

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, NOVEMBER 26, 2018
LINCOLN CENTER
MANCHESTER, CT

Board of Education Meeting

7:00 P.M. - Hearing Rm.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Election of New Board Chair and Board Secretary
- 4) Reaffirming of Board of Education Bylaws and Policies A - 4
- 5) Board of Education Minutes 11-13-18 A - 5
- 6) Budget Workshop Minutes 11-14-18 A - 6

B. COMMITTEE REPORTS – None

C. CONSENT CALENDAR

- 1) Personnel Information C - 1
- 2) Transfer of Funds C - 2
- 3) Extended Field Trip Request Form - MHS - Eurotrip - 12 to 20 Students - Paris, France & Madrid, Spain - Cultural Awareness - April 10, 2020 - April 17, 2020 - 1 day of school missed - Isabelle Jay and Baileys Irizarry, Organizers C - 3
- 4) Establish an appropriation for FY18-19, for the Manchester Community College, College Career Pathways, in the amount of \$2,238 C - 4
- 5) Permission to apply for the Federal Head Start Grant for FY 3/1/19 - 2/29/20 C - 5
- 6) Establish an appropriation for FY18-19, for the CROSS Grant, in the amount of \$10,000 C - 6
- 7) Establish an appropriation for FY18-19, for the Heisman Scholars-Achieving By Reading Program Grant, in the amount of \$12,000 C - 7
- 8) Permission to apply for FY18-19, for the School Security Competitive Grant Program C - 8
- 9) Establish an appropriation for FY18-19, for the Parent Leadership Training/ Parent Trust Fund Grant, in the amount of \$7,182 C - 9
- 10) Establish an appropriation for FY18-20, for the Title II, Part A - Supporting Effective Instruction Grant, in the amount of \$272,315 C - 10

D. REPORT FROM STUDENT REPRESENTATIVE –

- 1) Student Representatives Patrick Doherty and Krista Myrie

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

1) Writer's Workshop - Looking at Students and Setting Goals - Ms. Diane Sheehan-Burns, Director of Teaching/Learning - Humanities

G. UNFINISHED BUSINESS – *None*

H. NEW BUSINESS -

1) **Voluntary Early Retirement Incentive Plan**

H - 1

RECOMMENDED MOTION: Move that the Board of Education approve the Voluntary Early Retirement Incentive Plan with a retirement date of June 30, 2019 for eligible certified staff

2) **Policy Recommendation:**

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

a.) Extended Learning Opportunities - Policy #5127

H – 2a

b.) Mission of Manchester Board of Education - Policy # 6120

H – 2b

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

J. COMMUNICATIONS - *None*

K. ITEMS FOR FUTURE AGENDAS

Monday, Dec. 10, 2018 Fall Data Update

Monday, Jan. 7, 2019 Budget Presentation

Wednesday, Jan. 9, 2019 Budget Workshop

Tuesday, Jan. 22, 2019 Update on Equity Informed School Climate Assessment

Wednesday, Jan. 23, 2019 Budget Workshop

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.*

**BYLAWS
9000****POLICY****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.

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 the regular meeting shall be held on the second Monday of August. 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. 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 [E-Mail Communications]

Board members shall not use e-mail 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 - Amendment to Bylaws

Amendments to these bylaws must be proposed in writing, with action being taken at a subsequent meeting of the Board. A two-thirds vote of the members, present and voting, shall be necessary for adoption of amendments to these bylaws.

Section 11 - Quorum

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.

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.

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

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.

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.

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.

"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 iPad Tablets

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 iPad tablets. While the use of the iPads 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 iPads by Board members:

1. The iPads are the property of the Manchester Board of Education. Accordingly, the iPads 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 iPads. Personal and/or private use of the iPads is prohibited. The iPads 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 iPads for personal and/or private use.
2. All information contained on any iPad (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 iPads 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 iPads. Any and all emails sent by way of an iPad 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 iPad 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 iPad or otherwise, do not constitute a meeting under the FOIA.
6. Board members are prohibited from sending or receiving electronic messages through the iPad or otherwise during Board meetings and committee meetings.
7. Board members must take care to safeguard the iPads. Board members may be held financially responsible for the loss of or damage to an iPad.
8. In order to protect the security of information contained in the iPad, each Board member shall be issued a password by the district for the use of the iPad. Such passwords will not be modified by Board members.

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

BYLAWS

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 majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

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.

Construction and Posting of Agenda

1. Construction of Agenda
 - a. The Superintendent in cooperation with the Chairperson of the Board of Education 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.

Oath Of Office

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.

Quorum and Voting Procedures

1. Quorum:
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.

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 [specific meal amounts may be noted here]. 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.
3. Taxi or Bus Fare
4. Parking Fees or Toll Charges (when applicable)
5. Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Suspension of Bylaws of 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

PERSONNEL ACTION

APPOINTMENTS

Ms. Jacqueline Jones to be a 1.0 Special Education Teacher at Buckley Elementary School. Ms. Jones received her Master's + 30 in Special Education and Literacy at Manhattanville College. Ms. Jones resides in Hamden. It is recommended that her appointment be approved effective December 10, 2018 (Masters+30/Step 9 \$73,268).

Ms. Brittany LaFleur to be a 1.0 STEM Specialist at Washington Elementary School. Ms. LaFleur received her Bachelor's in Geography at Keene State College. Ms. LaFleur resides in South Woodstock. It is recommended that her appointment be approved effective November 19, 2018 (Bachelors/Step 1 \$46,228).

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 15, 2018

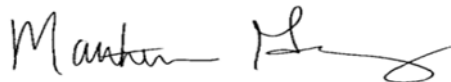
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2018-2019 Budget.

Discussion/Analysis: Transfer from Waddell School Administration Instructional Supplies and Materials in the amount of \$383.00. Transfer to Waddell Classroom Instruction Rentals in the amount of \$383.00

Financial Impact: None

Other Board/Commission Action: None

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



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 26, 2018

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School: Waddell

Date of Request: 11-15-18

Principal: Stuart Wolf

Date Approved: 11-15-18

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

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

DECREASE In whole dollars only:

\$ 383.00 Account #42313100 5611 Description: Admin Inst. Supp & Materials
\$ _____ Account # _____ Description: _____
\$ _____ Account # _____ Description: _____

\$ 383.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 383.00 Account #11013100 5440 Description: Rentals
\$ _____ Account # _____ Description: _____
\$ _____ Account # _____ Description: _____

\$ _____ **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:** 11/10/18

Name of Club or Activity: MHS – Eurotrip – Cultural Awareness

Trip to: Paris France, & Madrid, Spain **Purpose:** Cultural Awareness

Number of Students participating: 12-20 Students **From:** 4/10/20 – 4/17/20

Number of School Days missed: (1)

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

- | | |
|-----------------------------------|--|
| a. <u>Isabell Jay - Organizer</u> | b. <u>Baileys Irizarry - Organizer</u> |
| c. _____ | d. _____ |
| e. _____ | f. _____ |

Others:

Transportation: Bus Train Plane Car Other

Are Fundraising activities planned? Yes No **If so, describe :** We will have a Krispy Kreme fundraiser to get the extra money necessary for the bus ride to/from the airport (Logan, Boston) Extra donations are also welcome.

How will funds be allocated to students participating? * Our goal is to pay 100% of the bus fare

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: Hotels located within the city, 3 students per room – Roomates not assigned yet

Cost per teacher and/or chaperone: Free for 2 Chaperones

Total cost per student: \$ 3255.00 (without airport transportation)

Cost per student after fundraising: same

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. \$3594.00
- b. \$3274.00
- c. \$3390.00
- d. \$3255.00

Name of teacher making request:

Signature: _____ Typed: **Isabelle Jay**

(Please print to obtain required signatures below)

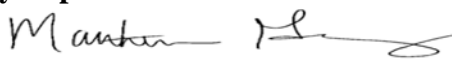
Approved by Department Chair at secondary level:

Signature: _____ Date: **10/30/18 Gina Carrese**

Approve by Principal:

Signature: **Katelyn Miner** Date: **11-2-18**

Approved by Superintendent:

Signature:  Date: **11-8-18**

**Attachments: Quotations 4
Itinerary 1**

*** 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: College Career Pathways Grant (formerly Tech Prep) from Manchester Community College for FY 2018-19
Date: November 20, 2018

Background:

Manchester Public Schools has received a \$2,238 grant to encourage the development of career and technical education opportunities that combine secondary and post secondary programs that lead to related career and technical fields.

Discussion/Analysis:

Funds will be used to:

1. Fund an after school academic enrichment, early career exploration/college readiness program
2. Provide high school students with transportation to MCC

Financial Impact: None to the Board of Education.

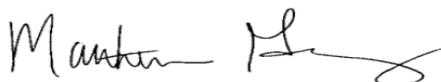
Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors to establish an appropriation in the amount of \$2,238 for a FY 2018-19 grant provided through the Manchester Community College, College Career Pathways program.

Attachment:

Award Notification



Matthew Geary, Superintendent of Schools
Manchester, CT
November 27, 2018



Final Award Notification 2018-2019



The Connecticut Department of Education has finalized a grant amount at this time. Below is your final award notification for 2018-2019. The college will begin the process of transferring funds to your school.

School/Organization: Manchester High School					
Address: 134 East Middle Turnpike, Manchester, CT 06040					
Contact Person(s)/Title: Janice Uerz / College Career Pathways Coordinator					
Phone: 860.647.3391			Fax: 860.646.3727		
E-mail: b11juerz@mpspride.org					
Code		Object			Amount of Code Line
700 Property		In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment with a value of over \$5,000 and the useful life of more than one year. All electronic babies, computers, printers and scanners should be listed in this category. No vehicles or drivable equipment may be purchased with Perkins funds. (Appendix B: Equipment Request Form must be completed for requested property <u>by Cluster.</u>)			\$2,238
Check if CCP	Career Pathway/ CTE Program Area	Name of course(s)	List each item, description and vendor	How will this improve the CTE program?	Quantity x Cost per Unit = Total
CCP	Audio Visual Technology	COM*141 and 166	Vendor: Apple Inc. MacBook Pro 15-inch - Silver Part Number: Z0RF Configuration: 2.2GHz Quad-core Intel Core i7, Turbo Boost up to 3.4GHz • 16GB 1600MHz DDR3L SDRAM • 512GB PCIe-based Flash Storage • Intel Iris Pro Graphics • Force Touch Trackpad • Backlit Keyboard (English) / User's Guide (English) <u>Cost Per \$1,979</u> AppleCare+ for 15-inch MacBook Pro Part Number: S6127LL/A <u>Cost Per \$259</u> Total per unit \$2,238.00	Students will be able to utilize these devices more frequently allowing for more artifacts of learning. Students will be able to edit video using these devices on location, and in our studio and presentation room. Currently, the only place students can edit their video is in our small desktop computer lab. Our existing desktop computers are both dated and they are running Windows OS. The industry standard is Mac OS – which these laptops support – along with Adobe Creative Cloud. This will more closely proxy what college programs and professional media editors utilize. We expect the quality and variety of video and stories to be higher, and also it will allow students to work outside of the classroom. Right now, they are limited to editing during our class period or after school during the week, this will allow students to work at other times during the week.	1 X \$2,238 = \$2,238
Total Amount:					\$2,238

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
3/1/2019 - 2/29/2020

Date: November 14, 2018

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.

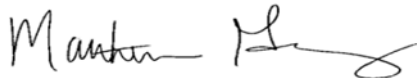
Discussion/Analysis: These funds are used to prepare three- and four-year-old students for kindergarten as well as the various training activities for all certified and noncertified staff.

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 3/1/2019-2/29/2020 period.

Attachments: Application.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 26, 2018

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation CROSS Grant FY18-19

Date: November 16, 2018

Background:

The Connecticut Recovery Oriented Support System for youth Grant is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) 2017 State Targeted Response to the Opioid Crisis grant (STR). The Department of Mental Health and Addiction Services (DMHAS) has contracted with the Department of Children and Families (DCF) to develop and implement a statewide substance use recovery support system specifically oriented to the needs of youth aged 16-24 years. This initiative will design, develop and implement youth recovery supports in CT. Wheeler Clinic, Inc. will have a full-time statewide youth recovery support coordinator who will lead this initiative.

Discussion/Analysis:

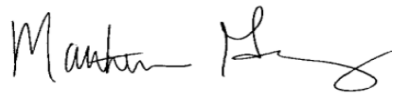
These funds will be used to facilitate and host SMART Recovery group for youth ages 16-19 and SMART Recovery Family & Friends group, as well as offer a variety of safe alternative peer group prosocial activities in recovery ages 16-18.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors to establish an appropriation for FY18-19 CROSS Grant in the amount of \$10,000.



Matthew Geary, Superintendent of Schools
Manchester, CT
November 27, 2018

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Heisman Scholars-Achieving by Reading Program Grant FY18-19

Date: November 16, 2018

Background:

Washington School received a \$12,000 grant from Heisman Trophy to purchase books for all students. We will be mirroring the research stated in the article “Addressing Summer Reading Setback Among Economically Disadvantaged Elementary Students” by Richard Allington; which states that if you give children approximately 12 self selected books prior to the summer vacation then reading ability will more likely be sustained. In addition, we will purchase backpacks for each child to carry their books. Assessment and tracking data will be collected around student interest and reading levels.

Discussion/Analysis:

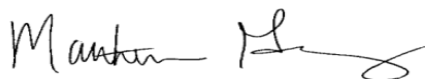
The goal is to prevent the “reading slide” that often occurs during the summer hiatus from school.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors to establish an appropriation for Heisman Scholars in the amount of \$12,000 for FY18-19



Matthew Geary, Superintendent of Schools
Manchester, CT
November 27, 2018

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY18-19 School Security Competitive Grant Program

Date: November 16, 2018

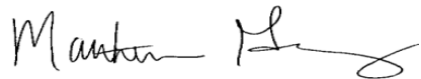
Background: Since 2013 the state has allocated \$63 Million in School Safety and Security funding for the purposes of increasing physical security infrastructure within schools. The School Security Competitive Grant Program was initially established by Connecticut General Statutes Section 10-292r(b) in conjunction with Public Act 13-3, Section 84.

Discussion/Analysis: The competitive state grant program is to improve security infrastructure in schools, install security systems in schools, primary entryways, purchase portable security devices, and train school personnel to use the devices and infrastructure funded under this program.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education give permission to apply for the FY18-19 School Security Competitive Grant Program.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 27, 2018

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 18/19 Parent Leadership Training/Parent Trust Fund Grant

Date: November 16, 2018

Background: The State Education Resource Center (SERC)/Connecticut Parent Information and Resource Center (CT PIRC) is providing the Parent Leadership Training/Parent Trust Fund Grant to promote the following goals:

- Culturally responsive practices and diverse leadership
- Increase awareness of issues that matter to families and the important role they can play as advocates.
- Encourage communities to expand the range of parent leadership training opportunities
- Offer parent leadership training
- Enhance collaboration among parent leadership training sponsors to create an integrated system of sustainable civic involvement within our community

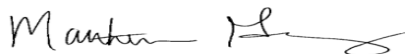
Discussion/Analysis: The purpose of the Parent Leadership Training/Parent Trust Fund Grant is to train parents, grandparents, foster parents and others to become skilled advocates and strong voices for children.

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 establish an appropriation for FY 18/19 for the Parent Leadership Training/Parent Trust Fund Grant in the amount of \$7,182.

Attachments: Grant Award Agreement



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 27, 2018

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2020
Date: November 16, 2018

Background:

The Connecticut State Department of Education has awarded funding under the Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2020. This grant will be used to ensure that all students are performing at or above grade level.

Discussion/Analysis:

The Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2020 grant will 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

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$272,315 under the Title II, Part A – *Supporting Effective Instruction* Grant FY 2018-2020, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget



Matthew Geary
Superintendent of Schools
November 27, 2018



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: FEDERAL
 Statute: P.L. 107-110
 CFDA #: 84.367A
 SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20858-2019-84131-170002

2 Grant Title

TITLE II-PART A TEACHERS

5 Award Period

7/1/2018 - 6/30/2020

3 Education Staff

Program Manager:

Marlene Padernacht 860-713-6568

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$272,315

Funding Status: Final

7 Terms and Conditions of Award

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

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

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

This grant has been approved.

11/15/2018

Melissa K. Wlodarczyk Hickey, Ed.D
 Reading/Literacy Director
 CT. State Department of Education

BUDGET FORM

Created On: 11/15/2018

ED 114

Fiscal Year: 2019 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: TITLE II-PART A TEACHERS
Project Title:
Fund: 12060 **SPID:** 20858 **Year:** 2019 **PROG:** 84131 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2020 **Authorized Amount:** \$272,315
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$272,315

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
100	PERSONAL SERVICES - SALARIES	133,415	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	28,496	
300	PURCHASED PROF/TECH SERVICES	60,111	45,254
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES		5,039
600	SUPPLIES		
700	PROPERTY		
800	MISCELLANEOUS		
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	\$222,022	\$50,293

Original Request Date: 9/20/2018

This budget was approved by Marlene Padernacht on 11/8/2018.

**MEMORANDUM OF AGREEMENT REGARDING A
VOLUNTARY EARLY RETIREMENT INCENTIVE PLAN (VERIP)
Administrators**

The Manchester Board of Education (the “Board”) and the Manchester School Administrators Association (the “MSAA”) agree to the terms set forth below regarding a Voluntary Early Retirement Incentive Plan (VERIP) for administrators:

A. DEFINITIONS

1. “VERIP” means the Voluntary Early Retirement Incentive Plan.
2. “Employee” means any certified administrator eligible for the VERIP.
3. “Board” means the Manchester Board of Education.
4. “Credited Service” means years of teaching experience recognized and accepted by the Connecticut Teachers’ Retirement System.
5. “Collective Bargaining Agreement” means the July 1, 2015 through June 30, 2019 collective bargaining agreement between the Board and the MSAA.

B. ELIGIBILITY REQUIREMENTS

1. Applicants must be eligible for Normal Retirement OR Early Retirement in accordance with the provisions of the State Teachers’ Retirement System as of June 30, 2019, and must actually retire effective on such date. As set forth in Section 10-183f of the Connecticut General Statutes, the requirements for normal and/or early retirement under the State Teachers’ Retirement System are as follows:

Normal Retirement

“A member is eligible to receive a normal retirement benefit who (1) has attained age sixty and has accumulated twenty years of credited service in the public schools of Connecticut or (2) has attained any age and has accumulated thirty-five years of credited service, at least twenty-five years of which are service in the public schools of Connecticut.”

Early Retirement

“A member is eligible to receive an early retirement benefit who has accumulated twenty-five years of credited service at least twenty years of which are service in the public schools of Connecticut, or who has attained the age of fifty-five and

has accumulated at least twenty years of credited service, at least fifteen of which are service in the public schools of Connecticut.”

Periods of leave or absence cannot qualify as credited service under the Teachers’ Retirement Act unless expressly by the Teachers’ Retirement Act.

2. As of the effective date of the employee’s retirement, an applicant must be actively employed by the Manchester Board of Education as a full time, certified employee in an administrator position included in the administrators’ bargaining unit and be a member of the Connecticut Teachers’ Retirement System, as defined in Section 10-183b of the Connecticut General Statutes.
3. An individual must retire from public education under the provisions of the Connecticut Teachers’ Retirement System, effective June 30, 2019. An individual who simply terminates his/her employment with the Manchester Board of Education and does not retire from certified employment is not eligible for the VERIP. However, a retiree’s re-employment while collecting retirement benefits under the Teachers’ Retirement Act, to the extent permitted by Section 10-183v of the Connecticut General Statutes, shall not result in disqualification for the benefits set forth in this VERIP.
4. Eligible administrators who have previously notified the Superintendent of Schools prior to December 7, 2018 regarding their intention to retire, effective on or about June 30, 2019, shall not be eligible for the VERIP.

C. RETIREMENT INCENTIVE

For any eligible administrator who is selected for participation in the VERIP in accordance with the terms and conditions of the VERIP, the Board will provide the administrator with a cash incentive of Twenty Thousand Dollars (\$20,000), to be paid to the administrator in two (2) equal installments of Ten Thousand Dollars (\$10,000). Such installment payments shall be paid on or about July 1, 2019 and July 1, 2020. Such installment payments shall be subject to all applicable taxes, tax reporting and tax withholding.

D. OTHER RETIREMENT BENEFITS

Participation in the VERIP shall not disqualify any eligible employee from receiving compensation for unused sick leave in accordance with the provisions of Article X of the Collective Bargaining Agreement, provided that the employee is eligible for such

compensation in accordance with the provisions of Article X of the Collective Bargaining Agreement. The Board and the MSAA agree that for any VERIP participant who is eligible to receive compensation for unused sick leave under Article X of the Collective Bargaining Agreement, such compensation shall be paid on or about August 31, 2019.

E. REQUIRED PROCEDURE FOR PARTICIPATION

Completed VERIP Application Forms must be received by the Office of the Superintendent of Schools no later than 4:00 p.m. on December 7, 2018. VERIP applications received after 4:00 p.m. on December 7, 2018 will not be considered.

Completed VERIP Application Forms must be submitted to the Office of the Superintendent of Schools either in person or electronically. Submission of the signed and completed VERIP Application Form constitutes an irrevocable Letter of Resignation, effective as of June 30, 2019, if: a) the VERIP is implemented by the Board; and b) the administrator is selected for participation in the VERIP based on the terms and conditions of the VERIP.

F. GENERAL CONDITIONS

1. The VERIP may be revoked or modified at any time prior to November 30, 2018, solely at the discretion of the Board.
2. The parties understand that this VERIP is a one-time opportunity, and that the Board's offer of this VERIP shall not establish a past practice or precedent for any purpose.
3. Any Board decision under this VERIP shall be final and shall not be subject to the grievance and/or arbitration procedures set forth in the Collective Bargaining Agreement.

MANCHESTER BOARD
OF EDUCATION

MANCHESTER SCHOOL
ADMINISTRATORS ASSOCIATION

By: _____

By: _____

Date: _____

Date: _____

COMPLETED VERIP APPLICATIONS MUST BE RECEIVED BY THE OFFICE OF THE SUPERINTENDENT ON OR BEFORE DECEMBER 7, 2018 at 4:00 P.M.

Manchester Board of Education
Voluntary Early Retirement Incentive Plan

Application Form

This is your application form for the Voluntary Early Retirement Incentive in accordance with the terms and conditions of the Manchester Voluntary Early Retirement Incentive Plan ("VERIP"). By completing and signing this application, you acknowledge that you have received and read a copy of the VERIP and agree to be bound by and subject to its terms, conditions, and limitations.

Your signed and completed application, submitted to the Office of the Superintendent of Schools, constitutes an irrevocable Letter of Resignation. **Submission of the signed and completed VERIP Application Form constitutes your irrevocable Letter of Resignation, effective as of June 30, 2019, if: a) the VERIP is implemented by the Board; and b) you are selected for participation in the VERIP based on the terms and conditions of the VERIP.**

The accurateness and completeness of your application is solely the responsibility of the applicant. Acceptance of your application for filing by the Office of the Superintendent does not constitute agreement that the application is complete, correctly filed, or selected for participation by the Manchester Board of Education.

Name: _____ Date: _____

Total number of years of credited service in the public schools of Connecticut, as of June 30, 2019, and the dates of such service: _____

Total number of years of credited service other than service in the public schools of Connecticut, as of June 30, 2019, and the dates of such service: _____

Do the Dates of Teaching Service include any period(s) of Leave(s) of Absence? Yes _____ No _____

If Yes, state the dates of Leave(s) of Absence: _____

Current school and grade/subject assignment: _____

Age as of June 30, 2019: _____ Date of Birth: _____

Are you actively employed as a certified employee with the Manchester School District as of the date that you affix your signature hereto? Yes _____ No _____

Signature: _____ Date: _____

Witness: _____

Cont.

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MANCHESTER BOARD
OF EDUCATION

MANCHESTER SCHOOL
ADMINISTRATORS ASSOCIATION

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Are you actively employed as a certified employee with the Manchester School District as of the date that you affix your signature hereto? Yes _____ No _____

Signature: _____ Date: _____

Witness: _____

Manchester Public Schools
Policy #5127.11

Extended Learning Opportunities

The Manchester Public Schools recognizes that learning experiences that lead to student intellectual and personal growth can happen both inside and outside of the traditional classroom setting. In response to the need to provide engaging, relevant, and equitable approaches to teaching and learning to prepare all students for college and career, the Manchester Public Schools has identified practice methods to design, document, and assess meaningful learning experiences that happen outside of the classroom.

Extended Learning Opportunities (ELO's) are learning experiences that take place outside of the classroom and beyond a traditional course sequence and allow students to meet graduation expectations. The goal of the Extended Learning Opportunity (ELO) is to provide pathways for students to choose their own meaningful and relevant learning experience by meeting their diverse learning styles, talents, and interests. ELO's are:

- Proficiency - Based: ELO's allow students to demonstrate learning aligned with the school's graduation expectations, and a student's performance during an ELO is measured by agreed-upon schoolwide criteria for success.
- Relevant: ELO's are driven and shaped by students' personal interests, their career aspirations, and the assets available within the Manchester community. ELO's can also be used to formally recognize skills and knowledge students acquire through life experiences separate from school, such as proficiency in a language other than English, or an understanding of graphic design acquired while working at a local business.
- Flexible: ELO's adapt to students' learning goals, and can take nearly any form. Students can participate in ELO's as a part of a group or on their own. They can vary in scope and be multidisciplinary.
- Anytime - Anywhere: ELOs can take place
 - Online: Courses completed in an online format developed and/or selected and approved by the school including but not limited to
 - On-site: advanced language courses, independent research projects, career exploration, career oriented certification programs, and electives completed at the school during or after regular school hours.
 - Off-site: work study courses completed in partnership with nonprofits, local businesses, and universities.

Regardless of site, credits earned through ELOs count toward full time student status.

- Supported by adult community members: ELO's include both school-based educators and community based professionals in the planning, execution, and assessment phases.

Two Distinct Tiers of Extended Learning Opportunities

There are two options with varying levels of student ownership that would allow students to participate in an ELO to gain high school credit.

1. Students will be able to choose an established learning pathway with defined criteria and processes such as Unpaid Experiential Learning Program (UELP), pre-apprenticeship programs, online courses through Odysseyware and other systems, middle school courses for high school credit, community based certificate programs, and college courses beyond those articulated with Manchester High School.
2. Another path for an Extended Learning Opportunity is for students to work with an adult, within or outside the school walls, to co-create an experience with some established structures. Students create their learning goals, a plan for monitoring and feedback, and criteria for success. These may include paid work experiences, school-based activities, community-based activities, open online courses, independent studies, project-oriented community service, and other personalized pursuits or passion projects. This pathway would allow varying degrees of adult support, depending on the student and the established outcome(s).

High school graduation credit will be granted to students upon the successful demonstration of mastery of subject matter achieved through educational experiences and opportunities that provide flexible and multiple pathways to learning, provided that such demonstration of mastery is in accordance with such statewide subject matter content standards and Manchester High School vision of a graduate. In order to count toward a subject area credit requirement, student must work with relevant school staff to identify competencies in designated course requirement and outline how all competencies will be addressed in Extended Learning Opportunity. Demonstration of mastery may include a variety of assessment methods, including performance assessments, by which learners can demonstrate mastery (if necessary, student may demonstrate on multiple occasions through multiple measures).

Legal References

Public Act 17-42, An Act Concerning Revisions to the High School Graduation Requirements

Conn. Gen. Stat. § 10-5c

Conn. Gen. Stat. § 10-14n

Conn. Gen. Stat. § 10-16b

Conn. Gen. Stat. § 10-221a

Conn. Gen. Stat. § 10-223a

Policy Adopted: _____

Policy Revised: _____

Resources:

<https://www.nmefoundation.org/resources>

Research for Action (November 2016) *“What are the effects of ELO participation on short-term and longer-term student outcomes?”*

<https://www.winnacunnet.org/academics/>

Administrative Regulation of Online Courses

The Manchester Board of Education recognizes the importance of technology in education and the growing popularity and use of online coursework. In that regard, and in accordance with Connecticut General Statutes § 10-221a, the Board sanctions the receipt of online course credit to be used toward high school graduation requirements, in accordance with this policy.

Pre-approval

To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or his/her designee. The decision of the principal or his/her designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the following requirements are met:

1. The workload required by the online course is equivalent to that of a similar course taught in a traditional classroom setting;
2. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs;
4. The program of instruction for such online coursework is planned, ongoing and systematic;
5. The courses are:
 - a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
 - b. offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or regionally accredited; and
6. The principal has determined, in his or her professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

Additional Requirements

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade.

Any expense incurred for taking the online course shall be the responsibility of the student and shall not be the responsibility of the Board of Education.

Mission of the Manchester Public Schools

Manchester Public Schools will engage all students in the highest quality 21st century education 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 lifelong learners and contributing members of society.

Manchester Board of Education 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.
- [As part of the District's commitment to improve outcomes and opportunities for all students, an Annual Report to the community will be developed and distributed detailing progress toward achieving the Mission and Vision.](#)

Manchester Board of Education Priorities 2017-2020

1. Continually monitor the District Improvement Plan that includes clearly defined goals and strategies in the areas of Systems and Operations, Academics, Culture and Climate, and Talent Development to support improved student performance for all students
2. Complete Phase 1 of the Manchester Public Schools 2025 Building Renovation Plan which includes the Bennet-Cheney 5/6 Academy, Waddell Elementary School renovation and expansion, and Verplanck Elementary School renovation and expansion along with planned security upgrades at all schools; Build public support for Phase 2 of the Manchester Public Schools 2025 Building Renovation Plan, which includes the renovation and expansion of Buckley Elementary School, Bowers Elementary School, Keeney Elementary School, and Martin Elementary School, after review by SMARTR2 Committee
3. Continue to build upon existing collaborative relationships with Town officials and the community at large
4. Continue to actively promote the good work of the Manchester Public Schools through strengthened communication and outreach
5. Begin Board of Education Self Evaluation process developed by the full Board during 2016-17

Adopted February 23, 2015

Revised: October, 2017