

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, OCTOBER 22, 2018
LINCOLN CENTER
494 MAIN STREET, MANCHESTER, CT

Buildings & Sites Committee Mtg.	5:30 P.M. - Director's Rm.
Executive Session: Personnel Matter	6:15 P.M. - Director's Rm.
Review of Teacher's Contract	
Board of Education Meeting	7:00 P.M. - Hearing Rm.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes 10-9-18 A - 4

B. COMMITTEE REPORTS –

- 1) Curriculum & Instruction Committee Minutes 10-9-18 B - 1

C. CONSENT CALENDAR

- 1) Personnel Information C - 1
- 2) Permission to apply for Title I, Part A - Improving Basic Programs Grant, for FY 2018-2019, in the amount of \$1,625,608 C - 2
- 3) Permission to apply for the ESSA: Title IV, Part A - SSAE Grant, for FY 2018-2019, in the amount of \$109,771 C - 3
- 4) Permission to apply for the Bilingual Education Program Grant, for FY 2018-2019, in the amount of \$4,927 C - 4
- 5) Permission to apply for the Title III, Part A - Language Instruction for English Learners Grant, for FY 2018-2019, in the amount of \$51,972 C - 5
- 6) Permission to apply for Title II, Part A - Supporting Effective Instruction Grant, for FY 2018-2019, in the amount of \$272,315 C - 6
- 7) Permission to apply for United Way Implementation Grant for FY 2018-2020, in the amount of \$114,600 C - 7
- 8) Permission to apply for the Hartford Foundation for Public Giving Grant for Family & Community Engagement for FY 2018-2020, in the amount of \$459,500 C - 8
- 9) Establish an increase in appropriation for FY 2018-2020 for the IDEA 611 Grant in the amount of \$59,194, for a total grant award of \$1,789,429 C - 9
- 10) Establish an appropriation for FY 2018-2019, for the Alliance District Grant in the amount of \$4,317,896 C - 10
- 11) Establish an appropriation for FY 2018-2019, for the Priority School District Grant in the amount of \$823,588 C - 11
- 12) Establish an appropriation for FY 2018-2019, for the Priority School District Summer School Grant in the amount of \$150,603 C - 12
- 13) Establish an appropriation for FY 2018-2019, for the Extended School Hours C - 13

Grant in the amount of \$128,157

- 14) Establish an appropriation for FY 2018-2019 for the Connecticut State Dept. C- 14 of Education Grant for Program Improvement Projects for Adult Education, in the amount of \$36,000

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) Inside Look at Math - Pari Ghetia, Director Teaching/Learning - STEAM

G. UNFINISHED BUSINESS –

1) Policy Recommendation:

The Policy Committee submits to the full Board its recommended policy changes for a second reading and approval in accordance with its policy on policy changes:

New Policies:

- | | |
|--|--------|
| a. Policy 4309 - Family and Medical Leave | G - 1a |
| b. Policy 3543 - Individuals with Disabilities Education Act Fiscal Compliance | G - 1b |
| c. Policy 3544 - School Activity Funds | G - 1c |
| d. Policy 4310 - Educational Stability Procedures for Transportation Coordination with the Department of Children and Families | G - 1d |

Revised Policies

- | | |
|---|--------|
| e. Policy 3240 - Tuition Fees | G - 1e |
| f. Policy 3280 - Gifts, Grants and Bequests | G - 1f |

H. NEW BUSINESS - None

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

J. COMMUNICATIONS - None

K. ITEMS FOR FUTURE AGENDAS

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 Equity Informed School Climate Assessment
Update on Capital Projects

Monday, Jan. 7, 2019 Budget Presentation

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.***

C&I Subcommittee Minutes
October 9, 2018

In attendance: Peter Conyers, Jason Scappaticci, Melanie Stefanovicz, Amy Radikas and Pari Ghetia,
Items discussed:

- 1) English Learners (EL) Update: Information shared regarding the number of ELs per building and staff (teachers and tutors) assigned to support learning. Assignments based on numbers of ELs and levels of English proficiency noted from Language Assessment Survey (LAS). Greatest number of ELs at Waddell and MHS (78 students at each school). Lowest numbers at Martin (5 students).

- 2) Proposed Curriculum Review Process: Current policy 6180 Evaluation and Instructional Programs was discussed. Looking at a new process for reviewing curriculum - to date most content areas house curricular units electronically as part of unit planner with quarterly reviews embedded through unit reflections. Plan to utilize vertical teacher teams with a few admins to offer commendations and recommendations on an annual basis. Develop an annual schedule for content areas to be reviewed and results shared with C&I Subcommittee.

- 3) Question and Answer: Committee members able to ask questions.
 - a) What are top five language in MPS EL Programming?
Spanish, Bengali, Telugu, Tamil, Twi

 - b) How are decimals being addressed in Grade 6 - as data presented in late 2016 noted this was an area in need of growth?
The assessment formerly used did not accurately represent grade level fluencies. The beginning of the year assessment addressed grade 5 fluencies, but the midyear and end of year addressed grade 6 fluencies. The assessment was revised to accurately address grade fluencies to support teachers in delivering instruction to grade level expectations.

 - c) Does NEASC have suggestions on what questions can be used when reviewing curriculum?

Yes, MHS administration, department heads and Directors of Teaching & Learning meet regularly and use these questions to analyze units to determine areas in need of revision.

Meeting adjourned at 6:45 p.m.
Respectfully submitted,
Dr. Amy F. Radikas

PERSONNEL ACTION

APPOINTMENTS

Ms. Sonja Swensen to be a 1.0 Grade 6 ELA Teacher at Bennet Academy. Ms. Swensen received her Bachelor of Arts in English from Southeastern University. Ms. Swensen resides in East Hartland. It is recommended that her appointment be approved effective October 3, 2018 (Bachelors/Step 5 \$53,206).

Ms. Jennifer Pynch to be a 1.0 Social Worker at Manchester Regional Academy. Ms. Pynch received her Master of Social Work from the University of Connecticut. Ms. Pynch resides in South Windsor. It is recommended that her appointment be approved effective October 31, 2018 (Masters +30/Step 12 \$91,060).

Mr. Lawrence Nevins to be a 1.0 Science Teacher at Manchester High School. Mr. Nevins received his Bachelor of Science in Teaching at Central Connecticut State University. Mr. Nevins resides in Manchester. It is recommended that his appointment be approved effective October 15, 2018 (Bachelors +15/Step 10 \$68,316).

**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 2018-2019
Date: October 11, 2018

Background:

This grant application in the amount of \$1,625,608 will be used to support district and school improvement efforts in the FY 2018-2019.

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 2018-2019 in the amount of \$1,625,608



Matthew Geary, Superintendent of Schools
October 22, 2018

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Every Student Succeeds Act (ESSA): Title IV, Part A Student Support and Academic Enrichment (SSAE) Grant FY 2018-2019
Date: October 11, 2018

Background:

This grant application in the amount of \$109,771 will be used to improve students' academic achievement in the FY 2018-2019.

Discussion/Analysis:

Funds will be used to:

- Provide all students with access to a well-rounded education
- Improve school conditions for student learning
- Improve the use of technology in order to improve the academic achievement and digital literacy of 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 ESSA: Title IV, Part A - SSAE Grant, for the FY 2018-2019 in the amount of \$109,771.



Matthew Geary, Superintendent of Schools
October 22, 2018

**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 2018-2019
Date: October 11, 2018

Background:

This grant application in the amount of \$4,927 will be used to support students identified as English Language Learners (ELL) in our schools where 20 or more of such children are of the same language group.

Discussion/Analysis:

Funds will be used to provide language support/programming for students to achieve English proficiency, academic mastery of subject matter content and higher order skills to meet appropriate grade promotion and graduation requirements.

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 2018-2019 in the amount of \$4,927.



Matthew Geary, Superintendent of Schools
October 22, 2018

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Title III, Part A
Language Instruction for English Learners FY 2018-2019
Date: October 11, 2018

Background:

This grant application in the amount of \$51,972 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:

- Improve academic achievement;
- Improve English proficiency rates for English learners; and
- Increase 4 and 6-year Cohort Graduation rates for all students
- Support district and school improvement efforts
- Narrow the achievement gap and create academic excellence for all students
- 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 - *Language Instruction for English Learners* Grant, for fiscal year 2018-2019 in the amount of \$51,972.



Matthew Geary, Superintendent of Schools
October 22, 2018

**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
Supporting Effective Instruction FY 2018-2019
Date: October 11, 2018

Background:

This grant application in the amount of \$272,315 will be used to ensure that all students are performing at or above grade level in the FY 2018-2019.

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 – Supporting Effective Instruction Grant, for the FY 2018-2019 in the amount of \$272,315.



Matthew Geary, Superintendent of Schools
October 22, 2018

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for United Way Implementation Grant for FY 18-20
Date: October 16, 2018

Background:

Illing Middle School staff seek to develop and implement a multi-tiered system of supports in order to meet the diverse needs of our student population and ensure they leave middle school ready for high school and projecting to be college and career ready.

Discussion/Analysis:

In order to implement interventions, we are seeking funds to;

- Create a Coordinator of Student Supports position tasked with developing and implementing a multi-tiered system of supports
- Support the work of the building-level team tasked with developing Tier I interventions and practices

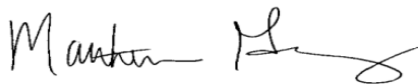
Financial Impact: None.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors give permission to apply for the FY18-20 United Way Planning Grant in the amount of \$114,600.

Attachments: None.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 22, 2018

**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 FY18-20 HFPG Continuation Grant for Family & Community Engagement
Date: 10/15/2018

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:

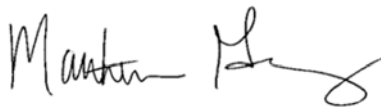
We are seeking to apply for year five funds from the Hartford Foundation for Public Giving in order to more cement the establishment of our Family Resource Centers across 11 schools. District professional development will emphasize means of connecting families to the work and goals of schools and student 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. The grant period is January 1, 2019 – December 31, 2019.

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 18-20 school years in the amount of \$459,500.



Mr. Matt Geary
Superintendent of Schools
Manchester, CT
October 22, 2018

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Item for Increase in Appropriation – IDEA 611 Grant FY 2018-2020
Date: October 16, 2018

Background:

The Manchester Board of Education was awarded grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2018-2020. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 611 grant for use with special education students ages 3-21. The funding offsets the cost of special education teachers, occupational therapists, physical therapists, paraprofessionals, and tutors. It also enables the Board to purchase specialized reading and math programs, computer equipment, and other assistive technology devices. The IDEA 611 grant provides funding for student evaluations as well.

Financial Impact:

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total grant award for FY 2018-2020 is for the amount of **\$1,730,235**.

Other Board/Commission Action:

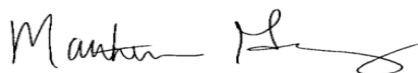
None.

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors appropriate an additional \$59,194 for a total grant award amount **\$1,789,429**, under the Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2018-2020.

Attachments:

Award letter and budget



Matthew Geary
Superintendent of Schools
Manchester, CT
October 22, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 108-446
CFDA #: 84.027A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20977-2019-82032-170002

2 Grant Title

IDEA-PART B, SECTION 611

5 Award Period

7/1/2018 - 6/30/2020

3 Education Staff

Program Manager:

Thomas Boudreau

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$1,789,429

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

10/10/2018

Ellen Cohn 2

BUDGET FORM

Created On: 10/10/2018

ED 114

Fiscal Year: 2019 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: IDEA-PART B. SECTION 611
Project Title:
Fund: 12060 **SPID:** 20977 **Year:** 2019 **PROG:** 82032 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2020 **Authorized Amount:** \$1,789,429
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$1,789,429

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
111A	NON-INSTRUCTIONAL	147,632	
111B	INSTRUCTIONAL	1,383,499	59,487
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	108,054	
321	TUTORS		
322	IN SERVICE		
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENT ACTIVITIES	1,563	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	15,000	
340	OTHER PROFESSIONAL SERVICES		
341	AUDIT		
350	TECHNICAL SERVICES		
440	RENTALS		
450	CONSTRUCTION SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
560	TUITION		
580	TRAVEL		
600	SUPPLIES	74,194	
730	EQUIPMENT		
734	TECHNOLOGY RELATED HARDWARE		
735	TECHNOLOGY SOFTWARE		
917	INDIRECT COST		
	TOTAL	\$1,729,942	\$59,487

Original Request Date: 4/30/2018

This budget was approved by Thomas Boudreau on 9/27/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Alliance District Grant FY18/19
Date: October 16, 2018

Background: The Alliance District program is a unique and targeted investment in Connecticut's 33 lowest-performing districts. Connecticut General Statute Section 10-262u establishes a process for identifying Alliance Districts and allocating increased Education Cost Sharing (ECS) funding to support district strategies to dramatically increase student outcomes and close achievement gaps by pursuing bold and innovative reforms.

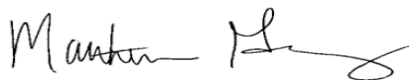
Discussion/Analysis: Alliance District's receipt of designated ECS funding is conditioned upon district submission and Commissioner of Education's approval of a plan, district progress and performance relative to that plan, and subsequent plans on an annual basis and approved plans aligned to the goals of the program. Annual plan approval is predicated upon district implementation and performance during the prior year.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY18/19 for the Alliance District grant in the amount of \$4,317,896.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 22, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
 45 NORTH SCHOOL STREET
 MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: STATE
 Statute: C.G.S. 10-262k
 CFDA #: None
 SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17041-2019-82164-170002

2 Grant Title

ECS - ALLIANCE DISTRICT FUNDING

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:
 Michael Kent

Payment & Expenditure Inquiries:
 Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$4,317,896

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

10/15/2018

Desi Nesmith

BUDGET FORM

Created On: 10/15/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: ECS - ALLIANCE DISTRICT FUNDING
Project Title: ALLIANCE DISTRICT FUNDING
Fund: 11000 **SPID:** 17041 **Year:** 2019 **PROG:** 82164 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2019 **Authorized Amount:** \$4,317,896
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

Grantee: 077-000

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$4,317,896

CODES	DESCRIPTIONS	BUDGET
100	PERSONAL SERVICES - SALARIES	3,077,205
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	226,681
300	PURCHASED PROF/TECH SERVICES	415,000
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	92,000
600	SUPPLIES	317,000
700	PROPERTY	160,000
800	MISCELLANEOUS	30,010
	TOTAL	\$4,317,896

Original Request Date: 10/10/2018

This budget was approved by Michael Kent on 10/15/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Priority School District Grant FY18/19
Date: October 16, 2018

Background: Per Connecticut General Statutes Sec. 10-266p, the State Board of Education administers a priority school district grant program to assist designated school districts in improving student achievement and enhancing opportunities, including early reading intervention programs. Grant awards are authorized after proposals have been submitted by eligible school districts and approved through the Commissioner.

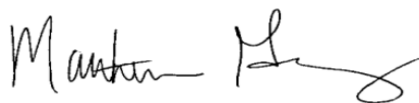
Discussion/Analysis: Priority School District funding may be used to focus on the following initiatives: (1) the creation or expansion of programs or activities related to dropout prevention; (2) alternative and transitional programs for students having difficulty succeeding in traditional education programs; (3) academic enrichment, tutorial and recreation programs or activities in school buildings during non-school hours and during the summer; (4) development or expansion of extended-day kindergarten programs, (5) development or expansion of early reading intervention programs including summer and after-school programs; (6) enhancement of the use of technology to support instruction or to improve parent-teacher communication; (7) initiatives to strengthen parent involvement in the education of children and parent; and other community involvement in school and school district programs; or (8) for purposes of obtaining accreditation for elementary and middle schools from the New England Association of Schools and Colleges. At least 20% of each grant shall be used for early reading intervention programs.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY18/19 for the Priority School District grant in the amount of \$823,588.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 22, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
 45 NORTH SCHOOL STREET
 MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: STATE
 Statute: C.G.S. 10-266q
 CFDA #: None
 SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17043-2019-82052-170002

2 Grant Title

PRIORITY SCHOOL DISTRICTS

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:

Michael Kent

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$823,588

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

10/15/2018

Desi Nesmith

BUDGET FORM

Created On: 10/15/2018

ED 114

Fiscal Year: 2019 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: PRIORITY SCHOOL DISTRICTS
Project Title: PRIORITY SCHOOL DISTRICTS FUNDING
Fund: 11000 **SPID:** 17043 **Year:** 2019 **PROG:** 82052 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2019 **Authorized Amount:** \$823,588
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$823,588

CODES	DESCRIPTIONS	BUDGET
100	PERSONAL SERVICES - SALARIES	823,588
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
300	PURCHASED PROF/TECH SERVICES	
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$823,588

Original Request Date: 10/10/2018

This budget was approved by Michael Kent on 10/15/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Priority School District – Summer School Grant FY18/19
Date: October 16, 2018

Background: Connecticut General Statutes Sec. 10-265m establishes grants for summer school programs in Priority School Districts. Funds are to be used for summer school for students in grades K-3 who are substantially deficient in reading in order to provide instruction that incorporates the competencies for early reading success and effective reading. Priority is given first to elementary and then to middle schools with the highest number of students who are substantially deficient in reading.

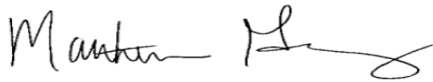
Discussion/Analysis: School Accountability – Summer School Priority School District funding will be used to assist funding of Summer Academy Advantage of Manchester (SAAM). SAAM is a summer program that is held for students in need of reading acceleration. The program is an effort to reduce the summer reading slide.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY18/19 for the Priority School District – Summer School Grant in the amount of \$150,603.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 22, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
 45 NORTH SCHOOL STREET
 MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: STATE
 Statute: C.G.S. 10-265m
 CFDA #: None
 SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17043-2019-82055-170002

2 Grant Title

PRIORITY SCHOOL DISTRICT - SUMMER SCHOOL

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:

Michael Kent

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$150,603

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

10/15/2018

Desi Nesmith

BUDGET FORM

Created On: 10/15/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: PRIORITY SCHOOL DISTRICT - SUMMER SCHOOL
Project Title:
Fund: 11000 **SPID:** 17043 **Year:** 2019 **PROG:** 82055 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2019 **Authorized Amount:** \$150,603
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$150,603

CODES	DESCRIPTIONS	BUDGET
100	PERSONAL SERVICES - SALARIES	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
300	PURCHASED PROF/TECH SERVICES	
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	150,603
700	PROPERTY	
800	MISCELLANEOUS	
	TOTAL	\$150,603

Original Request Date: 10/4/2018

This budget was approved by Michael Kent on 10/15/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Extended School Hours Grant FY18/19
Date: October 16, 2018

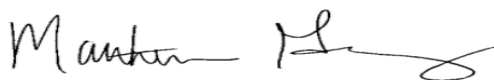
Background: Connecticut General Statute's 10-266t establishes grants for Extended School Hours Programs in Priority School Districts. These funds are used for academic, enrichment and recreational programs and shall include, but not be limited to, before and after school hours, weekends, summers and school vacations.

Discussion/Analysis: This grant will contribute to funding for MELC's after school care/extended school hour component to include an hour of academics delivered by district elementary teachers.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY18/19 Extended School Hours Grant in the amount of \$128,157.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 22, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
 45 NORTH SCHOOL STREET
 MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: STATE
 Statute: C.G.S. 10-266t
 CFDA #: None
 SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17043-2019-82054-170002

2 Grant Title

EXTENDED SCHOOL HOURS

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:
 Michael Kent

Payment & Expenditure Inquiries:
 Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$128,157

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

10/15/2018

Charlene Russell-Tucker
 Associate Commissioner
 Division of Family and Student Support Services

BUDGET FORM

Created On: 10/15/2018

ED 114

Fiscal Year: 2019 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: EXTENDED SCHOOL HOURS
Project Title:
Fund: 11000 **SPID:** 17043 **Year:** 2019 **PROG:** 82054 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2019 **Authorized Amount:** \$128,157
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$128,157

CODES	DESCRIPTIONS	BUDGET
100	PERSONAL SERVICES - SALARIES	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
300	PURCHASED PROF/TECH SERVICES	128,157
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	
700	PROPERTY	
800	MISCELLANEOUS	
	TOTAL	\$128,157
XCUR	CURRICULUM DEVELOPMENT	
XEQS	TOTAL EQUIPMENT/SUPPLIES	
XPAR	TOTAL PARENTAL ACTIVITIES	
XPRD	TOTAL PROFESSIONAL DEVELOPMENT	
XSAL	TOTAL SALARIES	

Original Request Date: 10/9/2018

This budget was approved by Michael Kent on 10/15/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Mr. Matt Geary, Superintendent of Schools

Subject: Item for Appropriation FY 18/19 Adult Education Program Improvement Projects

Date: October 18, 2018

Background: The Manchester Board of Education received the State Department of Education’s Program Improvement Grant for The Manchester Adult Education Program. This grant is designed to promote the self-sufficiency of Adult Education students and to strengthen their response to the needs of a rapidly changing labor market; to provide exposure to and experience in, relevant industry sectors/career pathways as identified in the Capital Workforce Partners Workforce Development Board’s local WIOA plans; and to ensure that Connecticut has workers with the necessary skills, competencies and credentials to be successful in the 21st century workplace.

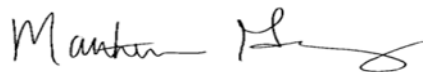
Discussion/Analysis: This grant will be used to support individuals that lack sufficient mastery of basic skills, do not have a secondary diploma or its equivalent, are limited English proficient and who would benefit from exposure to, and experience in, the exploration of, and participation in, a number of career pathways as a way to enhance employability and/or further their education.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create an appropriation for FY 18/19 in the amount of \$36,000 funded by the Connecticut State Department of Education Grant for Program Improvement Projects for Adult Education.

Attachments: Award letter and budget.



Mr. Matt Geary
Superintendent of Schools
Manchester, Connecticut
October 22, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
 45 NORTH SCHOOL STREET
 MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
 Statute: P.L.113-128
 CFDA #: 84.002A
 SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20784-2019-84002

2 Grant Title

ADULT EDUCATION

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:
 Susan Pierson 860-807-2121

Payment & Expenditure Inquiries:
 Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$36,000

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

10/17/2018

Charlene Russell-Tucker
 Associate Commissioner
 Division of Family and Student Support Services

BUDGET FORM

Created On: 10/17/2018

ED 114

Fiscal Year: 2019 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: ADULT EDUCATION **Vendor ID:** 00077
Project Title: Program Improvement Project(s)
Fund: 12060 **SPID:** 20784 **Year:** 2019 **PROG:** 84002 **CF1:** **CF2:**
Grant Period: 7/1/2018 - 6/30/2019 **Authorized Amount:** \$36,000
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$36,000

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	19,212
111B	INSTRUCTIONAL	10,692
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	2,347
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	3,000
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	749
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$36,000
XFLE	Family Literacy Services-ESL, ABE/GED	
XFLS	Family Literacy Services-CDP, NEDP	
XNAE	Nontraditional Adult Educ. Instruction & Services	
XNED	National External Diploma Program (NEDP)	
XTIB	TRANS INT BASIC ED & SKILLS TRNG	
XTPS	Transition to Post-Secondary Education & Training	
XVHS	Connecticut (CT) Adult Virtual High School	
XWFE	TRANSITION: PREPARING FOR 21C CAREERS-ESL, ABE/GED	36,000
XWFS	TRANSITION: PREPARING FOR 21C CAREERS-CDP, NEDP	
XZLM	TOTAL LOCAL MATCHING	9,996
	TOTAL for "X" Codes	\$45,996

Original Request Date: 10/5/2018

This budget was approved by Susan Pierson on 10/17/2018.

**Policy 4309
Personnel**

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.

REINSTATEMENT

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,
Pub.L.110 233, 42 USC 2000ff; 29 CFR 1635.1 et seq.

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**Policy 3543
Business**

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

**Policy 3543
Business**

**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

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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:

Conn. Gen. Stat. §10-237.

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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 been 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:

20 U.S.C. § 6312, Every Student Succeeds Act (“ESSA”)

Conn. Gen. Stat. § 17a-16a

Policy 3240

Business

Tuition Fees

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 $\frac{1}{4}$ 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: