Policy Committee Mtg.  Keeney Elementary School
5:30 P.M. – Conf. Room

Executive Session: Personnel Matter  Keeney Elementary School
6:30 P.M. – Conf. Room

Board Of Education Mtg.  7:00 P.M. –

A. OPENING
1) Call to order
2) Pledge of Allegiance
3) Approval of Board of Education Minutes – October 26, 2015  A – 3
4) Recognize Mr. Michael Crockett and Ms. Maria Cruz, Board Members

B. CONSENT CALENDAR
1) Personnel Information  B – 1
2) Transfer of Funds  B – 2
3) Permission to apply for Title I, Part A – Improving Basic Programs Grant for FY15/16 in the amount of $1,715,711  B – 3
4) Permission to apply Title II, Part A – Teacher and Principal Training and Recruiting Fund Grant for FY15/16 in the amount of $145,627  B – 4
5) Permission to apply Title III, Part A – English Language Acquisition and Language Enhancement Grant for FY15/16 in the amount of $57,810  B – 5
6) Establish an appropriation in the amount of $119,453 for FY15/16 for the USDA Head Start, breakfast and lunch grant  B – 6
7) Establish an appropriation in the amount of $100,000 for FY15/16 for the 21st Century Community Learning Centers Grant for the after school Programs at Washington, Verplanck and Robertson Elementary Schools  B – 7
8) Extended Field Trip Request – MHS, Jobs for America’s Graduates – 1 student – 1 teacher chaperone – Washington, D.C., National Student Leadership Academy – December 2, 2015 through December 6, 2015  B – 8
9) Extended Field Trip Request – MHS, Roundtable Singers/Percussion Ensemble/Chamber Orchestra – Williamsburg, VA – Concert Tour/Competition – 70 Students, 8 Chaperones – April 20, 2016 – April 24, 2016  B – 9

C. COMMITTEE REPORTS
1) B&S Committee Meeting Minutes – October 26, 2015  C – 1

D. REPORT FROM STUDENT REPRESENTATIVE
1) Ms. Lori Fogg & Ms. Shania Stanton

E. PUBLIC COMMENTS (any item before the board)
F. **SUPERINTENDENT’S REPORT**
   1) Update on Keeney School Improvement Plan – Mrs. Julie Martin-Beaulieu Principal F – 1
   2) Manchester Pre-School Update – Mrs. Sinthia Sone-Moyano, Principal, and Mrs. Shelly Matfess, Asst. Superintendent for Pupil Personnel Services.

G. **UNFINISHED BUSINESS –**
   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:

      a. Board Policy 6120 – Manchester Public Schools – Mission Statement G – 1

H. **NEW BUSINESS - None**

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

J. **COMMUNICATIONS**

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.
PERSONNEL ACTION

APPOINTMENTS

Christina Tartaglino to be a Vocational Education teacher at Manchester High School. Ms. Tartaglino received a Bachelor of Professional Studies in Business Management Culinary Arts degree at Culinary Institute of America. Ms. Tartaglino resides in Manchester. It is recommended that her appointment be approved effective August 24, 2015 (BA/Step 1, $43,611).
Town of Manchester  
Board of Education

To: Manchester Board of Education  
From: Mr. Matthew Geary, Superintendent of Schools  
Subject: Transfer of Funds  
Date: October 22, 2015

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 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Special Education Contracted Services account to Systemwide Special Education Computer Supplies & Materials account. A total transfer of $50,000 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 2015-2016 Budget.

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 9, 2015
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department
Date: 10/21/2015

School: Central Office
Principal's Sign: Shelley Norris
Date of Approval: 10/23/15

JUSTIFICATION (Required Field):
To replenish our computer supplies account to make needed technology purchases.

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

<table>
<thead>
<tr>
<th>DECREASE In whole dollars only:</th>
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<tbody>
<tr>
<td>$50,000 Account # 20899120 5430 Description: Contracted Services</td>
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<td>$________ Account # _______ Description: ______________________</td>
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$50,000 TOTAL DECREASE

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<tr>
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<td>$________ Account # _______ Description: ______________________</td>
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</table>

$50,000 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: October 22, 2015

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 2015-2016 Budget.

Discussion/Analysis: Transfer from Systemwide Special Education Other Purchased Services ($26,500) and Systemwide Special Education Contracted Services ($25,000) accounts to Systemwide Special Education Other Professional Services account. A total transfer of $51,500 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 2015-2016 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015
Manchester Public Schools  
Manchester, Connecticut

To: Accounting Department

Date: 10/21/2015

School: Central Office
Principal's Sign: Shelley Murphy
Date of Approval: 10/22/15

JUSTIFICATION (Required Field):  
To align the special education accounts with state and federal guidelines.

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

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<tr>
<th>DECREASE In whole dollars only:</th>
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$51,500 TOTAL DECREASE

INCREASE In whole dollars only:

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$51,500 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes [ ]  No [ ]

Date of Board Approval: __________________________

Date Transfer 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: October 21, 2015  

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 2015-2016 Budget.

Discussion/Analysis: Transfer from Waddell School Admin Professional Development account to Waddell School Admin Instructional Supplies & Materials account. A total transfer of $900 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 2015-2016 Budget.

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 9, 2015
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department
Date: 10/21/2015

School: Waddell
Principal's Sign: [Signature]
Date of Approval: 10/21/15

JUSTIFICATION:
We need to move funds from our Professional Development school admin funds and move it to our Instructional Supplies school admin funds to buy supplies for our first grade classrooms.

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

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$____ TOTAL DECREASE

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$____ TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes [ ] 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: October 14, 2015

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 2015-2016 Budget.

Discussion/Analysis: Transfer from Martin School Admin General Supplies & Materials account to Martin School Admin Postage account. A total transfer of $300 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 2015-2016 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015
To: Accounting Department
Date: 10/14/15

School: Martin
Principal's Sign: AK Krisin
Date of Approval: 

JUSTIFICATION (Required Field):
Need funds to cover postage.

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

| DECREASE In whole dollars only: |  |
|--------------------------------|^|
| $300.00 Account # 42316 240 560 | Description: Gen'l Supplies |
| $___ Account # ___ | Description: ___ |
| $___ Account # ___ | Description: ___ |
| $300.00 TOTAL DECREASE |

| INCREASE In whole dollars only: |  |
|--------------------------------|^|
| $300.00 Account # 42316 240 554 | Description: Postage |
| $___ Account # ___ | Description: ___ |
| $___ Account # ___ | Description: ___ |
| $300.00 TOTAL INCREASE (Must match total decrease) |

Accounting Department Only

Board Approval Needed: Yes [ ] No [ ]
Date of Board Approval: 

Date Transfer 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: October 22, 2015

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 2015-2016 Budget.

Discussion/Analysis: Transfer from Illing Middle School Math Instructional Supplies and Materials account to Illing Middle School Field Trips account. A total transfer of $276 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 2015-2016 Budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015
TRANSFER
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department
School: Illing Middle School
Approval Signature: 
Date: 10/20/15
Date of Approval: 10/22/15

JUSTIFICATION: FIELD TRIP TRANSPORTATION NEEDED

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: MATH

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<th>Account #:</th>
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INCREASE: FIELD & ATHLETIC TRIPS

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<th>Description:</th>
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<td>Field &amp; Athletic Trips</td>
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<th>Account #:</th>
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Accounting Department Only

Board Approval Needed: ☐ Yes ☐ No

Date of Board Approval: 

Date Completed: ____________________________ Name: ____________________________
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 2015-2016
Date: November 2, 2015

Background:
This grant application in the amount of $1,715,711 will be used to support district and school improvement efforts in the FY 2015-2016.

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 2015-2016 in the amount of $1,715,711

Matthew Geary, Superintendent of Schools
November 9, 2015
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 2015-2016
Date: November 2, 2015

Background:
This grant application in the amount of $145,627 will be used to ensure that all students are performing at or above grade level in the FY 2015-2016.

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 2015-2016 in the amount of $145,627.

Matthew Geary, Superintendent of Schools
November 9, 2015
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, Subpart 1- English Language Acquisition and Language Enhancement Grant FY 2015-2016
Date: November 2, 2015

Background:
This grant application in the amount of $57,810 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:
- Support and ELL teacher and tutors.
- Provide an ELL Homework Club at the Secondary level to offer after school academic content support to English Language Learners.
- Purchase additional supplies and materials for use by English Language learning 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 III Part A, Subpart 1- English Language Acquisition and Language Enhancement Grant, for fiscal year 2015-2016 in the amount of $57,810.

Matthew Geary, Superintendent of Schools
November 9, 2015
Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 15/16 USDA

Date: November 2, 2015

**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 request the Board of Directors to create FY 15/16 USDA Head Start, breakfast and lunch grant appropriation, in the amount of $119,453.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015
To: Manchester Board of Education

From: Matthew Geary, Interim Superintendent of Schools

Subject: Item for Appropriation 21st Century Community Learning Centers Grant FY 15-16

Date: November 2, 2015

Background: The Washington, Verplanck and Robertson Elementary Schools currently run after school programs, which provide quality after school academic and enrichment/recreational activities for Washington, Verplanck and Robertson students.

Discussion/Analysis: This program provides homework assistance, academic tutoring and enrichment activities in a seamless transition from the end of the school day until 5:30pm. The 21st Century Community Learning Centers Grant will provide the funding to operate at Washington, Verplanck and Robertson Elementary Schools.

Financial Impact: The 21st Century Community Learning Center Grant provides $200,000 each year for 3 years with a reduction to $150,000, 75%, in year 4, and $100,000, 50%, in year 5. This program is in year 5.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Manchester Board of Education request the Board of Directors establish an appropriation in the amount of $100,000 for the 21st Century Community Learning Centers Grant for the after school programs at Washington, Verplanck and Robertson Elementary Schools for fiscal year 2015-2016

Attachments: Award letter and budget.

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 9, 2015
GRANT AWARD NOTIFICATION

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<th>Award Information</th>
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<td>MANCHESTER PUBLIC SCHOOLS 45 NORTH SCHOOL STREET MANCHESTER, CT 06040-2022</td>
<td>Grant Type: FEDERAL</td>
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<td>Statute: P.L. 107-110</td>
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<td>Grant Number: 077-000 12060-20863-2016-84131-170003</td>
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<th>Grant Title</th>
<th>Award Period</th>
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<tr>
<td>21ST CENTURY COMMUNITY LEARNING CENTERS</td>
<td>7/1/2015 - 9/30/2016</td>
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<table>
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<tr>
<th>Education Staff</th>
<th>Authorized Funding</th>
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<tbody>
<tr>
<td>Program Manager: Shelby Rafaniello Pons (860) 807-2103</td>
<td>Grant Amount: $100,000</td>
</tr>
<tr>
<td>Payment &amp; Expenditure Inquiries: Karen Calabrese 860-713-6472</td>
<td>Funding Status: Final</td>
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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, 2015 and June 30, 2016 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2016. For grants awarded for two-year periods beginning July 1, 2015, 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, 2017. The grantees 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: ED11.4.

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. 10/29/2015

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services
ED 114

BUDGET FORM

Fiscal Year: 2016
Grantee Name: MANCHESTER
Grantee: 077-000
Grant Title: 21ST CENTURY COMMUNITY LEARNING CENTERS
Project Title: 21ST CENTURY COMMUNITY LEARNING CTR
Fund: 12060
SPID: 20603
Year: 2016
PROG: 84131
CF1: 170003
CF2:
Authorized Amount: $100,000

Grant Period: 7/1/2015 - 9/30/2016
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

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<td>$142,830</td>
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Original Request Date: 9/23/2015

This budget was approved by Shelby Rafaniello Pons on 10/23/2015.
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: Manchester High School  Date of Request:  10/23/15

Name of Club or Activity: Jobs for America's Graduates

Trip to: Washington, DC  Purpose: National Student Leadership Academy

Number of students participating: 1  From: 12/2/15  To: 12/6/15

Number of school days missed: 3

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

a. Justine Meyer (603) 630-1184  b. _____  
c. _____  d. _____  
e. _____  f. _____  
g. _____  h. _____  
Others: _____

Transportation: □ Bus  □ Train  □ Plane  □ Car  □ Other _____

Are fund-raising activities planned? □ Yes  □ No  If so, describe: _____

How will funds be allocated to students participating?* N/A

Lodging: □ Hotel/Motel  □ Camp  □ Private Home

If known, give specifics of room assignments: _____

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: $0  (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: $0
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).

N/A

a. _____  b. _____

c. _____  d. _____

Name of teacher making request:

Signature: Justine Meyer  Typed: Justine Meyer

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: _____  Date: 11/3/15

Approved by Principal:

Signature: _____  Date: 10/9/15

Approved by Superintendent or designee:

Signature: _____  Date: _____

Attachments: Quotations
Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.
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: Manchester High School  Date of Request: 10/09/15

Name of Club or Activity: Roundtable Singers/Percussion Ensemble/Chamber Orchestra

Trip to: Williamsburg Purpose: Concert Tour/Competition

Number of students participating: 70  From: 4/20/16 To: 4/24/16

Number of school days missed: 2

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

a. Edward Tyler - Roundtable Director  b. Marco Cancellieri - Band Director
c. Susan Kohanski - Orchestra Director  d. others TBD
e. others TBD  f. others TBD
g. others TBD  h. other TBD

Others: __

Transportation:  Bus  Train  Plane  Car  Other  __

Are fund-raising activities planned?  Yes  No  If so, describe: Several fundraising activities to include 2 concession stands, a pie sale, a candle sale, and others TBD.

How will funds be allocated to students participating?* Student fundraising and payments are logged into individual accounts.

Lodging:  Hotel/Motel  Camp  Private Home

If known, give specifics of room assignments: Quad occupancy

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: $1050  (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: $0-1050, depending on fundraising.
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. Destinations Unlimited    b. Custom Travel
   c. Liberty Travel
   d. 

Name of teacher making request:
Signature: [Signature] Typed: Edward Tyler
(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:
Signature: [Signature] Date: 10/9/15

Approved by Principal:
Signature: [Signature] Date: 10/23/15

Approved by Superintendent or designee:
Signature: [Signature] Date: 10/23/15

Attachments: Quotations
Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.
Manchester Board of Education
Building and Sites Committee
Lincoln Center – Director’s Hearing Room
October 26, 2015

Attendees: Michael Crockett, Neal Leon, Mary-Jane Pazda, Carl Stafford, Matt Geary, Pat Brooks, Peter Staye

Mr. Staye provided the committee with the following: A list of projects completed throughout the school system, including work performed by school trades staff, contractors and contractors hired by the town was reviewed. Specific projects previously listed for completion have been postponed for various reasons including inadequate budget (High School East Middle Turnpike Lot) needed time for a more refined design (Illing FCS and Martin lift to stage) or should be incorporated into larger more specific projects (ADA improvements, for example.) To date approximately $500,000 of work has been completed or contracted. Projects will continue with the next round to be awarded in early spring.

Town projects are proceeding as planned with the exception of the oil tank removal at the High School which will be rebid next year to be performed earlier in the summer recess.

A 3-Year Capital Plan developed to replace the previous “Critical Needs Assessment.” It was presented in 2 ways, work sorted by building, and work sorted over a proposed 3 year schedule that will commence in the summer of 2016. Schools that are furthest from being renovated were the focus of the plan with particular attention paid to academic spaces. The plan will be revised and reviewed annually.

Mr. Staye discussed a grant opportunity with the committee. The State Department of Administrative Services (DAS) has announced a Grant Opportunity that provides funding for building projects such as those included in the new 3-Year Capital Plan. Manchester Public Schools would be eligible for $1,710,000 for the upcoming fiscal year. Projects would not need State Board of Ed review or approval and local approval by the town’s building inspector and fire marshals would be acceptable. Acceptance of funds comes with the obligation to continue BOE Capital funding based on previous years. Pending approval by the BOE, Buildings and Grounds will complete the application to meet the first application deadline of 10/30/2015.

The 3-Year Capital Plant includes several large site work projects such as parking lots, tennis courts and entrance renovations, (the Brookfield Street entrance / Rotunda at the High School, for example.) The scope and cost of these projects makes them candidates for some form of Bond funding. In the not too distant past work of this type was included in the town’s regular road bond cycle, however, process seems to have lapsed. The committee will discuss developing a bond cycle specifically for these types of projects with the full BOE.

Potential additions / adjustments to the operating budget for FYE 2017 were discussed. Increased funds for custodial supplies and trash removal (in the range of $50,000) is needed due to demands on food service (more meals are being provided, consuming more supplies and generating more trash.) The addition of a Grounds Mechanic to include playground inspection certification, dedicated planter maintenance and improved snow removal, and the addition of a supervisor dedicated to maintenance. Currently, maintenance supervision is shared with second shift custodial supervision. The increased
complexity of facilities is stretching the ability of the department to respond to issues and maintain systems.

The Bennet Academy Project has completed the Construction Document (CD) phase. Plans are available for review at the Buildings & Grounds office, 325 Olcott Street, and Chris Till’s office at 321 Olcott Street.

The next meeting is currently scheduled to be held at 5:30 on Monday, January 11, 2016.

Respectfully Submitted,

[Signature]

Péter Staye
Facilities Director
Continuous Improvement

Keeney Street School
November 9, 2015
Shared Components

**Academics**
Workshop Model
STEM

**Talent**
Professional Learning

**Systems**
School Improvement Team
PLCs

**Culture and Climate**
Social Thinking
Student Leadership
Culture and Climate Keeney Highlights: Habits of Mind

Persisting

Listening with Understanding and Empathy

Thinking Flexibly

Finding Humor
Academic Keeney Highlights: Genius Hour
Academic Keeney Highlights: SEM-R
Talent Keeney Highlights: UCONN Support

Enrichment Clusters

Genius Hour

SEM-R
Talent Keeney Highlights: Coaching
Talent Keeney Highlights:

DEVELOPING TALENT
OUR STUDENT TEACHERS
Systems Keeney Highlights: SAT Process

1. Initial Referral
2. Begin Interview Process
3. Identify Strengths and Areas of Need
4. Develop Strategies
Stories of Improvement

THE JOY OF READING!
Stories of Improvement

THE MATHEMATICIAN!
Stories of Improvement

PARENT PARTNERSHIP
Head Start and the Early Childhood Education Program

Sinthia Sone-Moyano, Principal, Head Start
Shelly Matfess, Assistant Superintendent for Pupil Personnel Services
Preschool Staff and Locations

- Manchester Preschool Center- 11 classes
- Buckley- 3 classes
- Keeney- 3 classes
- MHS- 1 class
- 1 Instructional Coach
- OT/Speech/Social Work/Special Area
- Other Support Staff
Make-up of Preschool Classes

- Three and four year old children with and without special needs
- Students who receive intervention services
- Students who serve as peer models
## Number of Preschool Students Enrolled by Year

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<thead>
<tr>
<th>Age</th>
<th>Special Ed</th>
<th>Peers/SRBI</th>
<th>Total</th>
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<tbody>
<tr>
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<tr>
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<td><strong>Total</strong></td>
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<th>Total</th>
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## Number of Head Start Students Enrolled by Year

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<td># of Students</td>
<td>Students with IEP</td>
<td>Age</td>
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<td>35</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>131</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
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<tr>
<td></td>
<td>Age</td>
<td># of Students</td>
<td>Students with IEP</td>
<td>Age</td>
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<td>9</td>
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<tr>
<td></td>
<td>Total</td>
<td>170</td>
<td>9</td>
<td>Total</td>
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Selection Process

- Birth-to-Three
- Child Find Screenings
- Peer Model Applicants
- Income Guidelines
Services Provided

• Speech and Language Therapy
• Occupational Therapy
• Physical Therapy
• Social Work Services
• Music Therapy
• Outreach to Families
Curriculum

Based upon the Connecticut Early Learning Development Standards

- Personal/Social
- Physical
- Cognitive
- Creative Expression
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Arrival</td>
</tr>
<tr>
<td>8:30-8:45</td>
<td>Wash hands/put away items, morning meeting</td>
</tr>
<tr>
<td>8:45-9:15</td>
<td>Breakfast and tooth brushing</td>
</tr>
<tr>
<td>9:15-9:45</td>
<td>Cooperative Activity (M&amp;T), Art (W), Gym (Th), Music (F)</td>
</tr>
<tr>
<td>9:50-10:55</td>
<td>Center Time/Clean Up</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Outdoor Play</td>
</tr>
<tr>
<td>11:35-12:30</td>
<td>Lunch, tooth brushing, bathroom break</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td>Quiet Time/Activities</td>
</tr>
<tr>
<td>1:30-2:15</td>
<td>Reflection and Choice of IMIL, Story Time, Small Group, snack as a choice</td>
</tr>
<tr>
<td>2:15-2:30</td>
<td>Clean Up/Dismissal</td>
</tr>
</tbody>
</table>
A Typical Half Day Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Arrival</td>
</tr>
<tr>
<td>8:30-8:45</td>
<td>Circle</td>
</tr>
<tr>
<td>8:45-9:15</td>
<td>Music</td>
</tr>
<tr>
<td>9:15-9:45</td>
<td>Art</td>
</tr>
<tr>
<td>9:45-10:30</td>
<td>Centers/Curriculum</td>
</tr>
<tr>
<td>10:30-10:45</td>
<td>Snack</td>
</tr>
<tr>
<td>10:45-11:00</td>
<td>Outside or Music and Movement</td>
</tr>
<tr>
<td>11:05</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>
Home/School Communication

- Daily notes
- Home visits
- Newsletters
- Welcome books
- Conferences
- Telephone calls
- Informal parent meetings
- Planning and Placement Team Meetings
Home/School Communication

- Head Start Policy Council
- Parent Center Meetings
- Committee Members
- Book Sharing Bag
- SRBI Meetings
- Informal parent meetings
- Planning and Placement Team Meetings
Assessment

- Brigance Screener
- Speech/Language
- Assessment of Basic Language and Learning Skills (ABLLS)
- BASC
- DECA
- Teaching Strategies Golds
### Example of Timeline for Enhancing Kindergarten Transition

<table>
<thead>
<tr>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February</strong></td>
</tr>
<tr>
<td>• Coordinate K registration dates at all elementary schools</td>
</tr>
<tr>
<td>• Craft brochures for March parent/teacher conferences</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
## Example of Timeline for Enhancing Kindergarten Transition

<table>
<thead>
<tr>
<th>Summer</th>
<th>August</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>• Plan K Orientation (August)</td>
<td>• Offer open houses – bus trip, snack in cafeteria, visit classroom</td>
</tr>
<tr>
<td></td>
<td>• Begin to determine class lists for K</td>
<td>• K teachers &amp; parents meet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• T-shirts for students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Postcards sent to all parents before first day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Offer back-to-school events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Begin to utilize FRC to make connections between families and K</td>
</tr>
<tr>
<td></td>
<td></td>
<td>teachers</td>
</tr>
</tbody>
</table>
Executive Function/Purposeful Play

Preschool and Kindergarten at Washington

- Executive Function-Theoretical and strategy approaches from Tools of the Mind
- Development of Self Regulation while teaching Literacy and Mathematics Skills
- Strategies are aligned to CT Early Learning and Development Standards (emphasis Math/Science), CT Core Standards and CSDE Social Studies Framework for Kindergarten
- Professional Development
  - 2 years
  - 4 days of training (full day pd)
  - monthly on-site coaching
“Our Greatest Natural Resource is the minds of our children.”

*Walter Elias Disney*
MANCHESTER PUBLIC SCHOOLS

Mission Statement

The mission of the Manchester Public Schools is to engage all students in the highest 21st Century education from preschool through graduation. Through an active partnership with students, school personnel, families and community, the Manchester Public Schools will create safe, inclusive schools where equity is the norm and excellence is the goal. All students will be prepared to be life-long learners and contributing members of society.

Vision of the Manchester Public Schools

Three Areas of Focus for the Manchester Public Schools:

1. Outcomes and Opportunities for Students
2. Overall Quality of the School District
3. The School District’s Relationship with the Community

1. Outcomes and Opportunities for Students:

Our vision is that all students in the Manchester Public Schools will:

- Arrive at kindergarten with developmentally appropriate social and academic readiness capabilities
- Achieve foundational skills in reading, writing and mathematics on grade level, by grade three.
- Meet high performance standards on local and State assessments.
- Demonstrate positive values and beliefs as evidenced by respect for peers and adults; a strong work ethic; a growth mindset; and kindness and caring for themselves and others.
- Make decisions that have positive results for themselves and others; manage their time effectively; advocate for themselves; embrace and value differences in all people; and assume responsibility for their own actions.
- Engage in critical and creative thinking to solve personal, social and academic problems; and actively pursue independent learning opportunities.
- Apply technology to analyze, evaluate, and synthesize the increasing volume of available information in a rapidly changing world
- Develop an appreciation of the performing and visual arts; participate and collaborate in all aspects of the arts commensurate with age, interests and talents.
- Exemplify the determination, perseverance, grit, and teamwork necessary to succeed in the challenges they will face in all areas of school life and beyond graduation.
- Be prepared to make sound personal decisions regarding a healthy, productive lifestyle, including diet, health maintenance, exercise including athletics, and positive leisure activities.
- Value all educational opportunities; remain in school; and graduate with optimism and confidence in their choices for college and career opportunities.
2. **Overall Quality of the School District**

Our vision is that the Manchester Public Schools will be characterized by the following:

- Safe, secure and well maintained schools.
- A strong belief that all children can learn.
- Adults who are committed to ensuring success for all students by providing equal access and opportunities.
- A climate that fosters learning and high achievement and is characterized by mutual respect, care, and concern for all students, staff and families.
- A strong, inclusive, and comprehensive academic system that includes a rigorous, standards-based curriculum, and high-quality and consistently effective instruction and assessment in all schools.
- Co-curricular programs for gifted, service-minded, creative, artistic and athletic students appropriate to satisfy the myriad needs and interests of all students in support of their college and career readiness.
- A student population in all schools that represents the diversity in the District as a whole.
- A wide range of up-to-date technologies and technical support for student learning; professional development; personnel and office management; and student records maintenance and transfer throughout the District.
- A unified and coherent system of ongoing monitoring and evaluation of students, staff, and administration; and for auditing and evaluating all major operating systems in the District.
- An effective system in place to ensure the recruitment, orientation, supervision, and development of all personnel in the District to ensure selection, support, and retention of highly talented administrators, faculty and staff.
- Well-trained and skilled classroom-level professionals who work collaboratively to examine student work, assess student performance, and continuously improve classroom instructional practices.
- Well-trained teams of adults collaboratively engaged at all levels of the system to enhance the capacities of District educators to significantly contribute to positive outcomes for all students.

3. **The School District’s Relationship with the Community**

Our vision is that the Manchester Public Schools’ relationships with the community will be characterized by the following:

- Constituents from both schools and community recognize the importance of the role each has in making the community a viable and attractive place to live.
- Parents and families are actively involved in their children’s educational success, including engagement in school activities and community participation in social, civic and political events.
- Residents understand and support the tax-based educational budget and become advocates for school improvement.
- Faculty, staff and administration are integral in supporting the community through civic, social and political engagement.
• School officials provide many opportunities to include community members in school activities, ensuring an open, welcoming environment.
• School officials communicate frequently and directly to the community so that residents understand the District’s vision and goals and are informed of the progress being made toward achievement of the District’s expectations for all of its students.

**District Goals**

All students will:
• Achieve mastery in literacy and numeracy as articulated in the Common Core
• Demonstrate the skills and competencies required for success in learning and work beyond school
• Demonstrate personal responsibility, character, cultural understanding, and ethical behavior

District and building level faculty and staff will:
• Develop capacity through reflection, professional learning opportunities including coaching, job embedded professional development, and participation in workshops, and support from school leaders and colleagues over time.
• Build relationships based on trust through listening, welcoming, respecting individual differences, and allowing for shared decision making with parents, families, and other stakeholder

**District Improvement Plan**

The District Improvement Plan, developed by a District Improvement Team, outlines strategies and action steps in four areas: Academics, Talent, Culture and Climate, and Systems. The District Improvement Plan drives the work of the district and School Improvement Plans are aligned to the District Improvement Plan to ensure coherence across the Manchester Public Schools.

**Indicators of Success**

**Adult Action Indicators**

The District Improvement Plan includes Fidelity Indicators and Indicators of Adult Progress that will be monitored by the District Improvement Team and reported to the Manchester Board of Education.

**Student Progress Indicators**

The District Data Dashboard contains data points that measure progress in Academics, Culture and Climate, and College and Career Readiness. This data informs the District Improvement Plan.

*Revised: 10-26-15*

*Approved:*