

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JANUARY 7, 2019
Manchester High School - Freshman Center - Room 293
MANCHESTER, CT

Buildings & Sites Comm. Mtg.
Board of Education Meeting

5:30 P.M. - Room 101 MHS Conf. Rm.
7:00 P.M. - Room 293 MHS

- A. OPENING**
- 1) Call to order
 - 2) Pledge of Allegiance
 - 3) Secretary's Welcome
 - 4) Board of Education Minutes 12-10-18 A - 4
- B. COMMITTEE REPORTS –**
- 1) Curriculum & Instruction Committee Meeting Minutes - 11-19-18 B - 1
- C. CONSENT CALENDAR**
- 1) Personnel Information C - 1
 - 2) Transfer of Funds C - 2
 - 3) Establish an appropriation for FY18-19, for the Title IV, Part A, Student Support and Academic Enrichment Grant, to be funded by the Connecticut State Department of Education, in the amount of \$109,771 C - 3
 - 4) Establish an appropriation for FY18-20, Title I, Part A – Improving Basic Programs Grant, to be funded by the Connecticut State Department of Education, in the amount of \$1,614,299 C – 4
 - 5) Establish an appropriation for FY18-20, for the Title III, Part A, English Language Acquisition and Language Enhancement Grant, to be funded by the Connecticut State Department of Education, in the amount of \$51,972 C - 5
 - 6) Establish an appropriation for FY18-19, for the Bilingual Education Grant, to be funded by the Connecticut State Department of Education, in the amount of \$4,927 C - 6
- D. REPORT FROM STUDENT REPRESENTATIVE –**
- 1) Student Representatives Patrick Doherty and Krista Myrie
- E. PUBLIC COMMENTS (any item before the board)**
- F. SUPERINTENDENT'S REPORT**
- 1) Presentation of 2019-2020 Superintendent's Recommended Budget – Mr. Matthew Geary, Superintendent of Schools
- G. UNFINISHED BUSINESS - None**
- H. NEW BUSINESS - None**

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

J. **COMMUNICATIONS** - None

K. **ITEMS FOR FUTURE AGENDAS**

Wednesday, Jan. 9, 2019 Budget Workshop

Tuesday, Jan. 22, 2019 Update on Equity Informed School Climate Assessment

Wednesday, Jan. 23, 2019 Budget Workshop

Monday, Feb. 11, 2019 Budget Adoption

Monday, Feb. 25, 2019 Update on Building Projects

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.*

C&I Subcommittee Minutes
December 10, 2018

In attendance: Peter Conyers, Jason Scappaticci, Melanie Stefanovicz, Amy Radikas , Diane Burns, Gina Carrese, Heather Elsinger, Pari Ghetia, Katelyn Miner and Susan Parra.

Items discussed:

- 1) Seal of Biliteracy: Information shared regarding the Seal of Biliteracy established to recognize public high school graduates who have attained a level of proficiency in English and one or more languages. Members of Manchester's world language department and Director of Teaching and Learning, Humanities, Diane Burns, have worked with colleagues in two other districts to provide this opportunity to MHS students.
Manchester has put aside funds to pay the \$20 fee for the series of tests for current seniors to take part. Plans are underway to eventually prepare students so that they may take part in practice tests in grade 7 and the actual tests as early as grade 10.
- 2) Unit Planner: As an extension of our October meeting in which we discussed a new process for reviewing curriculum quarterly through unit reflections on Manchester's digital curriculum platform - unit planner. Board members were lead through unit planner to see the vast resources (lesson plans, assessments and pacing guides) created by teacher leaders PK through Adult Education. Close to 1,250 units are currently available for Manchester teachers and administrators in all content areas/courses including art, music and physical education.

Meeting adjourned at 6:30 p.m.
Respectfully submitted,
Dr. Amy F. Radikas

PERSONNEL ACTION

APPOINTMENTS

RESIGNATIONS

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 12, 2018

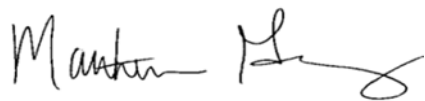
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2018-2019 Budget.

Discussion/Analysis: Transfer from Highland Park School Administration General Supplies and Materials in the amount of \$235.00. Transfer to Highland Park School Administration Dues and Fees in the amount of \$235.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 7, 2019

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Highland Park

Date of Request: December 12, 2018

Approver: Hassan Robinson

Date Approved: 1-7-19

JUSTIFICATION (Required Field): To pay dues membership for Hassan Robinson to NAESP.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER:

DECREASE In whole dollars only:\$ 235. Account # 42304240 5610 Description: General Supplies & Materials

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 235. **TOTAL DECREASE****INCREASE In whole dollars only:**\$ 235. Account # 42304240 5810 Description: Dues and Fees

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 235. **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: Item for Appropriation, Title IV, Part A, Student Support and Academic Enrichment Grant, FY 2018-2019
Date: December 19, 2018

Background:

The Connecticut State Department of Education has awarded FY 2018-2019 funding under the Title IV, Part A, Student Support and Academic Enrichment Grant. This grant will be used to improve student's academic achievement.

Discussion/Analysis:

The FY 18/19 grant will be used for:

- Provide all students with access to a well-rounded education
- Improve school conditions for student learning
- Improve the use of technology in order to improve the academic achievement and digital literacy of all students

Financial Impact:

None

Other Board/Commission Action:

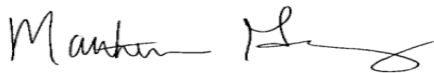
None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$109,771 under the FY 2018-2019 Title IV, Part A, Student Support and Academic Enrichment Grant to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget



Matthew Geary
Superintendent of Schools
January 7, 2019



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: Subpart 1, Title IV, Part A of the ESEA,
SSAE Prog
CFDA #: 84.424A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-22854-2019-82079-170002

2 Grant Title

STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT

5 Award Period

7/1/2018 - 6/30/2020

3 Education Staff

Program Manager:
Lynn Nauss PM (860) 713-6457
Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$109,771
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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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 award is provided to address the LEA proposal for Title IV, Part A services to students.

This grant has been approved.

12/18/2018

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services

BUDGET FORM

Created On: 12/18/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER **Grantee:** 077-000
Grant Title: STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT
Project Title: TITLE IV, PART A
Fund: 12060 **SPID:** 22854 **Year:** 2019 **PROG:** 82079 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2020 **Authorized Amount:** \$109,771
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$109,771

CODES	DESCRIPTIONS	BUDGET
100	PERSONAL SERVICES - SALARIES	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
300	PURCHASED PROF/TECH SERVICES	84,771
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	25,000
600	SUPPLIES	
700	PROPERTY	
800	MISCELLANEOUS	
914	INTERNAL TRANSFERS	
917	INDIRECT COST	
	TOTAL	\$109,771

Original Request Date: 9/26/2018

This budget was approved by Lynn Nauss PM on 12/17/2018.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title I, Part A – *Improving Basic Programs* Grant FY 2018-2020
Date: December 10, 2018

Background:

The Connecticut State Department of Education has awarded funding under the Title I, Part A - *Improving Basic Programs* Grant FY 2018-2020. This grant will be used to support district and school improvement efforts.

Discussion/Analysis:

The Title I, Part A – *Improving Basic Programs* Grant FY 2018-2020 grant will support programs to ensure that all students demonstrate the competencies and skills necessary to achieve mastery in literacy and numeracy as articulated in the Connecticut's Core Standards. Strategies will be implemented to increase the level of students ready for learning in school and beyond, particularly those in underperforming subgroups, as measured by state and local assessments.

Financial Impact:

None

Other Board/Commission Action:

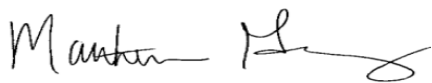
None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$1,614,299 under the Title I, Part A – *Improving Basic Programs* Grant FY 2018-2020, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget



Matthew Geary
Superintendent of Schools
January 7, 2019



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.010A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20679-2019-82070-170002

2 Grant Title

TITLE I IMPROVING BASIC PROGRAMS

5 Award Period

7/1/2018 - 6/30/2020

3 Education Staff

Program Manager:
Marlene Padernacht 860-713-6568

Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$1,614,299

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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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.

Although this grant is issued for a two-year period, Section 1127 of P.L. 107-110 requires that 85% of this Title I allocation must be expended by September 30, 2019. This requirement does not apply to districts that receive less than \$50,000 in Title I funds. The percentage limitation on carryover funds may be waived once every three years if the State Department of Education deems a district's waiver request to be reasonable and necessary.

This grant has been approved.

12/7/2018

Desi Nesmith

BUDGET FORM

Created On: 12/7/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: TITLE I IMPROVING BASIC PROGRAMS
Project Title:
Fund: 12060 **SPID:** 20679 **Year:** 2019 **PROG:** 82070 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2020
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077
Authorized Amount: \$1,614,299

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$1,614,299

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD	NEGL BUD
100	PERSONAL SERVICES - SALARIES	1,247,474		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	161,133		
300	PURCHASED PROF/TECH SERVICES	131,617	15,677	5,568
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES	13,500		1,400
600	SUPPLIES	33,354		4,341
700	PROPERTY			
800	MISCELLANEOUS		235	
914	INTERNAL TRANSFERS			
917	INDIRECT COST			
	TOTAL	\$1,587,078	\$15,912	\$11,309

Original Request Date: 10/16/2018

This budget was approved by Marlene Padernacht on 12/7/2018.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title III, Part A English Language Acquisition, FY 2018-2020
Date: December 18, 2018

Background:

The Connecticut State Department of Education has awarded FY 2018-2020 funding under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to limited English proficient students to become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and mathematics.

Discussion/Analysis:

The FY 2018-2020 Title III, Part A, English Language Acquisition Grant will be used to support tutors and provide an ELL Homework club at the secondary level and to purchase supplies and material for use by English Language Learning students.

Financial Impact:

The District has been granted \$51,972 from the State for FY 2018-2020.

Other Board/Commission Action:

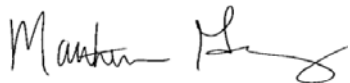
None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$51,972 under the FY 2018-2020 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education.

Attachments:

Award letter and budget



Matthew Geary
Superintendent of Schools
January 7, 2019



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 107-110
CFDA #: 84.365A
SDE Project Code: SDE0000000000002

Grant Number: 077-000 12060-20868-2019-82075-170002

2 Grant Title

TITLE III PART A ENGLISH LANG. ACQUIS.

5 Award Period

7/1/2018 - 6/30/2020

3 Education Staff

Program Manager:
Megan Alubicki (860) 713-6786

Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$51,972

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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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.

12/13/2018

Desi Nesmith

BUDGET FORM

Created On: 12/13/2018

ED 114

Fiscal Year: 2019 **Funding Status:** Final
Grantee Name: MANCHESTER **Grantee:** 077-000 **Vendor ID:** 00077
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS.
Project Title:
Fund: 12060 **SPID:** 20868 **Year:** 2019 **PROG:** 82075 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2020 **Authorized Amount:** \$51,972
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$51,972

CODES	DESCRIPTIONS	PUBLIC	NON-PUBLIC
100	PERSONAL SERVICES - SALARIES		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS		
300	PURCHASED PROF/TECH SERVICES	34,236	
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES	2,920	130
600	SUPPLIES	9,186	
700	PROPERTY	5,000	
800	MISCELLANEOUS	500	
914	INTERNAL TRANSFERS		
917	INDIRECT COST		
	TOTAL	\$51,842	\$130

Original Request Date: 10/23/2018

This budget was approved by Megan Alubicki on 12/12/2018.

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Bilingual Grant for Fiscal Year 2018-2019

Date: December 10, 2018

Background: The Connecticut State Department of Education has awarded funding under the Bilingual Education Grant FY 2018-2019. This grant will be used to support children identified as English Language Learners (ELL) in our schools.

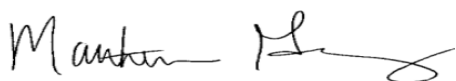
Discussion/Analysis: The FY 2018-2019 Bilingual Education Grant will be used to purchase materials to support the language and transition needs of Bilingual students at each school and support parental activities for ELL students and families.

Financial Impact: The District has been granted \$4,927 for the 2018-2019 FY

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish an appropriation for \$4,927 under the FY 2018-2019 Bilingual Education grant, to be funded by the Connecticut State Department of Education.

Attachments: None



Matthew Geary
Superintendent of Schools
January 7, 2019



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: STATE
Statute: C.G.S.10-17a-h
CFDA #: None
SDE Project Code: SDE0000000000002

Grant Number: 077-000 11000-17042-2019-82079-170002

2 Grant Title

BILINGUAL EDUCATION

5 Award Period

7/1/2018 - 6/30/2019

3 Education Staff

Program Manager:

Megan Alubicki (860) 713-6786

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$4,927

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, 2018 and June 30, 2019 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2019. For grants awarded for two-year periods beginning July 1, 2018, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2020. 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 following attachment(s) are incorporated by reference: ED114.

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.

12/7/2018

Desi Nesmith

BUDGET FORM

Created On: 12/7/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: BILINGUAL EDUCATION
Project Title:
Fund: 11000 **SPID:** 17042 **Year:** 2019 **PROG:** 82079 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2018 - 6/30/2019
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077
Authorized Amount: \$4,927

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$4,927

CODES	DESCRIPTIONS	BUDGET
100	PERSONAL SERVICES - SALARIES	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
300	PURCHASED PROF/TECH SERVICES	1,000
500	OTHER PURCHASED SERVICES	2,927
600	SUPPLIES	1,000
700	PROPERTY	
800	MISCELLANEOUS	
917	INDIRECT COST	
	TOTAL	\$4,927

Original Request Date: 10/15/2018

This budget was approved by Megan Alubicki on 12/7/2018.