

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
Monday, August 9, 2021
Lincoln Center
Hybrid: In-Person and Virtual Meeting

Board of Education Meeting

7:00 P.M. - Virtual

Public access to view meeting :

Live streaming on FaceBook: [Link to MPS Pride FaceBook Page](#)

Live at Silk City TV: [Link to Live at Silk City TV](#)

On demand after the meeting: [Link to on-demand after the meeting](#)

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes - July 12, 2021 A - 3

B. COMMITTEE REPORTS

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2.) Transfer of Funds - *None*
- 3.) Permission to apply and appropriation for the Hartford Foundation for Public Giving COVID-19 Learning and Loss Student Disengagement Grant for the FY 21/22 in the amount of \$75,000 C - 3
- 4.) Permission to apply for the Federal Head Start Grant and Coronavirus Aid, Relief, and Economic Security Funding Carryover for the FY 21/23. C - 4
- 5.) Establish an increase in the appropriation to the United Way Implementation Grant for the FY 18/21 in the amount of \$3.80 for a total amount of \$163,003.80 C - 5
- 6.) Establish an appropriation for the Manchester Regional Academy tuition for the FY 21/22 in the amount of \$800,000 C - 6
- 7.) Establish an appropriation for the Manchester Head Start Innovative Enhancement Grant for the FY 21/22 in the amount of \$63,000 C - 7
- 8.) Establish an appropriation for the Enfield Head Start Innovative Enhancement Grant for the FY 21/22 in the amount of \$100,000 C - 8
- 9.) Establish an appropriation for the Manchester Head Start Services Grant for the FY 21/22 in the amount of \$145,127 C - 9
- 10.) Establish an appropriation for the Individuals with Disabilities Education Improvement Act (IDEA) 611 Grant for the FY 21/23 in the amount of \$1,924,527 C - 10
- 11.) Establish an appropriation for the Individuals with Disabilities Education Improvement Act (IDEA) 619 Grant for the FY 21/23 in the amount of \$65,923 C - 11

D. REPORT FROM STUDENT REPRESENTATIVE - *None*

E. PUBLIC COMMENTS - [Request to Speak Form](#)

Residents that would like to speak during public comments session must complete the [Request to Speak Form](#)

F. SUPERINTENDENT'S REPORT

- 1.) Update on Buildings and Grounds, Matt Geary, Superintendent of Schools F - 1
- 2.) Update on Opening of School, Matt Geary, Superintendent of Schools

G. UNFINISHED BUSINESS

- 1.) **Ratification of the AFSCME Council 4 Local 818-49 Manchester Building and Grounds Supervisors Contract** G - 1
Recommended Motion: Move to approve the AFSCME Council 4 Local 818-49 Manchester Building and Grounds Supervisors Contract, covering the period of July 1, 2021 – June 30, 2025.

H. NEW BUSINESS

- 1.) **Manchester High School Partial Roof Replacement** H - 1
 - a) Recommended Motion: The Manchester Board of Education approves and adopts the attached Educational Specifications dated July 15, 2021 for a partial roof replacement at Manchester High School.
 - b) Recommended Motion: The Manchester Board of Education authorizes the Superintendent to submit an SCG049 Grant Application and Summary of Educational Specifications for a School Building Project to the State Department of Education for a construction grant in accordance with CGS §10-283 and Chapter 173 of the Connecticut General Statutes.
- 2.) **Acceptance of Cheney Bennet Academy Project #077-0234 RNV/EA as Complete**
Recommended Motion: Move to Accept the Cheney Bennet Academy Project #077-0234 RNV/EA as complete. The Scope of Work included expansion and alteration of the Building. Total cost of the project was \$20,196,849. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$12,102,945.
- 3.) **Acceptance of Waddell Elementary School Project #077-0233 RNV/EA as Complete**
Recommended Motion: The Scope of Work included expansion and alteration of the Building. Total cost of the project was \$24,537,034. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$16,098,246.
- 4.) **Acceptance of Verplanck Elementary School Project #077-0235 RNV/EA as Complete**
Recommended Motion: Move to Accept the Verplanck Elementary School Project #077-0235 RNV/EA as complete. The Scope of Work included expansion and alteration of the Building. Total cost of the project was \$28,931,314. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$17,199,676.

I. PUBLIC COMMENTS - [Request to Speak Form](#)

Residents that would like to speak during public comments session must complete the [Request to Speak Form](#)

J. COMMUNICATIONS - None

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

Monday, August 30, 2021

Update on Opening of School

Monday, September 13, 2021

District Improvement Plan Update
Professional Development Highlights

Monday, September 27, 2021

Update on Technology

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 the 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

July 12, 2021

Lincoln/Virtual

PRESENT: Gundersen, Hughes, Pattacini, Patterson, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary

ABSENT: Heinrich, Luna, Meggers

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Thames called the meeting to order at 7:04 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

A.3. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of June 28, 2021. Secretary Pattacini moved and Ms. Patterson seconded the motion.

5/0 – Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

Mr. Geary presented one item on the Consent Calendar for Board approval.

C.1. Personnel Action

Details had already been provided to the Board members with their agenda.

The Chairman called for a motion.

Secretary Pattacini moved and Mr. Gundersen seconded the recommendation to adopt the Consent Calendar as outlined in this evening's agenda.

5/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

None.

E. PUBLIC COMMENTS

Stephanie Knybel, 185 East Center Street, noted that the town is now opening more and more and many people are vaccinated and she wondered when the Board of Education meetings would resume full in-person with the public being allowed to attend meetings at Lincoln Center. She notes the room is large enough to accommodate social distancing. With students attending both school and camp in person she feels it is time to stop virtual meetings and let the public in. Her next question was whether Manchester Public Schools would be giving out school supplies to students. She notes the town community members collect gift certificates and supplies for the Human Services Department and asks for donations and she wanted to know if that was a duplication of efforts. Last, Ms. Knybel questioned the decision to rent office space when buildings such as Nathan Hale and Washington have available space. She feels renting space for Adult Ed and offices on West Middle Turnpike is an unnecessary expense. Mr. Thames noted that questions are not typically answered during public comment, however he agreed that he also would like to resume in-person/open to the public Board meetings and they will announce soon when that will occur, hopefully being in-person by the next Board meeting.

Jerry Beckford, 149 Maple Street, noted that while her children attend private school, her tax money supports Manchester Public Schools and yet her children were denied entrance to the summer camp. She wondered where the funding for the camps comes from and why, as a resident of Manchester, her children are not eligible.

F. Superintendent's Report

F.1. Spring Data Update

Mr. Geary reviewed the Spring data, which confirmed the Winter data. His full presentation is available for viewing on the website. Some key points in his presentation included:

- Approximately 10% less students in grades K-4 are meeting or exceeding the grade level target in reading in 2020-21 compared to 2019-20
- In grades K, 1, and 2 the percentage of students meeting or exceeding the grade level target in reading in 20-21 is more than 15% less compared to 2019-20
- In grades K and 1 the percentage of students meeting or exceeding the grade level target in math fluency is similar to 2018-29
- Over 15% less students in grades 3 and 4 are meeting or exceeding the grade level target in math fluency in 2020-21 compared to 2018-19
- Student performance on K-8 district math unit assessments remains strong
- There is a minimal difference in performance between remote and in-person learners in reading and math
- Chronic absence rate is approximately 33%
- Graduation rate remains just under 90% with very small gaps between bands
- The percentage of students meeting or exceeding the state average on SAT reading and math were trending up but slipped during 2020-21
- Class grades at MHS continue to show more students in the A range and more students in the F range, along with a shrinking number in the mid (B, C, D) range compared with 2019-20
- Student writing remains an area of concern
- Under 3% of students received an in-school suspension this year

Mr. Geary noted the following as being critical as we respond to the pandemic:

- Centering all decision on equity and race and ensuring appropriate time and space for regular reflection on race and equity throughout the year
- Ensuring parents, students and staff continue to work as partners
- Continue to adjust learning models to support students and staff
- Ensure physical and mental health needs of students and families
- Monitor the health and wellness of MPS staff and support self-care

- Support vaccine distribution as directed by the CT Department of Public Health and the local health department

Mr. Geary noted the summer Curiosity Camp, which is funded by federal dollars and at no cost to the families, has over 1800 students enrolled. In response to the public comment made earlier, the funds from ESSER were intended for students in public schools. While we would have been happy to open enrollment to those in magnets and parochial schools, those schools received their own funding and our summer program already has a waiting list of public school students.

Mr. Geary noted that due to construction issues, camps were limited to Bowers, Waddell, Verplanck, Bennet and MHS. Next year he hopes to add Highland so that Waddell will not need to accommodate as many students.

Mr. Geary also noted that the latest CSDE advice is that anyone not fully vaccinated should continue to wear masks in school.

Ms. Stefanovicz asked about the contracted services for mental health. Mr. Geary noted he is in discussions with CHR and CCGC to assess their capacity to support the district. Even before COVID, trying to access outside agency services was difficult for families (getting to appointments, missing school, etc) and use of telehealth has improved that.

Ms. Stefanovicz wondered if the one-third of students on the chronic absent list covered the entire year. Mr. Geary noted that once you are on the list, having missed 10% of the school year, you remain on the list even if your attendance improves. (ie, you could get on the list in November and then not miss another day the rest of the year, but you remain chronically absent). Once we resumed full in-person school in April those numbers definitely improved.

Mr. Pattacini wondered if the school district or the families pay the fee for their students taking the SATs. Mr. Geary noted that the PSAT are funded through the Alliance Grant and the State pays for the SAT taken at school. Of course, if students choose to retake the test on their own they are responsible for that charge. Mr. Pattacini was happy to hear that cost was not a factor for families for those tests and he was encouraged at the relatively high graduation rate.

Regarding adding 23 staff members at the elementary level to decrease class sizes, he wondered what that would look like. Mr. Geary noted that specials would be moved to carts so art rooms and other areas could be used as classroom space. In addition, cafeteria spaces and some library space would also be retrofitted as classroom space. Mr. Pattacini thanked Mr. Geary for his creative thinking and noted he is grateful to the administration and staff for their dedication and hard work, especially those working the summer programs.

Mr. Thames wondered what the difference in summer program attendees is from previous programs. Mr. Geary noted last year there was only a small remote program in grades K-2 which had about 150 students attending. Prior to that the SAAM program had invited about 400 students, of which about 250 attended. The first SAAM summer program, which served more grades, had about 500 attendees. Typically, we do not offer a summer experience for grades 5-8 and at the high school level it is more about credit recovery or a jump start for incoming freshmen. As we did not know the funding amounts early, we did the best we could to plan an experience for students to ease them back into the routine of school and provide parents with a place for their children to go during the summer.

Mr. Geary noted that currently the program looks too much like school and he wants to inject more fun. Field trips are scheduled for a Yard Goats game, movies, museum visits and even tie dye at Bennet. Last week students in the K program visited a farm as well.

Mr. Thames recalled attending an outward bound experience at UCONN as a youth and suggested looking at that type of program to blend academics with extracurriculars.

Ms. Patterson, whose daughter attends one of the camps, was happy to hear the plan to inject more fun in the summer program and noted her daughter was happy to be able to see friends in person!

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

Secretary Pattacini moved for the Board of Education to remove item H.2. from the agenda to discuss at another meeting. Ms. Patterson seconded the motion.

6/0 - Voted in favor.

H.1. Family Partnership and Student Engagement

Secretary Pattacini moved for the Board of Education to authorize the Superintendent of Schools to enter into a rental agreement for the property at 320 Middle Turnpike West, Manchester, CT to house new staff focused on student attendance and engagement. Mr. Gundersen seconded the motion.

DISCUSSION:

Ms. Stefanovicz wondered if we could use the \$300,000 rental fee (for three years rent) could instead be used as an investment to update Nathan Hale or another building for our use instead of renting this building. Mr. Geary noted they went back and forth on this decision, but they struggled because there is no current plan for any of the vacant buildings. The Repurposing Committee wants the use to be community driven. While he would be happy to not have to rent space elsewhere, and did receive permission to use part of Washington for 1-2 years to house MMA, there is a ton of work that would be needed to use Nathan Hale and it is not possible at this time. Central Office is already packed full and can not accommodate more offices. Also, the need for a central location with an easy entry was needed for the Welcome Center and that office will move to the Middle Turnpike West space as well. Mr. Geary is in communication with the Repurposing Committee and has provided a list of our needs and thoughts for them to consider as they move forward with their plans.

Mr. Thames noted the RFP for a Community Outreach Consultant is due soon and will help the process of planning for Nathan Hale, Robertson, Washington and Martin. He appreciated Mr. Geary giving the Committee a list of needs and to see how the community feels about the buildings.

Mr. Pattacini noted he is comfortable moving forward this evening with a vote and Mr. Thames agreed.

The vote was called.

6/0 - Voted in favor.

H.2. Ratification of the AFSCME Council 4 Local 818-49 Manchester Building and Grounds Supervisors Contract

_____ Removed from the agenda for another meeting.

H.3. Mural Celebrating the history of broadcast journalism

Mr. Geary reviewed that CT Murals, who did the wonderful murals at Washington School, selected Manchester to receive funding for a mural promoting the history of broadcast media and wishes to add the mural to the high school exterior (location to be determined). Funding for the mural is provided by CT Murals, a public art management and consulting service of the nonprofit organization, The RiseUP Group, Inc. CT Mural's mission is to activate spaces with creativity and public art. This is not something that we need to vote on or approve, as the Town has the authority to approve this, but Mr. Geary wanted to review the plan and pointed out there is no downside to this project. Manchester has one of the oldest broadcast journalism programs in the state and this will highlight that accomplishment.

Mr. Thames wondered what the selection process would look like for the mural and wondered if we would be part of the process. Mr. Geary was unsure but will check into it.

Mr. Pattacini has heard great reviews about the murals at Washington and notes that it sparks positive comments about how cool Manchester is. Mr. Thames agreed they did a wonderful job on the powerful murals thus far.

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

Stephanie Knybel, 185 East Center Street, was still confused about the rental agreement for the West Middle Turnpike building. She wondered how long we wait for community input on the buildings. Ms. Knybel was also very vocal about the concern

for the MMA students. She feels it is unfair for those students to have to move their school building for a third time. They need a home to take pride in and that needs to be a priority. We need to make sure those students get their own school as it is unfair to ask them to keep moving. Regarding the summer program, Ms. Knybel is working at Bowers this summer and though camp is not what they thought it would be, students and parents are getting used to it and enjoying their time. She notes it is not easy to plan a social, fun yet educational experience and she commends the administration's efforts and hopes next year will be even better.

Mr. Tom Stringfellow, 183 Hillstown Road, (due to technical difficulties, some of this discussion was unable to be transcribed) suggested several books and articles around Juneteenth, slavery and rethinking schools.

J. COMMUNICATIONS

Mr. Thames announced that Board Member Gundersen has tendered his resignation effective August 2, 2021. He thanked Mr. Gundersen for his contributions to the Board and noted he added depth to what we do and he appreciated his input.

Mr. Gundersen noted that being elected was an answer to his prayers and it has been a privilege to serve the town for the past 21 months. The reason for his resignation is that he and his wife will be moving to Bolton. He leaves Manchester Public Schools in good hands. He understands the challenges the Board faces and appreciates the tasks before them.

Mr. Hughes noted it has been a pleasure to work with Mr. Gundersen.

Mr. Pattacini thanked Mr. Gundersen for his service and the perspectives he brought to the Board. The goal is to make sure each child is successful and Mr. Gundersen brought valuable input and thoughtful questions to the group. While they may have had differing views on topics, the end goal remained the same.

K. ITEMS FOR FUTURE AGENDAS

Monday, August 9, 2021 - Update on Opening of School

Monday, August 30, 2021 - Update on Opening of School

Monday, September 13, 2021 - District Improvement Plan Update/Professional Development Highlights

L. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

Secretary Pattacini moved and Ms. Patterson seconded the motion to adjourn the meeting.

6/0 - Voted in favor.

Adjournment 8:23 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary

PERSONNEL ACTIONS**APPOINTMENTS**

Ms. Suzanne Slater to be a Preschool Teacher at Manchester Preschool Center. Ms. Slater received her Master's Degree in Curriculum and Instruction from the University of Connecticut and currently resides in Mansfield. It is recommended that her appointment be approved effective August 30, 2021 (Master's / Step 5.5, \$60,657.00).

Ms. Mary Franco to be an English Language Arts Teacher at Illing Middle School. Mrs. Franco received her Bachelor's Degree from Central Connecticut State University and currently resides in New Britain. It is recommended that her appointment be approved effective August 30, 2021 (Bachelor's / Step 2.5, \$50,699.00).

Mr. Douglas Carley to be a Physical Education Teacher at Illing Middle School. Mr. Carley received his Bachelor's Degree from Eastern Connecticut State University and currently resides in Manchester. It is recommended that his appointment be approved effective August 30, 2021 (Bachelor's / Step 2.5, \$50,699.00).

Ms. Sabrina Torres to be a Kindergarten Teacher at Waddell Elementary School. Ms. Torres received her Bachelor's Degree from Eastern Connecticut State University and currently resides in Wethersfield. It is recommended that her appointment be approved effective August 30, 2021 (Bachelor's / Step 2.5, \$50,699.00).

Dr. Kaitlin Levesque to be an Assistant Principal at Manchester High School. Dr. Levesque received her Educational Doctorate in Educational Leadership from Central Connecticut State University and currently resides in Cheshire. It is recommended that her appointment be approved effective July 27, 2021 (Secondary Assistant Principal / Step 1, \$123,251.00).

Mr. Shawn Walker to be a Science Teacher at Manchester High School. Mr. Walker received his Master of Arts in Teaching from Marygrove College and currently resides in West Hartford. It is recommended that his appointment be approved effective August 30, 2021 (Master's / Step 11.5, \$82,486.00).

Ms. Christine Allison to be a District-wide Art Teacher. Ms. Allison received her Bachelor's Degree in Art Education from Central Connecticut State University and currently resides in Rocky Hill. It is recommended that her appointment be approved effective August 30, 2021 (Bachelor's / Step 2.5, \$50,699.00).

Ms. Brianna S. Jackson to be a Special Education Teacher Grades 5-8 at Manchester Middle Academy serving under a D.S.A.P. Ms. Jackson received her Master's Degree from Central Connecticut State University and currently resides in Bloomfield. It is recommended that her appointment be approved effective August 30, 2021 (Bachelor's / Step 3.5, \$52,509.00).

Ms. Krysten Dawson to be a Pupil Services Supervisor for Manchester Public Schools. Ms. Dawson received her Master's Degree from Saint Joseph College and currently resides in Manchester. It is recommended that her appointment be approved retroactive to August 2, 2021 (Pupil Services Supervisor / Step 1, \$120,180.00).

Mr. Ronald Parlante to be a Science Teacher at Illing Middle School. Mr. Parlante received his Master's in Science from Eastern Connecticut State University and currently resides in Manchester. It is recommended that his appointment be approved effective August 30, 2021 (Master's / Step 13, \$95,925.00).

RESIGNATIONS

Mr. Patrick Biggins, School Counselor at Illing Middle School has submitted his letter of resignation effective July 8, 2021. Mr. Biggins has been with Manchester Public Schools since August 29, 2016. It is recommended that his resignation be accepted.

Mr. Michael Bergeron, Technology Teacher at Manchester High School has submitted his letter of retirement effective August 15, 2021. Mr. Bergeron has been with Manchester Public Schools since August 29, 1996. It is recommended that his retirement be accepted.

Ms. Brittany DeRoehn, Math Teacher at Manchester High School has submitted her letter of resignation effective July 15, 2021. Ms. DeRoehn has been with Manchester Public Schools since November 12, 2020. It is recommended that her resignation be accepted.

Mrs. Laura Garrahan, Math Teacher at Manchester High School has submitted her letter of retirement effective July 30, 2021. Mrs. Garrahan has been with Manchester Public Schools since August 21, 2002. It is recommended that her retirement be accepted.

Ms. Rachel Hahn, Special Education Teacher at Keeney Street Elementary School has submitted her letter of resignation effective July 14, 2021. Ms. Hahn has been with Manchester Public Schools since August 30, 2012. It is recommended that her resignation be accepted.

Mr. Kyle Hansen, Physical Education Teacher at Bennet Academy has submitted his letter of resignation effective August 6, 2021. Mr. Hansen has been with Manchester Public Schools since November 28, 2016. It is recommended that his resignation be accepted.

Ms. Jacqueline Jones, Special Education Teacher at Buckley Elementary School has submitted her letter of resignation effective August 27, 2021. Ms. Jones has been with Manchester Public Schools since December 10, 2018. It is recommended that her resignation be accepted.

Ms. Melissa Lawton, Social Worker at Waddell Elementary School has submitted her letter of resignation effective July 29, 2021. Ms. Lawton has been with Manchester Public Schools since August 26, 2013. It is recommended that her resignation be accepted.

Mr. Hector Ortiz, Grade 6 Teacher at Bennet Academy has submitted his letter of resignation effective August 2, 2021. Mr. Ortiz has been with Manchester Public Schools since August 30, 2006. It is recommended that his resignation be accepted.

Ms. Jennifer Rosa, Grade 5 Teacher at Bennet Academy has submitted her letter of resignation effective July 29, 2021. Ms. Rosa has been with Manchester Public Schools since August 29, 2016. It is recommended that her resignation be accepted.

Mr. D'Andre Sims, Math Teacher at Manchester High School has submitted his letter of resignation effective August 25, 2021. Mr. Sims has been with Manchester Public Schools since August 25, 2014. It is recommended that his resignation be accepted.

Ms. Jennifer Tafuto, Grade 2 Teacher at Waddell Elementary School has submitted her letter of resignation effective July 16, 2021. Ms. Tafuto has been with Manchester Public Schools since August 27, 2019. It is recommended that her resignation be accepted.

Mrs. Deborah Weinberg, English Teacher at Manchester High School has submitted her letter of intent to retire effective July 30, 2021. Mrs. Weinberg has been with Manchester Public Schools since August 23, 2005. It is recommended that her retirement be accepted.

Mr. Qiuli Wu, Chinese Teacher at Manchester High School has submitted his letter of resignation effective August 4, 2021. Mr. Wu has been with Manchester Public Schools since September 22, 2020. It is recommended that his resignation be accepted.

LEAVE OF ABSENCES

Kate Dietch, Grade 1 Teacher at Waddell, has requested a personal leave of absence, effective August 30, 2021 through 10/22/2021. Ms. Dietch has been with Manchester Public Schools since 8/26/2013. It is recommended that her request be approved.

Tae Hwan (Daniel) Lee, 7th Grade Science Teacher at Illing Middle School, has requested a personal leave of absence, effective August 30, 2021 through the end of the 2021/2022 school year. Mr. Lee has been with Manchester Public Schools since 8/29/2018. It is recommended that his request be approved.

Janet Starr, Social Worker at Martin Elementary School, has requested a personal leave of absence, effective August 30, 2021 through the end of the 2021/2022 school year. Ms. Starr has been with Manchester Public Schools since 5/21/1999. It is recommended that her request be approved.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Permission to Apply and Appropriation FY 21-22 Hartford Foundation for Public Giving COVID-19 Learning Loss and Student Disengagement Grant

Date: July 14, 2021

Background:

Hartford Foundation for Public Giving launched the COVID-19 Response Fund to rapidly deploy resources to support those most significantly affected by the coronavirus pandemic. The Fund is designed to complement the work of federal, state and municipal government efforts and expand local capacity to address all aspects of the outbreak as efficiently as possible.

Discussion/Analysis:

These funds will be used to address COVID-19 learning loss and student disengagement through summer and fall youth employment and project-based learning opportunities.

Financial Impact: None

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education grants permission to apply for and requests the Board of Directors to establish an appropriation for FY 21-22 Hartford Foundation of Public Giving COVID-19 Learning Loss and Student Disengagement Grant in the amount of \$75,000.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to Apply for Federal Head Start Grant and Coronavirus Aid, Relief, and Economic Security funding Carryover for FY 21/23

Date: August 4, 2021

Background: The Manchester Board of Education received an annual grant from the federal government in order to provide operating funds for the Manchester Head Start program as well as COVID 19 funding for 2021/22 program year.

Discussion/Analysis: These funds are used to prepare three- and four-year-old students for kindergarten as well as the various training activities for all certified and non-certified staff. Due to the pandemic all funds were not expended in 2021-22 program year, therefore a carryover is being requested.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of School recommends that the Board of Education approve the filing of a carryover application for FY 21/23 of the unobligated Federal Head Start Grant and Coronavirus Aid, Relief, and Economic Security funding.

Attachments: Application.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

Manchester Head Start
Carryover Budget Justification

Due to the persistent nature of COVID 19 pandemic, Manchester Head Start was unable to spend 100% of funds allocated for the 2020-2021 program year from the federal Head Start Grant, the Head Start Training and Technical Assistance Grant, and from the CARES Act funds. Manchester Head Start requests the following amounts be carried over into the 2021-22 program year.

Federal Head Start Grant: \$46,408.88

These funds will support instructional, health and office supplies, substitutes, local travel (home visits and/or instructional supplies drop off), dues/licenses for professional development, student data, and student assessments (CT Head Start Association, National Head Start Association, Child Plus, TS Gold)

Head Start Training and Technical Assistance: \$13,302

These funds will support professional development and training in curriculum and trauma/resiliency.

Head Start CARES Act (COVID 19): \$87,926.97

These funds will continue to support technology, summer programming (staffing, materials and planning time), contract for mental health consultant and trauma/resiliency training for staff and families.

Policy Council Approval Statement

For

Manchester Head Start: Grantee

Carryover Funds into the 2021-22 program year were reviewed and approved by the Policy Council Co-Chairperson.

Manchester Head Start Federal Grant Carryover: \$46,408.88

Manchester Training and Technical Assistance Carryover: \$13,302.00

Manchester CARES Act (COVID 19) Carryover: \$87, 926.97

Kerry Ralston

Signature of Policy Council Co-Chairperson

8/3/2021

Date

**Town of Manchester
Board of Education**

To: The Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Increase Appropriation United Way Implementation Grant for FY 18/21

Date: July 13, 2021

Background:

Illing Middle School staff seek to develop and implement a multi-tiered system of support in order to meet the diverse needs of our student population and ensure they leave middle school ready for high school and to be college and career ready.

Discussion/Analysis:

In order to implement interventions, the funds will be used to;

- Create a Coordinator of Student Supports position tasked with developing and implementing a multi-tiered system of supports
- Support the work of the building-level team tasked with developing Tier 1 interventions and practices

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors increased the appropriation for the FY18-21 United Way Implementation Grant \$3.80 for a total amount of \$163,003.80

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Re: Appropriation of Manchester Regional Academy
Tuition for FY 2021-22

Date: July 27, 2021

Background: Manchester Regional Academy out-of town tuition revenue provides funding for services to students ranging in ages from 14 to 21.

Discussion/Analysis: Anticipated tuition based on the number of tuition students in the program.

Financial Impact: None

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education requests the Board of Directors to appropriate \$800,000 for the FY 2021-22 MRA Tuition.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 21/22 Manchester Head Start Innovative Enhancement Grant

Date: July 26, 2021

Background: Manchester Head Start received a grant from the State Department of Education for the expansion of its services to low-income families.

Discussion/Analysis: These funds will be used to extend the school day of its Squire Village district students from part-time to a full day of six hours. This expansion will increase learning opportunities in the development of language, literacy, social and emotional and math and science concepts.

Financial Impact: Grant funds cover 100% of the cost of implementation for this program expansion.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education requests the Board of Directors to create FY 21/22 Manchester Head Start Innovative Enhancement Grant appropriation in the amount of \$63,000.

Attachments: Award letter.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: STATE

Statute: C.G.S. 10-16n

CFDA #:

SDE Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2022-83004-170106

2 Grant Title

Head Start - Innovative Enhancement - G1

5 Award Period

7/1/2021 - 6/30/2022

3 Education Staff

Program Manager:

Jennifer Jones

Payment & Expenditure Inquiries:

Gerald Mallison (860) 500-4441

6 Authorized Funding

Grant Amount: \$63,000.00

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

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

This grant has been approved.

7/22/2021

Christopher Lyddy - OEC Management Approver

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 21/22 Enfield Head Start Innovative Enhancement Grant

Date: July 26, 2021

Background: Enfield Head Start receives an annual grant from the State Department of Education for the enhancement of its services to low-income families.

Discussion/Analysis: These funds are used to enhance services for preschoolers, for the Enfield extended day full year program and continuation summer program.

Financial Impact: Grant funds cover 100% of the cost of implementation for this program enhancement.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education requests the Board of Directors to create FY 21/22 Enfield Head Start, State Department of Education Head Start Services - Innovative Grant appropriation, in the amount of \$100,000.

Attachments: Award letter.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: STATE

Statute: C.G.S. 10-16n

CFDA #:

SDE Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2022-83004-170106-SDE00219

2 Grant Title

Head Start - Innovative Enhancement - D1

5 Award Period

7/1/2021 - 6/30/2022

3 Education Staff

Program Manager:

Jennifer Jones

Payment & Expenditure Inquiries:

Gerald Mallison (860) 500-4441

6 Authorized Funding

Grant Amount: \$100,000.00

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

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

This grant has been approved.

7/21/2021

Christopher Lyddy - OEC Management Approver

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 21/22 Manchester Head Start Services Grant

Date: July 26, 2021

Background: Manchester Head Start receives an annual grant from the State Department of Education for the expansion of its services to low-income families.

Discussion/Analysis: These funds will be used to expand services for an additional class of 15 low-income preschoolers, in a full-day, full-year model.

Financial Impact: Grant funds cover 75% of the cost of implementation for this program expansion, with the remaining 25% coming from parent fees and State day care subsidies to parents.

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the FY 21/22 Manchester Head Start, State Department of Education Services Grant appropriation, in the amount of \$145,127.

Attachments: Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: STATE

Statute: C.G.S. 10-16n

CFDA #:

SDE Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2022-83004-170104

2 Grant Title

Head Start - Services - G1

5 Award Period

7/1/2021 - 6/30/2022

3 Education Staff

Program Manager:

Jennifer Jones

Payment & Expenditure Inquiries:

Gerald Mallison (860) 500-4441

6 Authorized Funding

Grant Amount: \$145,127.00

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

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

This grant has been approved.

7/22/2021

Christopher Lyddy - OEC Management Approver

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation – IDEA 611 Grant FY 2021-2023
Date: July 27, 2021

Background:

The Manchester Board of Education was awarded grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2021-2023. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 611 grant for use with special education students ages 3-21. The funding offsets the cost of special education teachers, occupational therapists, physical therapists, paraprofessionals, and tutors. It also enables the Board to purchase specialized reading and math programs, computer equipment, and other assistive technology devices. The IDEA 611 grant provides funding for student evaluations as well.

Financial Impact:

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total grant award for FY 2021-2023 is for the amount of **\$1,924,527**.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education requests approval from the Board of Directors to establish an appropriation for the grant award amount **\$1,924,527**, under the Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2021-2023.

Attachments:

Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: FEDERAL

Statute: P.L. 108-446

CFDA #: 84.027A

SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20977-2022-82032-170002

2 Grant Title

IDEA 611

5 Award Period

7/1/2021 - 6/30/2023

3 Education Staff**Program Manager:**

Andrea Brinnel (860) 713-6941

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$1,924,527.00

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

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

This grant has been approved.

7/26/2021

Bryan Klimkiewicz - CSDE Management Approver

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation – IDEA 619 Grant FY 2021-2023
Date: July 27, 2021

Background:

The Manchester Board of Education was awarded grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2021-2023. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 619 grant for use with special education students ages 3-5. This funding offsets the cost of a special education preschool teacher and is used in conjunction with our larger IDEA 611 grant.

Financial Impact:

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total grant award for FY 2021-2023 is for the amount of **\$65,923**.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education requests approval from the Board of Directors to establish an appropriation for the grant award amount of **\$65,923** under the Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2021-2023.

Attachments:

Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
August 9, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: FEDERAL

Statute: P.L. 108-446

CFDA #: 84.173A

SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20983-2022-82032-170002

2 Grant Title

IDEA 619

5 Award Period

7/1/2021 - 6/30/2023

3 Education Staff**Program Manager:**

Andrea Brinnel (860) 713-6941

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$65,923.00

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

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

This grant has been approved.

7/26/2021

Bryan Klimkiewicz - CSDE Management Approver



Manchester Public Schools

Update on Buildings and Grounds

Staff

Total Staff

- 66 Custodians; 20 Maintainers; 3 Supervisors ; 1 Secretary

Grounds Breakdown

- 1.0 FTE Lead Grounds
- 1.0 Grounds
- 1.0 Grounds / Custodial Support
- 1.0 Mechanic / Grounds Support
- Just added an 1.0 Grounds / Custodial Support

Total B&G Budget

- \$10,833,675 (includes utilities, supplies etc.)

Staffing Budget

- \$5,871,780



Schedule

- All grounds staff work 6:00 AM - 2:30 PM, Monday - Friday
- Hours were adjusted this summer to a 6:00 start time in order to work at buildings before summer school.
- Grounds staff members arrive earlier than 6:00 AM when needed in the winter for snow removal.
- Overtime is scheduled in the late summer and spring to refresh building exteriors
- During the year, grounds staff rotate buildings to keep grounds maintained
- Grounds staff also assist in buildings if there is a shortage of custodians



Responsibilities

- All grounds maintenance greater than 10 feet from the buildings
- Lawn Care including weed whacking
- Tree and shrub maintenance
- Spring and Fall clean up, including mulching
- Outdoor painting / building maintenance
- Light repairs of stonework
- Playground maintenance
- Packing / moving of schools / buildings
- Snow removal



Supervision

- Under our new configuration, Supervisors are at their buildings daily
- Supervisors monitor the grounds at each of their sites and have a discussion with staff members if standards are not met.
- Focus in 2020-21 has been building interiors due to Covid-19
- Custodians are responsible for any grounds work within 10 feet of the buildings
- Grounds staff is responsible for all outdoor areas greater than 10 feet away from the buildings.
- MHS is managed by the town.



Supervisor Assignments

Dave Grande

- Illing, Bowers, Buckley, MRA, Pre-School, Waddell

Jamie Rivera

- Highland Park, Bennet, Martin, Keeney, Verplanck

Larry Cedrone

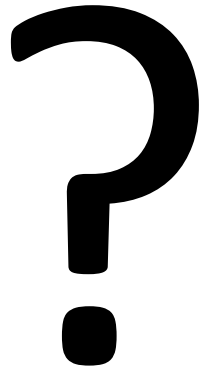
- 555 Main, Manchester High School, MMA/ Central Office

Maintenance Supervisor (Vacant)

- All maintenance personnel



Questions



**Manchester Board of Education and
AFSCME Council 4, Local 818-49
Buildings and Grounds Supervisors**

Tentative Agreement (Subject to Ratification/Approval by Both Parties)

Issue	Agreement
BOE #3 (Hours of Work)	As initially proposed by the Board.
BOE #4 (Vacancies)	As initially proposed by the Board.
BOE #6 (Union Leave)	As set forth in attachment.
BOE #9 (Vacations)	As set forth in attachment.
BOE #10 (Insurance)	As set forth in attachment. Premium contributions: 14.0%, 15.0%, 16.0%, 17.0%. Board withdraws proposal regarding Section 8.4. All other items in BOE #10 have been resolved.
BOE #11 (Discipline)	As set forth in attachment.
BOE #17 (Duration)	4-year contract (July 1, 2021 through June 30, 2025).
Union #6 (Salary)	Effective July 1, 2021: • 1.0% GWI. • Incorporate \$200 per rotation pay into annual salary: \$3,467. • Add \$5,000 to salary in lieu of annual compensatory time payout. • New salary amount effective July 1, 2021: \$105,458 (9.8% increase over current salary). Effective July 1, 2022: 1.0% GWI. Effective July 1, 2023: 1.5% GWI. Effective July 1, 2024: 1.5% GWI.

- Prior tentative agreements remain in effect (attached--need to be signed): BOE #'s: 1, 2, 5, 7, 8, 12, 13, 14, 15, 18. (Note: Board withdrew BOE #16).
- All other proposals withdrawn by both parties.

For the Board:

By: _____

Date: _____

For the Union:

By:  _____

Date: 7/9/21

BOARD PROPOSAL #1.

Throughout Contract

A handwritten signature in black ink, consisting of a stylized 'A' or 'R' shape with a long horizontal stroke extending to the right.

Change all references from “Facilities Manager” to “Director of Operations and Athletics.”

BOARD PROPOSAL #2.

Article 1 (Recognition and Definitions)

Note: The Board intends to establish the position of Maintenance Technician Supervisor, effective July 1, 2021.

Section 1.0 The Board, acting through its Superintendent of Schools, recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours of employment, working conditions, grievances, and other conditions of employment for all **Buildings and Grounds Supervisors** ~~Supervisors of Buildings and Grounds Department~~ and the **Maintenance Technician Supervisor** employed by of the Manchester Board of Education, as more fully described in the certification in Case No. ME-18,030, dated June 21, 1996.

Section 1.1 As used in this Agreement, the term "the Board" shall mean the Manchester Board of Education or its designee(s).

Section 1.2 As used in this Agreement, the term "Superintendent" shall mean the Superintendent of Schools or the Superintendent's designee(s).

Section 1.3 Except as otherwise provided in this Agreement, the term "days" shall mean business days on which the Board's Central Office is open.

Article 2 (Hours of Work)

Section 2.0 The regular work day for employees in the bargaining unit is eight (8) hours per day, excluding a thirty-minute lunch period. The regular work week for employees in the bargaining unit is forty (40) hours per week. However, given the supervisory nature of the positions in this bargaining unit, the parties acknowledge that the professional responsibilities will sometimes extend beyond the regular work day and regular work week.

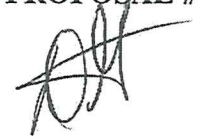
Section 2.1 Employees are subject to being called in for work outside of their normal work hours based upon emergency and other business necessity. Employees will not be required to remain at work for any minimum number of hours when they are called in and will be permitted to return home when their duties have been completed. ~~When an employee is called in to work at a time not contiguous with the employee's regular work day based upon an emergency or other business necessity, the employee shall receive compensatory time in an amount equal to three (3) hours or the actual time spent in handling the emergency or other business necessity, whichever is greater.~~

All ~~employees~~ **Buildings and Grounds Supervisors** will rotate ~~subject-to-call on-call~~ service on a regular, weekly basis. ~~Subject-to-call On-call~~ service is from Monday at 6:00 a.m. through the following Monday at 6:00 a.m. If a change in rotation is required, it is the responsibility of the employee to work out replacement with notification to the **Director of Operations and Athletics Facilities Manager**. ~~Employees will receive on-call pay of two hundred dollars (\$200) per week of on-call service. Employees receiving on-call pay must be within reach at all times and must respond to all calls received during their subject-to-call rotations. Employees may not travel out of the range of the cell phone provided. Failure to respond during a subject-to-call rotation while on-call will subject the employee to disciplinary action. On-call service will not count towards compensatory time; however, if called in for work sections 2.1 and 2.2 will apply.~~

Section 2.2 ~~If an employee receives prior approval from his/her supervisor to continue working for more than thirty (30) minutes beyond the regular work day, the employee will be provided with compensatory time in an amount equal to the total amount of time exceeding thirty (30) minutes. All compensatory time must be utilized by the employee by June 30th of each year. Any remaining compensatory time not utilized by June 30th will be paid out at the employee's regular pay rate.~~

Note: The Board proposes to address the impact of the elimination of the compensatory time provisions and the payments for subject-to-call service as set forth above in the course of the parties' negotiations regarding salaries for the 2021-25 collective bargaining agreement.

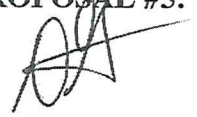
Article 4, Section 4.5 (Vacancies)



Section 4.5

- A. Notice of all bargaining unit vacancies to be filled and new positions shall be electronically mailed on a separate bulletin to employees. The posting shall remain open five (5) work days prior to any action taken by the Board to fill such vacancies and/or new positions. Employees wishing to fill such vacancies or new positions may personally, or through a Union official, submit their written request to the Personnel Office. Employees expressing a desire to fill the vacancy or new position and who were not selected for such assignment, in accordance with the provisions of this Agreement, may appeal the action through the Grievance Procedure. Qualified Board employees will receive first consideration over applicants outside of Board employment. For internal candidates, the appointment will be made to the applicant determined by the Superintendent or his/her designee to be best qualified on an overall basis to perform the job. If the internal candidates have relatively equal qualifications, seniority shall govern.
- B. Copies of the job posting, a list of persons **applying bidding** for the job and the name of the person appointed shall be sent to the Union President no later than seven (7) calendar days from appointment, unless there have been no **applications** ~~bids~~ submitted. *Note: This portion of the Board's proposal is made for clarification purposes only.*
- C. All vacancies shall be filled within ninety (90) calendar days from the date of an employee vacating a position or of the establishment of a new position. Management and Union shall negotiate salaries and working conditions within the jurisdiction of the Union to the extent required under MERA.
- ~~D. If the employee who bid into a bargaining unit position during the first fifteen (15) calendar days of his/her probationary period, wished to voluntarily return to the position held prior to his/her promotion, he/she may do so provided the position has not been filled and the Superintendent/designee is notified in writing.~~

Article 5, Section 5.1.C (Donation of Vacation Days)



Section 5.1

- A. In exceptional cases, the Superintendent or designee may grant additional sick leave with or without pay, provided that the Superintendent's or his designee's decision in one case shall not establish or be claimed as a precedent in any other case(s). Requests for such additional sick leave shall be in writing and be signed by the employee, if possible.
- B. After all sick leave has been exhausted, an expectant employee shall be permitted to use three (3) personal leave days pursuant to FMLA provisions, during or shortly after the pregnancy or adoption.
- C. ~~Employees are permitted to donate earned vacation days to a designated member of the bargaining group. Such donation must be in writing.~~

BOARD PROPOSAL #6.

WITH MODIFICATIONS AS SET FORTH BELOW

Article 5, Section 5.4 (Union Leave)

Section 5.4 Union Leave

- A. One (1) Union official may be designated on behalf of the bargaining unit to process grievances and other labor relations issues, and such member and grievant(s) shall be granted leave of duty with full pay for a reasonable period while engaged in processing said grievance, at each step of the procedure through arbitration.
- ~~B. One (1) member Two (2) members~~ of the Union may be granted a reasonable leave of absence from duty with pay not to exceed a total of ten (10) days a year to attend conventions or other Union business, but said employee shall not be granted or entitled to reimbursement by the Board for any expenses incurred in travel or otherwise. At least three (3) days written notice shall be required. This leave shall be non-cumulative. ~~At no time shall two (2) members be on leave during the same time period.~~

Note: Remaining section to be re-lettered.

- C. During contract negotiations, the Union shall have the right to have two (2) bargaining unit members of its negotiating committee present for all meetings. When such meetings take place during scheduled work hours, the member shall suffer no loss of pay.

Article 5, Section 5.11 (Sick Leave Bank)



Section 5.11 Sick Leave Bank

- A. Each member of the Union shall be permitted to contribute any two (2) days from his/her sick leave accumulation reserve each school year to a "Sick Leave Bank" which shall be established to aid members who suffer prolonged illness and whose sick leave accumulation has been exhausted. The bank shall be build up to a maximum of ~~seventy-five (75) two hundred fifty (250)~~ days. No more days shall be added until the bank is depleted to approximately ~~forty (40) one hundred twenty-five (125)~~ days. Then the bank will be built up again using the same process. ~~Generally an~~ An employee must be a contributing member for at least one year before being permitted to apply for benefits.
- B. When an employee has exhausted all available sick leave, application for additional sick leave time from the Emergency Sick Leave Bank may be submitted, accompanied by a physician's statement describing the illness and offering a prognosis for a date of return to work.

~~The Sick Bank Committee may grant up to thirty (30) days from the Emergency Sick Bank. If the thirty (30) days are exhausted, the employee may request an additional grant of up to twenty (20) days. These may be granted following a five-day waiting period. An up-to-date physician's statement is required. An additional twenty (20) half days may be granted in extreme cases and must be accompanied by an up-to-date physician's statement. All fees required by a physician are to borne by the employee.~~

In determining a grant of sick days, the Committee will consider such criteria as: the employee's statement of illness, the physician or medical professional's submitted statement(s), employment records, history of the use of sick time, the results of Committee investigations and such additional materials as are available to the Committee.

~~The Committee has the right to require a second physician's physicians opinion, chosen by the Board of Education members of the Committee, and a third physician's opinion chosen by the Union members of the Committee.~~

- C. The following conditions shall apply:
1. Additions to the bank shall be made at the beginning of the school year.

2. A person withdrawing membership in the bank will not be able to withdraw the contributed days.
 3. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
 4. Sick leave shall mean the leave a staff member has for that year plus his/her accumulation.
- D. The Committee will be composed of **two (2) ~~three (3)~~** members selected by the Union leadership (one of whom will be the President) and **two (2) ~~three (3)~~** **representatives of the Administration, as designated by the Superintendent** ~~members selected by the Superintendent.~~

Decisions of the Committee are final and not subject to arbitration.

The Committee may promulgate further guidelines assuming that such guidelines are in concert with the conditions of the contract and the policies of the Manchester Board of Education.

Article 6 (Holidays)

Section 6.0 The following holidays shall be observed as days off with full pay:

New Year's Day	Independence Day	Veteran's Day
Martin Luther King Day	Labor Day (if schools have	Thanksgiving Day
President's Day	been made ready	Day after Thanksgiving
Good Friday	for the opening of school)	Christmas Day
Memorial Day	Indigenous People's Day	Floating Holiday
~~Employee's~~	~~Columbus Day~~	~~Birthday (with one week's~~
		~~notice)~~

The floating holiday shall be scheduled by mutual agreement between the employee and the employee's supervisor.

In the event that school is in session on any of the holidays set forth above, each employee shall be provided with a floating holiday in lieu of that holiday, to be scheduled by mutual agreement between the employee and the employee's supervisor. *Note: This portion of the Board's proposal is made for clarification purposes only.*

Section 6.1

- A. Holidays occurring on Saturday will be observed on the preceding Friday if there is no school on said Friday. If school is in session, the employees shall be granted a day off at a time mutually agreeable.
- B. Holidays occurring on Sunday will be observed on the following day if there is no school on said Monday. If school is in session, the employees shall be granted a day off at a time mutually agreeable.

Section 6.2 Whenever any of these holidays shall occur during the paid vacation of an employee, he/she shall be entitled to that holiday with pay and shall not have a vacation day charged to vacation records.

Section 6.3 Whenever any of these holidays shall occur while an employee is out on paid sick leave, **he/she shall be entitled to that holiday with pay and shall not be charged a sick day for that day, ~~the employee shall be granted an additional day off at a time mutually agreeable~~** provided that a doctor's note verifying the sickness has been presented.

BOARD PROPOSAL #9.

WITH MODIFICATIONS AS SET FORTH BELOW

Article 7 (Vacations)

Section 7.0 Employees shall be entitled to vacation with full pay on the following basis:

- A. An employee with less than one (1) year of service shall be entitled to one (1) vacation day for each month of service, except that they shall not be entitled to any vacation until after two (2) complete months of service.
- B. Employees who have completed one (1) year of service shall be entitled to a vacation with pay of ten (10) working days annually.
- C. Employees hired prior to July 1, 2017 who are in their fifth (5th) year of service shall be entitled to vacation with pay of twenty (20) working days annually.
Employees hired on or after July 1, 2017 who have completed five (5) years of service shall be entitled to vacation with pay of fifteen (15) working days annually.
- D. Employees hired on or after July 1, 2017 who have completed ten (10) years of service shall be entitled to vacation with pay of twenty (20) working days annually.

Section 7.1

Note: This portion of the Board's proposal is made for housekeeping purposes only.

The employee's anniversary date of employment will be used to determine the amount of vacation time due. Employees must take all vacation time earned or two (2) weeks, whichever is less, during the year following the anniversary date on which it is earned. Any additional earned vacation time may be carried over from one vacation year to the next, up to a maximum accumulation of **three (3) weeks** ~~not more than six (6) weeks.~~

~~Effective June 30, 2018, the maximum vacation accumulation shall be reduced from six (6) weeks to four (4) weeks, provided that if an employee has more than four (4) weeks of accumulated, unused vacation remaining as of June 30, 2018, each such day in excess of four (4) weeks shall be paid out at the employee's regular per diem pay rate for 2017-18.~~

~~Effective June 30, 2019, the maximum vacation accumulation shall be reduced from four (4) weeks to three (3) weeks, provided that if an employee has more than three (3) weeks of accumulated, unused vacation remaining as of June 30, 2019, each such day in excess of three (3) weeks shall be paid out at the employee's regular per diem pay rate for 2018-19.~~

For the purposes of computing vacation time, the school year (July 1 through June 30) will be used.

Section 7.2

- A. Vacation days may be taken consecutively or otherwise.
- B. Employees shall submit written vacation requests as far in advance of the vacation as possible. Whenever there shall be a conflict in requested vacation dates, preference shall be given to the employees according to their seniority within this bargaining unit. All vacations must be approved in advance by the **Director of Operations and Athletics Facilities Manager**.

Section 7.3 Any additional vacation due an employee the first year after qualifying for such additional vacation may be taken, subject to the provisions of Section 7.0C, any time two (2) months prior to or two (2) months after qualifying.

Section 7.4 An employee, ~~upon termination of his/her services with the Board,~~ **upon retirement after ten (10) years of service with the Board in this bargaining unit**, shall be entitled to full pay for any vacation time due him/her including pro-rata time to date of **retirement** ~~termination~~. In the event of an employee's death, such payment shall be made to his/her dependent survivor, beneficiary, or estate if there is no dependent survivor.

~~Section 7.5 In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick days to his/her sick leave, provided that a doctor's certificate verifies the illness.~~

BOARD PROPOSAL #10.

WITH MODIFICATIONS AS SET FORTH BELOW

Article 8 (Insurance)

Note: As part of this proposal, the Board proposes to replace the Summary of Benefits attached to the current contract with an updated Summary of Benefits.

Section 8.0

- A. ~~For the period July 1, 2017 through June 30, 2018, the Board shall provide and pay for coverage under one of the following insurance plans for each employee and their dependents.~~

~~Effective July 1, 2018, the HSA Plan shall be the core insurance plan. For any employee who remains enrolled in the OAP\$20 plan during the 2018-19 contract year, the Board will pay the same total dollar amount toward the premium cost for the OAP\$20 plan as the Board pays toward the premium cost for the HSA Plan for an employee enrolled at the same coverage level (individual, two person or family). The employee shall pay 100% of the difference between the Board's total dollar premium contribution and the total premium cost for the OAP\$20 plan.~~

~~Effective July 1, 2019, the only plan offered to employees in the bargaining unit shall be the High Deductible/HSA health insurance plan ("HSA Plan").~~

~~1. Open Access \$20~~

~~The Open Access \$20 plan shall be eliminated, effective June 30, 2019.~~

2. HSA Plan

Bargaining unit employees may participate in the following HSA Plan. The HSA Plan shall be the sole plan offered to employees in the bargaining unit, effective July 1, 2019.

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	\$2,000/4,000	
Co-insurance	N/A	20 % after deductible up to co-insurance maximum
Co-insurance Maximum (individual/aggregate family)	N/A	\$3,000/\$6,000

	In-Network	Out-of-Network
Cost Share Maximum (individual/aggregate family)	\$5,000/10,000	
Lifetime Maximum	Unlimited	
Preventive Care	Deductible not applicable	20% co-insurance after deductible, subject to co- insurance limits
Prescription Drug Coverage	Treated as any other medical expense, subject to post-deductible drug co-payments as set forth below.	

Following exhaustion of the deductible, prescription drugs shall be subject to post-deductible co-payments of \$10/25/40 (retail), and a two times co-payment for mail order.

For each eligible employee, the Board will fund fifty percent (50%) of the applicable deductible amount. ~~For the 2018-19 contract year only, the full amount of the Board's contribution toward the HSA plan deductible will be deposited into the HSA accounts in July, 2018.~~ For each contract year thereafter, one-half of the Board's contribution toward the HSA plan deductible will be deposited into the HSA accounts in September, and the remaining one-half of the Board's contribution will be deposited into the HSA accounts in January. The Board's contribution toward the funding of the deductible shall not be deemed an element of the underlying insurance plan. Rather, the Board's contribution toward the funding of the deductible shall relate solely to the manner in which the deductible shall be funded for actively employed buildings and grounds supervisors. The Board shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

~~Effective with the 2019-20 contract year, the Board will not process employee contributions into employees' Health Savings Accounts on a pre-tax basis, unless the Board and the Association mutually agree otherwise.~~

Health Reimbursement Account: A Health Reimbursement Account ("HRA") shall be made available for any employee who is precluded from participating in a Health Savings Account ("HSA") because the employee receives Medicare and/or veterans' benefits. The annual maximum reimbursement by the Board for employees participating in the HRA shall not exceed the dollar amount of the Board's annual HSA contribution for employees enrolled in the HSA. The Board shall have no responsibility for any administrative and/or monthly costs associated with the set-up and/or administration of the HRA.

Premium Contributions: Eligible employees shall contribute the following premium contributions for the cost of health insurance and basic dental coverage:

	Effective July 1, 2021	Effective July 1, 2022	Effective July 1, 2023	Effective July 1, 2024
HSA	14.0%	15.0%	16.0%	17.0%

	~~Effective and Retroactive to July 1, 2017~~	~~Effective July 1, 2018~~	~~Effective July 1, 2019~~	~~Effective July 1, 2020~~
~~OAP\$20~~	~~15.0%~~	~~N/A~~	~~N/A~~	~~N/A~~
~~HSA~~	~~14.0%~~	~~12.5%~~	~~13.0%~~	~~13.5%~~

The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I, or similar statute if amended, the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax, or similar if amended, with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations. During such mid-term negotiations, the parties will reopen the health insurance provisions of Article VIII for the purpose of addressing the impact of the excise tax, or similar if amended. No other provision of the contract shall be reopened during such mid-term negotiations.

- C. The Board shall provide a Full Service Dental Plan, including rider for unmarried children, with Plan same or similar to that provided by Delta Dental, with same or similar being defined as the benefits arrangements provided by an alternative health insurance benefit carrier being such that the size of the service network offered must be 80% of that currently offered. Dental riders A, B and C will be provided to employees at the group rate, provided the employee pays the full costs of such riders.
- D. The Board reserves the right to change health insurance plans to a plan that is the same or similar to the plans currently provided, with same or similar being defined as the benefits arrangements provided by an alternative health insurance benefit carrier being such that the size of the network offered must be 80% of that currently offered with similar geographic patterns. The following will be excluded in determining whether a plan is similar or not: out-of-state reciprocal arrangements for routine care (non-emergencies), except that at least one plan option shall include such out-of-state reciprocal arrangements; claims processing; payment methods and plan documents definitions and language. The Superintendent shall give notice to the Union of the intention to make a change, simultaneous to his/her receipt of notice from the Town of Manchester but in no event shall the notice be less than 15 days.



If the Union disapproves of any change pursuant to the written statement noted above, it may submit the issue to arbitration within fifteen (15) calendar days of receipt of notice from the Superintendent that the Board intends to implement the new plan. Arbitration in accordance with the rules of the American Arbitration Association will be the exclusive method for deciding the above issue.

- E. Life Insurance and an ADD policy in the amount of **one hundred thousand dollars (\$100,000)** ~~one times the employee's salary, rounded up to the nearest thousand.~~

Section 8.1 Bargaining unit members will be covered by applicable provisions of the Town of Manchester Defined Benefit Pension Plan in accordance with its terms. The percent of contribution is 6.4%. This shall also be inclusive of the combo "rule of 80" (combination of age years and years of service) retirement provisions which will enable employees to retire without reduction and will count as a normal retirement under the plan.

Employees hired on/after July 1, 2011 will only be eligible for the Town of Manchester Defined Contribution Plan. The percent of contribution is 6%.

Section 8.2 Pursuant to Connecticut State Board of Labor Relations decisions, the Union shall be entitled to give notice to the Town to negotiate concerning pension issues.

Section 8.3 Retiree Insurance

- A. Employees hired by the Board on or after July 1, 1998, and who retire under the Town pension plan shall be provided the same health insurance benefits as active employees and shall pay the full cost of these benefits.
- B. In order to receive health insurance benefits after retirement as provided above, the employees must have a minimum of fifteen (15) years of service in the Manchester Public Schools as an employee of the Board prior to their retirement under the Town pension plan. For employees who receive a disability retirement, the minimum years of service provision shall be waived.
- C. When a Supervisor retires under paragraph "A" above and they become eligible for Medicare, they shall be provided the "Medicare supplement plan" for which the retiree must pay 100% of the premium.

Section 8.4 Upon the death of an employee, the Board shall afford the surviving spouse (and any dependent children under the age of 25) the opportunity to purchase insurance at the same rate as active employees through June 30th of the fiscal year in which the employee became deceased. Thereafter, the surviving spouse (and any dependent children under the age of 25) will be entitled to benefits under COBRA for the statutory period. *(Note: Board withdrew proposed modification of Section 8.4).*



BOARD PROPOSAL #11.

WITH MODIFICATIONS AS SET FORTH BELOW

Article 10, Section 10.0 (Discipline)

Section 10.0

A. All disciplinary actions shall be for just cause.

B. Disciplinary action shall include:

1. A verbal warning;
2. Written warning;
3. Suspension without pay; and
4. Discharge,

and shall normally follow this order. The Superintendent or his/her designee reserves the right to deviate from the above procedure in appropriate cases.

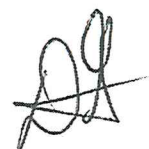
C. Whenever any such action is taken, the Superintendent shall, at the time of suspension or discharge, furnish the President of the Union, in writing, a statement of the reasons for such action and the period of time for which any such suspension is to be effective.

D. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure.

E. Upon the written request of an employee, verbal and/or written warnings issued to the employee shall be cleared after **three (3)** ~~two (2)~~ years, provided that no disciplinary action has been imposed upon the employee during such **three-year** ~~two-year~~ period.

Note: Remaining section to be re-lettered.

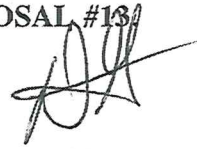
F. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or in public.



BOARD PROPOSAL #12.

Article 11 (Prior Practice)

~~Section 11.0 Nothing in this Agreement shall be construed as abridging any right, benefit, or condition of employment that employees and/or the Board have enjoyed heretofore unless it is specifically stated that said practice has been superseded by a provision of this Agreement.~~



Article 12 (Union Dues)

Note: Under the United States Supreme Court's decision in Janus v. AFSCME (June 27, 2018), the agency fee provisions set forth in the current collective bargaining agreement are illegal and unenforceable and must be deleted from the contract.

UNION DUES SECURITY

Section 12.0 The Board agrees to deduct from the pay of all its employees, who voluntarily authorize in writing such deductions from their wages, such membership dues, ~~agency fees,~~ initiation fees and reinstatement fees as may be fixed by the Union. ~~Such deductions shall continue for the duration of this Agreement or any extension thereof.~~

Section 12.1 The deduction for any month will be made during each pay period of said month and shall be remitted to the Financial Officer of the Union not later than the last day of said month. The monthly remittances to the Union will be accompanied with a list of names of employees from whose wages such deductions have been made and the amount deducted from each employee.

~~Section 12.2 All full-time permanent employees shall, within thirty (30) days of the signing of this Agreement or within thirty (30) days of the date of hire, as a condition of employment, remain or become and remain a member of the Union and shall pay to the Union monthly Union dues in an amount uniformly required of its members. In lieu thereof, any current employees, or any employee hired after the effective date of this Agreement may choose not to become a member of the Union, in which case such employee shall, as a condition of employment, pay a monthly service fee to the Union which shall be in an amount determined by the Union in accordance with law. Should an employee not comply with the conditions of this section, his/her employment will be terminated within thirty (30) days after notice by the Union to the Supervisor or his/her designee.~~

Note: Remaining section to be re-numbered.

Section 12.3 During the term of this Agreement, the Board shall furnish the Union upon request with an up-to-date list of bargaining unit employees. When a new employee is hired, the Board shall notify the Union and furnish the Union with the name, date of employment, position and rate of pay of the new employee. When the employment of an employee terminates, the Board shall notify the Union and furnish the name and date of termination of the employee.



Article 15 (Grievance Procedure)

Section 15.0 The Superintendent or his/her designee and the Union shall meet periodically at a time mutually convenient for the purpose of discussing matters of mutual interest, performance of work, employee behavior, and working conditions with the intent to avoid the necessity of individual recourse to the formal grievance procedure and to generally promote a satisfactory relationship.

Section 15.1 The purpose of this procedure is to provide an orderly method for adjusting grievances. Grievances arising out of matters covered by this Agreement and disputes and consultations on any questions arising out of employer-employee relationships will be processed in the following manner:

Step 1 – The aggrieved employee and/or his/her Union Steward shall take up the grievance or dispute with the employee's immediate superior. The immediate superior shall adjust the matter at once, or notify the employee and his/her Steward of his/her decision within five (5) days from the date the matter is presented. If the grievance is presented in writing at Step 1, the response shall be written.

Step 2 – If the matter has not been settled, it may be presented in writing (such presentation must be made within fifteen (15) days of receipt of the Step 1 response) by the Steward and/or the President of the Union to the Superintendent. The Superintendent shall, within ten (10) days from the date the matter is submitted to him/her, arrange a meeting with all those concerned to review the facts, and notify the employee, the President of the Union, and AFSCME Council 4 of his decision in writing, within ten (10) days after the date of the meeting.

Step 3 – If the matter is still unsettled, the parties may present the grievance in writing (such presentation must be made within fifteen (15) days of receipt of the Step 2 response) to the Board of Education. Each party reserves the right, however, to waive this step of the grievance procedure and proceed to Arbitration. The Board of Education or designated committee of the Board of Education shall review the grievance within thirty (30) days after its submission to the Board, and shall afford the parties an opportunity to present their positions on the grievance. The Board of Education or its designated committee, as the case may be, shall issue a decision concerning the grievance in writing within ten (10) days after the date it was presented to the Board of Education.

~~Arbitration – If the matter is still unsettled, the Union may submit the matter to arbitration by the State Board of Mediation and Arbitration (such presentation must be made within thirty (30) days of Step 2). The decision of the Arbitrator(s) shall be final and binding on both parties. Termination (discharge) cases may be referred by the Board in its discretion to the American Arbitration Association for arbitration in accordance with its Voluntary Labor~~



~~Arbitration rules, provided the Board pays all costs of the arbitration charged by the AAA and the Arbitrator. The decision of the arbitrator shall be final and binding upon both parties as provided by law.~~

1. If the union is not satisfied with the decision of the Board at Step 3 and the union wishes to proceed to arbitration, a written notice of the union's intention to submit the grievance to arbitration must be submitted to the Superintendent within twenty (20) days after the Step Three decision has been rendered.
2. The Board shall have the option to select either the Connecticut State Board of Mediation and Arbitration or the American Arbitration Association to hear the grievance. If the Board wishes to select the American Arbitration Association to hear the grievance, it shall so notify the Union, in writing, within ten (10) days of receipt of the Union's written notice of intent to proceed to arbitration. In the event that the Board does not so notify the Union within such time period, the Board shall thereby waive its right to select the American Arbitration Association to hear the grievance. Not later than ten (10) days after receipt of notice from the Board designating its selection of an arbitration agency, or, in the event no such notice is received, within ten (10) days after the period for providing such notice has expired, the Union shall file for arbitration with the appropriate arbitration agency, with a copy to the Superintendent of Schools or his/her designee.
3. The parties shall share the SBMA arbitration filing fee equally. In the event that a grievance is processed to arbitration through the American Arbitration Association, the Board shall pay the filing fees and the arbitrator's per diem fees.
4. Arbitration proceedings shall be conducted in accordance with the rules of the American Arbitration Association or State Board Mediation and Arbitration, as applicable. The arbitrator shall have no authority to add to, delete from or otherwise modify any portion of this Agreement. The decision of the Arbitrator(s) shall be final, except as otherwise provided by law.

Section 15.2 Failure of the employee, the Board or the Union to insist upon compliance with any provision of this Agreement at any given time or times under any given set or sets of circumstance shall not operate to waive or modify such provision, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

Section 15.3 No grievance may be filed more than twenty (20) days after the employee knew or should have known of the event giving rise to the grievance. ~~No grievance may be initiated more than twenty (20) calendar days after the occurrence of one or both of the following events:~~

- A. ~~The knowledge of the occurrence of the condition giving rise to the grievance;~~



~~B. Written notice of said condition to the employee or employees involved.~~

BOARD PROPOSAL #15.

Article 16 (General Provisions)

Section 16.0 Employees are allowed a meal allowance of ten dollars (\$10.00) when required by the Board to work at least three (3) hours beyond their normal quitting time.

Section 16.1 It is understood that the ~~supervisors~~ ~~supervisor~~ shall continue to serve under the direction of the Superintendent of Schools or his/her designee(s) and in accordance with Board and administrative policies, rules and regulations, provided that the provisions of this agreement shall supersede and prevail over any conflicting provisions.

Section 16.2

- A. Board may require evidence that medical attention was obtained by employees who are absent for five (5) or more consecutive work days or who exhibit a pattern of habitual absenteeism. Employees should be prepared to present such medical documentation. The Board of Education may require an employee to undergo a physical examination at Board expense.
- B. The Board of Education will require newly hired employees to undergo a physical examination prior to or at a time of initial employment.

Section 16.3 There shall be no alteration, variation or amendment of the terms and conditions of this Agreement, unless made and agreed to in writing by both parties. Any agreement must be approved by the Union membership and the Board of Education in order to become effective.

Section 16.4 If there is any previously adopted policy, rule, or regulation of the Board which is in conflict with any provision of the Agreement, said Agreement provision shall prevail during the term of this Agreement.

~~Section 16.5 When an employee is required by the Board to use his/her own vehicle to perform Board business, he/she shall be reimbursed at the IRS rate.~~

Note: Mileage reimbursement is addressed in Section 16.16.

Remaining sections to be re-numbered.

Section 16.6 The Union's business representative shall be permitted to visit specific job sites where bargaining unit members are employed. Notice is first given to the Superintendent or his/her designee, and such visits are to be at normal business hours and not interfere with the operation of the department.

Section 16.7 Any employee who is required by law or the Board to attend any training or conferences shall be reimbursed for enrollment fees, meals (where applicable), travel, and lodging (where applicable) in accordance with current Board policy.

Section 16.8 Credit Union payroll deductions shall be made for those employees who desire to be members of an available Credit Union.

Section 16.9 At least one (1) bulletin board or space on a bulletin board shall be placed, in an accessible place for the use of the Union for the posting of official Union notices or announcements.

Section 16.10 The Board will provide each employee with a copy of this Agreement within thirty (30) days after the date of the signing of this Agreement. New employees will be provided with a copy of this Agreement at the time of hire.

~~Section 16.11 Second shift employees may attend Union meetings with the stipulation that such meetings occur within Town limits after first arranging for any necessary coverage.~~

Note: Remaining sections to be re-numbered.

Section 16.12 All members of this bargaining unit who supervise one or more employees shall be provided with training concerning supervisory responsibilities and human rights and opportunities law.

Section 16.13 Any complaint made against a supervisor or person from whom he is administratively responsible for, shall promptly be called to the attention of the supervisor. ~~In no case shall any anonymous complaint be formalized.~~ No unsubstantiated complaint shall be placed in the employee's file. Employees shall be given copies of any complaint.

Section 16.14 Bargaining unit work should be performed by members of the unit.

Section 16.15 Evaluations: Employees of the bargaining unit shall be subject to annual evaluations. ~~Employees may grieve such evaluations if they do not agree with any or all of their evaluations. The evaluation form to be used is attached as Appendix III.~~

Note: As part of this proposal, the Board proposed to delete Appendix III (Evaluation Form).

Section 16.16 Vehicle Usage:

Note: The Board makes the following proposal for clarification purposes only.

- A. The Union acknowledges the Board's right to require Buildings and Grounds Supervisors to drive Board vehicles to and from work, based on their roles as emergency responders. The Board's provision of such vehicles shall be subject

to all applicable IRS rules, including compliance with the applicable IRS rules regarding imputed income to such employees. In accordance with IRS rules, such vehicles shall not be used for personal use. ~~Members of this bargaining unit recognize that at times they will be Emergency Responders and, as such, will be allowed to use a Board of Education vehicle to and from school and during school days.~~

- B. Any employee who is required to use his/her personal automobile ~~on approved Board business~~ (excluding the employee's commute to and from work) will be reimbursed at the applicable IRS rate.



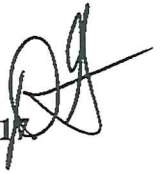
BOARD PROPOSAL #16.

PROPOSAL WITHDRAWN

Article 17 (Wearing Apparel/Replacement)

Section 17.0 The Board will pay for glasses broken or damaged on the job due to job conditions and not due to the employee's negligence.

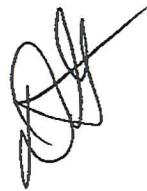
Section 17.1 The Board of Education shall replace or reimburse the employee for personal items damaged or lost in the course of employment. The sum of such claims for the bargaining unit shall not exceed \$2,000 annually.



Article 19, Section 19.0 (Duration)

Section 19.0 This agreement shall become effective on July 1, ~~2021~~ ~~2017~~ and shall remain in effect through the 30th day of June, ~~2025~~ ~~2021~~. The parties shall provide notice to re-negotiate the terms of this Agreement pursuant to the Municipal Employee Relations Act (MERA).

Note: The Board's proposal regarding duration is subject to the parties' agreement on all other contract terms.



BOARD PROPOSAL #18.

WITH MODIFICATIONS AS SET FORTH BELOW

Appendix I (Salaries)

SALARIES ~~WAGES~~

Salary Schedule

<u>Position</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Buildings and Grounds Supervisor	\$105,458	\$106,513	\$108,111	\$109,733
Maintenance Technician Supervisor	\$105,458	\$106,513	\$108,111	\$109,733

Note: 2020-21 salary: \$96,031

<u>Position</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
~~Projects Supervisor~~	~~\$85,371~~	~~\$87,078~~	~~\$88,820~~	~~\$90,596~~
~~Maintenance Supervisor~~	~~\$85,371~~	~~\$87,078~~	~~\$88,820~~	~~\$90,596~~
~~Custodial Supervisor~~	~~\$85,371~~	~~\$87,078~~	~~\$88,820~~	~~\$90,596~~
~~Assistant Custodial/Maintenance Supervisor 2nd Shift~~	~~\$69,360~~	~~\$70,747~~	~~\$72,162~~	~~\$73,605~~

~~The salary rates for 2017-18 shall be applied retroactively to July 1, 2017.~~

- A. Employees hired after the signing of this contract into any on of the bargaining unit positions will receive the stated salary, less six percent (6%), for the probationary period. At the end of the probationary period, the employee will receive the stated salary, less five percent (5%), until the completion of one-year of service. Upon completion of one-year of service, the employee will receive the stated salary.
- ~~B. There are currently two pay grades. Any changes to this structure will be negotiated with the Union.~~

MANCHESTER SCHOOL DISTRICT

Agenda Item: Manchester High School Roof Replacement
Meeting Date: August 9, 2021
To: Mr. Matthew Geary, Superintendent
From: Lindsey Boutilier, Facilities Director

Recommendation:

I recommend the following actions at the August 9, 2021 meeting of the Manchester Board of Education:

1. The Manchester Board of Education adopts the attached educational specifications dated July 15, 2021 for a partial roof replacement at the Manchester High School.
2. The Board of Education authorizes the Superintendent to submit an SCG-049 Grant Application and Summary of Educational Specifications for a School Building Project to the State Office of School Construction Grants & Review (OSCGR) for a construction grant in accordance with CGS §10-283 and Chapter 173 of the Connecticut General Statutes.

Background:

In order to receive a construction grant in accordance with CGS § 10-283 and Chapter 173 of the Connecticut General Statutes, the Board must adopt the educational specifications so that an SCG-049 grant application may be submitted to the State OSCGR.

The architectural firm, Silver Petrucelli & Associates has been selected for the design. Once construction documents are complete by September 2021, they will be submitted to the Board for their approval. Construction is slated for late Fall 2021 or Spring of 2022, depending on the timing of the grant approval and authorization for public bidding.

EDUCATIONAL SPECIFICATIONS FOR THE ROOF REPLACEMENT AT THE MANCHESTER HIGH SCHOOL

SECTION I – PROJECT RATIONALE - The Manchester High School roof was installed in 2006 during the construction of the Freshman Addition except the roofing over the main pool that requires different construction details. The school facility's existing roof section over the main pool has reached its useful life and requires replacement. The main pool roof area is barrel-vaulted with a center metal roofing system running longitudinally along at the center. There are also concrete roof edge details at various locations around the school roof that have spalling concrete due to water penetration of the porous concrete that requires encapsulation to prevent the falling of debris and further deterioration from water infiltration.

SECTION II – LONG RANGE EDUCATIONAL PLAN - The primary goals of the Manchester School District are:

1. To improve the health and safety conditions of all schools
2. To upgrade the school building to meet and exceed all applicable codes
3. To incorporate current technology into the classroom curriculum and build in infrastructure to support future technology
4. To support education and creativity, student, and teachers must be in appropriate facilities and space
5. To make alterations and modifications that are energy efficient, durable and conducive to ongoing maintenance
6. To promote community accessibility to school facilities
7. To improve accessibility for the disabled

SECTION III – PROJECT'S RELATION TO EDUCATIONAL GOALS - To maintain an environment conducive to learning while eliminating the risk to health and safety that would result from a defective roof and the associated overhangs.

SECTION IV – CAPACITY DATA - The re-roofing of this building will not alter the building's capacity.

SECTION V – LEARNING ACTIVITIES - The re-roofing of the school will not increase or decrease instructional group size, number of teaching stations, number of individual learning stations or specialized instruction.

SECTION VI – THE PROJECT The Manchester School District proposes the following components of its roof replacement project:

- 1 Test and identify for any hazardous materials in existing roofing system and adjacent construction
- 2 Remove all roofing materials down to the deck and dispose of hazardous materials in the appropriate manner
- 3 Inspect roof deck and replace problem areas as appropriate
- 4 Install new 30 year, 90 mil EPDM roofing system with insulation
- 5 Install suitable replacement of existing metal panels covering the central roof of the main pool
- 6 Install new roof drains, downspouts and gutters, as necessary
- 7 Install new metal flashings at all intersections and encapsulate existing concrete overhangs

July 15, 2021