

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, SEPTEMBER 10, 2018
LINCOLN CENTER

Personnel & Finance Committee Mtg.
Board of Education Meeting

5:30 P.M. - Director's Rm.
7:00 P.M. - Hearing Rm.

- A. OPENING**
- 1) Call to order
 - 2) Pledge of Allegiance
 - 3) Secretary's Welcome
 - 4) Board of Education Minutes 8-27-18 A – 4
- B. COMMITTEE REPORTS –**
- 1) Curriculum & Instruction Committee Minutes 8-27-18 B - 1
 - 2) Policy Committee Minutes - 9-6-18 B - 2
- C. CONSENT CALENDAR**
- 1) Personnel Information C - 1
 - 2) Transfer of Funds C - 2
 - 3) Extended Field Trip Request - Girls Cross Country - Manchester New Hampshire - Cross Country Meet - 8 participating students - 9/21/18 - 9/22/18 - ½ day of school will be missed - Chaperones 2 C - 3
- D. REPORT FROM STUDENT REPRESENTATIVE – *None***
- E. PUBLIC COMMENTS (any item before the board)**
- F. SUPERINTENDENT'S REPORT**
- 1) Introduction of New Administrator - Mr. Matthew Geary, Superintendent of Schools
 - 2) Opening of School Update - Mr. Matthew Geary, Superintendent of Schools
- G. UNFINISHED BUSINESS – *None***

H. NEW BUSINESS

1) Policy Recommendation:

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

New Policies:

- a) Policy 5148 – Physical Restraint and Seclusion of Students H – 1a
- b) Policy 6215 – Individuals with Disabilities Act – Alt. Assessments for Students with Disabilities for Statewide & District-wide Assessments H – 1b
- c) Policy 1500 – Pool Safety Plan H – 1c
- d) Policy 1501 – Prohibition Against Smoking H – 1d
- e) Policy 1502 – Administrative Regulations Regarding Sexual Offenders H – 1e
- f) Policy 1503 – Non- Discrimination H – 1f
- g) Policy 1504 – Possession of Deadly Weapon or Firearms H – 1g
- h) Policy 1505 – School Security and Safety H – 1h
- i) Policy 4306 – Administrative Regulations Regarding Concussion Mgmt. and Trng. for Athletic Coach H – 1i
- j) Policy 4307 – Employee Use of the District’s Computer Systems and Electronic Communication H - lj
- k) Policy 4308 – Sudden Cardiac Arrest Awareness for Intramural & Interscholastic Athletes H – 1k
- l) Policy 5148 – Student Use of the District’s Computer Systems and Internet Safety H – 1l

Policy Deletions

- m) Policy 4118.5 - Employees Use of District Computer Systems H - 1m
- n) Policy 6141.321 - Student Use of the District Computer Systems H - 1n

Policy Revisions:

- o) Policy 5141.3 – Administrative Regulations Regarding Health Assessments and Screenings H - lo
- p) Policy 5142 - Administration of Student Medications in the Schools H – 1p
- q) Policy 1401 - School Volunteers/Chaperones H - lq
- r) Policy 5125 - Confidentiality and Access to Student Records H – 1r

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

J. COMMUNICATIONS - None

K. ITEMS FOR FUTURE AGENDAS

Monday, Sept. 24, 2018	Professional Development Highlights Update on Technology
Tuesday, Oct. 9, 2018	Bennet School Improvement
Monday, Oct. 22, 2018	Update on Equity Informed School Climate Assessment
Tuesday, Nov. 13, 2018	Illing School Improvement
Monday, Nov. 26, 2018	Fall Data Update Reaffirmation of Board of Education Bylaws

L. ADJOURNMENT

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

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

August 27, 2018

In attendance: Peter Conyers, Jason Scappaticci, Melanie Stefanovicz, Amy Radikas, Diane Sheehan-Burns, Pari Ghetia, Katelyn Miner and Antonio Valdez

Items discussed:

1. Follow – Up: E-Sports, Extra Curricular Gaming: Principal, Katelyn Miner, and student, Antonio Valdez, provided an update regarding the potential addition of the video game Overwatch to the E-Sport extra-curricular club. Committee had asked for information pertaining to the process other districts and the state technical high school system have used when considering the inclusion of Overwatch in their E-Sports programming. Responses varied. However, over the summer the CT Interscholastic Athletic Conference (CIAC) and the National Federation of State High School Associations entered into a partnership to provide a platform to operate an official high school E-sports league. Role of CIAC led committee members to approve Manchester High School's participation in this newly created E-Sport opportunity.
2. New Staff Orientation / District Professional Development Update: Fifty new certified staff members were welcomed to Manchester Public Schools. Two days of activities including curriculum, technology, family engagement, equity and team opportunities were provided. District Professional Development slated for August 30th – session offerings ranging from vertical team curriculum work, social emotional learning, HSA Q&A and pause time – just to name a few.
3. Humanities Highlights for 2018-19: Diane Sheehan-Burns, Director of Humanities, shared plans for adding a world language experience (Spanish) in Grade 5. Plan to continue Spanish experience to Grade 6 during 2019-2020. PK curricular work will involve the theme of Communities. Intentional planning key to this process.

Movement of Grade 5 to Bennet for 2018-2019 has led to curricular shifts in Humanities and STEAM as teachers move towards departments and teams. Work underway planning units.

Curriculum development underway to further develop Social Studies units for Grade 5.

Non-fiction and fiction books purchased to support units for ELA in Grade 5.

4. STEM Update: Pari Ghetia, Director of STEAM, discussed addition of Grade 5 STEM teacher to Bennet. Teacher will work to provide all students exposure to explore Science, Technology, Engineering and Mathematics and support vertical alignment Grades 5 through 8. Work incorporating Next Generation Science Standards (NGSS) underway district-wide. Grades 7 & 8 partnering with CT Science Center.

Meeting adjourned at 6:47 p.m.

Respectfully submitted,

Dr. Amy F. Radikas

Manchester Public Schools
Board of Education
 Policy Committee Minutes
 September 6, 2018
 5:30 PM
 Central Office Board Room A

Members Present: Deb Hagenow, Tracy Maio
 Others Present: Matt Geary

The committee recommended the following policy additions be forwarded to the full Board of Education for adoption based on an audit of Manchester Board of Education Policies which compared our policies to the Shipman and Goodwin model policies.

Policy 5148	<u>Physical Restraint and Seclusion of Students</u>
Policy 6215	<u>Individuals with Disabilities Act – Alternative Assessments for Students with Disabilities for Statewide & District-wide Assessments</u>
Policy 1500	<u>Pool Safety Plan</u>
Policy 1501	<u>Prohibition Against Smoking</u>
Policy 1502	<u>Administrative Regulations Regarding Sexual Offenders</u>
Policy 1503	<u>Non - Discrimination</u>
Policy 1504	<u>Possession of Deadly Weapon or Firearms</u>
Policy 1505	<u>School Security and Safety</u>
Policy 4306	<u>Administrative Regulations Regarding Concussion Mgmt. and Trng. for Athletic Coach</u>
Policy 4307	<u>Employee Use of the District's Computer Systems and Electronic Communication</u>
Policy 4308	<u>Sudden Cardiac Arrest Awareness for Intramural & Interscholastic Athletes</u>
Policy 5148	<u>Student Use of the District's Computer Systems and Internet Safety</u>

The committee recommended the following policy deletions be forwarded to the full Board of Education for deletion based on an audit of Manchester Board of Education Policies which compared our policies to the Shipman and Goodwin model policies.

Policy 4118.5	<u>Employees Use of District Computer Systems</u>
Policy 6141.321	<u>Student Use of the District Computer Systems</u>

The committee recommended the following policy revisions be forwarded to the full Board of Education for revision based on an audit of Manchester Board of Education Policies which compared our policies to the Shipman and Goodwin model policies.

Policy 5125	<u>Confidentiality and Access to Student Records</u>
Policy 5141.3	<u>Administrative Regulations Regarding Health Assessments and Screenings</u>
Policy 5142	<u>Administration of Student Medications in the Schools</u>
Policy 1401	<u>School Volunteers/Chaperones</u>

The committee tabled discussion of the following policies for a future meeting

[Board of Education Self Evaluation](#)
[Board of Education Calendar](#)
[Board of Education Bylaws](#)

PERSONNEL ACTION**APPOINTMENTS**

Mrs. Jennifer Tafuto to be a 1.0 Grade 2 Teacher for Waddell Elementary School. Mrs. Tafuto received her Master's Degree in Educational Studies from Johns Hopkins University. Mrs. Tafuto resides in Vernon. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 3 \$52,769).

Miss Avery Spencer to be a 1.0 Grade 2 Teacher for Washington Elementary School. Miss Spencer received her Bachelor of Science Degree from Central Connecticut State University. Miss Spencer resides in South Glastonbury. It is recommended that her appointment be approved effective August 29, 2018 (BA/Step 1 \$46,228).

Mr. Robert Viara to be a 1.0 Technology Education Teacher for Manchester Regional Academy. Mr. Viara received his Master's Degree from Central Connecticut State University. Mr. Viara resides in Manchester. It is recommended that his appointment be approved effective August 29, 2018 (MA/Step 12 \$85,104).

Mr. Joshua Steffenson to be a 1.0 Assistant Principal at Manchester High School. Mr. Steffenson received his Master of Education from University of New Haven. Mr. Steffenson resides in Manchester. It is recommended that his appointment be approved effective August 23, 2018 (Admin/Step 1 \$113,626).

Mrs. Brittany Knopf to be a 1.0 ELA Grade 5 Teacher for Bennet Academy. Mrs. Knopf received her Master of Science from Central Connecticut State University. Mrs. Knopf resides in Middletown. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 3 \$52,769).

Mr. Christopher Cannata to be a 1.0 Physical Education Teacher at Illing Middle School. Mr. Cannata received his Master of Arts in Education from University of Saint Joseph. Mr. Cannata resides in Cobalt. It is recommended that his appointment be approved effective August 29, 2018 (MA/Step 3 \$52,769).

Miss Madeline Martinez to be a 1.0 General Music Teacher for Washington Elementary School. Miss Martinez received her Bachelor's Degree from the University of Hartford. Miss Martinez resides in West Hartford. It is recommended that her appointment be approved effective August 29, 2018 (Bachelor's/Step 1 \$46,228).

Mrs. Kristine Arons to be a 1.0 School Counselor for Manchester Middle Academy. Mrs. Arons received her Master of Arts in School Counseling from University of Saint Joseph. Mrs. Arons resides in South Glastonbury. It is recommended that her appointment be approved effective August 29, 2018 (Masters/Step 1 \$49,280).

Mrs. Jennifer Jeffreys to be a 1.0 Art Teacher for Waddell Elementary School. Mrs. Jeffreys received her Bachelor's Degree from Dickinson College. Mrs. Jeffreys resides in Willington. It is recommended that her appointment be approved effective August 29, 2018 (Bachelor's/ Step 1 \$46,228).

Miss Alicia Rossi to be a 1.0 Speech & Language Pathologist for Martin Elementary School. Miss Rossi received her Master of Arts from University of Saint Joseph. Miss Rossi resides in Suffield. It is recommended that her appointment be approved effective August 29, 2018 (MA+30/Step 3 \$57,130).

Mrs. Tammy Moskites to be a 1.0 Grade 5 World Language Teacher for Bennet Academy. Mrs. Moskites received her Bachelor's Degree from University of Rhode Island. Mrs. Moskites resides in Ellington. It is recommended that her appointment be approved effective August 29, 2018 (Bachelor's/Step 6 \$54,950).

Mr. Matthew Smith to be a 1.0 Kindergarten Teacher for Verplanck Elementary School. Mr. Smith received his Master of Science from Central Connecticut State University. Mr. Smith resides in Bloomfield. It is recommended that his appointment be approved effective August 31, 2018 (Master's/Step 3 \$52,769).

Mr. Adam Constantilos to be a 1.0 Physical Education Teacher for Washington Elementary School. Mr. Constantilos received his Bachelor of Science in Education from Springfield College. Mr. Constantilos resides in Windsor. It is recommended that his appointment be approved effective August 31, 2018 (Bachelor's/Step 1 \$46,228).

RESIGNATIONS

Mr. Gregory Sember, Science Teacher at Manchester High School has submitted his letter of resignation. Mr. Sember has been with Manchester Public Schools since August 25, 2014. It is recommended that his resignation be accepted.

Ms. Alicia Connolly, Speech and Language Pathologist at Martin Elementary School has submitted her letter of resignation. Ms. Connolly has been with Manchester Public Schools since August 25, 2014. It is recommended that her resignation be accepted.

Ms. Molly Zarnick, Speech and Language Pathologist at MRA and Manchester High School has submitted her letter of resignation. Ms. Zarnick has been with Manchester Public Schools since December 9, 2016. It is recommended that her resignation be accepted.

Mrs. Vita Pinelli-Beebe, Kindergarten Teacher at Verplanck Elementary School has submitted her resignation. Mrs. Pinelli-Beebe has been with Manchester Public Schools since August 31, 1995. 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: August 29, 2018

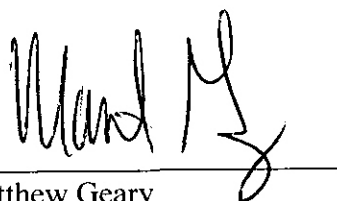
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2018-2019 Budget.

Discussion/Analysis: Transfer from System-wide Music Education Instructional Supplies and Materials in the amount of \$23,500.00. Transfer to System-wide Music Education Consultants in the amount of \$23,500.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2018-2019 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
September 10, 2018

S-9/5/18
@DC

TRANSFER

Manchester Public Schools
Manchester, Connecticut

RECEIVED

SEP 05 2018

BY ACCOUNTS PAYABLE

To: Accounting Department

School:

Music

Approval Signature:

[Signature]

Date: 8/29/2018

Date of Approval:

8.30.18

JUSTIFICATION:

To fund music consultant

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Instructional Supplies / Materials

\$ 23,500 Account #: 132 99100 5611 Description: Inst Supplies

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: Consultants

\$ 23,500 Account #: 132 99221 5320 Description: Consultants

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

Accounting Department Only

Board Approval Needed:

Yes

X No

Date of Board Approval:

Date Completed:

Name:

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:** 8/11/18

Name of Club or Activity: Girls Cross Country

Trip to: Manchester, New Hampshire **Purpose:** Cross Country Meet

Number of students participating: 8 **From:** 9/21/18 **To:** 9/22/18

Number of school days missed: 1/2 day (Friday)

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

- a. Ashley Bell (Head Coach) b. Erika Bentsen (Driver)
 c. Students (TBA Top 7 fastest by time) d. _____
 e. _____ f. _____
 g. _____ h. _____
 Others: _____

Transportation: ☐ Bus ☐ Train ☐ Plane ☐ Car ☒ Other School Van

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: We host the Middle School Cross Country Championship in November at Wickham Park (largest middle school meet in the state).

How will funds be allocated to students participating?* Our plan is to pay between 50-100% (depending on financial need of the individual) of the hotel cost for each student-athlete. We will be asking student-athletes bring money for dinner (Friday night) breakfast and lunch (on Saturday)

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: Holiday Inn Express (\$155 per room) Four rooms needed. Hotel accommodations to be paid from team fundraising account.

Cost per teacher and/or chaperone: \$ Hotel Accommodations (100-150 dollars)
(Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$ 100 (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: \$ (food \$)

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

a. _____ b. _____
c. _____ d. _____

Name of teacher making request:

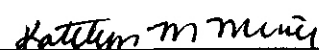
Signature:  Typed: Ashley Bell

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

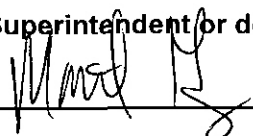
Approved by Department Chair at secondary level:

Signature:  Date: 8-13-18

Approved by Principal:

Signature:  Date: 8-27-18

Approved by Superintendent or designee:

Signature:  Date: 8-29-18

Attachments: Quotations
Itinerary

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