

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2019
MANCHESTER HIGH SCHOOL - ROOM 293
FRESHMAN CENTER - 134 MIDDLE TPKE EAST**

**Pre-Budget Workshop
Board of Education Meeting**

**6:00 P.M. - Room 293
7:00 P.M. - Room 293**

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Introduction of New Board Members
- 4) Election of New Board Chair and Board Secretary.
- 5) Reaffirmation of Board of Education Bylaws A - 5
- 6) Board of Education Minutes 11-4-2019 A - 6

B. COMMITTEE REPORTS

- 1) Policy Committee Minutes - 11-4-2019 B - 1

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2) Transfer of Funds C - 2
- 3) Extended Field Trip Request Form - Italian Culinary - Italy - Culture, Food,
Language - April Vacation 2021 - 3 Chaperones C - 3
- 4) Permission to apply for Federal Head Start Grant 3/1/2020 - 2/29/2021 C - 4

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

D. REPORT FROM STUDENT REPRESENTATIVE

- 1) Student Representative Report - Krista Myrie and Tiffany Henry

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Update on Humanities, Mrs. Diane Burns, Director of T&L Humanities F - 1

G. UNFINISHED BUSINESS - None

H. NEW BUSINESS - None

J. COMMUNICATIONS - None

**K. ITEMS FOR FUTURE AGENDAS
 Topics for Superintendent's Report**

Monday, December 2, 2019	Board of Education Professional Learning Session, 5:30
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Monday, December 9, 2019	Legislative Dinner, 5:30 Fall Data Update
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Monday, January 13, 2020	Budget Presentation
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Wednesday, January 15, 2020	Budget Workshop
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L. EXECUTIVE SESSION

- 1) Personnel Matter

K. 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.*

BYLAWS**9000****Article I****ROLE OF THE BOARD OF EDUCATION AND ITS MEMBERS****Section 1 - General Duties**

- A. The Manchester Board of Education (the "Board") represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board shall establish policy to be employed in the conduct of the schools. Such policies shall be broad enough to indicate a plan of action to be taken by the Superintendent in meeting a variety of problems of a similar nature.
- C. The Board shall concern itself with questions of policy and not with administrative details.
- D. In determining school policy it shall:
 - (1) hear and consider facts and recommendations, (2) adopt a plan, policy or course of action, and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

Section 2 - Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and the Charter of the Town of Manchester, including but not limited to the following:

- A. Create, abolish, modify, and maintain such positions, schools, divisions, and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect and evaluate the Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, and to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - i. each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;

- ii. the school district shall finance at a reasonable level an educational program designed to achieve this end;
- iii. the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
- iv. the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Article II

ORGANIZATION AND MEETINGS OF THE BOARD OF EDUCATION

Section 1 - Membership of the Board of Education

The Board shall consist of nine (9) members elected for three (3) year terms, as provided in the Charter. Board members shall take office on the second Monday of November in the year in which their term begins.

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Section 2 - Annual Organizational Meeting of the Board

The Board annually shall organize in November at its first meeting after the start of the new terms of Board members commence. The Superintendent or his/her designee shall call the meeting to order and preside until a new Chair is chosen. At the annual meeting the Board of Education shall vote to reaffirm the Board mission, vision, and priorities.

Section 3 - Election of Officers

Not later than one month after the date on which the newly elected members take office, the Board shall elect a Chair and then shall elect a Secretary and may prescribe their duties. The votes of each Board member cast in such election shall be reduced to writing and made available for public inspection within 48 hours, excluding Saturday, Sunday or legal holidays, and shall also be recorded in the minutes of the meeting at which taken, which minutes shall be available for public inspection within a reasonable amount of time.

The Chair and the Secretary shall take office immediately upon election. All officers of the Board shall hold office for a term of one year and until their successors are duly elected.

Whenever there is a vacancy in the office of Chair or Secretary, at the next regular meeting the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

Section 4 - Duties of Board Officers

The Chair is the presiding officer at all Board meetings and may exercise such additional powers as are

granted by the General Statutes, the Charter, and these bylaws. The Secretary shall maintain a record of all Board proceedings, and may attest to any action taken by the Board. The Secretary shall, in the absence of the Chair, preside at Board meetings.

Section 5 - Regular Meetings of the Board

Regular meetings of the Board shall be held in the Hearing Room, Lincoln Center, 494 Main Street at 7:00 p.m., on the second and fourth Monday of each month, except for July, August and December, when only one regular meeting shall be held. Regular meetings may be held in such other place and at such other time as the Board may determine after sufficient notice has been given to all members. Board meetings may be cancelled by majority vote provided there is at least one meeting in every month. The Board shall hold at least two professional learning sessions per year. In compliance with the General Statutes of the State of Connecticut, the Board shall file the calendar of its regular meeting with the Town Clerk on or before January 31.

Section 6 - Special Meetings of the Board

Special meetings of the Board shall be called by the Chair upon written request of three members or whenever deemed necessary by the Chair or the Superintendent. Notice of all special meetings shall be given to Board members and the Town Clerk at least twenty-four hours prior to the time the meeting is to convene. The notice shall indicate the purpose of the special meeting. No other business shall be transacted at such meeting, except upon the unanimous vote of the Board members present at such special meeting.

When a majority of the members agree that an emergency exists which has made a timely notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

Section 7 - Executive Session Meetings of the Board

The public may be excluded from meetings of the Board of Education that are declared to be executive sessions.

Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:

- i. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
- ii. Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- iii. Matters concerning security strategy or the deployment of security personnel,

- or devices affecting public security.
- iv. Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- v. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

No votes shall be taken at an executive session meeting.

It is understood that all communications between and to Board members at executive sessions are considered to be confidential, and shall not be released to or discussed with any members of the public.

Section 8- Electronic Mail [Email Communications]

Board members shall not use email as a substitute for deliberations at public Board meetings, to discuss policy matters, or vote informally on any issues. Any e-mail communications by and among Board members shall be considered public documents subject to disclosure unless a specific exemption from disclosure applies (e.g., attorney-client communication).

Section 9 - Board Actions

The Board may exercise its authority only when acting as a Board. Individual Board members have no authority except at Board meetings or when discharging an assignment delegated to the Board or Board member. Unless otherwise provided, all Board actions shall be by a majority vote of the members present at a duly convened regular or special meeting of the Board.

Section 10 - Formulation, Adoption, Amendment, or Deletion of Bylaws

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a two-thirds vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Section 11 - Quorum and Voting Procedures

1. A majority of the members of the Board shall constitute a quorum. A quorum is necessary for the transaction of business at any regular or special meeting of the Board.
2. Voting Procedures:
 - a. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
 - b. Members may vote for themselves for any office or other position.
 - c. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
 - d. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
 - e. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
 - f. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.
3. Procedures for Participation By Means of Electronic Equipment
 - A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
 - I. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
 - II. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
 - III. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
 - B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

Section 12- Method of Filling Vacancies

Whenever a vacancy occurs in the office of any member of the Board of Education, it shall be filled by the remaining members of the Board until the next regular Town election, at which election a successor shall be elected for the unexpired portion of the term. Nominations to fill such vacancy shall be made by any Board member that is a registered member of the same political party as the departed member. If no remaining member is a member of such political party, then any member may make such nomination.

Section 13 - Committees

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board. Any committee created by the Board shall be subject to the provisions of the Freedom of Information Act.

a. Standing Committees.

The Board may authorize committees to be convened and direct them to carry out purposes so designated by the Board.

Standing committees may include, but shall not be limited to, those listed below. At or promptly after the annual organizational meeting, the Chair shall appoint two (2) or four (4) members to the standing committees.

The appointments shall be made in a manner that assures equal minority party representation on each standing committee. The Chair will solicit Board member interest in serving on a standing committee before the Chair makes appointments.

The standing committees are:

- 1) Buildings and Sites
- 2) Community Relations
- 3) Curriculum and Instruction
- 4) Personnel and Finance
- 5) Policy
- 6) Transportation and Residency

Building and Sites Committee

This committee has responsibility for the oversight of the maintenance and operation of all school buildings and school building sites.

Specific responsibilities of this committee include:

- Develops and recommends to the Board a maintenance schedule for buildings and grounds;
- Reviews needed repairs and maintenance based on the administration's inspection of school facilities;
- Assists with the planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Recommends to the full Board additions, deletions, or changes to school facilities needed to support school programs;
- Conducts periodic inspection of school facilities and reports to the Board at least annually; and
- Working through the administration, conducts studies and otherwise works with the administration on matters related to security, space, and community use of the school buildings and grounds.

Community Relations Committee

This committee works to ensure that the Board builds strong and strategic relationships with the community and maintain a positive image of the school district within the community.

Specific responsibilities of this committee include:

- Works with administration to develop a community relations plan that identifies formal and informal mechanism to engage in dialogue with the community;
- Works with administration to develop key messages articulated to the community;
- Assists the administration in creating marketing efforts that support school district's mission and goals; and
- Evaluates the Board's stakeholder relationships

Curriculum and Instruction Committee

This committee reviews major areas of curriculum development, regular and special education services and programs, student assessment, long term curriculum review and revisions.

Specific responsibilities of this committee include:

- Periodically reports to the Board on the status of curriculum implementation and monitors areas in need of study or improvement;
- Periodically reviews, evaluates and reports to the Board on student progress and results on standardized test results;
- Studies and recommends textbook usage; and
- Recommends budget changes required to support curriculum and instruction.

Personnel and Finance Committee

This committee has responsibility with the preparation of the budget and periodic reviews of expenditures and oversees the policies and practices associated with the employment of school district personnel.

Specific responsibilities of this committee include:

- Reviews and reports to the Board on accounting and purchasing procedures;
- Recommends the annual budget to the full Board;
- Represents the Board during various stages of budget development;
- Reviews and recommends to the Board evaluation system for school employees and the superintendent;
- Assists, as requested by the superintendent, in determining the creation and elimination district positions; and
- Provides the administration with feedback on new or revised job descriptions.

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

- Works with the superintendent to review, update, create, or update district policies and required regulations;
- Evaluates suggestions for board policy that come from Board members, the public, and the administration; and
- Presents proposed policy changes to the full Board for discussion (First Reading) and tentative action (Second Reading).

Transportation and Residency Committee

This committee will conduct hearings at the request of the administration or parent/guardian regarding transport transportation requests and complaints, and residency and school attendance zone matters.

Standing committees will meet at the request of the Board. Each committee will report to the Board at the directive and discretion of the Board.

b. Special Committees. With the consent of the Board, the Chair may appoint a special committee of the Board to deal with any topic or matter not within the jurisdiction of a standing committee. The Chair will solicit Board member interest and appoint Board members to serve on negotiating committees for administrator and teacher contracts. Only Board members shall serve on a special committee.

c. Advisory Committees. With the consent of the Board, the Chair may appoint advisory committees to provide advice or recommendations to the Board on any matter within the jurisdiction of the Board. An advisory committee may include Board members, staff and community members, as deemed appropriate.

d. Committee Authority. Committees may advise the Board and do not determine or interpret policy. A standing or special committee may exercise the authority of the Board to the extent explicitly provided by these bylaws.

Section 14- Meeting Conduct

Meetings of the Board shall be conducted by the Chair in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board. All meetings of the Board of Education for the official transaction of business shall be open to the public except

that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225, as described in Section 7 above.

All Board meetings shall commence at or as close as practicable to the stated time, provided there is a quorum.

All regular and special Board meetings shall be guided by an agenda which will have been prepared by the Chair in consultation with the Superintendent and delivered in advance to all Board members and other designated persons. By a two-thirds vote of those members present and voting, items may be added to the agenda of a regular meeting.

Construction and Posting of Agenda

1. Construction of Agenda

- a. The Superintendent in cooperation with the Chairperson of the Board of Education and Minority Leader shall prepare an agenda for each meeting.
- b. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
 - i. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
 - ii. At least 3 Board members must agree to the additional agenda item before it will be placed on the agenda.
- c. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
 - i. Take their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
 - ii. The Secretary of the Board will present the written request to the Board at its next regular meeting.
 - iii. If at least three Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
 - iv. The Board of Education will decide at which future regular meeting date the item will appear on the agenda.

2. Posting of Agenda

- a. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
- b. An agenda will be posted at [Town Hall and] the Administrative Offices of the Board of Education.
- c. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Robert's Rules of Order shall govern the proceedings of the Board except when those rules are in conflict with these bylaws or the Board's established customs and practices.

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, or during the time immediately prior to the meeting. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

If at any point in the meeting the Board of Education should not maintain a quorum, the Board Chair shall adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

Section 15 - Minutes

A complete and accurate set of minutes of each meeting shall be recorded in the Minute Book of the Board. The Minute Book shall be maintained at the Board's Administrative Offices. A copy of the minutes of each meeting shall be sent by mail to each Board member not later than thirty days following each meeting.

The minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection at all reasonable times.

The minutes shall include the following:

- The time, place and date of each meeting.
- The names of those members in attendance.
- The disposition of all matters on which action was recommended.
- All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
- All decisions concerning future meetings and agendas.

By request, a brief statement of a Board member may be included.

A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer.

Section 16 - Pledge of Allegiance

After the Call to Order, and prior to the Approval of Minutes at regular Board meetings, all in attendance will be invited to join the Board in reciting the Pledge of Allegiance, to be led by the Chair or the Chair's designee.

Section 17- Formulation. Adoption. Amendment or Deletion of Policies and Administrative Regulations

Formulation, Adoption, Amendment, or Deletion of Policies

In the absence of any written policy, administrative regulations will be used to guide and

administer the effective operation of the school district.

Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:

- Board of Education Members
- Superintendent
- Statute
- Matters of law
- Citizens
- Students

The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.

Policy proposals and suggested amendments to, revisions, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.

Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.

Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.

Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.

When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.

Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Formulation, Adoption, Amendment, or Deletion of Administrative Regulations

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.

2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Suspension of Bylaws, Policies, and Administrative Regulations

1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time by:
 - a. A majority vote of all members of the Board in attendance at a meeting, and
 - b. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
 - a. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
 - b. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Section 18 - Removal of Board Officers

It is the policy of the Manchester Board of Education that an officer of the Board will:

- adhere to all Board policies, rules and regulations;
- conduct himself or herself in a fair and impartial manner; and
- carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

- specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
- negatively and directly affects the rights and interests of the public;
- violates Board policies, rules and regulations; or
- conduct that interferes with the orderly and efficient operation of the Board.

Procedures for Removal:

Prior to any vote to remove a Board officer for cause:

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action.
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
- 3) Upon the written request of the Board officer within 7 days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal.
- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal:

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly, and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

Section 19 - Code of Conduct for Board Members

It is the policy of the Manchester Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official;

5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session; and
6. refrain from engaging in slanderous, discriminatory, obscene or threatening conduct or communications toward any student and/or any school district official, in any manner and/or using any medium.

Each member of the Board will act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure will constitute cause for censure or other such action as deemed appropriate by the Board.

Procedures for Censure:

Prior to any vote to censure a Board Member for cause:

1. The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action.
2. If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
3. A vote to censure a Board member shall only take place at a regular meeting or a special meeting called for that purpose.
4. Such censure may be enacted for cause by a majority vote of all Board members.

Section 20 - Board of Education Updates and Self-Evaluation

The Board of Education shall receive annual updates on the following updates:

- Buildings / Maintenance
- Technology
- Teacher and Administrator Evaluation
- Teaching and Learning
- Pupil Services

The Board of Education shall conduct a formal self-evaluation on a bi-annual basis.

The Board of Education shall review the mission and vision of Manchester Public Schools every three years.

Article III

DUTIES AND AUTHORITY OF THE SUPERINTENDENT

Section 1 - General Duties

The Superintendent shall be the chief executive officer of the Board and shall serve as its

professional advisor. In accordance with the policies of the Board and the General Statutes, the Superintendent shall be responsible for administering and supervising the schools and all other activities under the control of the Board.

Section 2 -Authority

All individuals employed by the Board shall be responsible to the Superintendent. The Superintendent shall make such rules and give instructions to school employees as may be necessary to implement Board policy.

Section 3 - Delegation of Authority

The Superintendent, in his/her discretion, may delegate to other employees of the Board the exercise of any power and the discharge of any duties imposed upon the Superintendent. The delegation of such powers or duties, however, shall not relieve the Superintendent of responsibility for the actions taken under such delegation.

Section 4 - Duties in Relation to Board Meetings

Except when matters pertaining to the Superintendent's salary or reappointment are being considered, the Superintendent, or his/her designee, shall be present at all meetings of the Board. The Superintendent shall submit to the Board recommendations relative to matters requiring Board action. The Superintendent shall, at all times, keep the Board informed relative to the educational programs and activities operating under the Board's authority. The Superintendent shall provide a quarterly budget update to the Board.

Section 5 - Specific Duties and Responsibilities

All employees, except in cases where special authorization is given by the Board, shall be hired by the Board only upon the nomination of the Superintendent, except insofar as the Superintendent may delegate this responsibility regarding specific categories of employees. The Board may authorize the Superintendent to offer contracts to new teachers.

ARTICLE IV

Standards of Ethical Conduct For Members of the Board of Education

Section 1 - Purpose.

The proper operation of the Board of Education and the school system of the Town of Manchester requires that Members of the Board of Education be independent, impartial and responsible to the people; that decisions and policy be made by the Board of Education through proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its elected leaders. In recognition of those goals, these Standards of Ethical Conduct are established with the purpose of setting forth guidelines, standards and limitations for conduct of Members of the Board of Education that are consistent with the best interests of the Town of Manchester and its school system.

Section 2 - Definitions.

As used in these Standards, the words and phrases stated below shall have the following meanings:

"Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, investment property or any legal entity through which business is conducted for profit or not for profit.

"Close Relative" means the spouse, domestic partner, parent, child, step-child or sibling of any Member of the Board of Education.

"Confidential Information" means any information concerning the property, business or affairs of the Town of Manchester that is obtained solely by reason of one's participation in Town government as a Member of the Board of Education and which is not readily accessible to or ascertainable by any other member of the public through alternative means.

"Conflict of Interest" means an action, a Financial Interest, or a Personal Interest that a reasonable person would find to be incompatible with the proper discharge of the duties of a Member of the Board of Education or that a reasonable person would find likely to impair one's independence of judgment in the performance of the duties of a Member of the Board of Education. Without limiting the foregoing definition, a "Conflict of Interest"

A conflict of interest shall be deemed to exist if a Member of the Board of Education or a Close Relative:

- 1) Has a Financial Interest or Personal Interest in any sale, purchase or lease of real estate, materials, supplies or services to the Board of Education or by the Board of Education;
- 2) Is an employee, officer, partner, director or consultant of any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
- 3) Has a Substantial Ownership Interest in any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
- 4) Has a Financial Interest or Personal Interest in any legislation or other matters coming before the Board of Education.
- 5) Has a Financial Interest or Personal Interest in any real property located within the Town (excluding a personal residence), the use or development of which may be subject to regulation by the Town for purposes related to use by the Board of Education.

- 6) Has accepted any service, gift or favor from any person or business having any dealings with the Board of Education.
- 7) Is employed by or renders services for private interests under circumstances where such employment or service would bring into question his or her independence of judgment in the performance of his or her official duties or permit the inference that he or she has used or disclosed confidential information acquired by him or her in the course of his or her official duties.

"Financial Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield an exclusive economic benefit or specific pecuniary gain, beyond that which is available to every other business or individual within the Town, for a Member of the Board of Education or a Close Relative, or for a Business in which a Member of the Board of Education or Close Relative holds a Substantial Ownership Interest or has an ongoing business relationship as a client or customer.

"Gift" means anything of intrinsic value which is received, and for which consideration of equal or greater value is not given, including tangible goods, payments, loans, subscriptions, advances, services, entertainment, food, beverage, travel and lodging. Gifts do not include:

- 1) Any item, regardless of value, which is offered to the Town or the Board of Education, is accepted on behalf of the Town or the Board of Education, and becomes and remains the property of the Town or the Board of Education.
- 2) Any item, regardless of value, received from a Close Relative.
- 3) Items, including cash, with a value not to exceed \$100.00, which are customarily tendered on gift-giving occasions, including Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmation or bar/bat mitzvahs, provided the total value of such gifts in any calendar year received from any one individual do not exceed \$250.00.
- 4) Items received by individuals at the time of departure from office or at public occasions held to honor a Member of the Board of Education.
- 5) A certificate, plaque or other ceremonial award or recognition costing less than one hundred (\$100.00) dollars.
- 6) An honorary degree bestowed upon a Member of the Board of Education by a public or private university or college.
- 7) The waiver or payment of a registration or entrance fee to attend a civic or philanthropic event to which a Member of the Board of Education has been invited to participate in his or her official capacity.
- 8) A complimentary meal provided at a civic or philanthropic event to which

Member of the Board of Education has been invited to participate in his or her official capacity.

- 9) A meal provided in the home by an individual.
- 10) Contributions or donations to a charitable cause made in the name of a Member of the Board of Education.
- 11) A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- 12) A political contribution otherwise reported as required by law. g.

"Person" means an individual, sole proprietorship, trust, business, corporation, union, association, firm, partnership, limited liability company, committee, club or other organization or group of persons.

"Personal Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield a material benefit, special consideration, treatment or advantage to a Member of the Board of Education or Close Relative beyond that which is available to every other citizen of the Town.

"Substantial Ownership Interest" means control of, legal ownership of, or a beneficial interest in a Business that exceeds five percent of the outstanding securities of the Business or, if the Business is unincorporated, exceeds five percent of the net worth of such Business.

"Town" means the Town of Manchester and the Manchester Board of Education and the Manchester school system.

Section 3- Conflicts of Interest.

Conflicts of Interest are not, in and of themselves, a sign of unethical or improper conduct. They are an innocent consequence of the fact that, outside of their service to the Town, Members of the Board of Education possess a wide array of professional pursuits, financial interests and personal relationships. However, it is expected that Members of the Board of Education will be acutely sensitive to the existence of possible Conflicts of Interest and, when a possible Conflict of Interest arises, that they will conduct themselves in a manner that will eliminate any question as to the integrity and impartiality of the Manchester Board of Education.

Members of the Board of Education that are deemed to have a Conflict of Interest shall be subject to and abide by the following standards of conduct:

- a) Any Member of the Board of Education having a Conflict of Interest with respect to any matter to be acted upon or coming before the Board of Education shall make a full disclosure of that interest and shall consider whether the Conflict of Interest rises to the level that the Member feels that he or she cannot render an objective and impartial decision and therefore shall disqualify himself or herself from participating in any deliberation and decision making with respect to that matter.

- b) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the delivery of any Board of Education service, nor attempt to influence anyone concerning the delivery of services, to that particular person or Business that gives rise to the Conflict of Interest.
- c) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the awarding of Board of Education contracts, nor attempt to influence anyone concerning the awarding of Board of Education contracts, to that particular person or Business that gives rise to the Conflict of Interest.
- d) No Member of the Board of Education shall appear on behalf of a private concern or otherwise represent a private concern (other than himself or herself or except as a witness under subpoena) in any state or federal litigation or administrative proceeding to which the Board of Education is a party, where such representation would be against the interest of the Board of Education.

Section 4- Preferential Treatment Prohibited.

No Member of the Board of Education shall seek for himself, or grant to any other person, any special consideration, treatment or advantage beyond that which is available to every other citizen of the Town.

Section 5- Soliciting or Accepting Inducements Prohibited.

No Member of the Board of Education, or candidate for nomination or election to the Board of Education, shall solicit or accept anything of value from any person based upon an understanding that any specific vote or official action will be influenced thereby.

Section 6 - Gifts.

Members of the Board of Education and Close Relatives shall not accept any gift from any person or business that has business dealings with the Board of Education, or has an interest in any matter that is pending or to be presented before the Board of Education. If it is impossible or inappropriate to refuse an unsolicited gift or offering, the gift shall be accepted on behalf of the Board of Education, shall be delivered to the Superintendent of Schools and shall become and remain the property of the Board of Education.

Section 7 - Incompatible Employment.

While engaged in the performance of their official duties, Members of the Board of Education owe a duty of undivided loyalty to the interests of the Board of Education and the Manchester school system. Therefore, no Member of the Board of Education shall engage in or accept private employment or render services for a Person or Business when he knows or has reason to know that such employment or service could impair his or her independence of judgment in the performance of his or her official duties, or possibly require him to disclose confidential information acquired by him in the course of his or her official duties, or possibly require him to take any other action which might be antagonistic to the interests of the Board of Education and the Manchester school system.

Section 8- Doing Business with the Board of Education.

No Member of the Board of Education shall engage in any private business transaction with the Board of Education without prior written notice to the Superintendent of Schools. No Member of the Board of Education shall enter into any contract with the Board of Education.

Section 9 - Disclosure or Use of Confidential Information.

Members of the Board of Education shall not disclose or otherwise disseminate any confidential information or divulge personal matters pertaining to others that do not bear upon the discharge of official duties.

Whether or not it shall involve disclosure, no Member of the Board of Education shall use or permit the use of confidential information to advance his or her own financial or personal interests or to advance or damage the financial or personal interests of any other business or individual.

Section 10 - Use of Town or Board of Education Property, Assets and Resources.

Town-owned or Board of Education-owned equipment, supplies, property, labor and resources shall be used only for the conduct of approved Town business. No Member of the Board of Education shall knowingly use or permit the use by others of Town property or Board of Education property for personal convenience or personal profit. However, Members of the Board of Education may use Town property or Board of Education property, assets and resources to the extent they are made available to the public generally or to the extent that such use is consistent with established policies and procedures governing the use of Town owned or Board of Education-owned vehicles or communication devices.

Section 11 - Former Members of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not appear before the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty-four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a member of the Board of Education shall not privately lobby on behalf of any person or in any way attempt to influence the judgment or decision of any Member of the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty- four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not represent

anyone other than the Board of Education concerning any particular matter in which he or she participated personally and substantially while serving as a Member of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not disclose or use confidential information acquired in the course of any by reason of his or her official duties, for the financial gain for himself or herself or others.

Section 12 - Censure

The Board of Education may, by Resolution of Censure, express its sense that the conduct of one or more of its Members has not conformed to these Standards of Ethical Conduct.

Upon a written request to the Chairman containing the full text of the Proposed Resolution of Censure and no less than seven (7) signatures of the Members of the Board, the Board shall consider such Resolution of Censure.. All Members of the Board, including any Member who is the subject of the Resolution of Censure, may be heard on the question. Passage of the Resolution of Censure shall require a unanimous vote of all members present and eligible to vote. Any Member who is the subject of a Resolution of Censure shall not be permitted to vote on the question.

A Resolution of Censure shall not be in order, and shall not be considered under any circumstances, while a hearing, investigation, prosecution, or any other proceeding arising from the same conduct is pending before the Ethics Commission of the Town of Manchester or before any other agency, commission, department or court with jurisdiction over said conduct.

Section 13- Use of the Board of Education-Issued Devices

In order to avoid unnecessary copying and printing, to reduce the district's printing and copying costs, and to make information readily available electronically for all Board members, the Manchester Board of Education ("Board"), are issued devices. While the use of the devices promises to increase efficiency, reduce costs and help in preserving the environment, Board members have an obligation to comply with the Freedom of Information Act (the "FOIA"), Conn. Gen. Stat. §§ 1-200 through 1-241, which represents Connecticut's commitment to open government and a strong policy in favor of public access to meetings and records.

The following guidelines govern the use of the Board of Education-issued devices by Board members:

1. The devices are the property of the Manchester Board of Education. Accordingly, the devices may only be used for Board-related business. Board members should not have any expectation of personal privacy with regard to the use of the devices. Personal and/or private use of the devices is prohibited. The devices are to be used only by Board members, and not by any other persons. Board members may not download and/or utilize any applications, software or any program onto the devices for personal and/or private use.
2. All information contained on any device (including, but not limited to e-mails or other interactive communications) is subject to disclosure under the FOIA, unless a specific

statutory exemption applies to such information.

3. The devices should not be used for the transmission and/or storage of confidential or privileged materials (including, but not limited to, materials that will be discussed in executive session).
4. Personal and/or private e-mail accounts are not to be loaded onto or accessed through the devices. Any and all emails sent by way of an device must be sent through the Manchester Board of Education email system. In addition, Board members should not use private email accounts to conduct public business, whether through use of the device or otherwise.
5. Any type of interactive communications or series of communications (including in person communications, telephonic communications and electronic communications of any sort) relating to school district business and involving a quorum of the Board or a committee of the Board will likely be deemed to constitute a "meeting" under the FOIA. Such communications violate the provisions of the FOIA for several reasons, including the failure to post notice of the meeting and the failure to allow access to the meeting by members of the public. Accordingly, Board members must take care to ensure that their interactive communications, via device or otherwise, do not constitute a meeting under the FOIA.
6. Board members are prohibited from sending or receiving electronic messages through the device or otherwise during Board meetings and committee meetings.
7. Board members must take care to safeguard the devices. Board members may be held financially responsible for the loss of or damage to an device.
8. In order to protect the security of information contained in the device, each Board member shall be issued a password by the district for the use of the device. Such passwords will not be modified by Board members.

Section 14 - Reimbursement of Board Members' Expenses

1. Remuneration
 - a. A member of the Manchester Board of Education shall receive no compensation for carrying out Board services.
2. Reimbursement
 - a. Board members authorized to attend educational conferences, meetings or travel on
 - b. Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
 - c. Each Board member that receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.
 - d. Receipts in general are required for:

- i. Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
 - ii. Meals --Reasonable expenditures are allowed for meals [IRS recommended guidelines]. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
 - iii. Taxi or Bus Fare
 - iv. Parking Fees or Toll Charges (when applicable)
- 3. Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Revised: January 9, 1995
 December 13, 1999
 November 27, 2000
 December 12, 2007
 September 22, 2008
 May 27, 2014
 February, 2019

Manchester Public Schools
Board of Education
Policy Committee
Minutes
November 4, 2019
Buckley Elementary School
Library - Media Center

The meeting convened at 5:30 PM.

Members Present: Darryl Thames, Scott Hughes, Melanie Stefanowicz
Others Present: Matt Geary

The committee reviewed legislative updates that will impact Board policies. Updates to the following policies will be brought to the committee for review over the next 2 meetings:

- Non-Discrimination (Community)
- Smoking
- Budget Procedures and Line Item Transfers
- Code of Conduct Child Nutrition Programs - NEW
- Alcohol, Tobacco and Drug-Free Workplace
- Child Abuse, Neglect, Sexual Assault Reporting
- Employment and Student Teacher Checks
- Non-Discrimination (Staff)
- Sex Discrimination and Harassment in the Workplace
- Attendance, Truancy and Chronic Absenteeism
- Bullying and Safe School Climate Plan
- Homeless Children and Youth
- Food Allergies and/or Glycogen Storage Disease
- Non-Discrimination (Students)
- Physical Activity and Student Discipline
- Section 504/ADA
- Student Discipline
- Sunscreen Application in School (NEW)
- Transportation

The meeting adjourned at 6:35.

Respectfully Submitted,

Matt Geary
Superintendent of Schools

PERSONNEL ACTIONS**APPOINTMENTS**

Ms. Nadiyah Bell to be a School Social Worker at Keeney Street Elementary School. Ms. Bell earned her Masters in Social Work from Saint Joseph College and currently resides in Newington. It is recommended that her appointment be approved effective November 19, 2019 (Master's / Step 1.5, \$50,780.00).

Mr. Raymond Dolphin to be a Math Teacher at Illing Middle School. Mr. Dolphin received his Bachelor's Degree from Wesleyan University and currently resides in Hartford. It is recommended that his appointment be approved retroactive to September 3, 2019 (Bachelor's / Step 10.5, \$70,348.00).

Mr. Mark St. Pierre to be a Special Education Teacher at Illing Middle School. Mr. St. Pierre received his Master's in Special Education from St. Joseph's College and currently resides in Newington. It is recommended that his appointment be approved effective November 19, 2019 (Master's +30 / Step 6.5, \$66,234.00).

RESIGNATIONS

Ms. Megan Crowley, ELA Teacher at Manchester High School, has submitted her resignation from her position effective end of day, November 29, 2019. Ms. Crowley has been with Manchester Public Schools since August of 2019. It is recommended that her resignation be accepted.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: October 25, 2019

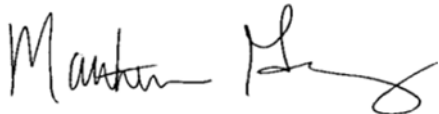
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2019-2020 Budget.

Discussion/Analysis: Transfer from Manchester High School Science Periodicals in the amount of \$3,525.00. Transfer to Manchester High School Science Dues and Fees in the amount of \$3,525.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-20120 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 18, 2019

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Manchester High School

Date of Request: October 25, 2019

Approver: Katelyn Miner

Date Approved: October 25, 2019

JUSTIFICATION (Required Field): To fund field trips admission/fees for science students in the spring.

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

DECREASE In whole dollars only:

\$ <u>3,525.00</u>	Account # <u>14061100 5643</u>	Description: <u>Science Periodicals</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 3,525.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>3,525.00</u>	Account # <u>14061100 5810</u>	Description: <u>Science Dues and Fees</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 3,525.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

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:** 10/23/19

Name of Club or Activity: MHS – Italian, Culinary

Trip to: Italy **Purpose:** Culture, Food, Language

Number of Students participating: TBD **From:** April Vacation 2021

Number of School Days missed: (0) days

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

a. Anna Maggiore b. Jessie DeMarco
 c. Marisa Vattana d.
 e f.

Others:

Transportation: X Bus ___ Train X Plane ___ Car Other

Are Fundraising activities planned? ___ Yes _ No **If so, describe :** TBD (Students have expressed a desire to fundraise)

How will funds be allocated to students participating? * Participants will cover full cost.

Lodging: X Hotel/Motel ___ Camp ___ Private Home

If known, give specifics of room assignments: TBD

Cost per teacher and/or chaperone: TBD –

Total Cost per Student: \$3390.00 (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.*) If 25 students go on this trip, price will be \$3,100.00

Cost per student after fundraising: **TBD**

If travel agencies are engaged, at least *three (3)* quotations need to be approved with documentation attached to this form. For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

- a. EF Tours \$3,845.00 b. Explorica \$3,554.00
c. Studio Arcobaleno \$3,390.00 d.

Name of teacher making request: Anna Maggiore

(Please print to obtain required signatures below)


Approved by Department Chair at secondary level:

Signature: Gina Carrese Date: 11/1/19

Approve by Principal:

Signature: Katelyn Miner Date: 11/2/19

Approved by Superintendent:

Signature:  Date: 11/14/19

Attachments: Quotations
Itinerary

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

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to Apply for Federal Head Start Grant
3/1/2020 - 2/29/2021

Date: November 15, 2019

Background: The Manchester Board of Education receives an annual grant from the federal government in order to provide operating funds for the Manchester Head Start program.

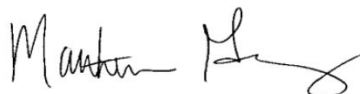
Discussion/Analysis: These funds are used to prepare three- and four-year-old students for kindergarten as well as the various training activities for all certified and noncertified staff.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Board of Education in the form of real dollars and in-kind services.

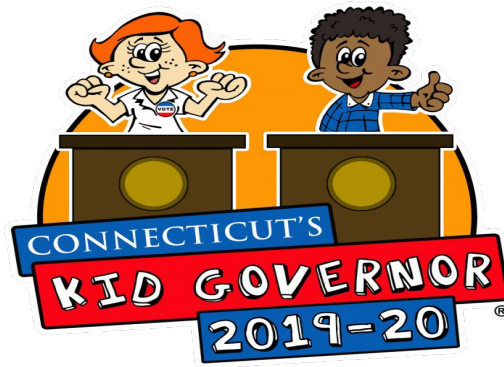
Other Board/Commission Action: None

Recommendations: The Superintendent of School recommends that the Board of Education approve the filing of an application for the Federal Head Start Grant for the 3/1/2020-2/28/2021 period.

Attachments: Application.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 20, 2019



CONNECTICUT KID GOVERNOR

November 2019

Diane Sheehan-Burns, Director of T&L Humanities

Seanna Francoeur, Humanities Coach

Monica Brahm, Grade 5 Social Studies Teacher

WHAT IS CONNECTICUT'S KID GOVERNOR?

- A national award-winning civics program for 5th graders created by the [Connecticut Democracy Center](#).
- Students immersed in learning about state government, elections, voting and civic participation through a real-life election for their state's Kid Governor.
- 5th grade students in public, private, magnet, charter, and home schools are welcome to participate.
- MPS has participated for the past 4 years and has celebrated district winners and state finalists.

BECOMING A KID GOVERNOR

Fifth Grader's Process

- Research community issues they care about
- Create three-point platforms to address those issues
- Make campaign videos



BECOMING A KID GOVERNOR

School Process

- Run primaries to select nominees
- Each school's winner advances to the Statewide Election.



BECOMING A KID GOVERNOR

State Process

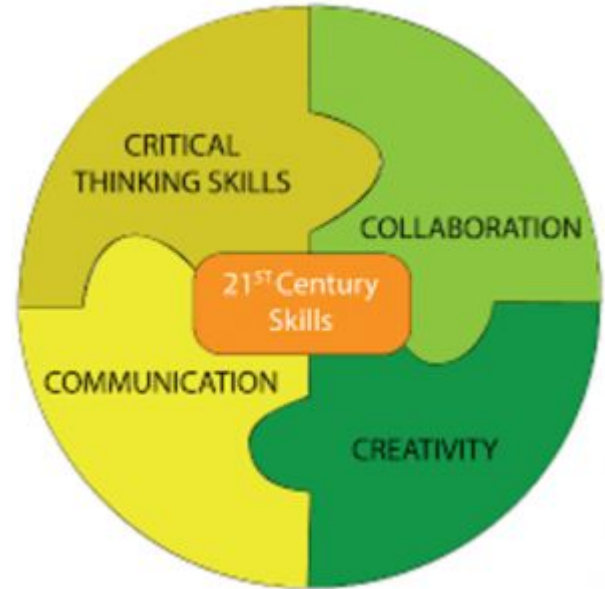


- In November, 5th graders evaluate the online campaign videos of the final 7 candidates and cast their votes for the student and platform they support.
- The student receiving the most votes serves a one-year term of leadership and advocacy, working with CTDC to fulfill their campaign platform and mobilize students to take action and make a difference on the winning campaign issue.

WHY IS THIS UNIT SO IMPORTANT?

Emphasis on 21st Century skills

- Critical Thinking
- Creativity
- Collaboration
- Communication
- Information Literacy
- Technology Literacy
- Leadership
- Flexibility
- Initiative
- Productivity
- Social Skills



OUR CANDIDATES

Tanner.mov – Bennet's Runner Up

Gavin – Bennet's Winner



Q & A TIME....