

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JULY 8, 2019
LINCOLN CENTER

Curriculum & Instruction Committee Mtg.
Executive Session - Superintendent's Contract
Board of Education Meeting

6:00 P.M. - Directors' Rm.
6:15 P.M. - Directors' Rm.
7:00 P.M. - Lincoln Center
Hearing Rm.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes 6-24-19 A - 4

B. COMMITTEE REPORTS – None

C. CONSENT CALENDAR

- 1) Personnel Information C - 1
- 2) Extended Field Trip Request Form for Illing, Bentley, and MHS students C - 2
Youth Leadership Institute, Babson College, 6 Students attending,
2 Chaperones - Aug. 5 - 7, 2019
- 3) Permission to apply for FY19/20, Carl D. Perkins Career and Technical C – 3
Organization Statewide Improvement Grant
- 4) Permission to apply for FY19/20, Carl D. Perkins Career and Technical C – 4
Education Secondary Work-Based Learning Enhancement Grant

D. REPORT FROM STUDENT REPRESENTATIVE – None

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Update on Spring Data - Mr. Matthew Geary, Superintendent of Schools
- 2) Bus Schedules and School Start and End Times 2019-2020 - Mr. Matthew Geary, Superintendent of Schools

G. UNFINISHED BUSINESS -

Policy Recommendation:

- 1) The Policy Committee submits to the full Board its recommended policy revisions for a second reading and adoption in accordance with its policy on policy changes:
 - 1a) Policy 1401 - School Volunteers/Chaperones G- 1a
 - 1b) Policy 3280 - Gifts, Grants, Bequests G -1b

2) Superintendent's Evaluation

Recommended Motion: Move to accept the written evaluation of the Superintendent of Schools for the 2018-19 school year

3) Superintendent's Contract

Recommended Motion: Authorize the Board Chair to enter into a contract for July 1, 2019- June 30, 2022 with the Superintendent of schools

H. NEW BUSINESS -

2019-20 School Calendar Revisions

Recommended Motion:

- 1) Move to adopt the revised school calendar for 2019-20 which includes an adjustment from half days to full days of school on October 16 and March 25 due to PSAT and SAT testing and the addition of half days on October 9 and March 18 H - 1

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

J. COMMUNICATIONS - None

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

Monday, August 26, 2019 Opening of School Update - Lincoln Center

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

Regular Meeting

June 24, 2019

Lincoln Center

PRESENT: Conyers, Hagenow (left early), Hughes, Maio, Pattacini, Scappaticci, Stefanovicz (arrived late), Thames

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Dr. Radikas

ABSENT: Meggers

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Thames called the meeting back to order from an Executive Session at 7:01 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

A.3. Secretary's Welcome

Mr. Pattacini stated that as Secretary of the Board of Education, he wished to extend a warm welcome to everyone present and to the television viewers. He, along with the Board and the Superintendent, were pleased to be joined in celebrating the achievement, reviewing information, and discussing areas for growth, along with making policy decisions related to the effective operation of the Manchester Public Schools. Mr. Pattacini explained that this is a regular meeting of the Board and all items that will be discussed or voted on this evening have been posted, as required by state law.

Mr. Pattacini explained that as the Manchester Board of Education, they are here to set goals, listen to reports of the Superintendent, approve budgets, contracts, and personnel appointments, and to create policy for the district. It was explained that meetings of the Board are open to the public, but are not meetings with individual members of the public. Therefore, comments from the

audience will be confined to the time designated for the public to address the Board.

Last, Mr. Pattacini stated he appreciates the public's interest in this evening's meeting and the Manchester Public Schools.

A.4. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of June 10, 2019. Secretary Pattacini moved and Ms. Hagenow seconded the motion.

7/0 – Voted in favor.

A.5. Approval of Minutes of Special Meeting

APPROVED - Minutes of the Special Meeting of the Board of Education of June 17, 2019. Secretary Pattacini moved and Ms. Hagenow seconded the motion.

7/0 - Voted in favor.

B. COMMITTEE REPORTS

B.1. Policy Committee

Ms. Hagenow reviewed that the last meeting was held June 10, 2019 with herself, Mr. Hughes, Ms. Stefanowic, Mr. Geary, Ms. Miner and MHS Students present.

The Committee discussed the cover letter for the Board of Education Self Evaluation and recommends that the letter and Board of Education Self Evaluation document be entered into the record at the next Board of Education meeting.

The Committee reviewed the Equity Policy of the Seattle Public Schools. Feedback from the Equity Informed School Climate Assessment indicated that

the Board of Education should address policies and practices that have been shown to be inequitable and an equity policy would offer a format for doing that. The Superintendent will draft policy language and bring back to the Committee at its next meeting.

The Committee heard from Ms. Miner and two students in attendance regarding the dress code at Manchester High School. Specifically, the request is to delete the line in the current dress code that disallows head coverings. Hoods would continue not to be allowed on during the school day and a note about hoods has been added to the draft dress code. The Committee recommended that consideration of this change be placed on the full Board of Education agenda for a first reading.

The Committee discussed the Gifts, Grants and Bequests Policy. The revision grants the Superintendent permission to allow employees to engage in crowdfunding activities (e.g. the use of websites or applications such as Donors Choose, Kickstarter, GoFundMe, etc.) as appropriate. The Committee recommended that consideration of this change be placed on the full Board of Education agenda for a first reading.

Last, the Committee discussed the Volunteers policy. The revision replaces the requirement that volunteers have a background check every three years with a one time background check, which is similar to what employees experienced. The Committee recommended that consideration of this change be placed on the full Board of Education agenda for a first reading.

C. CONSENT CALENDAR

Mr. Geary presented three items on the Consent Calendar for Board approval.

C.1. Personnel Information

Details were provided to Board Members in their packets.

C.2. Establish an appropriation for FY 19/20 in the amount of \$125,000, for the Nellie Mae Education Foundation, Inc., Understanding Root Causes of Inequities Grant

C.3. Permission to apply for the FY 19/20 Manchester Head Start Cost of Living Adjustment

The Chairman called for a motion.

Secretary Pattacini moved and Ms. Hagenow seconded the recommendation to adopt the Consent Calendar as outlined in Section C of tonight's agenda.

DISCUSSION:

Mr. Pattacini asked for clarification of item C.2. Mr. Geary noted this was a continuation of the initial planning grant which funds more professional learning around equity.

7/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

None.

E. COMMUNICATIONS

Mr. Thames reviewed he/the Board received about thirteen emails about the MHS mascot, with 10 in favor of a change and 3 opposed to change. Some suggestions were to keep the current mascot and postpone the question of change for community input or a study. Mr. Thames noted that the students have already accomplished that. Also, one suggestion was to put the question to a referendum vote.

F. PUBLIC COMMENTS

Michele Callahan, 276 Oak Street, is a member of the class of 1988. She is a taxpayer and a former Manchester Public School student. In 2019, Ms. Callahan feels we need to be more conscious of how we use mascots and words. She has two biracial sons who have encountered not so nice words and we need to be aware of how we treat others. She votes to change the mascot at MHS.

Jill Krieger, 57 Lyndale Street, is a former MHS Principal and she felt that the mascot needed changing during her tenure, but also felt the change needed to come from the students. She is proud of how well they took on this mission. In her 61 years many

words were once used commonly that are now no longer acceptable, for example the Newington Hospital for Crippled Children. Ms. Krieger realizes the Indian name was not meant to be disrespectful, but she supports a change.

Gerry Navarra, 588 East Center Street, is a teacher and coach at MHS and has lived here for 20 years. This debate is not a new one, noting back in 1996 his class also wanted change. Mr. Navarra pointed out that the entire state of Maine recently banned the use of indigenous names and both Killingly and West Hartford are also debating the topic. This, he feels, is an opportunity for Manchester to be on the right side of history and a leader of social justice, not a bystander. In 2005, there was a resolution by Congress that perpetuated stereotypes are harmful. As a coach, he noted they do not use the Indian head on any uniforms, so a vote against change equals a vote for no mascot, as the Indian has not been used in many years.

Ryan Parker, 65 North School Street, is here to talk about durags, noting he refuses to get lost in other people's perceptions of appropriate looks for black and brown boys and girls. Some people think durags symbolize gang affiliation or a negative influence, but in reality it is a cultural norm. We should be focused on an active partnership with students, to be inclusive. To ban certain students attire instead of focusing on a policy of love and embracing the whole student is wrong. This ban harms pieces of black and brown girls and boys.

Paige Tyler, 366 Woodbridge Street, quoted Angela Davis, "In a racist society, it's not enough to be non-racist— you have to be anti-racist." She noted that we need to reconsider the mascot and not sweep history under the rug.

Stephanie Knybel, 185 East Center Street, is not in favor of changing the mascot. She is a graduate of the class of 1974 and a proud MHS Indian. If we have to change the mascot, she would prefer we go back to the history of Manchester and use Silkworms in honor of the Cheney's who settled this town with the silk mills. Ms. Knybel did some research and noted the hawk is a predatory bird and says that another definition is an uncooperative, selfish participant in a game. She does not want the mascot to be Red Hawks, but to rethink the history of Manchester. She also suggested we be like the Cleveland Browns and not have a mascot and just use the letter M.

Tom Stringfellow, 183 Hillstown Road, is a member of the class of 1974 and disagrees with the previous speaker, noting times change. The first people here were Native Americans and they were treated just as badly as slaves. Those against the change should educate themselves and he suggested the book *365 Days of Walking the Red Road*. Mr. Stringfellow pointed out that other states have even removed monuments that are now considered racist and inappropriate. He recommended the books *Indigenous People* and *Unexamined Courage*. He noted Native Americans fought in every war in this country and we need to move along with the changing times.

Ed Berggren, 74 Battista Road, has lived in Manchester for 90 years. He grew up on a farm in Indian territory and they showed people how to raise corn and everyone got along. He is opposed to the change and thinks it is an honor to call our teams Indians. They were a peaceful tribe in Manchester and got along with everyone.

Amanda Navarra, 588 East Center Street, agreed with Ryan Parker that it is a danger to prioritize one group over another. She noted it is clear that enough people are offended over this divisive symbol. We want to bring people together not cause a wedge. She started teacher in Manchester in 2004 and has always refused to wear any Manchester apparel that featured an Indian. Ms. Navarra is proud of the students who researched, invited peers, teachers and the community to rally around this new mascot. She supports their work. She invites those afraid to have their past forgotten to work with the students to honor the Native Americans in a more respectful way.

Jake Skrzpiec, 180 John Olds Drive, teaches at MHS. He works with students to think critically about others perspectives, race, gender, and culture. He notes we should use the past and present to inform the future. We can do better to teach our children. He is a passionate activist and calls us to think about where we want to see Manchester in 5, 10 or 20 years.

Majesty Moore, student MHS, supports the change. Currently MHS has no mascot in her eyes because it cannot be proudly displayed. The majority of students and staff want the change. Ms. Moore noted that alumni can still be proud Indians, but the current students and staff want a change. It is hard to have pride in an M and not have a mascot to rally behind. Using an Indian as a mascot renders Native Americans invisible.

Katherine Miner, student MHS, thanked the Board for their time and willingness to listen to the students, noting it means a lot to them. They put a lot of work in with their team for this change and to be able to present and be supported and respected means a lot.

Liam Chenette, student MHS, is proud to be part of the group working on this change. The use of the mascot has been deemphasized over the last several years because it is racist and wrong. Nobody would stand for a team called the Whites, the Blacks, the Italians. It is offensive. He is proud that the Board has listened to the student's voice. It is an important discussion. Mr. Chenette noted it is important that alumni are here as well. We are not trying to change their identity as an Indian. Currently, it is like MHS does not have a mascot, only the letter M. He noted the majority of students and staff support this change. Last, he noted we do not even use Indian on apparel due to a 2012 decision to deemphasize it.

Sarah Waggoner, student MHS, wants a symbol the students can rally behind and have pride in to unite the community. She wants everyone to feel comfortable with the mascot, not feel shame about it. We should not be putting down anyone's race.

Jill Kilgus, 560 Porter Street, has taught in town for 22 years and has two students in the system. She hopes the kindergarteners she teaches have the determination, drive, and critical thinking that these students have displayed. If you know better you should do better. She supports the voice and dignity shown and wants to bring the town into the new light, enlightenment in education.

Marley Howard, Student MHS, thinks using the term Indians is racist, insensitive and hurtful. She wants the mascot to be inclusive.

Annabelle Watson, Student MHS, is a junior and is very involved in this change and proud of their work. A mascot should bring people together, not divide them. This is a way to unite the community.

Kate Dias, 22 Thayer Road, is a member of the class of 1990. She notes that many alumni do not embrace the Indians mascot. As a student she recalls having an Indian mascot on the field, but we didn't know better then and we do now. She pointed out that having a mascot meant to honor a people who do not feel honored by it does not

make sense. This change is coming from students and that is the most powerful type of change. If we fail them it is a travesty of our educational system. The students did surveys. They sought out conflict and engaged in conversations about it. They have done an extraordinary amount of work and this is what we want our educational system to be. She can still remember the great time of her youth, but this change shows a healthy respect and willingness to grow.

Maxwell Toth, 70 Kensington Street, is a 2018 graduate and a sophomore at Clark College. He is studying American Studies and has learned about the horrors of the Native Americans. He wonders if this shameful history is what we to represent MHS. It makes him sad to see an indian on the cover of his yearbook. Mr. Toth urges consideration of how we want to be remembered. This has been brewing for years and he supports the change.

Parag Joshi, 134 East Middle Turnpike, is a teacher at the high school and thinks a mascot should be something everyone can rally behind and be silly about. He appreciates the thought to honor the Podunks, but not through the use of a mascot, but in another way, such as a memorial or a statute. We should keep the good part.

Martha Johnson, Student MHS, votes for the change, noting there is no pride in using an M instead of a mascot.

Nelson Javon Martinez, II - Student MHS is an active student activist. He has spent two years working on this change. He notes there are valid concerns, but it is offensive to have a race as a mascot. Even the term is ignorant, noting Christopher Columbus deemed the Natives Indians because he thought he had landed in India. Students created the mascot and students have realized it is no longer appropriate. This is not a new issue and has been in the works for about twenty years. The Red Hawks will unify and include all students.

Cassandra Holder, 139 Maple Street, is a proud MHS graduate and employee. She was happy to see steps already made, such as changing Columbus Day to Indiginous People's Day (not Indian Day!). It was inappropriate in the past to dress up as an Indian and it is something we do not celebrate now. We should respect the indiginous people and listen to the students and continue with the change.

Rosemary Litco, 175 Stoney Brook Drive, graduated MHS last week and wanted to buy some MHS apparel, but couldn't because she did not like the Indian displayed on it. It is inappropriate, racist and hurtful.

Troy Peters, 276 Oak Street, is a 1988 graduate of MHS. Mr. Peters, a black man, had on a tee-shirt with a picture of a white man with the term "The Caucasians" on it to highlight how ridiculous using a race as a mascot is. He played basketball as an MHS student and he never has referred to himself as an "Indian". He does not understand how people long gone from school have a problem with this change. The current students want the change and did the research to back up their mission.

Vanessa Phillips, 46 Strickland Street, was an initial member of the activist team and is proud of their work. She wonders why this is such a problem and concluded that some people feel like their history is being erased. She noted history lives in your memories and we should not be afraid of change. This is not going to impact the lives of alumni. The indigenous people, however, are impacted and were erased from where they used to live. We took their land. The mascot Indian is not a sign of change but of injustice and inequality.

Tim O'Neil, 62 Hollister Street, is a 1980 graduate of MHS and gives credit to the students for their strong beliefs. He, however, is still opposed to the change. He feels changing the mascot would be a mistake and we should listen to the 90 year old speaker who thinks the mascot is not derogatory, but he will leave the Board to figure that out.

Mr. Thames thanked everyone for their passionate comments. He asked Board members if they wanted to move Item I.1. to be dealt with next. They did.

Secretary Pattacini moved for the agenda to be amended to move item I.1. to come prior to Item G. Ms. Hagenow seconded the motion.

7/0 - Voted in favor.

I.1. Manchester High School Mascot

Secretary Pattacini moved for the Board of Education to change the Manchester High School mascot from the Indians to the Red Hawks, effective for the 2019-2020 School Year. Mr. Scappaticci seconded the motion.

DISCUSSION:

Mr. Conyers thanked everyone for coming out this evening. He was impressed that both sides of the argument were received with respect and clapping. Mr. Conyers thought it was great to hear students opinions on this topic and he will vote for change. However, he would like to see a more Manchester-centric mascot name chosen to celebrate our history. He is proud of our history and has an appetite to learn more and would like to hear more about the Podunk history in town.

Ms. Maio thanked the student activities for the copious amount of work this battle took. Their drive and determination is inspiring. This mascot was created in 1949 and to think that in over 70 years there has been no cultural change is ignorant. Ms. Maio felt all the members of the public who spoke were eloquent. She noted four points: 1) the majority of people are in favor of a change; 2) 70 years of social changes demand a change; 3) the current student body does not identify with the current mascot; and 4) the indigenous people are offended by the mascot. In her view, there is no other choice but to change the mascot.

Mr. Hughes had drafted a statement he was prepared to read to ask for a postponement of this vote. However, after listening to all the speakers he is prepared to vote for change this evening. He appreciated the speakers and wants to look into ways to honor the Native Americans.

Mr. Scappaticci remembered fondly the boy dressed as the indian mascot running down the football field in his youth. However, through the climate survey he recalled the Superintendent saying we need to be comfortable leaning into discomfort. It is important to acknowledge that in the climate survey some students reported not feeling heard. He believes the students put forth a solid argument. It was impressive and well-researched. The students have told us what they want very clearly. They know what is right. Adults do not always know better. To delay this vote would be like

saying “we’ll see” which often equals a no. We have seen through student research and even through the National Congress of American Indians there is support for this change. The United South and Eastern Tribes want this change. We don’t need additional studies, they have been done. Mr. Scappaticci pointed out he has two history degrees and he feels some history belongs in a museum to be interpreted by people who can understand why it happened. We get to say who we want to honor, but the Native Americans do not feel honored by our use of this mascot. Changing this does not erase our history. He agrees that he would like to see more education around Indigenous People’s Day, to embrace history and use it to study. There is a momentous choice tonight. Mr. Scappaticci is proud for us to walk out of the shadow of history and into the bright light of the future.

Ms. Hagenow is not opposed to change, especially since MHS hasn’t used the mascot in many years. She does not think it is tossing history aside, just moving forward. The Climate has changed and we need to change with it.

Mr. Pattacini noted that he was so proud to hear everyone tonight. He is proud of these Manchester graduates. We teach critical thinking, respect for others, and to be a global citizen in a multicultural world. This was a student-led and staff-supported initiative that he supports.

Mr. Thames thanked people for their comments on both sides of the topic. He can see both perspectives. He thinks it is time to pass the torch to the new students and hear their voice. Mr. Thames talked about his ancestors who did not come here voluntarily, but on slave ships. If the mascot was named Slaves it would not honor the people who helped build this country. It makes no sense. If people did not stand against stereotypes there might still be slavery. It is not acceptable to treat people as “less than”. Although the original intention of the Indian mascot may have been to honor the tribes, it is no longer honorable. Mr. Thames appreciates the students saying that this is not their future. The National Congress of American Indians agrees, stating that the use of these mascots perpetuates negative stereotypes.

The vote was called.

7/0 - Voted in favor.

Mr. Scappaticci moved to go into recess. Mr. Pattacini seconded the motion.

**7/0 - Voted in favor. Recess called at 8:26 pm
Back in session at 8:45 pm**

G. SUPERINTENDENT'S REPORT

G.1. Update on School Resource Officers

Manchester Police Chief William Darby gave a presentation, available on the website, regarding arrests in the schools over the past several years. Chief Darby has been in this position since November, having been with the department for 9 years and with Newington for 21 years.

Mr. Scappaticci wondered if there was a waiting list of officers who desired to be School Resource Officers. Mr. Darby stated they usually have multiple applicants with 124 officers in the department, but there are many different specialties they can apply for. Mr. Scappaticci wondered about special training for SROs. Mr. Darby stated there is a week long SRO training program along with other periodic trainings. He also pointed out the general raining officers receive on crisis intervention and de-escalation also come in handy.

Mr. Scappaticci noted the arrests in schools seems to be trending down, and was curious if this may be impacted by restorative discipline. Mr. Geary noted we have made an effort to not call for an arrest in minor instances. It has been a good collaborative effort as there used to be 70+ arrests a year 7-9 years ago. We work closely with the Manchester Police Department.

Ms. Stefanovicz thanked Chief Darby and wondered what a typical day for an SRO is. Srg. Birios, who is located at MHS, noted they start their day in the halls at 7:00 a.m. by greeting students. They mentor and build rapport with kids. SROs also work with family members to help get a child on track when needed. They try to be a friendly face.

Mr. Conyers wondered if the SROs work closely with the security guards at the schools, how they interact with the elementary schools and police explorers.

Srg. Barrios stated that each SRO is assigned a few elementary schools to be their point of contact. They do not visit the schools daily, but if there is an issue the school calls that SRO directly. One of the SROs is the advisor for the Police Explorers and also teaches the Law & Order class required for seniors.

Chief Darby noted that they are exploring ways to get more programs in the school for future officers. Sixty college credits are required to be hired and a bachelor's degree is a requirement for a promotion to a supervisory position. You must be 21 years of age to attend the police academy. He wants to expose kids and get them interested young. He hopes to expose more students to police explorers and possibly expand the law & order class.

Mr. Thames thanked the officers for their presentation and noted he likes the SRO program. It is a great way to engage with police in a non-violent manner and for officers to be role models and mentors to our youth.

G.2. Update on School Start and End Times

Tabled to the July meeting.

H. UNFINISHED BUSINESS

None.

I. NEW BUSINESS

I.1. Manchester High School Mascot

Addressed above.

I.2. Policy Recommendations

2a) Policy 1401 - School Volunteers/Chaperones

Mr. Geary reviewed current policy is to update this screening every three years. He is recommending the policy be revised to be similar to the employee screening with a one time screening.

2b) Policy 3280 - Gifts, Grants, Bequests

Mr. Geary noted that to ensure equity we had tried to limit teachers using funding sources such as Donors Choose. With the RISE Network, which matches donor funding, the Superintendent would like to ability to approve innovative projects on a case by case basis.

2c) Student Dress Code

Mr. Geary noted this change would allow head coverings such as hats, durags and religious coverings, however would still exclude hoods. This would apply to grades 9-12 next year.

Mr. Geary noted these were all first reads and would be voted on at the July 8th meeting.

Mr. Conyers wondered if there was some sort of mandatory reporting that can be required if a person is arrested or has other problems. Mr. Geary noted they will retain the ability to rerun a background check if someone is uncomfortable or has suspicions about a person.

Mr. Scappaticci wondered if Principal Miner had any concerns about changes to the dress code at MHS. She stepped forward and stated she is comfortable with the change. Mr. Scappaticci liked that the request for a change came from the students.

Ms. Stefanovicz asked for elaboration about 2.b. and how teacher's were funding innovative projects this past year. Mr. Geary noted the Alliance Grant provided for mini-grants to teachers for creative use, but with the tight budget currently, he is hoping for a more thoughtful oversight of funding requests such as through Donors Choose.

I.3. Adoption of Board of Education Self Evaluation

Secretary Pattacini moved to accept the Manchester Board of Education Self Evaluation. Mr. Scappaticci seconded the motion.

7/0 - Voted in favor.

I.4. Educational Specifications - Buckley Elementary School

RESOLVED: The Board of Education approves the educational specifications for additions and renovations to Buckley Elementary School, dated June 20, 2019. Motion by Mr. Pattacinni and second by Mr. Scappaticci.

DISCUSSION:

Mr. Conyers asked for an explanation of this motion. Mr. Geary noted that there is a June 30, 2019 deadline to file plans with the state. The items are basics such as classroom size. Tonight he is asking for a vote on the first two schools in line for renovations and both of them will house about 400 students, but otherwise will be similar to the last two renovated schools.

7/0 - Voted in favor.

I.5. Educational Specifications - Bowers Elementary School

RESOLVED: The Board of Education approves the educational specifications for additions and renovations to Bowers Elementary School, dated June 20, 2019. Motion by Mr. Pattacini and second by Mr. Scappaticci.

DISCUSSION:

Mr. Pattacini thanked Mr. Geary and is excited for the next steps for the work going on in the schools.

7/0 - Voted in favor.

I.6. Superintendent's Evaluation

Tabled until the July meeting.

I.7. Superintendent's Contract

Tabled until the July meeting.

J. PUBLIC COMMENTS (Limited to items on tonight's agenda)

Tom Stringfellow, 183 Hillstown Road, supports the Consent Calendar, especially items #2. He feels there is a multicultural divide in this country. It is time for a change. Mr. Stringfellow would like to see a forum about Indigenous People's Day in October and suggested some speakers. It would be an opportunity for us to learn. Mr. Stringfellow enjoyed the presentation by the Police Chief and felt a Government Academy would be a good addition. It is good for students to see police as friends and not the enemy. Last, Mr. Stringfellow touched on sex slavery and identity theft.

Stephanie Knybel, 185 East Center Street, wanted to know what will be done with the Indian symbol on the front of MHS. She hopes it will not be destroyed. As for the new dress code suggestions for MHS, she is not in favor. She is old school and to her that means gentlemen take off their hats in buildings. She doesn't like the dress code being watered down. Ms. Knybel noted that jobs have rules and we are "just making it easier for kids". She does not like this.

K. ITEMS FOR FUTURE AGENDAS

Monday - July 8, 2019 - Spring Data Update

Monday - August 26, 2019 - Opening of School Update

Ms. Stefanovicz attended the MHS Graduation and felt that the order of the presentation of diplomas seemed to highlight test scores over overall achievement. She does not believe this fosters an environment we are looking for. Mr. Geary suggested the Policy subcommittee review this.

Mr. Conyers agreed with Ms. Stefanovicz, noting he heard parents advocating for alphabetical order for diplomas as some missed their student's name being called.

Mr. Thames had a time at graduation, noting that is what makes us, as Board members, appreciate why we are here. He congratulated the graduates and gave kudos to the Board members for their sacrifice to be here.

L. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

Secretary Pattacini moved and Mr. Scappaticci seconded the motion to adjourn the meeting.

7/0 - Voted in favor. Adjournment 9:35p.m.

Respectfully submitted,
Christopher Pattacini
Board Secretary

PERSONNEL ACTION**APPOINTMENTS**

Mrs. Kenisha Huggins to be a Grade 4 Teacher at Waddell Elementary School. Mrs. Huggins received her Master's in Elementary Reading and Literacy from Walden University. Mrs. Huggins resides in East Hartford. It is recommended that her appointment be approved effective August 27, 2019 (Master's / Step 3.5, \$54,533.00).

Ms. Megan Chiasson to be a Health Teacher at Manchester High School. Ms. Chiasson received her Bachelor's Degree from Central Connecticut State University. Ms. Chiasson resides in Bristol. It is recommended that her appointment be approved effective August 27, 2019 (Bachelor's / Step 1.5 \$47,690.00).

Mrs. Amy Dougan to be a Science Teacher at Illing Middle School. Mrs. Dougan received her Master's in Curriculum and Instruction from the University of Connecticut. Mrs. Dougan resides in Manchester. It is recommended that her appointment be approved effective August 27, 2019 (Master's / Step 6.5, \$61,819.00).

Mr. Matthew Leitao to be a Physical Education/Health Teacher at Bennet Academy. Mr. Leitao received his first Bachelor's Degree from the University of Connecticut and his second Bachelor's Degree from Eastern Connecticut State University. Mr. Leitao resides in Manchester. It is recommended that his appointment be approved effective August 27, 2019 (Bachelor's +30 / Step 6.5 \$61,819.00).

Ms. Meghan Fekete to be a Spanish Teacher at Manchester High School. Ms. Fekete received her Master's in Secondary Education from Quinnipiac University. Ms. Fekete resides in Wallingford. It is recommended that her appointment be approved effective August 27, 2019 (Master's / Step 3.5, \$54,533.00).

Mr. Anthony Longo to be a Physical Education Teacher at Verplanck Elementary School. Mr. Longo received his Bachelor's Degree from Eastern Connecticut State University. Mr. Longo resides in Glastonbury. It is recommended that his appointment be approved effective August 27, 2019 (Bachelor's / Step 1.5, \$47,690.00).

RESIGNATIONS

Ms. Danielle Maguire, Reading Specialist at Illing Middle School, has submitted her letter of resignation effective July 5, 2019. Ms. Maguire has been with Manchester Public Schools since August 28, 2000. It is recommended that her resignation be accepted.

Ms. Kaitlyn Vacchina, District-wide Speech and Language Pathologist, has submitted her letter of resignation effective June 30, 2019. Ms. Vacchina has been with Manchester Public Schools since July 5, 2016. It is recommended that her resignation be accepted.

Ms. Laurel Botting, Language Arts Teacher at Illing Middle School has submitted her letter of resignation effective June 30, 2019. Ms. Botting has been with Manchester Public Schools since August 23, 2005. It is recommended that her resignation be accepted.

**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: Illing **Date of Request:** 6/27/19

Name of Club or Activity: **Youth Leadership Institute**

Trip to: **Babson College** **Purpose:** **Youth Leadership Institute**

Number of Students participating: From **8-5-19 to 8-7-19**

Number of School Days missed: **Zero (0)**

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

a. **Ashley Okwazi** b. **Kaitlyn Kennedy**

Transportation: ☒ **Bus** ☐ **Train** ☐ **Plane** ☐ **Car** ☐ **Other**

Are Fundraising activities planned? ☐ **Yes** ☒ **No**

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

Lodging: ☒ **Hotel/Motel** ☐ **Camp** ☐ **Private Home**

If known, give specifics of room assignments:

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

Total cost per student: **\$0**

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. _____ b. _____
c. _____ d. _____

Name of teacher making request:

Signature: Erin Ortega Typed: 6/27/19

(Please print to obtain required signatures below)

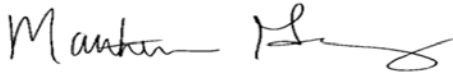
Approved by Department Chair at secondary level:

Signature: N/A Date:

Approve by Principal:

Signature: N/A

Approved by Superintendent:

Signature:  Date: 7/8/19

Attachments: Quotations
Itinerary

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

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply Carl D. Perkins Career and Technical Student Organization Statewide Improvement Grant for the 2019-2020 school year.

Date: July 8, 2019

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Student Organization Grant will improve and expand education and career readiness through CTSOs for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

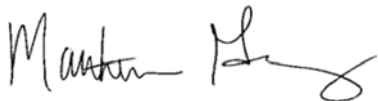
Funds will be used to:

1. Grow, enhance and improve student career and technical education (CTE) student organizations (CTSOs), extracurricular groups for students in CTE pathways to further their knowledge and skills by participating in standards based activities, events, and competitions.
2. Provide professional learning opportunities for advisors.
3. Provide funding for externships and field trips in conjunction with the CTSO program.
4. Support specific CTSO initiatives through funding for instructional supplies and equipment appropriate to the CTSO program.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education give permission to apply for the FY19-20 Carl D. Perkins and Technical Student Organization Statewide Improvement Grant.



Matthew Geary
Superintendent of Schools
Manchester, CT
July 8, 2019

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply Carl D. Perkins Career and Technical Education Secondary Work-Based Learning Enhancement Grant for the 2019-2020 school year.

Date: July 8, 2019

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Work-Based Learning Enhancement Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

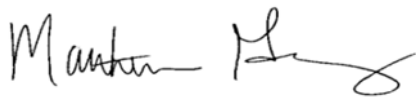
Funds will be used to:

1. Create a sustainable manufacturing workforce development program in partnership with local manufacturers, the Greater Manchester Chamber of Commerce, the Connecticut Center for Advanced Technology and Manchester Community College. This program will be designed to prepare students for a transition to a technologically-advanced employment workplace.
2. Support specific developmental initiatives through funding for professional development, instructional programs, supplies and equipment for grades 9-12 in manufacturing.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education give permission to apply for the FY19-20 Carl D. Perkins Career and Technical Education Secondary Work-Based Learning Enhancement Grant.



Matthew Geary
Superintendent of Schools
Manchester, CT
July 8, 2019

The Manchester Board of Education recognizes the importance of school volunteers / chaperones at all levels of schooling. The Board of Education encourages the use of school volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement. The Board encourages a volunteer / chaperone program in the District and in its schools with suitable regulations and safeguards.

Through the publication of administrative regulations pursuant to this policy, the Superintendent of Schools may set such criteria for the qualifications of volunteers / chaperones, as well as their responsibilities and supervision, as the Superintendent may deem appropriate in his/her discretion.

Volunteers / chaperones will be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders, may volunteer / chaperone in Manchester Public Schools.

(cf. 1240 – Citizens' Assistance to School Personnel)
(cf. 6161.4 – Community Resources)

Legal Reference: Connecticut General Statutes Connecticut
General Statutes §10-235
Connecticut General Statutes §54-254
Public Act - 97-290
Public Act 98-111 An Act Concerning The Registration of Sexual Offenders

Adopted: March 26, 2018
Revised 09-24-18

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers / chaperones within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following parameters:

1. **Qualifications.** Volunteers / chaperones may come from all backgrounds and all age groups. The main qualification for a volunteer / chaperone is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.

No person who is a “sex offender” as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders may volunteer / chaperone in Manchester Public Schools.
2. **Recruitment.** School personnel may recruit volunteers / chaperones through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
3. **Role.** Volunteers / Chaperones serve only in an auxiliary capacity under the direction and supervision of a staff member; a volunteer is not a substitute for a member of the school staff. Volunteers / Chaperones do not have access to confidential student school records.
4. **Volunteer / Chaperone Application.** Persons interested in volunteering / chaperoning their services should contact the Principal, and must submit a **new** volunteer information form. **This form must be resubmitted every three school years.**
5. **Screening Procedure.** The following procedure has been established for screening volunteers/chaperones. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the expressed knowledge, consent and direction of the Principal or designee.

Volunteers / Chaperones are those who engage in activities when a staff member is always present and those who engage in activities involving students when not in the direct and continuing presence of a Manchester Public Schools employee such as, but not limited to, those listed below:

- assisting in a classroom, cafeteria, or library when a staff member is present;
- accompanying a class on a field trip during the school day with a teacher;
- helping in the school office during regular school hours;
- assisting in the cafeteria or library during regular school hours; and
- extra-curricular events, i.e., dances, fairs, open house, etc.
- accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time;
- chaperoning an overnight field trip; and
- coaching.

Volunteers / Chaperones engaged in the above activities for Manchester Public Schools will be required to submit state and federal criminal record checks and submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry within 10 days of the application to be a volunteer/chaperone. A form regarding the release of information concerning any prior or pending criminal offenses will also be required. All results must be received by the Human Resources Office before the volunteer / chaperone may commence his or her volunteer / chaperone activities.

In all cases, whenever an individual submits a new volunteer / chaperone information form, the Principal or designee shall review the sex offender list most recently published to confirm that the volunteer is not a sex offender. The Principal shall also review sex offender lists whenever volunteer / chaperones will be used.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer / chaperone is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his/her designee will notify the volunteer in writing of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the volunteer, the Superintendent or designee shall not allow the individual to volunteer in the Manchester Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's information form, the Superintendent or his/her designee will make a case-by-case determination as to whether to allow the individual to volunteer / chaperone in Manchester Public Schools. Prior to any such decision, the Superintendent or designee shall inform the volunteer in writing and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer information form, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

6. **Selection, Placement, and Supervision.** Volunteer / Chaperone selection and placement shall be based on the individual's qualifications and availability, and the school's needs. A volunteer / chaperone will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
7. **Training.** Each academic year, when a person first completes the volunteer / chaperone information form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer / chaperone is assigned is responsible for explaining his or her expectations of duties. If needed, the Principal or designee should arrange appropriate training opportunities for those volunteer / chaperone activities requiring a particular skill or knowledge base (e.g., working in the computer lab).
8. **Sign-in Procedure.** All school volunteers / chaperones must report to the school office upon arrival to sign-in. All volunteers must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Individuals should indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges, which should be displayed during each visit.
9. **Conduct.** Volunteers are held to the same standards of conduct as school staff, and must observe all Board of Education policies and school rules. Permission to volunteer / chaperone or to continue volunteering /chaperoning will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model, is disruptive or otherwise detrimental to the school environment.
10. **Waiver of Liability.** Manchester Public Schools does not provide liability insurance coverage to non-district personnel serving as volunteers for the district. Pursuant to Connecticut General Statutes § 10-235, the District will indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is acting within the scope of his or her responsibilities in an activity approved by the Board of Education and is under the direction of a certified staff member. Willful and/or malicious conduct on the part of the volunteer is not covered under Connecticut General Statutes § 10-235.



Manchester Public Schools

Kennedy Education Center
45 North School Street
Manchester, CT 06042

www.mpspride.org

Dear Volunteer/Chaperone:

In order to ensure the safest possible environment for students, Manchester Public Schools will perform a background check of all persons wishing to volunteer and/or chaperone our students.

Attached are the Volunteer/Chaperone and Waiver Liability Forms, Volunteer/Chaperone Guidelines Form and Authorization for Release of Information for DCF/CPS Search Form. Upon completion, **please submit to the building Principal/Secretary.**

Should you have any questions about the form or the process, please feel free to contact Human Resources at 860-647-3440.

Sincerely,

Human Resources



SCHOOL _____

MANCHESTER PUBLIC SCHOOLS**VOLUNTEER / CHAPERONE FORM AND WAIVER OF LIABILITY***Every question must be answered accurately in order for application to be considered complete.*

Please provide the following information:

Date of Birth: _____

First Name

Last Name

Maiden Name

Address with City, State, Zip Code

Telephone

Driver's License Number / State of Issue

☐ **Copy of photo ID (required with application).**

1. Have you ever been required to register with a state or federal sex offender registry?

☐ YES ☐ NO

2. Have you ever been convicted of a crime (excluding motor vehicle violations or infractions)?

☐ YES ☐ NO

3. Do you have any criminal charges pending?

☐ YES ☐ NO

4. If you answered YES, list all offenses.

Offense(s): _____

Date(s): _____

Place(s): _____

You are required to promptly inform the school district of any changes to these responses.

This application is for: ☐ **VOLUNTEER** AND/OR ☐ **CHAPERONE**

At which school(s) have you previously been a school Volunteer/Chaperone? _____

Year(s) _____

Are you a parent/guardian of any child attending Manchester Public Schools? ☐ YES ☐ NO

Name and Grade of Children: _____

EMERGENCY INFORMATION FOR VOLUNTEER/CHAPERONE:

Emergency Adult Contact: _____ Phone Number: _____

Address: _____

Physician/Hospital: _____ Phone Number: _____

MANCHESTER PUBLIC SCHOOLS

VOLUNTEER / CHAPERONE FORM AND WAIVER OF LIABILITY (continued)

Waiver of Liability*

Manchester Public Schools does not provide liability insurance coverage to non-district personnel serving as volunteers for the school district. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the school district and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, Connecticut General Statutes § 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board of Education and performs services under the direction of a certified teacher. Willful and/or malicious conduct on the part of the volunteer is not covered under Connecticut General Statutes § 10-235.

*For the purpose of these documents, the definition of Chaperones and Volunteers are synonymous.

By your signature below:

1. You acknowledge that Manchester Public Schools does not provide insurance coverage for the chaperone/volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to Manchester Public Schools.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the chaperone/volunteer's supervised or unsupervised service to Manchester Public Schools, agree to waive any and all claims against Manchester Public Schools, or its officers, Board of Education Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the chaperone's/volunteer's supervised or unsupervised service to Manchester Public Schools.
3. You consent to a criminal background investigation. **The background investigation may be repeated at the discretion of Manchester Public Schools - unless you remove your name from the list of Volunteers/Chaperones.**
4. As a chaperone/volunteer for Manchester Public Schools, I agree to act within the scope of the duties assigned by the area supervisor. Furthermore, I hereby certify that there are no willful misrepresentations or falsification of the statements or answers to questions in this registration application. I am aware that should investigation of this registration disclose such misrepresentation or falsification that would in any way endanger children or inhibit the mission of Manchester Public Schools, the authorization to chaperone/volunteer in the school system would be withdrawn immediately.

Date: _____ Print Name of Chaperone/Volunteer: _____

Signature of Chaperone / Volunteer: _____



Manchester Public Schools

Kennedy Education Center
45 North School Street
Manchester, CT 06042

www.mpspride.org

GUIDELINES for CHAPERONES and VOLUNTEERS

Thank you for agreeing to serve as a chaperone and/or volunteer for Manchester Public Schools.

As a chaperone/volunteer, you serve as a role model and help students learn. Please **review these guidelines carefully**, sign and date this form, **then return** it to the **School Principal/Secretary** as soon as possible but no later than 2 weeks before the event or anticipated start date. Once again, thank you for your assistance.

1. Chaperones/Volunteers are required to remain with their assigned group at all times, until chaperoning/volunteering duties are finished.
2. Chaperones/Volunteers agree to continuously monitor their student or group's activities.
3. Chaperones/Volunteers will not use any alcohol or tobacco products during the time as a chaperone/volunteer.
4. Chaperones/Volunteers will refrain from using profane or inappropriate language during the time as a chaperone/volunteer.
5. Chaperones/Volunteers are NEVER to touch a child unless the child is presenting an immediate threat to the health or safety of themselves or others.
6. Chaperones/Volunteers are not to administer medications to students.
7. Chaperones/Volunteers are not allowed to have any non-student siblings or other children accompanying them without permission of the building principal.
8. Chaperones/Volunteers will report any safety or health concerns to a teacher immediately.

I have read the above guidelines and agree to abide by them.

PRINT NAME: _____ **SIGNATURE:** _____

DATE: _____

HOME PHONE: _____ **CELL PHONE:** _____

Connecticut Department of Children and Families
AUTHORIZATION FOR RELEASE OF INFORMATION FOR DCF CPS SEARCH
 DCF-3031
 10/18 (Rev.)



I, (Applicant Name): _____ do hereby authorize the Department of Children and Families to research its records to determine whether or not I am on the me central registry of persons responsible for child abuse and neglect. I understand that this information may be used to determine my suitability solely for (check one): <input type="checkbox"/> Employment <input type="checkbox"/> Day Care <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Mentor <input type="checkbox"/> Other: _____					(This area for DCF Use only) Date Processed: _____ Central Registry: <input type="checkbox"/> YES <input type="checkbox"/> NO Processor's Initials: _____				
Name of Agency (requesting background check): _____				Attention: _____					
Address: (No. and Street): _____				City: _____		State: _____		Zip: _____	
I release the Department of Children and Families from any liability for any damages I may incur which may result from the release / use of this information. I submit my following information to assist the Department of Children and Families in their search.									
Applicant Last Name		Applicant First Name		Middle:		DOB:		SS:	
Applicant Address: (No. and Street): _____			Apartment #:	City:		State:		Zip:	
								Years at current address?* Years Months	
List All Previous Applicant Address(es) for the Last Five Years <input type="checkbox"/> Check if an additional sheet is necessary, and attached									
Address: (No. and Street): _____			Apartment #:	City:		State:		Zip:	
Other Names I have Used – including Maiden, Previous Marriages(s) <input type="checkbox"/> Check if an additional sheet is necessary and attached									
Last Name		First Name:		Middle:		DOB:		SS:	
Name of Spouses/Other Adults in the Home – Past and Present <input type="checkbox"/> Check if an additional sheet is necessary and attached									
Last Name		First Name:		Middle:		DOB:		Signature (if still in the home)	
								Date:	
Names of ALL Child(ren) – Biological, Stepchildren, including Adult Children in or Out of the Home <input type="checkbox"/> Check if an additional sheet is necessary and attached									
Last Name		First Name:		Middle:		DOB:		Gender:	
Do you have an active DCF investigation at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have an active appeal of a DCF investigation at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Applicant Signature: _____								Date: _____	
This authorization will expire 180 days after the date of the signature. Forms not filled out completely and / or clearly will be returned. Do not leave any blank spaces. Please specify with "N/A" if not applicable. **DCF Conducts a Search of the CT Registry ONLY** The Accuracy of this Search is Limited to the Information Provided by the Applicant to DCF.									
How To Submit: Email: DCF.BackgroundCheck@ct.gov Fax: 860-560-7071 Mail: DCF-Background Check Unit, 505 Hudson Street, Hartford, CT 06106									
Please be advised that due to the large volume of forms received, we are unable to provide confirmation of receipt or status updates during the background check process. If, after 4 weeks, you do not receive the results of any form(s) you sent in or if you have any questions, please contact the BGC Unit.									

BUSINESS 3280**Gifts, Grants and Bequests**

The Board of Education appreciates and encourages the giving of gifts and bequests to the system by parents, student groups, businesses and citizens. It is recognized that gifts, if given for appropriate functions, have and can contribute greatly to the system. Gifts and bequests will not be used to substitute for regular funding or staffing requirements, which are appropriately funded by the Board of Education's approved budget.

Areas which are supported for gift-giving include those which enhance, expand or enrich the school program. **This might include, but not be limited to, such things as playground equipment, scholarships and awards, library books, assemblies, field trips, musical instruments, art work, small supply funds for staff, etc.**

In accepting gifts, the Board will avoid creating significant differences among the facilities or programs of the various schools. A gift which might create said differences may be rejected for that reason.

The Superintendent of Schools will develop administrative procedures for the acceptance of gifts and bequests. Certain factors must be included in such considerations:

1. The building Principal will submit a proposal to accept or reject a gift to the appropriate Director of Finance and Management. All pertinent information will be included.
2. Gifts generally will not be accepted if any unusual conditions of use are attached.
3. It is the responsibility of the Board to appropriate funds for required equipment and for personnel, basic texts and other materials needed for the Board-approved school curriculum. The Board does not encourage others to raise funds for such items.
4. The Superintendent of Schools or his/her designee may accept any gift or combination of gifts for the school district valued at \$25,000 or under. Building Principals may approve gifts of a value less than \$5,000 provided the gifts meet all of the criteria of this policy.
5. Contributions of property or service in any dollar amount that may involve Board costs for installation or maintenance, or initial or continuing financial commitment of school funds, must have Board approval in advance. Similarly, any gift which may lead to a change in the approved curriculum or in added personnel will require Board approval in advance. Board approval in such cases must be gained regardless of the gift's value. If installation is to be done by the contributing individual or organization, plans for the installation and liability coverage are to be reviewed and approved by the Facilities Manager, and the Director of Finance and Management.

6. Planning for gifts should, whenever possible, include solicitation of ideas from staff members. Gifts intended for a specific building must be approved by the Building Administrator before being submitted to the Facilities Manager, and the Director of Finance and Management, the Superintendent and the Board. Organizations should consider long- range use of the gift. They are encouraged to consult with the central administration about long-range capital expenditure plans.
7. Fundraising for gifts should not interfere with instructional time, nor lead to door-to-door solicitation by students. All fund raising activities must be in conformance with Board of Education Policy No. 5130.1, Contributions, Drives, Contests and Distribution of Flyers.
8. Items contributed to the school system become the property of the district and are subject to the same controls and regulations that govern other school-owned property.
9. The Board welcomes gifts of books and other materials for school media centers, provided they meet the same standards of selection as those applied to the purchase of all school media materials.

GIFTS, GRANTS AND BEQUESTS

Administrative Guidelines

Gifts and bequests valued at less than \$25,000 will be approved by the Superintendent of Schools or his/her designee in accordance with the guidelines listed below. These include gifts and bequests which accrue to a specific school or to the school system. Gifts and bequests of \$25,000 or more must be approved by the Board of Education.

1. Gifts from PTAs, students, citizens and other sources \$25,000 be submitted through the office of the Principal of the school to which the gift is being donated.
2. The Building Principal will submit a proposal to accept or reject the gift, together with the following details to the Director of Finance and Management. Please note that donations shall not be requested for items such as required equipment or furniture, personnel, basic texts and other materials needed for the Board-approved school curriculum through outside donors including funding websites when doing so would create significant differences among the facilities or programs of the various schools. The proposal should include:
 - a. A complete description of the gift and its proposed use. If pertinent, include make, model, serial number, approximate value and how this value was determined.
 - b. The Principal will indicate that the proposed gift is compatible with Board of Education goals and objectives, and existing equipment, furnishings or materials.
 - c. A statement of immediate and long-range cost estimates, including the cost of transportation, possible storage charges, cost of installation and cost of short-term and long-term maintenance. Indicate whether the donor will be responsible for any of these costs.
 - d. A statement indicating whether the gift may have long-range implications for staffing or program changes in that school or within the system.
3. The Director of Finance and Management will review the proposal to accept a gift with appropriate school personnel and officials; and will notify the Principal, in writing, within ten days as to acceptance, rejection or modification of the proposal.
4. In the event the proposed gift is to be utilized by more than one school, the Director of Finance and Management will follow through on all of the steps and procedures specified for a Building Principal.
5. Gifts classified as structures:

- a. Any donation of a gift classified as a structure requires preliminary approval of the Facilities Manager. Such gifts must adhere to Town of Manchester building and zoning regulations.
 - b. After review by the Facilities Manager and the Superintendent or his/her designee, the project will be submitted to the Board of Education for approval.
6. Employees are prohibited from engaging in crowdfunding activities (e.g. the use of websites or applications such as Donors Choose, Kickstarter, GoFundMe, etc.) on behalf of the Board of Education, its schools, classes, or extracurricular teams or clubs **unless permitted by the Superintendent of Schools or his designee.**

The Building Principal or Director of Finance and Management will see that proper thanks are given for all gifts.

Adopted: August 26, 1991

Revised: March 12, 2012

Revised: October 22, 2018

Student attire should reflect respect for self, others, and an atmosphere of learning. Administration reserves the right to determine what is appropriate and in good taste.

Students should place items such as coats **and other outerwear** ~~hats, etc.~~ in their lockers prior to the start of the school day.

Students will refrain from wearing or being in possession of the following items during the school day:

- (a) ~~Head or~~ Face coverings (exception may include documented religious articles)
- (b) Articles that reveal the back, chest, upper-thigh, or undergarments.
- (c) Articles that contain offensive writing, graphics, pictures or gang symbols.
- (d) Articles that depict logos or emblems of drugs, tobacco, or alcohol.

Parents/Guardians can expect notification if the student is dressed inappropriately and may be requested to provide a change of clothes, or student may have to leave school. Students who repeatedly are out of compliance also will face disciplinary consequences.”

In addition, please note that the following items are inappropriate or prohibited:

Bottoms

- Skirts and shorts should cover at least mid-thigh unless worn with opaque leggings.
- No exposed undergarments
- No sleepwear
- No ripped shirts, tee shirts, dresses, or other garments that expose skin. Ripped jeans are acceptable but not above mid-thigh.

Tops:

- No bare midriffs
- No strapless/halter tops (Unless worn with a sweater)
- No plunging necklines
- No tank tops / spaghetti straps (unless worn with a sweater)
- **Hooded sweatshirts may be worn but hoods should not be on during the school day**

Accessories:

- No hats
- No sunglasses
- No studded / spiked accessories

Please note that Technical, Physical Education, Art and the Science Departments may require specific clothing, footwear, and safety equipment for the protection of students in those courses.

School Begins: September 3, 2019						H-1	School Ends: June 15, 2020															
2019	M	T	W	Th	F	2019-2020 School Year						2020	M	T	W	Th	F					
August				1	2	First Day of School: Grades K - 5, Grade 7, and Grade 9: September 3 Grade 6, Grade 8, and Grades 10 - 12: September 4 Head Start: (Early Release): September 9, 10, and 11; (Full Day): September 12						January			1	2	3					
	5	6	7	8	9								6	7	8	9	10					
	12	13	14	15	16								13	14	15	16	17					
	19	20	21	22	23								20	21	22	23	24					
	26	27	28	29	30								27	28	29	30	31					
0												20										
September	2	3	4	5	6	<input type="checkbox"/> New Teacher Orientation: August 22, 23 and 26 District Professional Development Days <input type="checkbox"/> (school not in session) August 27, 28, 29, and 30, and November 5, 2019 <input type="checkbox"/> (abbreviated day for students) September 18, October 2*, 9, and 30*, 2019, February 26*, March 18, April 8* and 29, and May 13 and 27, 2020 <i>* Equity Professional Learning</i> School Conferences/Early Release <input type="checkbox"/> Grades PreK - 12 November 13 and 14, 2019, and March 11 and 12, 2020 <input type="checkbox"/> Grades PreK - 6 ONLY November 15, 2019, and March 13, 2020 <input type="checkbox"/> Conference Make-up Dates, if necessary December 4, 2019, and April 1, 2020 <input type="checkbox"/> Abbreviated Day for Students and Staff November 27, and December 23, 2019, and June 15, 2020, or last day of school <input type="checkbox"/> Holiday/Vacation Period September 2 Labor Day October 14 Indigenous Peoples 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 Presidents' Day April 10 Good Friday April 13 - 17 Vacation Period May 25 Memorial Day and Eid Al Fitr Observed <input type="checkbox"/> School not in session due to weather Note: If there are 3 snow days prior to January 31, February 18 will be a school day.						February	3	4	5	6	7					
	9	10	11	12	13								10	11	12	13	14					
	16	17	18	19	20								17	18	19	20	21					
	23	24	25	26	27								24	25	26	27	28					
	30	20											18									
October		1	2	3	4	March						2	3	4	5	6						
	7	8	9	10	11								9	10	11	12	13					
	14	15	16	17	18								16	17	18	19	20					
	21	22	23	24	25								23	24	25	26	27					
	28	29	30	31	22								30	31	22							
November					1	April						6			1	2	3					
	4	5	6	7	8								6	7	8	9	10					
	11	12	13	14	15								13	14	15	16	17					
	18	19	20	21	22								20	21	22	23	24					
	25	26	27	28	29								27	28	29	30	16					
17												16										
December	2	3	4	5	6	May						4					1					
	9	10	11	12	13								4	5	6	7	8					
	16	17	18	19	20								11	12	13	14	15					
	23	24	25	26	27								18	19	20	21	22					
	30	31	16										25	26	27	28	29	20				
16												20										
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						June						1	2	3	4	5						
													8	9	10	11	12	8	9	10	11	12
													15	16	17	18	19	15	16	17	18	19
													22	23	24	25	26	22	23	24	25	26
													29	30	11					29	30	11
In addition, automated notification of school closings are sent via Blackboard.						Total days = 182						Adopted: 1/22/2018 Revised: 7/8/2019 Tentative High School Graduation Date: TBD Please see reverse for additional information.										

REVISED Manchester Public Schools Calendar

School Bell Times 2019-2020

	Regular Day		Abbreviated Day or Conference Day		Emergency Dismissal		Delayed Opening - 2 Hour Delay		Delayed Opening - 3 Hour Delay	
	Start	End	Start	End	Start	End	Start	End	Start	End
Manchester High School, Grades 9 – 12	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Bentley Alternative Education	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Manchester Regional Academy	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Illing Middle School, Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Manchester Middle Academy, Grades 5 - 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Bennet Academy, Grades 5 - 6	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Preschool (all locations) Monday – Thursday										
AM Program	8:15 a.m.	11:00 a.m.	8:15 a.m.	11:00 a.m.	8:15 a.m.	10:45 a.m.	No AM PreK	No AM PreK	No AM PreK	No AM PreK
PM Program	12:00 p.m.	2:45 p.m.	No PM PreK	No PM PreK	No PM PreK	No PM PreK	12:00 p.m.	2:45 p.m.	12:00 p.m.	2:45 p.m.
Friday – AM Program	8:15 a.m.	11:00 a.m.	8:15 a.m.	11:00 a.m.	8:15 a.m.	10:45 a.m.	No PreK	No PreK	No PreK	No PreK
Elementary Schools, Grades K – 4	9:10 a.m.	3:40 p.m.	9:10 a.m.	12:40 p.m.	9:10 a.m.	11:40 a.m.	11:10 a.m.	3:40 p.m.	12:10 p.m.	3:40 p.m.
Head Start	9:10 a.m.	3:40 p.m.	9:10 a.m.	12:40 p.m.	9:10 a.m.	11:40 a.m.	11:10 a.m.	3:40 p.m.	12:10 p.m.	3:40 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School, Grades 9 - 12	October 2, 2019; December 10, 2019; February 28, 2020; May 8, 2020	November 4, 2019; January 17, 2020 (exams January 21 - 24); March 31, 2020; June 8, 2020 (exams June 9 - 12)
Illing Middle School, Grades 7 - 8	October 2, 2019; December 10, 2019; February 28, 2020; May 8, 2020	November 4, 2019; January 17, 2020; March 31, 2020; June 8, 2020
Manchester Middle Academy, Grades 5 - 8	October 2, 2019; December 10, 2019; February 28, 2020; May 8, 2020	November 4, 2019; January 17, 2020; March 31, 2020; June 8, 2020
Bennet Academy, Grades 5 - 6	October 2, 2019; December 10, 2019; February 28, 2020; May 8, 2020	November 4, 2019; January 17, 2020; March 31, 2020; June 8, 2020
Elementary Schools, Grades K - 4	October 15, 2019; January 27, 2020; May 1, 2020	December 3, 2019; March 12, 2020; June 12, 2019

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 16 through June 26, 2020. If there are three (3) or more snow days prior to January 31, 2020, school will be held on Tuesday, February 18, 2020. If more than 9 (nine) days are needed, days will be taken from April vacation starting with Friday, April 17, 2020.