

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JUNE 25, 2018
LINCOLN CENTER

Curriculum & Instruction Committee Mtg.
Welcoming Center Ribbon Ceremony
Board of Education Meeting

5:00 P.M. – Director’s Rm.
6:15 P.M. – 555 Main Street
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 6-11-18 A – 4
- B. COMMITTEE REPORTS –**
1) Personnel & Finance Committee Meeting Minutes 6-11-18 B – 1
- C. CONSENT CALENDAR**
1) Personnel Information C – 1
2) Extended Field Trip Request – Illing Middle School – 2019 Grade 8 Washington DC Trip – 200-250 Students from April 10, 2019 to April 12, 2019 – 3 school days 1 adult chaperone for every 8 students C – 2
3) Extended Field Trip Request – Manchester High School – Boys Cross Country - Manchester, New Hampshire – Cross Country Meet – Sept. 21, 2018 – Sept. 22, 2018 – 8 students participating – 2 chaperones C – 3
- D. REPORT FROM STUDENT REPRESENTATIVE –**
1) Recognition of Nabila Hoor-Un-Ein, Student Representative – Mr. Matthew Geary, Superintendent of Schools
2) Introduction of new Student Representative, Krista Myrie – Mr. Matthew Geary, Superintendent of Schools
- E. PUBLIC COMMENTS (any item before the board)**
- F. SUPERINTENDENT’S REPORT**
1) Update on NEASC at Manchester High School – Ms. Katelyn Miner, Principal F – 1
2) Update on Manchester Middle Academy – Mr. Matthew Geary, Superintendent of Schools
3) Update on USDA’s Community Eligibility Provision Program for Title I Schools Mr. Nick Aldi, Director of Food & Nutrition Services F – 3
- G. UNFINISHED BUSINESS – None**
- H. PUBLIC COMMENTS (comments limited to items on tonight’s agenda)**
- I. COMMUNICATIONS - None**

J. ITEMS FOR FUTURE AGENDAS

Monday, July 9, 2018	Lincoln Center	Spring Data Update
Monday, Aug. 27, 2018	Lincoln Center	Opening of School Update

K. EXECUTIVE SESSION:

- 1) Review of Bargaining Unit Contract
- 2) Superintendent's Evaluation

L. NEW BUSINESS

- 1) Ratification of the Manchester Tutor Association, Local, #6545, AFT CT, AFL-CIO, dated July 1, 2018 to June 30, 2022
- 2) Possible Action on Superintendent's Evaluation and Contract

Recommended Motion:

Move to allow Mr. Nick Aldi, Director of Food & Nutrition Services to apply for the USDA's Eligibility Provision for Title I Schools

M. ADJOURNMENT

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

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

Manchester Board of Education
Personnel & Finance Committee Report
June 11, 2018

Attendees: Committee Members Deborah Hagenow, Darryl Thames Sr. and Peter Meggers

Also in attendance: Superintendent, Matthew Geary; Director of Finance & Management, Karen Clancy; and Food Service Director, Nick Aldi

The meeting was called to order at 5:30 p.m.

Mr. Aldi reviewed the Paid Lunch Equity guidance and shared that the calculation tool resulted in a recommendation for a ten cent increase in lunch prices for 2018-2019. The committee also reviewed 2017-2018 lunch price comparisons of local school districts and school districts within our District Reference Group. Manchester has the lowest lunch prices of the 19 districts listed on the chart.

Mr. Aldi reminded committee members of the Healthy Food Certification initiative. Manchester Public Schools has participated in this wellness program for the last 11 years. Each year the Board of Education is asked to vote to certify whether we will continue to participate in the program. The Board of Education must also vote whether they want to allow for an exemption on the sale of food items that do not meet the standards under certain conditions.

Mr. Aldi presented information on the USDA's Community Eligibility Provision which is a program that allows eligible local educational agencies and schools to provide free breakfast and lunch to all students. Eligibility is based on April 1, 2018 Direct Certified student enrollment percentages. MPS Title I schools are eligible for this program. There are a number of benefits with this program. Mr. Aldi will present information to the full Board at the June 25 regular Board meeting. Mr. Meggers requested free & reduced eligibility guidelines be sent to committee members.

Mrs. Clancy provided an update on the status of 2017-2018 budget. Mrs. Clancy walked committee members through the report identifying areas in deficit and the plan to offset these budget lines. The largest area of concern is tuition and transportation. Mrs. Clancy stated that we are still in the process of requesting residency verification for a number of students attending Magnet Schools. Payment will be remitted once residency is verified. We continue to implement the budget freeze. Overall this budget remains stable at this point.

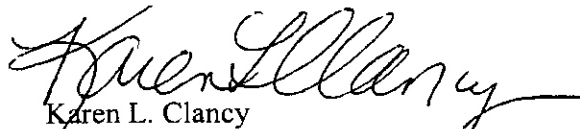
Mrs. Clancy reviewed the current budget process which is based on statutory requirements, town charter and board policy. There was discussion around this process and whether there is any flexibility in the steps that could potentially be changed. Mrs. Clancy suggested the Board of Education meet with the Board of Directors earlier in the process, i.e. October, in order to establish direction or guidelines. A current services budget will be projected in October/November in order to establish a starting point for a discussion with the Board of Directors.

Mr. Geary provided a copy of a job description for the Human Resources Director for committee members to review. This position will be posted internally prior to June 30.

Mr. Geary shared a proposal for a Middle Academy for students in grades 5-8. The purpose is to create a program that supports the individual needs of students who struggle with behavior by blending time at an offsite location, time in the student's homeschool (Bennet or Illing) and time in the community. Central Office Administration will be meeting with Father Cavanaugh of Assumption Church/School to discuss the possibility of leasing the currently closed Assumption School for this program. More information will be provided as it becomes available.

The meeting was adjourned at 6:35 p.m.

Respectfully Submitted,


Karen L. Clancy
Director of Finance & Management

PERSONNEL ACTION

APPOINTMENTS

Margaret Balboni to be a Reading Consultant at Washington Elementary School. Ms. Balboni received a Master of Arts in Remedial Reading/Language Arts Consultant at Central Connecticut State University. Ms. Balboni resides in Amston. It is recommended that her appointment be approved effective August 29, 2018 (MA + 30/Step 12, \$91,060). (see resignation *)

Emily Bengtson to be a Math Teacher at Manchester High School. Ms. Bengtson received a Bachelor in Disability Studies and Secondary Mathematics Education at University of Delaware. Ms. Bengtson resides in Glastonbury. It is recommended that her appointment be approved effective August 29, 2018 (BA /Step 3, \$49,716).

Caitlin Murphy to be a Spanish Teacher at Manchester High School. Ms. Murphy received a Master of Arts in Curriculum and Instruction at University of Connecticut. Ms. Murphy resides in Suffield. It is recommended that her appointment be approved effective August 29, 2018 (MA /Step 3, \$59,769).

Howard Dietch to be a Social Studies Teacher at Manchester High School. Mr. Dietch received a Master in Education at Sacred Heart University. Mr. Dietch resides in Orange. It is recommended that his appointment be approved effective August 29, 2018 (MA /Step 2, \$51,025).

Rebecca Stewart to be a Family Consumer Science Teacher at Illing Middle School. Ms. Stewart received a Master Degree in Teacher Leadership at Central Connecticut State University. Ms. Stewart resides in South Windsor. It is recommended that her appointment be approved effective August 29, 2018 (MA /Step 5, \$57,130).

Erica Ehler to be a Language Arts Teacher at Illing Middle School. Ms. Ehler received a Bachelor Degree in Secondary Education English at Central Connecticut State University. Ms. Ehler resides in South Windsor. It is recommended that her appointment be approved effective August 29, 2018 (BA + 30 /Step 4, \$54,950).

Nicole Gamberale to be an English Teacher (one year) at Manchester High School. Ms. Gamberale received a Masters of Education at Eastern Connecticut State University. Ms. Gamberale resides in Moodus. It is recommended that her appointment be approved effective August 29, 2018 (MA /Step 1, \$49,280 one year).

Emma Jobin to be a Special Education Teacher at Waddell Elementary School. Ms. Jobin received a Bachelor Degree in Early Childhood and Elementary Education at Queen's University. Ms. Jobin resides in Glastonbury. It is recommended that her appointment be approved effective August 29, 2018 (BA + 30 /Step 6, \$59,746).

RESIGNATIONS

Alicia Wetherbee, Reading Consultant at Washington Elementary School has submitted a letter of resignation for personal reasons effective June 26, 2018. Ms. Wetherbee has been with Manchester Public Schools since August 29, 2016. It is recommended that her request be approved.

*Margaret Balboni, Reading Consultant at Washington Elementary School has submitted a letter of resignation for personal reasons effective June 15, 2018. Ms. Balboni has been with Manchester Public Schools since June 6, 2018. It is recommended that her request be approved.

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: Illing Middle School **Date of Request:** 6/07/2018

Name of Club or Activity: 2019 Grade Washington DC Trip

Trip to: Washington DC **Purpose:** 8th Grade Curriculum Enrichment

Number of students participating: 200 - 250 **From:** 4/10/19 **To:** 4/12/19

Number of school days missed: 3

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

a. 1 adult chaperone for every 8 students.

Transportation: ☐ Bus -- Dattco Motorcoaches

Are fund-raising activities planned? ☐ Yes If so, describe: Various fundraisers throughout the year including Spaghetti Dinner, Silent Auctions, Car Washes, Nondenominational Holiday Breakfasts, Dance(s) and other events to help raise funds so that as many students who would like to participate are able.

How will funds be allocated to students participating?* Funds will be allocated based upon financial need. Students will be able to request financial aid through a confidential process.

Lodging: ☐ Hotel/Motel: Sheraton Pentagon 900 S Orme St, Arlington, VA 22204.

If known, give specifics of room assignments: Students will be housed 4 to a room accomodated with 24 hour onsite security

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

Total cost per student: \$ \$540 per student depending on the number of students who go. Optional trip insurance is an additional \$31.50 per student. (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.*)



P.O. Box 281
Plymouth, CT 06782
(860) 283-0397
1-800-246-1546

Illing Middle School
Washington, DC
April 10-12, 2019

DATE: TIME:

April 10

Wednesday

6:45 am

Motorcoaches arrive for boarding

7:00 am

Depart Illing Middle School
Rest stop en route

Fast food stop in route
(Each passenger will be given \$10 to purchase lunch)

2:30 pm

You will visit the National Museum of Air & Space in smaller
chaperone groups.

5:00 pm

Check into your hotel
The Sheraton Pentagon City Hotel
900 S. Orme St. Arlington, VA (703) 521-1900

6:15 pm

Each passenger will be given a voucher for use at the Pentagon
City Mall food court for dinner.

7:30 pm

Guided Illumination Tour to include the Lincoln Memorial, The
Korean Memorial and the WWII Memorial.

(All sites are under the jurisdiction of the National Park Service, the Capitol Police, and other government
entities. Our visitation is based on their requirements and
restrictions.)

9:30 pm

Approximate return to your hotel

April 11

Thursday

7:15 am

Breakfast at your hotel

8:30 am

Guided City Tour to include Arlington National Cemetery, FDR
Memorial, The Martin Luther King Jr. Memorial, the Jefferson
Memorial and the Vietnam Memorial.

(All sites are under the jurisdiction of the National Park Service, the Capitol Police, and other government
entities. Our visitation is based on their requirements and
restrictions.)

TBA

Tour of the U.S. Capitol (Based on availability)

Each passenger will be given a voucher for use at the Reagan Building food court for lunch.

ILLING MIDDLE SCHOOL
WASHINGTON, DC
April 10-12, 2019
PAGE #2

DATE: TIME:

5:30 pm	Return to hotel to freshen up for your dance
6:45 pm	Pizza Dinner and private DJ Dance at your hotel
10:00 pm	Conclusion of event
April 12 Friday	
7:30 am	Breakfast at your hotel
9:00 am	Visit the Pentagon 9/11 Memorial
10:00 am	You will visit the Smithsonian Museums in smaller chaperone groups. The museums may include National Museum of American History or the National Museum of Natural History

Each passenger will be given \$10 to purchase lunch

12:30 pm	The National Zoo
2:00 pm	Depart
	Fast food stop in route (Each passenger will be given \$10 to purchase dinner)
10:00 pm	Approximate return to school

All times are approximate and are subject to weather, traffic conditions, and unforeseen circumstances. All touring inclusions are based upon our ability to safely accomplish the itinerary.

All sites are under the jurisdiction of the National Park Service, the Capitol Police, and other government entities. Our visitation is based on their requirements and restrictions. Any visit may be cancelled or modified by these entities.

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Name of School: Manchester High School **Date of Request:** 5/31/18

Name of Club or Activity: Boys Cross Country

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

Number of students participating: 8 **From:** 9/21/17 **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. Steve O'Reilly (Head Coach) b. Mike Bendzinski (Assistant Coach)
 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 work at the Summer Running Series at Wickham Park five separate evenings on Mondays during the summer. We also 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: [Signature] Typed: Steve O'Reilly

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 5-30-18

Approved by Principal:

Signature: [Signature] Date: 6-1-18

Approved by Superintendent or designee:

Signature: [Signature] Date: 6-12-18

Attachments: Quotations
Itinerary

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

Manchester Boys Cross Country

Itinerary for Manchester Invitational (NH)

9/21

- Depart Senior Lot @ 12pm(noon)
- Course Walk @ 3:00 (Deerfield, NH)(practice)
- Check-In at *Holiday Inn* @5pm
- Dinner @ *The Mall of New Hampshire* @ 7pm(or reservation)
- Lights out @ 10pm

9/22

- Wake Up 8:00am
- Check out @ 9:30
- Breakfast at 10am (TBA- local diner)
- Arrive at Manchester Invitational @ 11am
- Race @ 1:45pm
- Awards Ceremony @ 3pm
- Depart New Hampshire @ 3:30
- Arrive at MHS Senior Lot @ 6pm

Manchester High School Accreditation Update

*NEASC Collaborative Conference
May 21-22, 2018*

MHS Self Reflection Team - Priority Growth Areas

- 1. Written Curriculum for All Courses in All Departments***
- 2. Embed Vision of the Graduate MHS Curriculum, Instruction and Assessment***
- 3. Program Evaluation for Effective, Timely Interventions***
- 4. Provide Authentic Learning Experiences***
- 5. Student Connection to the School Community***

NEASC Visiting Team

- Agreed that 5 of 6 Foundational Elements were met
- Recommended an Additional Priority Growth Area
- Shared Commendations and Recommendations

Additional NEASC Priority Recommendation

Provide Challenging Instruction for ALL Students

*. . . School must ensure that **all** students **consistently** engage in instruction that provides challenging opportunities for **inquiry, problem solving, and higher order thinking** while emphasizing **deep understanding and application of knowledge***

Themes

- Expand excellence from pockets to ALL
- Evidence of Deep, Authentic Learning - ALL students, ALL classrooms, ALL courses
- Integrate Vision of Graduate into Curriculum, Instruction, Assessment

Next Steps

- Re-Convene School Improvement Team to modify our previous School Improvement Plan in light of NEASC recommendations and the new Priority Growth Areas
- Ensure alignment of existing standing committees in light of NEASC priority growth areas
- Curriculum Writing
- Continue Barr Grant Planning process to design for meaningful experiential learning
- Need to improve MHS data collection and ensure alignment to MHS Vision of Graduate



United States Department of Agriculture

The Community Eligibility Provision (CEP)

What Does It Mean For Your School or Local Educational Agency?

What does it do?

- Allows schools and local educational agencies (LEAs) located in low-income areas to provide free breakfast and lunch to all students
- Eliminates the burden of collecting household applications to determine eligibility for school meal programs

Who benefits? Everyone!

- **Students**
Access to free nutritious meals for all students, no stigma, and less time spent in cashier lines and more time to eat nutritious meals
- **Parents**
No household application means less paperwork and no worries about lunch accounts
- **School staff**
Streamlined meal service operation and more time for students to consume their food
- **Administrators**
Reduced paperwork and administrative costs, no need to track unpaid meal charges, improved program integrity, and more nourished students ready to learn and grow



Who can participate?

- Schools and LEAs with a minimum Identified Student Percentage (≥ 40 percent) in the prior school year

Identified students = those certified for free meals without the use of household applications (for example those directly certified through SNAP).

- Available to:
 - All schools in an LEA
 - A group of schools in an LEA
 - An individual school in an LEA

Background

- Authorized by Congress as a part of the Healthy, Hunger-Free Kids Act of 2010.
- Phased in over a period of 3 years, starting with D.C., Illinois, Kentucky, Michigan, New York, Ohio, West Virginia, Florida, Georgia, Maryland, and Massachusetts.
- Available nationwide beginning July 1, 2014 (School Year 2014-15).

What must interested schools and LEAs do?

- Meet eligibility requirements.
- Serve free breakfasts and lunches to all students during the 4-year cycle.
- Count total breakfasts and total lunches served to students daily.
- Agree not to collect household applications for school meal programs.
- Determine if non-Federal funds are needed to cover costs above USDA reimbursement.

What do interested schools and LEAs do next?

- Determine if CEP is right for you.
- Contact your State for more information: <http://www.fns.usda.gov/cnd/contacts/StateDirectory.htm>.
- If eligible, submit required documentation to your State Agency.