MANCHESTER BOARD OF EDUCATION  
REGULAR MEETING  
MONDAY, JANUARY 22, 2018  
LINCOLN CENTER

Policy Committee Mtg. 5:30 P.M. – Director’s Rm.  
Executive Session – Superintendent’s Contract 6:30 P.M. – Director’s Rm.  
Board of Education Meeting 7:00 P.M. – Hearing Rm.

A. **OPENING**  
1) Call to order  
2) Pledge of Allegiance  
3) Secretary’s Welcome  
4) Board of Education Minutes 1-8-18 A – 4  
5) Budget Workshop Minutes 1-10-18 A – 5

B. **COMMITTEE REPORTS –**  
1) Building & Sites Committee Meeting Minutes 1-10-18 B – 1

C. **CONSENT CALENDAR**  
1) Personnel Information C – 1  
2) Extended Field Trip Request Form – MHS Travel Club Euro Trip – 17 Students April 6, 2018 – April 13, 2018 – (1 school day missed) – 2 Teacher Chaperones C – 2  
3) Extended Field Trip Request Form – MHS - Italian Club – 14-30 Students April Vacation 2019 – 9 days – 7 nights – 1 Teacher Chaperone, 2 others C – 3  
4) Approval of the 2018-2019 School Calendar C – 4  
5) Approval of the 2019-2020 School Calendar C – 5  
6) Establish an appropriation for FY17-19 for the Hartford Foundation of Public Giving, in the amount of $576,000 C – 6  

D. **REPORT FROM STUDENT REPRESENTATIVE** -  
Nabila Hoor Un Ein and Patrick Doherty

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

F. **SUPERINTENDENT'S REPORT**  
1) Waddell and Verplanck Furniture, Fixtures, and Equipment – Mr. Randall Luther, TSKP Studio F – 1  
2) Update on 2018-2019 Superintendent’s Proposed Budget – Mr. Matthew Geary, Superintendent of Schools

G. **UNFINISHED BUSINESS** – None
H. **NEW BUSINESS –**

**MOTION:** Resolved, the Board of Education approves the cost estimate, plans and specifications for Furnishings, Fixtures, and Equipment for the Verplanck Elementary School dated January 8, 2018, prepared by TSKP Studio for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans.

**MOTION:** Resolved, the Board of Education approves the cost estimate, plans and specifications for Furnishings, Fixtures, and Equipment for the Waddell Elementary School dated January 8, 2018, prepared by TSKP Studio for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans.

**MOTION:** Resolved, the Board of Education approves the cost estimate, plans and specifications for Furnishings, Fixtures, and Equipment for the Cheney-Bennet Academy, dated January 8, 2018, prepared by TSKP Studio for submission to the Department of Administrative Services, Office of the School Construction Grants for Review of Final Plans.

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

J. **COMMUNICATIONS** - None

K. **ITEMS FOR FUTURE AGENDAS**

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

1) Print your name and address on the sign-in sheet at the podium for accurate record keeping.
2) State your name and address for the record. Students state name only.
3) First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.
4) Second Session: Comments must be limited to items on the Board’s agenda for this meeting. The Board Chair has the discretion to limit comment time.
5) Written statements may be substituted for Board members if time runs out for speaker.
6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent’s discretion).
7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.
Manchester Board of Education  
Building and Sites Committee  
Lincoln Center – Directors’ Room  
January 8, 2018

Attendees: Karen Clancy, Peter Conyers, Matthew Geary, Neal Leon, Tracy Maio, Peter Meggers and Peter Staye

**Capital Project List**

Mr. Staye discussed the purpose of the Capital Project list and how it is developed. It is a list of deferred maintenance projects at schools that are not currently scheduled as a building renovation. Projects on the list were requested by school staff, or added by Buildings & Grounds staff as identified through their regular work in the schools. Costs are estimates that are revised as a project moves closer to implementation. It is from this list that projects are selected for inclusion in the annual Capital Projects budget. Cost estimates do not include rebates or incentives. Some projects, like the relocation of the Main Office Suite at Buckley, have been on the list for several years. Larger projects, like the press box/bleachers at the high school may be candidates for a referendum.

**Martin Boiler Room Flood**

The boiler and electrical room of Martin School were discovered to be flooded on the morning of Wednesday, November 29, 2017. This caused the school to be closed for two days. The flood was caused by a faulty press style (solderless) fitting that was 8 years old. Upon examination it was apparent that the fitting was not completely crimped at installation.

The school opened on Friday, December 1, 2017, and has operated normally since. When complete, repairs are expected to cost approximately $25,000, including overtime. Replacement of the control panel on boiler 1 is the only item remaining to be completed. A new control panel has been ordered and is expected to be delivered the week of January 18, 2017.

Mr. Leon asked what measures have been undertaken to prevent a similar occurrence in the future. Mr. Staye indicated that water alarms are being installed in boiler rooms and other spaces at all schools where flooding could cause serious damage. When activated by the presence of water on the floor, alarms would be transmitted to the on-call supervisor’s phone, which is in service 24/7/365. Total cost is approximately $15,000. Installation is underway and should be complete at all schools by the middle of February.

**Review of project to replace lighting in the Brookfield Street parking lot at MHS**

Complaints were received that the parking lot lighting was not operating properly as the project to replace it was nearing completion. Mr. Staye indicated that this was the result of people being unfamiliar with the lighting control system. Multiple staff have now been trained in its use. Replacement of the system, which is outdated, is expected in the summer of 2018.

**Alliance Capital Grant (2017)**

The list of projects included in the 2017 Alliance Capital Grant application was reviewed. Receipt of grant funds has been delayed by the State budget process. Though approval has been issued by the state, funds have not yet been received.
Three projects were critical to the opening of school and we had to proceed with them in advance of receiving grant funds. These projects included:

- Replacing the failed walk-in cooler/freezer at Bennet ($34,575.00)
- Removing the burner from Waddell and installing on boiler 1 at Illing ($12,975)
- Replacing the Brookfield St. parking lot lights at MHS ($87,962.00)

We will ask the state to allow us to journal these costs from the Board budget to the grant after the grant funds are received.

All Grant funded projects must be completed by October 31, 2018.

The next meeting is currently scheduled to be held at 5:30 on Monday, March 12, 2018, at the Lincoln Center – Directors’ Room.

Respectfully Submitted,

Peter Staye - Facilities Director
PERSONNEL ACTION

APPOINTMENTS

Christina Krzywicki to be a Social Worker teacher at Washington Elementary School. Ms. Krzywicki received a Master Degree in Social Work at University of Saint Joseph. Ms. Krzywicki resides in Somers. It is recommended that her appointment be approved effective January 2, 2018 (MA/Step 1, $49,280)

RESIGNATIONS

Elizabeth Tamsin, Grade 4 Teacher at Martin Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Tamsin has been with Manchester Public Schools since February 6, 1989. It is recommended that her request be approved.

Peri Comollo, Grade 3 Teacher at Bowers Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Comollo has been with Manchester Public Schools since November 1, 1999. It is recommended that her request be approved.

Deborah Heneghan, Special Education Teacher at Bennet Academy School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Heneghan has been with Manchester Public Schools since November 29, 1993. It is recommended that her request be approved.

Matthew Walsh, Math Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Mr. Walsh has been with Manchester Public Schools since August 30, 1988. It is recommended that his request be approved.

Steven Hadge, Library Media Specialist at Robertson Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Mr. Hadge has been with Manchester Public Schools since September 7, 1984. It is recommended that his request be approved.

Elizabeth Werner, Science Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Werner has been with Manchester Public Schools since August 28, 1990. It is recommended that her request be approved.

Kathleen Dudzik, Social Studies Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Dudzik has been with Manchester Public Schools since August 29, 1996. It is recommended that her request be approved.
Susan Buonanno, Special Education Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Buonanno has been with Manchester Public Schools since December 5, 2005. It is recommended that her request be approved.

Valerie Nobilio, Language Arts Teacher at Illing Middle School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Nobilio has been with Manchester Public Schools since August 24, 2001. It is recommended that her request be approved.

Nancy Ross, Reading Consultant Teacher at Robinson Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Ross has been with Manchester Public Schools since August 26, 1991. It is recommended that her request be approved.

Lee Snuffer, Guidance Counselor at Manchester High School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Mr. Snuffer has been with Manchester Public Schools since January 23, 1984. It is recommended that his request be approved.

Mellie Crespo-Jimenez, ELL Teacher, System wide has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Crespo-Jimenez has been with Manchester Public Schools since August 27, 2013. It is recommended that her request be approved.

Jean Dehm, Library Media Specialist at Washington Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Dehm has been with Manchester Public Schools since August 22, 2008. It is recommended that her request be approved.

Noreen Quinn-Lake, Library Media Specialist at Buckley Elementary School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Quinn-Lake has been with Manchester Public Schools since April 12, 1999. It is recommended that her request be approved.

Jan Broidis, Grade 6 Teacher at Bennet Academy School has submitted an application for the early retirement incentive plan, effective the end of the business day on June 30, 2018. Ms. Broidis has been with Manchester Public Schools since August 28, 2007. It is recommended that her request be approved.
MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School  Date of Request: 11/27/2017

Name of Club or Activity: Travel Club EuroTrip

Trip to:  Spain and France  Purpose: To practice language and emerse in culture we are studying in our language classes.

Number of students participating: 17  From: 04/06/18  To: 04/13/18

Number of school days missed: 1

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

a. Jena Biondino  b. Baileys Irizarry

c. d.
e. f.
g. h.

Others: ___

Transportation: ☑ Bus  ☐ Train  ☑ Plane  ☐ Car  ☐ Other ___

Are fund-raising activities planned? ☐ Yes  ☑ No  If so, describe:
Scholarship granted to group due to feedback provided to company!

How will funds be allocated to students participating? ___

Lodging: ☑ Hotel/Motel  ☐ Camp  ☐ Private Home

If known, give specifics of room assignments: TBD

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

Total cost per student: $3100  (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.)

Cost per student after fund-raising: $3100
If travel agencies are engaged, at least **three quotations need to be approved with documentation attached to this form.** For quotes in excess of $7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

* a. Prometour
  b. 
  c. 
  d. 

Name of teacher making request:
Signature: [Signature]
Typed: Jena Biondino

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Département Chair at secondary level:
Signature: [Signature] Date: 11/21/17

Approved by Principal:
Signature: [Signature] Date: 12-1-17

Approved by Superintendent or designee:
Signature: [Signature] Date: 12-5-17

Attachments: Quotations
Itinerary

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

* This trip was approved in 2015. The trip was divided into 2 groups due to size, so this trip (2018) is the second group. The 17 trip was approved by request last year. Please sign this form as a formality.

The same company will be used. The quote is attached. I would appreciate this be signed and completed as soon as possible.

Thank you!!

Jena Biondino
DAY 1: TRAVEL TO SPAIN  Friday Apr 6 2018

- Board your transatlantic flight from Boston and fly through the night to Madrid, Spain

DAY 2: MADRID  Saturday Apr 7 2018

![Plaza Mayor](image)

- **Bienvenido a España!** Meet your Spanish Prometour Tour Director upon arrival at the airport
- Transfer to your hotel to drop off your luggage, check-in will be done later
- While in Madrid, travel as the locals do, by walking and taking public transportation
- Take in a bird's eye view of Madrid from El Teleférico Cable Car
- Have a guided tour of El Palacio Real, the official residence of the Spanish Royal Family while in Madrid, and have time to explore the impressive Campode Moro gardens
- Enjoy lunch on your own
- Walk through Old Madrid with your Tour Director and explore the 16th & 17th century streets around the famous Plaza Mayor, said to be one of the most elegant squares in Europe
- Have some leisure time in the Puerta Del Sol: admire the buildings, people watch and look for the plaque indicating KM Zero for the roads of Spain
- Have an authentic Paella dinner at Restaurante El Arrozal with your group in Madrid
- Overnight accommodation in Madrid

DAY 3: EXCURSION: TOLEDO  Sunday Apr 8 2018

![Toledo](image)

- Breakfast at the hotel with your group
- Explore Madrid's Rastro Market, the most popular open air flea market in the city
- Board your private motor coach and head to Toledo, the historic capital of Castilla-La Mancha
- Visit a traditional Sword Workshop to learn how metal is forged into elaborate weaponry and jewelry
- Enjoy lunch on your own
- On a guided walking tour of Toledo discover its fortified walls and learn about its legacy of Churches, Mosques, Synagogues, and a Fortress
- Enter the 13th-century Gothic Cathedral Santa María, and then see El Greco's The Burial of the Count of Orgaz at Santo Tomé
- Relax at the Medina Mudejär Arabic Baths: located in the historic part of town, experience the tradition of Arabic baths which existed in the city during the Middle Ages (1-hour)
- Have time to explore Toledo at your own pace
- Walk down the steep hill of Toledo to meet your motor coach at the bridge, and return to Madrid
- Have an authentic Tapas Dinner at a local restaurant in Madrid
- Enjoy a typical Spanish snack of Churros con Chocolate
- Overnight accommodation in Madrid

DAY 4: MADRID  Monday Apr 9 2018
DAY 5: MADRID - PARIS  Tuesday Apr 10 2018

- Breakfast at the hotel with your group
- Visit Spain’s largest bullring, Plaza de Toros de Las Ventas; discover a place which is emblematic of the heart and soul of bullfighting and where the world’s finest matadors present their artistry and skill
- Go behind the scene at Estadio Santiago Bernabéu; discover one of the world’s most famous and prestigious football venues on a self-guided visit
- Enjoy lunch on your own
- Explore Parque El Retiro; it belonged to the Spanish Monarchy until the late 19th century and is now one of Madrid’s largest public parks
- Learn the art of playing Castanuelas, it takes rhythm and fast fingers
- Have an authentic Tapas Dinner at a local restaurant in Madrid
- Tonight, at El Tablao Las Carboneras, experience the amazing sights, feel the sounds, the music and the energy of an authentic Spanish Flamenco Show
- Overnight accommodation in Madrid

DAY 6: EXCURSION: VERSAILLES  Wednesday Apr 11 2018

- Breakfast at the hotel with your group
- Board the RER and head to Versailles
- With a local guide, visit the Château de Versailles, one of the most beautiful achievements of 18th-century French art; some of the rooms open to visit are the Grand Apartments, the Royal Chapel and the Hall of Mirrors
- Enjoy a classic Baguette & Cheese picnic with your group
- Explore the elegantly landscaped Gardens of Château de Versailles with a stop at Marie Antoinette’s Hameau & TrianonPalaces (includes the Gardens PetitTrain)
- Board the RER and return to Paris
- Climb to the top of the Arc de Triomphe, a monument that honors those who fought and died for France and is the location of the Tomb of the Unknown Soldier
- Discover Quartier Montmartre, known as “la Butte” and make sure to enter the Sacre Coeur Basilica
- Have dinner with your group in a local restaurant
- Overnight accommodation in Paris

DAY 7: PARIS  Thursday Apr 12 2018
- Breakfast at the hotel with your group
- Have the morning to explore Musée du Louvre, home to some of the greatest European masterpieces including: Leonardo Da Vinci's "Mona Lisa", the "Venus De Milo", Theodore Gericault's "Raft of the Medusa" and several others
- Enjoy lunch on your own
- Enter Cathédrale Notre-Dame de Paris. It's as impressive inside as it is outside
- Climb up the 387 steps to the top of the Notre Dame Towers
- Enter Sainte Chapelle; a masterpiece of Gothic architecture with its unique stained glass windows
- Explore the Latin Quartier with your Tour Director as you head to Rue Mouffetard in the 5th arrondissement. It is one of Paris's oldest and liveliest neighbourhoods with many shops & cafés
- Enjoy a Boeuf Bourguignon dinner at Restaurant Le Volcan with your group (there will be an alternative meal for non-red-meat eaters & vegetarians)
- Overnight accommodation in Paris

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**DAY 8: RETURN HOME**

Friday Apr 13 2018

- Breakfast at the hotel with your group
- Transfer by motor coach from your hotel to the airport
- Say a fond Au Revoir to your French Promotour Tour Director
- Board your transatlantic flight from Paris and fly back to Boston
PRICE PER PERSON SHEET
This is a privately operated tour - you will not be combined with another group

PRICE PER PERSON

<table>
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<tr>
<th>Participants Range</th>
<th>Price per Person</th>
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<tr>
<td>20 to 24</td>
<td>$240 USD</td>
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<tr>
<td>15 to 19</td>
<td>$290 USD</td>
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SUPPLEMENTS
- Adult Activity Supplement: $10 per day, per person
- Twin Room Supplement: $40 per night, per person
- Single Room Supplement: $80 per night, per person

PRICE INCLUDES
- **BASIC** Group Insurance Program covering group dates of travel
- **Coverage Includes:**
  - Trip Cancellation, Interruption and Delay
  - Missed Connection; Baggage Loss and Baggage Delay
  - Medical Expense
  - 24-hour Assistance Services
  - 24-hour Customer Care Coverage for Pre-Existing Conditions
- Roundtrip airfare: BOSTON / MADRID / PARIS / BOSTON
- One way airfare: MADRID / PARIS
- Associated ground transportation costs while in destination (including public transportation tickets as required by program)
- 6 nights hotel accommodation in multiple occupancy (3-star standard, centrally located, 3 per room with private bath, single beds not guaranteed)
- 6 Breakfast / 1 Lunch / 1 Snack / 6 Dinners (group menu with 1 non-alcoholic beverage + vegetarian option)
- Service of a bilingual French Tour Director while in France
- Service of a bilingual Spanish Tour Director while in Spain
- All aforementioned activities, tours and admissions
- 15 - 19 full paying participants = 2 free trips // 20 - 24 full paying participants = 3 free trips (single accommodation)
- $500 Language Club Bonus
- Applicable service fees, taxes and FICA** contribution

PAYMENT SCHEDULE
- $600 pp 30-Sep-2017
- $950 pp 30-Oct-2017
- $950 pp 30-Nov-2017
- Balance 05-Jan-2018

EARLY BOOKING DISCOUNT
- $60 if registered w/ 1st deposit by 31-Dec-2015
- Monthly installments available at time of online registration

PRICE DOES NOT INCLUDE:
- Optional Insurance Program Upgrades
- DELUXE ($5 per day): Includes Basic program and additional medical coverage
- ULTIMATE ($15 per day): Includes BASIC + DELUXE Programs and also includes: Cancel for any reason up to 75% of any prepaid, forfeited, non-refundable payments or deposits
- Airline baggage charges according to their policies
- Service of a Tour Director on the Madrid / Paris flight
- Meals that are not indicated in the daily program
- Tips - these are standard guidelines
- Tour Director: €3 EUR per day, per person
- Bus Drivers: €1 EUR per day, per person
- Personal spending money

NOTES
- **AIRLINE FUEL SURCHARGE (already included in these prices):** Airlines have the legal right to impose fuel surcharges to tickets even after bookings have been made. Departure taxes and airline fuel surcharges at time of this quote = $645

- **A contribution to the Compensation Fund for Customers of Travel Agents has been included in the cost of your services as set by the Quebec Consumer Protection Office (C$1 / $1000) www.cmqr.gov.qc.ca

[] Some items such as particular hotels, restaurants, and popular activities are subject to availability. When an item is not possible to book it will be replaced by a similar item of equal standard and value.

EXCHANGE RATE: Promotour has quoted this package at an exchange of 1 EUR = 1.15 USD

Useful Information

TERMS & CONDITIONS
MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS       Date of Request: 1/22/17

Name of Club or Activity: Italian

Trip to: Italy Purpose: Provide students with cultural and language immersion that will enhance and enrich their learning

Number of students participating: 14-30 From: 1/1 To: 1/1 April vacation 2019

Number of school days missed: 0  9 days / 7 nights

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

a. Yourself and 1 or 2 other chaperones to be determined depending on number of students participating.

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____
h. _____

Others: _____

Transportation: [X] Bus   [ ] Train   [X] Plane   [ ] Car   [ ] Other: _____

Are fund-raising activities planned? [ ] Yes   [X] No If so, describe: Students have expressed an interest to fund-raise.

How will funds be allocated to students participating? * _____

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

If known, give specifics of room assignments: _____

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

Total cost per student: $3245 (Studio Acoballero) (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)  Price will decrease if more than 31 students participate.

Cost per student after fund-raising: $ 9 days / 7 nights
If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form. For quotes in excess of $7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

a. $32,450  b. $31,340  c. $3,190  d. __________

Name of teacher making request:
Signature: ____________  Typed: Anna Maggiore

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:
Signature: ____________  Date: 12/22/17

Approved by Principal:
Signature: ____________  Date: 1/11/18

Approved by Superintendent or designee:
Signature: ____________  Date: 1/17/18

Attachments: Quotations
Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.
## Manchester Public Schools Calendar

### School Begins: September 4, 2018

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### 2018-2019 School Year

#### First Day of School:
- Grades K - 7 and Grade 9: September 4
- Grade 8 and Grades 10 - 12: September 5
- Head Start: (Early Release): September 12, 13, and 14;
- (Full Day): September 17

#### New Teacher Orientation: August 27 and 28

#### District Professional Development Days:
- (school not in session) August 29, 30, and 31,
- November 6, 2018, and January 22, 2019
- (abbreviated day for students) October 3,
- December 5, 2018, February 6, March 20, and
- May 8, 2019

#### School Conferences/Early Release
- Grades PreK - 6 ONLY
- November 14, 2018, and March 6, 2019
- Grades PreK - 12
- November 15 and 16, 2018, and March 7 and 8, 2019

#### Abbreviated Day for Students and Staff
- November 21, December 21, 2018, and June 17, 2019,
- or last day of school

#### Holiday/Vacation Period
- September 3: Labor Day
- October 8: Columbus Day
- November 12: Veterans Day
- November 22 - 23: Thanksgiving Recess
- December 24 - January 1: Vacation Period
- January 21: Martin Luther King, Jr.
- February 18 - 19: Vacation Period
- April 8 - 12: Vacation Period
- April 19: Good Friday
- May 27: Memorial Day

When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations:
- WVIT Channel 30, WFSB Channel 3, WTNH
- Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ
- 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS
- 95.7 FM, WHCN 106 FM

In addition, automated notification of school closings are sent via Blackboard.

Please see reverse for additional information.

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### School Ends: June 17, 2019

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Total days = 182

Adopted:

Revised:

Tentative High School Graduation Date: TBD
## System-wide Schedules 2018-2019

<table>
<thead>
<tr>
<th></th>
<th>Regular Day</th>
<th>Abbreviated Day</th>
<th>Conference Day</th>
<th>Delayed Opening</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
<td>End</td>
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</tr>
<tr>
<td>Manchester High School, Grades 9 - 12</td>
<td>7:30 a.m.</td>
<td>2:05 p.m.</td>
<td>7:30 a.m.</td>
<td>12:05 p.m.</td>
</tr>
<tr>
<td>Illing Middle School, Grades 7 - 8</td>
<td>8:15 a.m.</td>
<td>2:45 p.m.</td>
<td>8:15 a.m.</td>
<td>12:45 p.m.</td>
</tr>
<tr>
<td>Cheney-Bennet Academy, Grades 5 - 6</td>
<td>8:20 a.m.</td>
<td>2:45 p.m.</td>
<td>8:20 a.m.</td>
<td>12:45 p.m.</td>
</tr>
<tr>
<td>Elementary Schools, Grades K - 4</td>
<td>9:05 a.m.</td>
<td>3:25 p.m.</td>
<td>9:05 a.m.</td>
<td>1:17 p.m.</td>
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<tr>
<td>Preschool (all locations) Monday – Thursday AM Program</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
</tr>
<tr>
<td></td>
<td>PM Program</td>
<td>12:00 p.m.</td>
<td>2:38 p.m.</td>
<td>No PM PreK</td>
</tr>
<tr>
<td>Friday – AM Program</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
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<tr>
<td>Head Start</td>
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<tr>
<td>Monday – Thursday Friday</td>
<td>8:30 a.m.</td>
<td>2:30 p.m.</td>
<td>8:30 a.m.</td>
<td>11:00 a.m.</td>
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<tr>
<td>Bentley Alternative Education</td>
<td>8:10 a.m.</td>
<td>2:05 p.m.</td>
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<tr>
<td>Manchester Regional Academy</td>
<td>8:00 a.m.</td>
<td>2:20 p.m.</td>
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### Mid-term Progress Reports

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<tr>
<th></th>
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<th>End of Marking Periods</th>
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<tbody>
<tr>
<td>Manchester High School, Grades 9 - 12</td>
<td>October 4; December 11, 2018; March 1; May 9, 2019</td>
<td>November 2, 2018; January 18, 2019 (exams January 23 - 28); April 1, 2019; June 10, 2019 (exams June 11 - 14)</td>
</tr>
<tr>
<td>Illing Middle School, Grades 7 - 8</td>
<td>October 4; December 11, 2018; March 1; May 9, 2019</td>
<td>November 2, 2018; January 18, 2019; April 1, 2019; June 10, 2019</td>
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<td>Cheney-Bennet Academy, Grades 5 - 6</td>
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<td>November 2, 2018; January 18, 2019; April 1, 2019; June 10, 2019</td>
</tr>
<tr>
<td>Elementary Schools, Grades K - 4</td>
<td>October 5, 2018; January 11, 2019; April 13, 2019</td>
<td>November 2, 2018; February 22, 2019; June 14, 2019</td>
</tr>
</tbody>
</table>

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 18 through June 25, 2019. If more than 5 (five) days are needed, days will be taken from April vacation starting with Friday, April 12, 2019.
### School Begins: September 3, 2019

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### 2019-2020 School Year

#### First Day of School:
- Grades K - 7 and Grade 9: September 3
- Grade 8 and Grades 10 - 12: September 4
- Head Start: (Early Release): September 11, 12, and 13; (Full Day): September 16

#### New Teacher Orientation: August 26 and 27

#### District Professional Development Days:
- (school not in session) August 28, 29, and 30, November 5, 2019, and January 21, 2020
- (abbreviated day for students) October 2, December 4, 2019, February 5, March 25, and May 6, 2020

#### School Conferences/Early Release
- Grades PreK - 6 ONLY: November 13, 2019, and March 11, 2020
- Grades PreK - 12: November 14 and 15, 2019, and March 12 and 13, 2020

#### Abbreviated Day for Students and Staff
- November 7 and December 23, 2019, and June 19, 2020, or last day of school

#### Holiday/Vacation Period
- September 2: Labor Day
- October 14: Columbus Day
- November 11: Veterans Day
- November 28 - 29: Thanksgiving Recess
- December 24 - January 1: Vacation Period
- January 6: Three Kings Day
- January 20: Martin Luther King, Jr.
- February 17 - 18: Vacate on Period
- April 10: Good Friday
- April 13 - 17: Vacation Period
- May 25: Memorial Day

---

Please see reverse for additional information.
### System-wide Schedules 2019 - 2020

<table>
<thead>
<tr>
<th>School/Program</th>
<th>Regular Day</th>
<th>Abbreviated Day</th>
<th>Conference Day</th>
<th>Delayed Opening</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
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</tr>
<tr>
<td>Manchester High School, Grades 9 - 12</td>
<td>7:30 a.m.</td>
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<tr>
<td>Elementary Schools, Grades K - 4</td>
<td>9:05 a.m.</td>
<td>3:25 p.m.</td>
<td>9:05 a.m.</td>
<td>1:17 p.m.</td>
</tr>
<tr>
<td>Preschool (all locations)</td>
<td></td>
<td></td>
<td></td>
<td>To Be</td>
</tr>
<tr>
<td>Monday - Thursday AM Program</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
</tr>
<tr>
<td>PM Program</td>
<td>12:00 p.m.</td>
<td>2:38 p.m.</td>
<td>No PM PreK</td>
<td>No PM PreK</td>
</tr>
<tr>
<td>Friday - AM Program</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
<td>8:30 a.m.</td>
<td>11:07 a.m.</td>
</tr>
<tr>
<td>Head Start</td>
<td></td>
<td></td>
<td></td>
<td>To Be</td>
</tr>
<tr>
<td>Monday - Thursday AM Program</td>
<td>8:30 a.m.</td>
<td>2:30 p.m.</td>
<td>8:30 a.m.</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.</td>
<td>11:00 a.m.</td>
<td>8:30 a.m.</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>Bentley Alternative Education</td>
<td>8:10 a.m.</td>
<td>2:05 p.m.</td>
<td>8:10 a.m.</td>
<td>12:05 p.m.</td>
</tr>
<tr>
<td>Manchester Regional Academy</td>
<td>8:00 a.m.</td>
<td>2:20 p.m.</td>
<td>8:00 a.m.</td>
<td>12:20 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/Program</th>
<th>Mid-term Progress Reports</th>
<th>End of Marking Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manchester High School, Grades 9 - 12</td>
<td>October 3; December 10, 2019; March 2; May 11, 2020</td>
<td>November 4, 2019; January 22, 2020 (exams January 23 - 28); April 1, 2020; June 12, 2020 (exams June 15 - 18)</td>
</tr>
<tr>
<td>Illing Middle School, Grades 7 - 8</td>
<td>October 3; December 10, 2019; March 2; May 11, 2020</td>
<td>November 4, 2019; January 22, 2020; April 1, 2020; June 12, 2020</td>
</tr>
<tr>
<td>Cheney-Bennet Academy, Grades 5 - 6</td>
<td>October 3; December 10, 2019; March 2; May 11, 2020</td>
<td>November 4, 2019; January 22, 2020; April 1, 2020; June 12, 2020</td>
</tr>
<tr>
<td>Elementary Schools, Grades K - 4</td>
<td>October 4, 2019; January 10, 2020; April 9, 2020</td>
<td>November 1, 2019; February 21, 2020; June 15, 2020</td>
</tr>
</tbody>
</table>

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 22 through June 25, 2020. If more than 4 (four) days are needed, days will be taken from April vacation starting with Friday, April 17, 2020.
Town of Manchester  
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY17-19 Hartford Foundation for Public Giving Grant Number 20171757

Date: January 16, 2018

**Background:** This grant will continue to support the Family and Community Partnership Plan serving Manchester families.

**Discussion/Analysis:** These funds will be used over one calendar year (January – December 2018) to strengthen the district’s capacity to implement and sustain partnerships and practices increasing families and the broader community’s engagement in supporting student learning and student success.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to establish an appropriation for FY17-19 Hartford Foundation of Public Giving in the amount of $576,000.

**Attachments:** Award letter

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 22, 2018
December 21, 2017

Mr. Matthew Geary  
Superintendent of Schools  
Manchester Public Schools  
45 North School Street  
Manchester, CT 06247

Dear Mr. Geary:

I am pleased to inform you that the Hartford Foundation for Public Giving has approved a continuation grant of $576,000 to Manchester Public Schools, over one year (January – December 2018), to strengthen the district’s capacity to implement and sustain partnerships and practices increasing families and the broader community’s engagement in supporting student learning and student success. Foundation funds are to be applied toward personnel ($458,000), contracted services ($70,000), and direct costs ($48,000).

You will find enclosed a summary of the expected project outcomes as presented in your proposal. The Foundation will work with you to further develop the stated outcomes and related plans.

Since this grant was voted on the basis of the proposal as submitted, any changes in personnel, and desired variance in the use of funds should be cleared in advance by contacting Sara Sneed, Director of Education Investments. Please refer to the enclosed Hartford Foundation Grant Payment and Reporting Procedures.

Please send a written request for the release of one-half of the grant when the project begins. The grant payment letter will include reporting instructions for subsequent payments. We require that you use the enclosed Hartford Foundation Alliance Districts Mid-Year Reports, and the Hartford Foundation Alliance Districts Financial Reporting Form to report on the grant.

Since the amount voted is different from the amount requested in the original proposal, please submit a revised budget, along with the signed grant award letter.
Mr. Matthew Geary, Superintendent of Schools  
December 21, 2017  
Page 2

To accept the terms of this grant, return a signed copy of this letter to the Foundation within 30 days of receipt to Grants Administration; or send an electronic copy to our grantee services email: GrantsAdministration@hfpg.org. Signing and returning the grant award letter indicates your compliance with the procedures in the enclosed Hartford Foundation Grant Payment and Reporting Procedures.

You are welcome to, but we do not require efforts to communicate the good news about your grant. If you do decide to publicize the grant in any form, the text must be reviewed in advance by our Communications Department. To assist, guidelines for various forms of communications and a sample news release/newsletter story are available at http://hfpg.org/GrantCommunication.

We wish you the best on this important effort.

Sincerely,

Jay Williams  
President

JW/df

Enclosures:  Hartford Foundation Grant Payment and Reporting Procedures  
Hartford Foundation Alliance District Mid-Year Narrative Report  
Hartford Foundation Alliance District Financial Reporting Form  
Summary of Manchester Public Schools’ Projected Grant Outcomes

Agreed to and accepted by:  

[Signature of Agency Director]  
Signature Date: 1/5/18
MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: MHS      Date of Request: 2-16-2018

Name of Club or Activity: Manchester Varsity Wrestling

Trip to: Trumbull H.S.      Purpose: LL State Wrestling Championship

Number of students participating: 14      From: 2/16/18      To: 2/17/18

Number of school days missed: 0

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

  a.  1      b.  Gerry Navarre Asst. Coach
  c.  
  d.  
  e.  
  f.  
  g.  
  h.  

Others: 

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

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

How will funds be allocated to students participating?* __________

Lodging:  □ Hotel/Motel      □ Camp      □ Private Home

If known, give specifics of room assignments:  n/a

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

Total cost per student:  $30 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising:  $ 0
If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form. For quotes in excess of $7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

a. 

b. 

c. 

d. 

Name of teacher making request:

Signature: [Signature] Typed: Louis LaGuardia

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 1-11-18

Approved by Principal:

Signature: [Signature] Date: 1-15-18

Approved by Superintendent or designee:

Signature: [Signature] Date: 1-15-18

Attachments: Quotations

Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.
Manchester Public Schools
FF&E Budget Estimate

<table>
<thead>
<tr>
<th>School</th>
<th>Budget</th>
<th>Estimate</th>
<th>Total est. remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waddell</td>
<td>$740,000</td>
<td>$715,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Verplanck</td>
<td>$662,000</td>
<td>$650,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>Cheney</td>
<td>$275,000</td>
<td>$290,000</td>
<td>$(15,000)</td>
</tr>
<tr>
<td>Total</td>
<td>$1,677,000</td>
<td>$1,655,000</td>
<td>$22,000</td>
</tr>
</tbody>
</table>
Manchester Elementary Schools
Waddell, Verplanck, Cheney-Bennet
Manchester, CT
01/08/2018

Furniture
CONFERENCE
CLASSROOMS - TEACHERS
LEGO WALL

DEMCO – COLORSCAPE PLAYPOD (VERPLANCK)

“PARTICLES” CHILD HEIGHT

BEAN BAG SEATING

CHILD SIZE “MOD ROCKER”

LIBRARY MEDIA CENTER
QUESTIONS?