).

### Utilities

Attach a description of the percentage allocation to CACFP.

<table>
<thead>
<tr>
<th>Type of Utility</th>
<th>Total Cost</th>
<th>% Allocated to CACFP</th>
<th>Monthly Cost to CACFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water/Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. **Contracted Services**

   Indicate contracted or paid services for administrative and operating functions not performed by any organization personnel. Contracted services may include but not limited to catered meals, kitchen maintenance services, etc. Costs for contracted services may be charged as incurred. Copies of all contracts must be submitted. Attach cost allocation documentation, if applicable.

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>% Allocated to CACFP</th>
<th># of Contract Months</th>
<th>Monthly Cost to CACFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catered Meals</td>
<td>100%</td>
<td>12</td>
<td>$6066.00</td>
</tr>
<tr>
<td>Kitchen maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: Specify</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **8. Contracted Services:**
   $83,200.00/year

9. **Equipment Rental or Lease**

   List all rented or leased equipment and/or transportation used in the operation of the Child and Adult Care Food Program (CACFP) centers. Attach cost allocation documentation, if applicable.

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Monthly Cost</th>
<th>% Allocated to CACFP</th>
<th>Equipment Rental or Lease:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Name/Description</td>
<td></td>
<td></td>
<td>$/year</td>
</tr>
<tr>
<td>CACFP Centers Budget Detail- Revised August 2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. **Other (Specify)**

   List all other operating costs here. Note that prior or specific prior written approval is REQUIRED for all Other Costs. Contact the Child Nutrition Unit for guidance.

<table>
<thead>
<tr>
<th>Other Costs</th>
<th>Monthly Cost</th>
<th>% Allocated to CACFP</th>
<th>10. Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$/year</td>
</tr>
</tbody>
</table>

**Operating Budget**

Grand Total (sum all lines): $12309.70/year

---

The use of space allocated for Administrative Costs must be completed by all sponsors with more than one site.

---

**Child and Adult Care Food Program (CACFP) Centers Budget Detail**

**D. Administrative Costs**

If Administrative Costs are claimed for CACFP, the reasonable costs for all administrative personnel benefiting from the CACFP program must be included in the budget. The Child Nutrition Unit must provide specific written approval for all Administrative Costs. All CACFP costs must be necessary, reasonable, and allowable, in accordance with USDA Instruction 705-2, revision 4 (available at https://www.fns.usda.gov_FN). All administrative positions (e.g., an institution entering into a business relationship with a parent corporation, subsidiary, employee(s), officer(s), agent(s) and/or family member(s)) must be disclosed in advance to the State agency. Additionally, the sponsor must provide a justification for the related party relationship AND receive specific prior written approval from the State agency and/or USDA. Supporting documentation will be required for all administrative costs claimed.

1. **Administrative Labor and Taxes**

   Attach a sheet for additional employees.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Position</th>
<th>Work Hours</th>
<th>Gross Hourly Rate</th>
<th>Total Hours Worked for Agency</th>
<th>Total Hours Worked for CACFP</th>
<th>Total Required Employer Taxes Paid by CACFP</th>
<th>Monthly Cost Attributable to CACFP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Total amounts of CACFP + Non-CACFP Funded Items**

   **1. Administrative Labor and Taxes:**
   $/year
## Administrative Benefits

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Health Insurance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Detail**

- **2. Administrative Benefits**
  - $ / year

---

### Administrative Cost Budget Detail

<table>
<thead>
<tr>
<th>3. Administrative Office Supplies (Describe):</th>
<th>3. Administrative Office Supplies $ / year</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Transportation for Facility Monitoring / Travel (Describe):</td>
<td>4. Transportation: $ / year</td>
</tr>
<tr>
<td>5. Office Rent and Maintenance:</td>
<td>5. Office Rent: $ / year</td>
</tr>
<tr>
<td>7. Other: Administrative Costs</td>
<td>7. Other: $ / year</td>
</tr>
</tbody>
</table>

- **Administrative Budget**
  - Grand Total: $ / year

---

*Connecticut State Department of Education  CACFP Custom Budget Form (State)- Revised August 2018*
# Child and Adult Care Food Program (CACFP) Centers Budget Worksheet

(Child Day Care / Head Start Centers, Adult Day Centers, Emergency Shelters and at Risk Afterschool Programs)

**Sponsor Name: Manchester BOE**  **Agreement Number: 077CIFP**

## Projected CACFP Reimbursement / Allowable Costs / Non-Program Funds

<table>
<thead>
<tr>
<th><strong>A. PROJECTED ANNUAL CACFP REIMBURSEMENT</strong></th>
<th><strong>$120099.70</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The amount listed here is to be dispersed in the 'CACFP Funded' column (below) towards allowable budget costs. Do not include cash-in-lieu of commodities payments. CACFP reimbursements should be applied to food costs first.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B. ALLOWABLE ADMINISTRATIVE COSTS FUNDED BY CACFP</strong></th>
<th><strong>$LINE A (ABOVE) X .15</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MULTIPLY Line A (above) x 15%. CACFP-funded administrative costs for multi-site sponsors cannot exceed 15% of the annual CACFP reimbursement, unless a waiver to exceed this amount has been granted in writing by the State agency.</strong></td>
<td></td>
</tr>
</tbody>
</table>

## TOTAL NON-CACFP FUNDS

The amount listed here identifies the total amount of non-Program funds used to meet CACFP expenses. It can be estimated by subtracting the amount of anticipated CACFP reimbursements from total allowable Program expenses. This line must equal Line E, Column 2 [sum of Lines C11, Column 2 + D8, Column 2].

## BUDGETED COSTS

**NOTE: ANY LINE FOLLOWED BY AN ASTERISK (*) REQUIRES A DETAILED BUDGET WORKSHEET TO BE SUBMITTED TO THE CHILD NUTRITION UNIT.**

<table>
<thead>
<tr>
<th><strong>C. OPERATIONAL COSTS</strong></th>
<th><strong>CACFP Funded - Col. 1</strong></th>
<th><strong>Non-CACFP Funds - Col. 2</strong></th>
<th><strong>Total Annual Budget - Col. 4 (Col. 1 + Col. 2)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Food Purchases</td>
<td><strong>$2500</strong></td>
<td><strong>$</strong></td>
<td><strong>$2500</strong></td>
</tr>
<tr>
<td>2. Non-Food Supplies and Small Equipment Purchases (under $5,000)</td>
<td><strong>2500</strong></td>
<td></td>
<td><strong>2500</strong></td>
</tr>
<tr>
<td>3. Postage/Printing*</td>
<td><strong>32099.70</strong></td>
<td><strong>32099.70</strong></td>
<td><strong>32099.70</strong></td>
</tr>
<tr>
<td>4. Food Service Labor and Taxes*</td>
<td><strong>83000</strong></td>
<td><strong>83000</strong></td>
<td><strong>83000</strong></td>
</tr>
<tr>
<td>5. Food Service Benefits*</td>
<td>****</td>
<td>****</td>
<td>****</td>
</tr>
<tr>
<td>6. Food Service Equipment Purchases/Depreciation ($5000 and over)*</td>
<td>****</td>
<td>****</td>
<td>****</td>
</tr>
<tr>
<td>7. Utilities*</td>
<td>****</td>
<td>****</td>
<td>****</td>
</tr>
<tr>
<td>8. Contracted Services*</td>
<td>****</td>
<td>****</td>
<td>****</td>
</tr>
<tr>
<td>9. Equipment Rental or Lease*</td>
<td>****</td>
<td>****</td>
<td>****</td>
</tr>
<tr>
<td>10. Other*</td>
<td>****</td>
<td>****</td>
<td>****</td>
</tr>
<tr>
<td><strong>11. SUBTOTAL - OPERATIONAL COSTS [Sum of Lines C1 through C10]</strong></td>
<td><strong>$120099.70</strong></td>
<td><strong>$</strong></td>
<td><strong>$120099.70</strong></td>
</tr>
</tbody>
</table>

## D. ADMINISTRATIVE COSTS*

**THIS SECTION IS REQUIRED FOR SPONSORS OF MULTIPLE SITES.**

| **1. Administrative Labor and Taxes*** | **$** | **$** |
| **2. Administrative Benefits***       | **$** | **$** |
| **3. Administrative Office Supplies*** | **$** | **$** |
| **4. Transportation for Facility Monitoring / Travel*** | **$** | **$** |
| **5. Office Rent and Maintenance**    | **$** | **$** |
| **6. Utilities (unless included with rent)*** | **$** | **$** |
| **7. Other Administrative Costs***    | **$** | **$** |
| **8. SUBTOTAL - ADMINISTRATIVE COSTS [Sum of Lines D1 through D7]** | **$** | **$** |

## E. TOTAL OPERATIONAL AND ADMINISTRATIVE COSTS

**[Sum of Lines C11 and D8]**

**$**

---

* Connecticut State Department of Education  
CACFP Centers Budget - Revised August 2016
Town of Manchester  
Board of Education

To: The Manchester Board of Education  
From: Matthew Geary, Superintendent of Schools  
Subject: Permission to apply for the Bilingual Education Program Grant FY 2016-2017  
Date: October 6, 2016

Background: This Bilingual Education Program Grant will be used to support students identified as English Learners (EL) in our schools where 20 or more of such children are of the same language group. Monies will be used to strengthen English language development.

Discussion/Analysis: Funds will be used to provide bilingual native language support/programming in the identified mandated bilingual schools.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Bilingual Education Program Grant, for FY 2016-2017 in the amount of $4,945.

Matthew Geary, Superintendent of Schools  
October 11, 2016
Town of Manchester
Board of Education

To: The Manchester Board of Education  
From: Matthew Geary, Superintendent of Schools  
Subject: Permission to apply for Title I, Part A - Improving Basic Programs Grant FY 2016-2017  
Date: October 7, 2016

Background:  
This grant application in the amount of $1,850,849 will be used to support district and school improvement efforts in the FY 2016-2017.

Discussion/Analysis:  
Funds will be used to support programs to ensure that all students demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in Connecticut’s Core Standards. Strategies will be implemented to increase the level of students ready for learning in school and beyond, particularly those in underperforming subgroups, as measured by state and local assessments.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:  
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title I, Part A - Improving Basic Programs Grant, for the FY 2016-2017 in the amount of $1,850,849

Matthew Geary, Superintendent of Schools  
October 11, 2016
Town of Manchester
Board of Education

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for Title II, Part A
Teacher and Principal Training and Recruiting Fund Grant FY 2016-2017
Date: October 7, 2016

Background:
This grant application in the amount of $177,006 will be used to ensure that all students are performing at or above grade level in the FY 2016-2017.

Discussion/Analysis:
Funds will be used to support programs to ensure that all students identified as not reaching goal receive intensive intervention that will significantly accelerate their academic progress. As a result of these targeted interventions in numeracy and science instruction, regular instruction and additional services such as tutoring, fewer students will need referrals for special education services and more students will meet their fullest learning potential. Methods implemented for this approach include, but are not limited to: numeracy/literacy training and ongoing professional development, as well as a focused attention on quality Tier I instruction for all students.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title I, Part A - Teacher and Principal Training and Recruiting Fund Grant, for the FY 2016-2017 in the amount of $177,006.

Matthew Geary, Superintendent of Schools
October 11, 2016
To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Title III, Part A, Subpart 1- English Language Acquisition and Language Enhancement Grant FY 2016-2017
Date: October 7, 2016

Background:
This grant application in the amount of $55,987 will be used to support all limited English proficient students to become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and mathematics.

Discussion/Analysis:
Funds will be used to:
- Narrow the achievement gap and create academic excellence for all students
- Prepare students for success in college and careers
- Support district and school improvement efforts
- Support effective teaching and leadership

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:
The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Title III Part A, Subpart 1- English Language Acquisition and Language Enhancement Grant, for fiscal year 2016-2017 in the amount of $55,987.

Matthew Geary, Superintendent of Schools
October 11, 2016
<table>
<thead>
<tr>
<th>Priority</th>
<th>Strategy</th>
<th>Action Steps</th>
<th>Fidelity Indicators</th>
<th>Indicators of Adult Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Capital Development</td>
<td>To utilize collaborative practices to be a more effective team player</td>
<td>To get to know and understand ourselves and one another as leaders</td>
<td>Staff members take the WPI and True Colors to help them actively participate in learning conversations (PLCs, team meetings, PD, informal conversations, etc)</td>
<td>Increase the number of people who have taken the WPI. New staff take the true Colors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Staff meetings will include intentional relationship building activities</td>
<td>Staff will participate in monthly opportunities through staff meetings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Building PD opportunities will be personalized and differentiated and will include opportunities for teachers to learn from teachers</td>
<td>Staff will be surveyed through the August PD share-out to plan for September onwards</td>
</tr>
<tr>
<td>Priority</td>
<td>Strategy</td>
<td>Action Steps</td>
<td>Fidelity Indicators</td>
<td>Measures of Adult Progress</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction</td>
<td>Implement the curriculum with fidelity</td>
<td>Strengthen tiered instruction by implementing the workshop model in Language Arts and Math</td>
<td>Increasing evidence of indicators on the instructional framework checklist and use of anecdotal notes to support instruction through June 2017</td>
<td>Increased percentage of classrooms implementing all components workshop model according to the instructional framework indicators (self-assessments to be done April through June 2016)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Implement and reflect on personalized learning opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Compare teacher thoughts around personalized learning from Spring 2016 to Winter 2016-17 through a PLC discussion</td>
</tr>
<tr>
<td>Priority</td>
<td>Strategy</td>
<td>Action Steps</td>
<td>Fidelity Indicators</td>
<td>Indicators of Adult Progress</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Positive school climate and strong school/family partnerships</td>
<td>To teach, model and uphold common expectations for how all members of the school community (adults and students) interact with each other</td>
<td>Implement the Social Thinking Action Plan</td>
<td>PD for staff-introduction to Plan B and language card</td>
<td>Use the Language of Plan B as a Tier 1 Practice</td>
</tr>
<tr>
<td></td>
<td>To recognize and develop families as resources and assets to the learning process</td>
<td>Provide various opportunities (including time to talk with students) for staff to be supported around restorative practice on a regular basis</td>
<td>Training will have been conducted by September 1st</td>
<td>Pre, post and dipstick survey data from families about how they view their role as it relates to their child’s learning</td>
</tr>
<tr>
<td></td>
<td>Initiating implementation of Academic Parent-Teacher Teams in grades 1-2</td>
<td>Provide training for Academic Parent-Teacher Teams in grades 1-2</td>
<td>Initial team meeting will be held no later than Oct. 31 and full implementation continues thereafter</td>
<td>Greater percentage of parents and teachers are coming together in academic parent-teacher teams</td>
</tr>
<tr>
<td></td>
<td>Communicate practices learned through APTT process with the rest of the staff</td>
<td>Initiate implementation of Academic Parent-Teacher Teams in grades 1-2</td>
<td>agenda for staff meetings following each APTT meeting will include a sharing of the process by teachers involved</td>
<td>Other staff members are beginning to talk about and try some of the practices shared by the APTT team</td>
</tr>
<tr>
<td>Priority</td>
<td>Strategy</td>
<td>Action Steps</td>
<td>Fidelity Indicators</td>
<td>Measures of Adult Progress</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Improvement Planning</td>
<td>SIT will communicate, monitor, and support the implementation of the SIP in an ongoing manner</td>
<td>Develop a system of communication to clarify and monitor the SIP</td>
<td>PD, Staff, and Team meeting agendas include SIP strategies and action steps</td>
<td>Evidence of conversations around the SIP through minutes</td>
</tr>
<tr>
<td>Professional Learning Community</td>
<td>Create a system of continuous improvement by bringing the work of the PLCs to an exemplary level, with an emphasis on translating the work of the PLCs into high leverage research based practices in all classrooms</td>
<td>Each grade level and department PLC will establish PLC norms. Each grade level and department PLC will monitor the use of PLC norms. Each grade level and department PLC will implement and self-monitor based on district PLC standards.</td>
<td>Use established PLC norms as a rubric to self evaluate by November 1, February 1, and June 1. Complete the District PLC Standards Rubric three times per year as determined by the District.</td>
<td>Evidence of continuous growth in the implementation of collaborative practices in PLCs.</td>
</tr>
</tbody>
</table>
PERSONNEL 4025

POLICY: USE OF SOCIAL NETWORKING/MEDIA

Statement

The Manchester Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. In accordance with the provisions of the First Amendment, the Board will regulate the use of social media by employees, including employees’ personal use of social media, when such use:

1) Interferes, disrupts or undermines the effective operation of the school district;
2) Is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3) Creates a hostile work environment;
4) Breaches confidentiality obligations of school district employees; and
5) Violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520

ADOPTED: 10-22-12
ADMINISTRATIVE REGULATIONS
USE OF SOCIAL
NETWORKING/MEDIA

Definitions:

Social media includes, but is not limited to, social networking sites, such as

Twitter, Facebook, LinkedIn, YouTube, and Myspace, Instagram.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could reasonably be construed as an official school district communication, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee’s alone and do not represent the views of the school district or the Board of Education.

2. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated special relationship (e.g., relative or family friend), it is not appropriate for a teacher or administrator to “friend” a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.

3. Unless given written consent, employees may not use the Board of Education’s logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.

4. Employees must refrain from engaging in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications. Such posts reflect poorly on the school district’s reputation, can affect the educational process and may substantially and materially interfere with an employee’s ability to fulfill his/her professional responsibilities.

5. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee’s social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.

6. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access
to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee’s duties at work.

7. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, cellular telephones or other electronic data devices.

8. All posts on personal social media must comply with the Board of Education’s policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

9. An employee may not link a personal social media site or webpage to the Board of Education’s website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.

10. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.

2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or an a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:

- The employee must set up the club, etc. as a group list which will be “closed” (e.g. membership in the group is limited to students, parents and appropriate school personnel, and “monitored” (e.g. the employee had the ability to access and supervise communications on the social media site) unless given permission by the Superintendent or his/her designee to create an “open” or “public” social media account.
- When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.
- Anyone who has access to the communications conveyed through the a ‘closed’ site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the a ‘closed’ page may join only after the employee invites them and allows them to join.
- Parents shall be permitted to access any ‘closed’ site that their child has been invited to join.
● Access to the a ‘closed’ site may only be permitted for educational purposes related to the club, activity, organization or team.
● The employee responsible for the site will monitor it regularly.
● The employee’s supervisor shall be permitted access to any ‘closed’ site established by the employee for a school-related purpose.
● Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.

3. Employees are required to refrain from making harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate statements in their social media posts on district-sponsored sites.

4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.

5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.

6. All posts on district-sponsored social media must comply with the Board of Education’s policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.

8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.

9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Disciplinary Consequences

Violation of the Board’s policy concerning the use of social/networking media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.
Board of Education Issued Credit Card

The Manchester Board of Education will obtain a credit card in its name to be used for district business only. Under no circumstances is this credit card to be used for personal business.

The credit card will be used by the Director of Finance and Management. The Superintendent is responsible for monitoring all credit card expenditures. The credit card limit is $5,000- $20,000.

Legal Reference: CGS 10-248 Payment of school expenses

Adopted: June 25, 2012
Revised: October, 2016
Revised: September, 2016
MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS  Date of Request: May 7, 2015

Name of Club or Activity: Eurotrip
Trip to: Madrid  Purpose: Practice W.L. Skills

Number of students participating: 30  From: 06/14/2017  To: 06/14/2017
Number of school days missed: 1

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

a.  b.  a - Jenna Biondino
   c.  d.  b - Isabelle Jayawickrema
   e.  f.  c - Bailey's Frizany
   g.  h.  Others:

Transportation:  [✓] Bus  [ ] Train  [ ] Plane  [ ] Car  [ ] Other

Are fund-raising activities planned?  [✓] Yes  [ ] No  If so, describe: TBD.

How will funds be allocated to students participating?  [✓] Equally.

Lodging:  [✓] Hotel/Motel  [ ] Camp  [ ] Private Home

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

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

Total cost per student: $3,020  (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.)

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

a. ____________ b. ________
   (Prometour) $3,020

   (Explorica) $2,986

   (E.F.) $3,594

Name of teacher making request:

Signature: Jena Biondino
Typed: Jena Biondino

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: __________________ Date: 5/8/15

Approved by Principal:

Signature: __________________ Date: 5/11/15

Approved by Superintendent or designee:

Signature: __________________ Date: 5/15/15

Attachments: Quotations
Itinerary

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

8 DAYS / 6 NIGHTS

TRAVEL DATES: APRIL 7 – 14, 2017
<table>
<thead>
<tr>
<th>School</th>
<th>Description</th>
<th>Bond in Nov. of</th>
<th>Cost</th>
<th>Nov. 2017</th>
<th>Nov. 2019</th>
<th>Perform FYE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Replace Brookfield St Parking Lot including Lighting</td>
<td>2017</td>
<td>$ 640,000</td>
<td>$ 640,000</td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>Illing</td>
<td>Replace and expand parking lot and entrance sidewalk</td>
<td>2017</td>
<td>$ 1,750,000</td>
<td>$ 1,750,000</td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td>Bowers</td>
<td>Construct Student Drop Off area on Princeton Street</td>
<td>2019</td>
<td>$ 80,000</td>
<td>$ 80,000</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>Bowers</td>
<td>Enlarge parking lot and repave existing</td>
<td>2019</td>
<td>$ 425,000</td>
<td>$ 425,000</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>Buckley</td>
<td>Crack Fill &amp; Repair Parking Lot</td>
<td>2019</td>
<td>$ 25,000</td>
<td>$ 25,000</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>High School</td>
<td>Replace 2 tennis courts on west side of building</td>
<td>2019</td>
<td>$ 175,000</td>
<td>$ 175,000</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>Keeney</td>
<td>Crack fill asphalt</td>
<td>2019</td>
<td>$ 10,000</td>
<td>$ 10,000</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>Martin</td>
<td>Enlarge Parking Lot</td>
<td>2019</td>
<td>$ 375,000</td>
<td>$ 375,000</td>
<td></td>
<td>2021</td>
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<tr>
<td>MRA</td>
<td>Repave Parking Lot</td>
<td>2019</td>
<td>$ 175,000</td>
<td>$ 175,000</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>High School</td>
<td>Repave East Middle Turnpike Parking Lot.</td>
<td>2019</td>
<td>$ 210,000</td>
<td>$ 210,000</td>
<td></td>
<td>2021</td>
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<tr>
<td>Keeney</td>
<td>Modify access drives and add parking</td>
<td>2019</td>
<td>$ 125,000</td>
<td>$ 125,000</td>
<td></td>
<td>2021</td>
</tr>
<tr>
<td>High School</td>
<td>Crack Fill and Re-Stripe Summit Street Lot</td>
<td>2019</td>
<td>$ 50,000</td>
<td>$ 50,000</td>
<td></td>
<td>2021</td>
</tr>
</tbody>
</table>

Total Cost: $ 2,390,000  $ 1,650,000

2/26/2016, Rev 10/06/16