

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
Monday, June 28, 2021
Lincoln Center - Virtual Meeting

Executive Session
Board of Education Meeting

5:30 P.M. - Virtual
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 - June 14, 2021 A - 3

B. COMMITTEE REPORTS

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2) Transfer of Funds C - 2
- 3) Permission to apply for the FY 21/22 Manchester Head Start Cost of Living Adjustment (COLA) which is a prorated cost of living adjustment of 1.22 % for staff salaries and fringe benefits C - 3
- 4) Establish an appropriation for the Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant for the FY20/22 in the amount of \$49,961 C - 4
- 5) Establish an increase in the appropriation for Manchester Regional Academy for the FY 20/21 by \$431,008 bringing the total appropriation to \$1,231,008 C - 5
- 6) Establish an appropriation for the COVID-19 Special Education Stipend Grant for the FY 20/22 in the amount of \$20,000 C - 6
- 7) Extended Field Trip Request Form for Manchester High School's World Language/GSA Trip to Spain, Number of students TBD, 2 Chaperones, April 6 - 14, 2023. C - 7

D. REPORT FROM STUDENT REPRESENTATIVE

Tiffany Henry, Leila Affini, Alexandra Hamza

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) Close of School Update, Matt Geary, Superintendent of Schools F - 1

G. UNFINISHED BUSINESS - None

H. NEW BUSINESS

1) **Superintendent's Evaluation:**

Recommended Motion: Move to accept the written evaluation of the Superintendent of Schools for the 2020-21 school year

2) **Superintendent's Contract**

Recommended Motion: Authorize the Board Chair to enter into a contract for July 1, 2021- June 30, 2024 with the Superintendent of schools

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, July 12, 2021

Spring Data / Fall Planning Update

Monday, August 9, 2021

Update on Opening of School

Monday, August 30, 2021

Update on Opening of School

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

June 14, 2021

Lincoln/Virtual

PRESENT: Gundersen, Heinrich, Hughes, Luna, Meggers, Pattacini, Patterson, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Director of Finance & Management Clancy, Director of Human Resources Sone-Moyano

ABSENT:

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Thames called the meeting back to order at 7:18 p.m. He explained the Board had previously been in Executive Session from 5:40 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 May 24, 2021. Secretary Pattacini moved and Ms. Patterson seconded the motion.

9/0 – Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

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

C.1. Personnel Action

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

C.2. Transfer of Funds

- Transfer from District-wide Information Services Repairs account to District-wide Information Services Computer Supplies & Materials account in the amount of \$2419

C.3. Permission to apply for the Manchester Head Start Services Grant for the FY 21/22 in the amount of \$145,127

C.4. Permission to apply for the Manchester Head Start Innovative Enhancement Grant for the FY 21/22 in the amount of \$63,000

C.5. Permission to apply for the Enfield Head Start Innovative Enhancement Grant for the FY 21/22 in the amount of \$100,000

C.6. Permission to apply for the IDEA 611 Grant for the FY 21/23

C.7. Permission to apply for the IDEA 619 Grant for the FY 21/23

C.8. Establish an appropriation for the Elementary and Secondary School Education Relief Fund II (ESSER II) for the FY 20/24 in the amount of \$6,888,207

C.9. Extended Field Trip Request Form for Manchester High School's Boys/Girls Cross Country to Manchester, N.H., 16 students, 4 Chaperones - September 24-25, 2021

The Chairman called for a motion.

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

9/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

Leila Affini reported they are in their last week of school and despite being in a pandemic year many events have gone smoothly and there are many plans made for the summer.

The senior class celebrated the end of their high school careers with a senior picnic at High Meadows on May 21st and two graduation ceremonies held last Saturday, as well as a senior prom held on June 11th.

The Student Equity Advisory Team is still spreading awareness. They partnered with the World Language Club together to educate students and teachers about Asian Pacific Islander Month through videos and announcements. SEAT has put together a bulletin board in order to celebrate members from that community. They have also installed a Pride Month board that will be up until we come back in the fall. To close out the year, SEAT members were selling black excellence stickers in the cafe which ended up being very popular amongst staff and students.

This summer, students have been provided with opportunities to keep busy such as tutoring jobs, enrichment programs and leadership courses.

Alexandra Hamza reports rising seniors will have the opportunity to receive help on college essays via Workshops being offered through the school.

The Sports Season has been dying down and MHS had multiple All-Conference athletes on the golf, baseball, Tennis and track teams.

The MHS Chamber Orchestra has recorded multiple concert pieces for the community to enjoy. They can be found on the MHS Homepage.

Finally, the MHS Cello Ensemble is planning an evening of music in the park on July 7th at 7pm. This ensemble includes players of all grades and even past MHS students. Everyone is invited to attend.

E. PUBLIC COMMENTS

None.

F. Superintendent's Report

F.1. Teachers of the Year

Mr. Geary announced the Teacher of the Year for each school as well as the district. Teachers are nominated for this honor by their colleagues which makes it even more meaningful. There is a district committee that meets to choose the district Teacher of the Year from among those who earned the title from each school.

Bennet - Hope Mulholland

Bentley -Carolyn Mather

Bowers - Stephanie Avery

Buckley - Siobhan Leonard

Highland Park - Linda Poland

Illing - Sarah Burdacki

Keeney - Catherine Kratz

Manchester High - Mathew Cieslowski

Manchester Middle Academy - Michael Gomez-Hixon

Manchester Preschool - Amber Carbone

Manchester Regional Academy - Brendan Ashe

Martin - Chrisstina (Nikki) Kupec - DISTRICT TOY

Verplanck - Carey St. Germain

Waddell Michelle Alexandrin

Mr. Geary notes any year is difficult for teachers, but this year was particularly hard. Teachers had to think outside the box, connect with families in different ways, and learn new technology. We would not have been able to provide the level of support and instruction to our students without such awesome staff. Mr. Geary also expressed appreciation to the teacher's families for their sacrifices as well.

Ms. Stefanovicz stated that if this meeting were in person, we would give these teachers a standing ovation. She thanked them for their effort, their big hearts, how much they love the children, and for pushing through this crazy year and soaring! This is their life's work and she appreciates them!

Mr. Pattacini congratulated and thanked the teachers for all their work over the last year plus. No one had ever experienced what we just went through and he appreciates all their effort working both in-person and remotely.

Mr. Thames thanked the teachers for what they brought to the table. They have had to change the way they interact with both students and parents while maintaining high expectations and nurturing our young people. Everyone learns differently and has different interests and teachers are the conduit to help students find their interests and passion.

F.2. Waddell School Improvement Plan

Mr. Geary introduced Aisha Florez, Principal of Waddell. Ms. Florez, along with a couple of staff and several Waddell students, presented their School Improvement Plan, which can be viewed on the website.

Mr. Pattacini thought the presentation was amazing and the students were great examples for Manchester Public Schools. He noted that clearly the pandemic did not slow down the Waddell staff as they helped students be successful.

Ms. Patterson loved that Waddell teachers make sure all students hear that every one of them is capable. She thanked the students for being so brave this evening.

Mr. Thames notes they clearly have fun at Waddell and the teachers enjoy the work. He was intrigued by the mindfulness topic and would like to attend a PD on the subject.

F.3. MPS Safe Return to In-Person Learning Plan

Mr. Geary read parts of a document required as part of the American Relief Act. He noted Mr. Daly would continue as the Covid liaison. The plan is required to address health and safety, continuity of services, take public input and be in an understandable format.

Mr. Geary touched on some points of the very long document, which will be available for viewing on the website. Handwashing will continue to be encouraged. Ventilation will continue to be addressed. Contact tracing will also

continue. Parents will continue to screen their children at home before sending them to school (for fever, loss of taste/smell, etc). Consideration will also be made to health equity.

Regarding remote learning next year, we are still monitoring interest and at this time about 80-90 families are interested. Full in-person learning will resume in September.

Part of the document was "a day in the life", reflecting a student's experience. This will look much more like pre-pandemic days, though there are some things that we found helpful that will stay.

We will continue to provide technology for students. Social distancing when able and masks will still be required. We may try to limit transitions in some buildings. Next year we expect to have full extra-curricular activities as well as visitors allowed back in buildings. We may hold more PPTs and conferences remotely as that proved to be an efficient way to schedule meetings and was helpful for many parents.

We will have more summer school guidance soon. The full document will be shared with the community for feedback soon.

G. UNFINISHED BUSINESS

None.

H. NEW BUSINESS

H.1. Approval of Keeney Education Specifications

Secretary Pattacini moved for the Board of Education to approve the plans and specifications for Additions and Renovations to the Keeney Elementary School date June 14, 2021, prepared by TSKP Studio, for submission to the Department of Administrative Services, Office of School Construction Grants for Review of Final Plans and Construction Authorization. Ms. Patterson seconded the motion.

DISCUSSION:

Ms. Stefanovicz questioned the last item which specified a 1:2 ratio for laptops to children. She wondered if we should update that since we are 1:1 at this time. Mr. Geary noted they went back and forth regarding technology. We do not purchase technology with bonded money, so really that is a placeholder. While the Board has been able to use grants and/or federal funds to purchase technology currently, there may be a point where the Board budget cannot support a 1:1 ratio and we would fall back to our previous 1:2 policy. There will no longer be charging stations in classrooms though, as students currently bring their devices home to charge.

The vote was called.

9/0 - Voted in favor.

H.2. Grant Application

Secretary Pattacini moved for the Manchester Board of Education to authorize the Superintendent to submit an SCG049 Grant Application and Summary of Educational Specifications for Keeney Elementary School to the State Department of Education for a construction grant in accordance with CGS §10-283 and Chapter 173 of the Connecticut General Statutes. Ms. Luna seconded the motion.

9/0 voted in favor.

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

Mr. Tom Stringfellow, 183 Hillstown Road, (due to technical difficulties, some of this discussion was unable to be transcribed) suggested the book *One Real American: The Life of Ely S. Parker, Seneca Sachem and Civil War*. He also suggested the book *National Geographic's Old West* by Stephen G. Hyslop. Mr. Stringfellow also noted this is the 100 year anniversary of the Tulsa massacre in 1921.

Mr. Geary read a Facebook comment by Sarah Summers asking when the Board of Education would resume in-person meetings. Mr. Thames noted he has also been asked that question and he will poll members to get their preference. He thinks it may be possible to have a hybrid, with some members in-person and others participating

remotely. Mr. Thames noted that everyone's health situation is different and their comfort at meeting in person will vary. We will hope to have an answer to this question by the next meeting. Mr. Geary noted that remote participation rules from years past will be looked at as well.

J. COMMUNICATIONS

None.

K. ITEMS FOR FUTURE AGENDAS

Monday, June 28 - Close of School Update

Monday, July 12 - Spring Data Update

Monday, August 30 - Opening of School

L. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

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

9/0 - Voted in favor.

Adjournment 9:08 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary

PERSONNEL ACTIONS

APPOINTMENTS

Ms. Shardae Shipman to be the Director of Teaching and Learning/Humanities Grade 5-12. Ms. Shipman received her Master's in Supervision and Administration from Johns Hopkins University and will be transferring to Bloomfield from Maryland. It is recommended that her appointment be accepted effective July 1, 2021 (Director of Teaching & Learning / Step 1, \$132,175.00).

Ms. Joy Houlder has been approved to participate in the RELAY program, serving under a Durational Shortage Area Permit, to be an Elementary Teacher, grade and location to be determined. Ms. Houlder received her Bachelor's Degree from Emmanuel College and currently resides in Manchester. It is recommended that her appointment be approved effective August 30, 2021 (Bachelor's / Step 2.5, \$50,699.00).

Ms. Aleysia Green to be a Grade 2 Teacher at Bowers Elementary School. Ms. Green received her Master's Degree from the University of Connecticut and resides in Hartford. It is recommended that her appointment be approved effective August 30, 2021 (Master's / Step 2.5, \$53,868.00).

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

RESIGNATIONS

Ms. Sierra Rice, English Teacher at Manchester High School, has submitted her letter of resignation effective June 16, 2021. Ms. Rice has been with Manchester Public Schools since August 27, 2019. It is recommended that her resignation be accepted.

Mr. Nar Scaia, Grade 2 Teacher at Verplanck Elementary School, has submitted his letter of resignation effective June 16, 2021. Mr. Scaia has been with Manchester Public Schools since August 29, 2016. It is recommended that his resignation be accepted.

Ms. Cassie Budman, Reading Specialist at Highland Park Elementary School, has submitted her letter of resignation effective June 16, 2021. Ms. Budman has been with Manchester Public Schools since August 22, 2008. It is recommended that her resignation be accepted.

Ms. Jennifer Jalbert, Library Media Specialist at Keeney Street Elementary School, has submitted her letter of intent to retire, effective June 16, 2021. Ms. Jalbert has been with Manchester Public Schools since August 28, 2000. It is recommended that her retirement be accepted.

Ms. Melane Thomas, School Counselor at Manchester High School, has submitted her letter of resignation, effective July 1, 2021. Ms. Thomas has been with Manchester Public Schools since August 26, 2013. It is recommended that her resignation be accepted.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: June 1, 2021

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2020-2021 Budget.

Discussion/Analysis: Transfer from System-wide Science Dues and Fees in the amount of \$2,548.00. Transfer to System-wide Science Textbooks in the amount of \$2,548.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2020-2021 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
June 28, 2021

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department School/Department: Science

Date of Request: 06/01/2021 Approver: Amy F. Radikas

Date Approved: 06/02/2021

JUSTIFICATION (Required Field): Transfer to cover cost of AP Bio Textbooks

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 2,548.00 Account # 14099100 5810 Description: System-wide Science Dues/Fees

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 2,548.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 2,548.00 Account # 14099100 5641 Description: System-wide Science Textbooks

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 2,548.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY 21/22 Manchester Head Start
Cost of Living Adjustment

Date: June 28, 2021

Background: The Manchester Board of Education must submit an application to receive a Cost of Living Adjustment for the FY 21/22 Head Start Program.

Discussion/Analysis: Prorated Cost of Living Adjustment (COLA) of 1.22% for staff salaries and fringe benefits.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations: The Superintendent recommends that the Board of Education grants permission to apply for the FY 21/22 Manchester Head Start Cost of Living Adjustment.

Attachments: Application.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
June 28, 2021



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 25, 2021

Grant No. 01CH010841

Dear Head Start Grantee:

The Consolidated Appropriations Act, 2021, contains an increase of approximately \$123 million for a cost-of-living adjustment (COLA) for all Head Start grantees, inclusive of all Early Head Start - Child Care Partnerships, with the exception of new awards made in fiscal year (FY) 2021. The COLA supports a 1.22 percent increase above FY 2020 funding levels to increase staff salaries and fringe benefits, and offset higher operating costs. The funds are effective with the start of the FY 2021 budget period and are retroactive if this period has already commenced.

The following table reflects the increase(s) available for FY 2021.

Funding Type	Head Start
Cost-of-Living Adjustment (COLA)	\$27,260
Total Funding	\$27,260

Please note, allocations are subject to change if adjustments are made to annual funding levels.

Submission Requirements

Program Instruction ACF-PI-HS-21-01 informed grantees and delegate agencies of the intended uses of COLA funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due April 15, 2021 and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials tab, Grant Application tab, Fiscal Year 2021**, and add the **'Supplement - COLA'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement - COLA' Application

Applications must include a narrative and detailed budget justification by program, Head Start and/or Early Head Start and demonstrate the following:

- An increase of no less than 1.22 percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the 1.22 percent COLA or differential COLA increases;
- The provision of a no less than 1.22 percent increase to all delegate agencies and partners or justification if less than 1.22 percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus. To request a waiver, enter \$0 in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. Through the public health emergency for the 2019 novel coronavirus, at a minimum a statement confirming the approval of Governing Body and Policy Council members available for contact will be accepted.

The application must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Wanda Carrasquillo, Head Start Program Specialist, at 617-565-1131 or wanda.carrasquillo@acf.hhs.gov or Laura Landry, Grants Management Specialist, at 617-565-2454 or laura.landry@acf.hhs.gov.

For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

Sincerely,

/Marina Winkler/

Marina Winkler
Regional Program Manager
Office of Head Start

Manchester Head Start
2021-2022 COLA
Budget Justification

The 1.22 percent COLA totals \$15,451 The COLA grant will be applied to the salaries and fringe benefits of certified staff, specifically, eight classroom teachers retroactive March 1, 2021 the start of our federal grant period.

Total COLA of 1.22%: \$27,260

Manchester Head Start (Grantee): \$15,675

Enfield Head Start (Delegate): \$11,585

Manchester Head Start: \$15,451 (personnel)
\$ 224 (FICA)

Manchester Board of Education Non-Federal Share: \$3,863 (personnel)
\$ 56 (FICA)

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant for FY 20-22

Date: June 28, 2021

Background:

The Manchester Public School district has demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be expended between April 1, 2021 - August 31, 2021 to:

1. Foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies.
2. Support specific developmental initiatives through funding for professional development, instructional programs, supplies and equipment for grades 9-12 in Career and Technical Education Program areas including manufacturing, business/finance, education and hospitality.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request that the Board of Directors establish an appropriation for FY 20-22 Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant in the amount of \$49,961.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
June 28, 2021

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Re: Item for Increase in Manchester Regional Academy
Appropriation for FY 2020-2021

Date: June 28, 2021

Background: Manchester Regional Academy out-of-town tuition received from sending districts for services provided to special needs students ages 14 to 21.

Discussion/Analysis: The increase in tuition is due to 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 request that the Board of Directors increase the Manchester Regional Academy appropriation by \$431,008 for FY20-21 bringing the total appropriation to \$1,231,008.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
June 28, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation COVID-19 Special Education Stipend for FY 20-22

Date: June 28, 2021

Background:

In an effort to supplement COVID-19 special education recovery efforts, the Connecticut State Department of Education (CSDE), Bureau of Special Education (BSE), is making available an opportunity for a one-time stipend to school districts.

Discussion/Analysis:

Funds will be used by September 30, 2021 to:

- Conduct/complete evaluations
- Deliver specialized instruction/related services
- Administer Early Childhood assessment or instruction
- Provide Transition services for eligible students
- Increase the capacity of qualified individuals to deliver specialized instruction/related services via professional development
- Contract services for the purpose of providing IEP services

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY20-22 COVID-19 Special Education Stipend Grant in the amount of \$20,000.

Attachment: Award Letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
June 28, 2021

**MANCHESTER PUBLIC
SCHOOLS 45 North School Street
Manchester, CT 06040**

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School

Date of Request:

Name of Club or Activity: World Language/GSA Trip to Spain

Trip to: Spain

Purpose: Immersion of Spanish language and culture, provide opportunities to improve and foster global and cultural competence, responsibility, empathy and integrity

Number of students participating: TBD

From: Thursday April 6th, 2023 ***this is to avoid conflicts with itinerary and Easter Sunday Holiday*

To: Friday April 14th, 2023

Number of school days missed:

depending on approval of dates:

April 6 - 14 (Two missed days, Thurs & Fri 4/6 & 4/7)

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

1. Jena Biondino - MHS Spanish Teacher
2. Alexandra Muñoz - MHS Spanish teacher

Transportation:

1. **Bus:** to and from Logan Airport: Dattco (Requesting after BOE approval)
2. **Plane:** Flight TBD, out of Logan Airport, Boston MA

Are fund-raising activities planned? Yes, to pay for the bus transportation to and from airport, Open to any and all fundraisers to lessen cost

How will funds be allocated to students participating?* Mrs. Miner and I have discussed district help to pay for the supplemental insurance premium program to prevent any issues like the previous trip encountered during Covid. This will need to be discussed and approved. Otherwise, the trip price is funded by students/families, fundraising as much as possible .

Lodging: Hotels, TBD closer to departure

If known, give specifics of room assignments: 3 students per room

Cost per teacher and/or chaperone: \$0, 1 free chap for every 6 students

Total cost per student: see attached quotes

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

Cost per student after fund-raising: TBD

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

Name of teacher making request:

Signature: Jena Biondino Typed: Jena Biondino 4/9/21

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: John Correse Date: 4/9/21

Approved by Principal:

Signature: Kathryn M. Munn Date: 5-21-21

Approved by Superintendent or designee:

Signature: _____ Date: _____

Attachments: Quotations/Itinerary

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

**MANCHESTER PUBLIC
SCHOOLS 45 North School Street
Manchester, CT 06040**

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: Manchester High School

Date of Request: *updated 10-17-22*

Name of Club or Activity: World Language/GSA Trip to Spain

Trip to: Spain

Purpose: Immersion of Spanish language and culture, provide opportunities to improve and foster global and cultural competence, responsibility, empathy and integrity

Number of students participating: 34

From: Thursday April 13th, 2023

To: Friday April 21th, 2023

Number of school days missed: 2

depending on approval of dates:

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

1. Jena Biondino - MHS Spanish Teacher
2. Beverly Burgos - MHS Spanish teacher
3. Donna Donnelly - MHS Admin
4. Kassandra Holder - MHS Admin
5. TBD

Transportation:

1. **Bus:** to and from Logan Airport: Dattco
2. **Plane:** Flight out of Logan Airport, Boston MA

Are fund-raising activities planned? No

How will funds be allocated to students participating? N/a

Lodging: Hotels, TBD closer to departure *will send all info to admin and super before departure*
If known, give specifics of room assignments: 3 students per room

Cost per teacher and/or chaperone: \$0, 1 free chap for every 6 students

Total cost per student: \$3690.00

Cost per student after fund-raising: n/a

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

Name of teacher making request:

Signature: Jena Biondino Typed: Jena Biondino

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: John Carrese Date: 10/18/22

Approved by Principal:

Signature: [Signature] Date: 10-24-22

Approved by Superintendent or designee:

Signature: [Signature] Date: 11-5-22

Attachments: Quotations/Itinerary

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



Manchester Public Schools

Close of School
Update
2021-2022



Mission

Manchester Public Schools will engage ***all*** students in the highest quality 21st century education preschool through graduation. Through an active partnership with students, school personnel, families and community, the Manchester Public Schools will create safe, inclusive schools where equity is the norm and excellence is the goal. All students will be prepared to be lifelong learners and contributing members of society.

Mission of Manchester Public Schools



Equity

Equity is achieved when student outcomes are not predicated by gender, race, ethnicity, first language, sexual orientation, class, or special needs and where all students reach a level of efficacy and competence that supports a rewarding and productive life. This requires elimination of the inequities that contribute to disproportionate learning and achievement by students of certain social groups while ensuring students are prepared for a productive and meaningful life.

Connecticut Center for School Change





Respond

The following activities are critical as we **respond** to the pandemic:

- Center all decisions on equity and race and ensure appropriate time and space for regular reflection on race and equity throughout the year
- Ensure parents, students, and staff continue to work as partners to support learning at various locations and provide any needed support or materials related to that learning to parents and families
- Continue to adjust learning models as needed while supporting students and staff with necessary materials, technology, and human resources
- Ensure physical and mental health needs of students and families are prioritized by providing necessary supports including food and nutrition, social work and counseling services, and family outreach
- Monitor the health and wellness of MPS staff and support staff self care by providing resources and time
- Support vaccine distribution in a manner determined by Connecticut Department of Public Health and local health department
- Plan for potential spring / summer learning experiences designed to re-acclimate students to schools academically, socially, and emotionally



RESPOND

RECOVER

REIMAGINE

Recover

The following activities will be critical as we **recover** from the pandemic:

- Continue to emphasize community building, healing, social emotional learning, improved mental and physical health, and time to pause and reflect regularly
- Implement technology to support learning but identify how that is happening (is it helping with access to information, organization and efficiency or is it transforming learning) and be realistic about our expectations
- Clearly indicate what is meant by mastery and identify how we will assess / know skills and concepts have been learned / mastered
- Clearly define what quality feedback will look like, how it is provided, and its purpose is to enhance learning not judge performance
- Determine what is essential to learn and what can be pared from learning experience using clear criteria which prepares students for the future without overwhelming them
- Collaborate with families to ensure students are able to access necessary in person academic and social / emotional programming as often as possible
- Continue efforts to ensure student identities, experiences, insights, and understandings are centered in all learning opportunities



RESPOND

RECOVER

REIMAGINE

Reimagine

The following activities will be critical as we **reimagine** schools coming out of the pandemic:

- Allow for flexibility of time and pacing as well as student voice, choice, and ownership, depending on student needs, learning styles, and interests to remove the limits of one-size-fits-all schooling
- Connect work across content areas - as often as possible wherever possible - and to learner's lives, our community, or the world
- Ensure curricular experiences related to social justice and service learning are available to and expected of all learners
- Ensure students have an opportunity to reflect on their work in order to ensure deep understanding of what they have learned, their strengths, and areas for growth
- Ensure all learners - especially our youngest learners (K-2) and those still learning to read - have foundational skills in reading and writing and math (transitional classes/programs)
- Nurture curiosity, passion, and skills of students to be lifelong learners who feel ownership of their education
- Actively engage in conversations and actions necessary to move forward racial equity work of the district
- Expand how we as a district define, measure, report, and celebrate progress



RESPOND

RECOVER

REIMAGINE

Elementary and Secondary School Emergency Relief (ESSER) / American Recovery Act

The district will receive approximately \$6.8 million from ESSER 2 (second round of recovery aid) and approximately \$15.6 million from ARP - ESSER 3 (third round of recovery aid).

Funds will support multiple efforts for 21-22, 22-23, and 23-24 including:

- Robust Summer programming - no cost to families (\$1,000,000)
 - 6 weeks of programming / 8 AM - 4 PM M - F
 - Approximately 2000 students signed up PK - 12
 - Bowers, Verplanck, Waddell, Bennet, MHS
 - Approximately 250 staff including student employees





ESSER / American Recovery Act

Funds will support multiple efforts for 21-22, 22-23, and 23-24 including:

- 10 - 15 Tutors to support acceleration - elementary reading and secondary math (\$300,000)
- Additional staff (23.0 FTE) to support smaller class sizes at the elementary level and expanded STEAM programming at 5 - 12 (\$1,250,000)
- 15 Case managers to support home visits and engagement efforts for students who are chronically absent (\$600,000)
- Contracted Services for Mental Health Supports (\$650,000)
- 6 - 8 Behavior Technicians to support student return to school (\$400,000)



ESSER / American Recovery Act

Funds will support multiple efforts for 21-22, 22-23, and 23-24 including:

- Upgraded Technology for Students and Staff (\$1,000,000)
- Directors of Teaching and Learning - Humanities and STEAM 5 - 12 to support curriculum development (\$300,000)
- Health Insurance for new staff employed with grant funds (\$750,000)
- Some funds may be used to support air conditioning at MHS, depending on cost - awaiting estimate



RESPOND

RECOVER

REIMAGINE

ESSER / American Recovery Act

Important Notes

- ESSER 2 Application complete / ESSER 3 Application in progress
- Public Comment on BOE Agenda on Monday, June 14
- Plan emailed out to All MPS for feedback on Tuesday, June 15
- Focus group with parents on Wednesday, June 16
- ECS funding to Manchester is scheduled to increase by approximately \$1.5 million in each of the next 7 years
- As federal funding fades out, costs that need to remain in place will be shifted to ECS - Alliance which allows us to avoid a funding cliff.



Buildings

Buckley

- Staff have vacated the building
- Movers are moving all items from Buckley to Robertson
- Construction is underway

Manchester Middle Academy

- MMA will move to Washington (approved by Repurposing Committee)
- Staff have packed all belongings
- Minor improvements (paint, cleaning etc.) to Washington will be done by MPS prior to the start of the school year



Buildings

Keeney

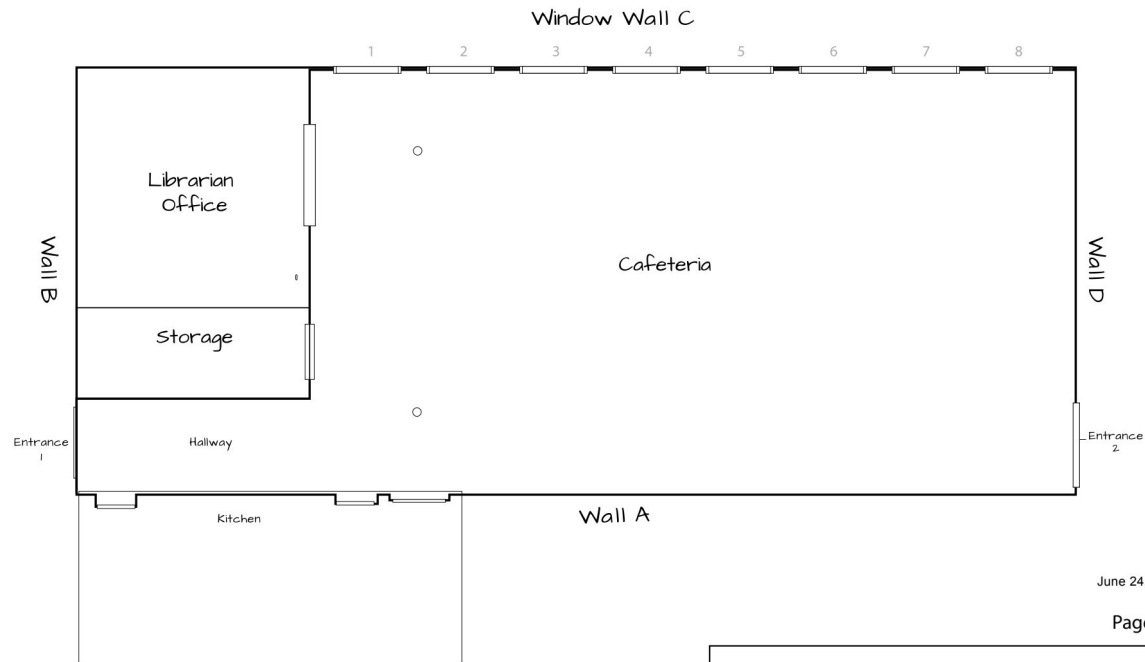
- Ed Specs approved by BOE at the last meeting
- Building committee and request for schematic design approved by BOD
- Grant application to be submitted to state for reimbursement by July 1

Highland Park School

- Redesigning cafeteria and library to create additional teaching spaces
- Two (2) additional teaching spaces in current library
- Library / Cafeteria Combined



Current Floor Plan

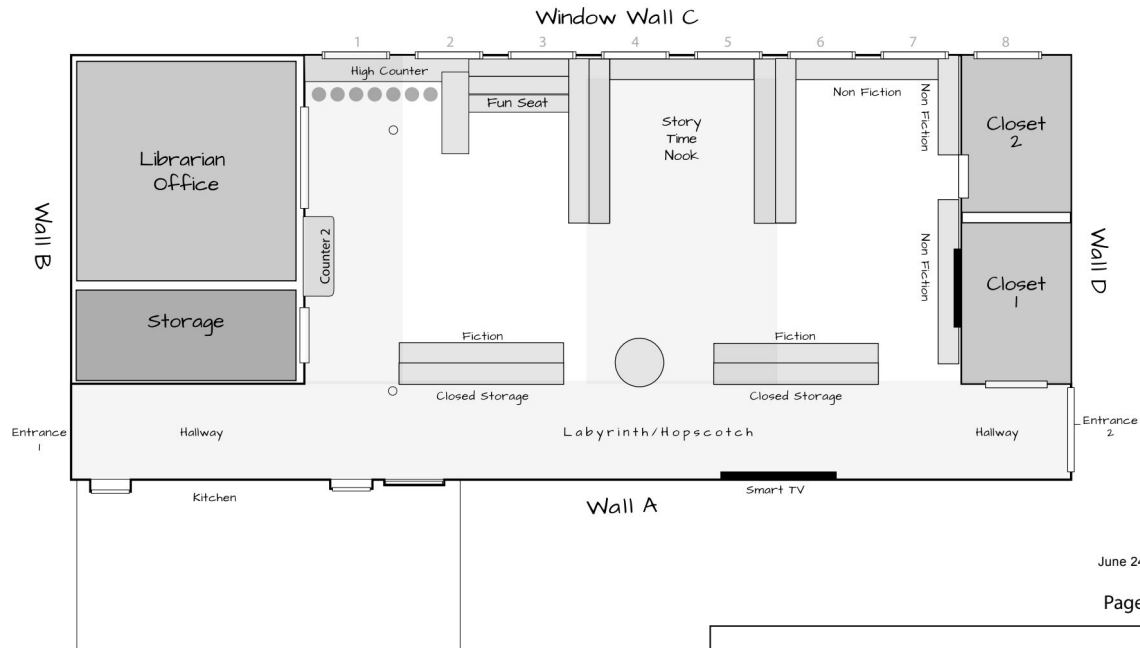


June 24, 2021

Page 2

Matt Geary - Superintendent of Schools
Manchester Public Schools
45 North School St., Manchester, CT 06042
mgeary@mpspride.org - 860-647-3441

New Floor Plan



June 24, 2021

Page 3

Matt Geary - Superintendent of Schools
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Buildings

Bennet

- Building two (2) classrooms in the library

Manchester High School

- Gym floor
- Auditorium lobby

Welcome Center

- Need additional space for attendance case managers
- Exploring lease of former Webster Bank on Middle Tpke







Administrative Vacancies

- Bowers, Principal
- Martin, Principal
- Illing, Principal
- MHS, Assistant Principal
- Chief Performance Officer
- Pupil Services Supervisor, 5 - 12



Covid-19

Masks

- The State Department of Education announced that students and staff can take off their masks outside (recess, etc.) and effective Monday May 24, masks do not need to be worn outside
- Where students are actively moving around during recess or physical education activities, masks can be removed. When students will be stationary or sitting together in large groups, they should still wear masks outside.



Covid-19

Masks

- Please note that Manchester Public Schools continues to focus on the safety and health of all our students and staff. We anticipate changes will occur over the next several months which will impact 2021-22 and will adjust our protocols accordingly.
- In the meantime, masks are still recommended indoors for anyone who is not fully vaccinated



Covid-19

Cases

- Only one positive case in the last 10 days of school
 - MHS - 40 students quarantined

Vaccines

- Onsite clinic for students ages 12 - 15 held at Illing on June 7
- About 100 students vaccinated
- MPS will continue to hold vaccines as new age groups are eligible



Questions



RESPOND

RECOVER

REIMAGINE