

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JULY 9, 2018
LINCOLN CENTER

BOE Negotiation Committee
Executive Session - Personnel Matter
Board of Education Meeting
BOE Negotiation Committee

5:30 P.M. - Director's Rm.
6:45 P.M. - Director's Rm.
7:00 P.M. - Hearing Rm.
7:45 P.M. - Hearing Rm.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Action to fill Board Member Vacancy
- 5) Mr. Joseph Camposeo, Town Clerk – Swearing in of New Board Member
– Ms. Tracy Patterson
- 6) Board of Education Minutes 6-25-18 A – 5

B. COMMITTEE REPORTS –

- 1) Curriculum & Instruction Committee Meeting Minutes 6-25-18 B – 1

C. CONSENT CALENDAR

- 1) Personnel Information C - 1
- 2) Establish an appropriation for FY18-19 for the Enfield Head Start, State Department of Education Link grant, in the amount of \$19,974 C - 2
- 3) Establish an appropriation for FY18-19 for the Manchester Head Start, State Department of Education Link grant, in the amount of \$16,514 C - 3
- 4) Establish an appropriation for FY18-19 for the Enfield Head Start, State Department Services grant, in the amount of \$2,833 C - 4
- 5) Establish an appropriation for FY18-19 for the Enfield Head Start, State Department of Education Enhancement grant, in the amount of \$90,676 C - 5
- 6) Establish an appropriation for FY18-19 for the Manchester Head Start, State Department of Education Services grant, in the amount of \$142,294 C - 6
- 7) 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 - 7

D. REPORT FROM STUDENT REPRESENTATIVE – None

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

1) Update on Close of School - Mr. Matthew Geary, Superintendent of Schools

G. UNFINISHED BUSINESS – None

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

I. COMMUNICATIONS - None

J. ITEMS FOR FUTURE AGENDAS

Monday, Aug. 27, 2018

Lincoln Center

Opening of School Update

K. NEW BUSINESS - None

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.*

June 25, 2018

In attendance: Peter Conyers, Peter Meggers, Jason Scappaticci, Melanie Stefonovicz, Amy Radikas, Diane Sheehan-Burns, Pari Ghetia, Katelyn Miner, Mark Ruede, Gina Carrese, Isabelle Jayawickrema, Sam Warner, Antonio Valdez

Several items reviewed:

1. E-Sports, Extra Curricular Gaming: Assistant Principal, Mark Ruede, teacher and E-Sport coach, Sam Warner and student, Antonio Valdez discussed the potential addition of the video game Overwatch to the E-Sport extra-curricular club. Overwatch is considered a first person shooter game rated as Teen (T) by Entertainment Software Rating Board (ESRB) – defined as, “generally suitable for ages 13 and up.” Committee has asked for follow up discussion regarding the process other districts and the state technical high school system have used when considering the inclusion of Overwatch in their E-Sports programming. C&I subcommittee will meet on August 27, 2018 to discuss the topic further.
2. French Textbook Adoption: Gina Carresse, World Language Department Chair and Isabelle Jayawickrema, French teacher at Manchester High School discussed introduction of a new textbook, *D'accord*, for French one classes. Committee approved purchase of 50 textbooks/online licenses for 2018-2019 school year.
3. Humanities Update: 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.
4. Transition of Grade 5 to Bennet: Movement of Grade 5 to Bennet for 2018-2019 has lead to curricular shifts in Humanities and STEAM as teachers move towards departments and teams. Curriculum development preparation underway for Grade 5 to provide full year Social Studies for 2018-2019 school year.
5. 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.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Dr. Amy F. Radikas

PERSONNEL ACTION**APPOINTMENTS**

Ms. Beverly Burgos to be a 1.0 Spanish Teacher at Manchester High School. Ms. Burgos received a Master of Arts in Teaching, Spanish at Central Connecticut State University. Ms. Burgos resides in New Britain. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 3, \$52,769).

Mr. Thomas Sheridan to be a 1.0 Language Arts Teacher at Illing Middle School. Mr. Sheridan received Masters of Arts in Curriculum and Instruction from The University of Connecticut. Mr. Sheridan resides in Rocky Hill. It is recommended that his appointment be approved effective August 29, 2018 (MA/Step 3 \$52,769).

Ms. Shannon Hill to be a 1.0 Mathematics Teacher at Manchester High School. Ms. Hill received a Master's Degree in Secondary Education from Eastern Connecticut State University. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 3, \$52,769).

Mrs. Kylie Cariddi to be a 1.0 Art Teacher at Keeney Street Elementary School. Mrs. Cariddi received a Master of Arts in Teaching from Maine College of Art. Mrs. Cariddi resides in South Glastonbury. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 2, \$51,025).

Ms. Julie Schultz to be a 1.0 Guidance Counselor at Keeney Street Elementary School. Ms. Schultz received her Master of Education in School Counseling from West Chester University of Pennsylvania. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 1, \$49,280).

Mr. James C. Witten to be a 1.0 General Education Teacher in the District Learning Center 5/6 at Bennet Academy. Mr. Witten received his Master of Education in Elementary Education from Grand Canyon University. It is recommended that his appointment be approved effective August 29, 2018 (MA/Step 1, \$49,280).

Ms. Joy Ann Kelsey to be a 1.0 Grade 4 Teacher at Martin Elementary School. Ms. Kelsey received her Master of Education in Science from the University of Bridgeport. It is recommended that her appointment be approved effective August 29, 2018 (MA/Step 5, \$57,130).

RESIGNATIONS

Ms. Molly Sayles, Music Teacher at Bennet Academy has submitted a letter of resignation. Ms. Sayles has been with Manchester Public Schools since August 24, 2015. It is recommended that her request be approved.

Ms. Cristina Garbalosa, World Language Teacher at Manchester High School has submitted a letter of resignation. Ms. Garbalosa has been with Manchester Public Schools since August 30, 2017. It is recommended that her request be approved.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY 18/19 Enfield Head Start Link Grant
Date: July 3, 2018

Background: Enfield Head Start has received a grant from the State Department of Education to provide additional direct services to students in the areas of language and literacy.

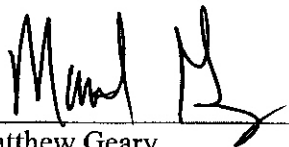
Discussion/Analysis: These funds will be used to hire three part-time literacy facilitators and to purchase instructional supplies. The facilitators will work with students individually and in small groups to strengthen literacy and language skills. They will also promote family literacy and parent involvement.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY 18/19 Enfield Head Start, State Department of Education Link grant appropriation, in the amount of \$19,974.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 9, 2018



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

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. 10-16n
CFDA #: None
Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2019-83004-170105-SDE00219

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2018 - 6/30/2019

3 Staff

Program Manager:

Amparo Garcia (860) 713-6740

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$19,974

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.

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:

- 1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs;
- 2) To enhance program quality; and
- 3) To increase the number of children served.

This grant has been approved.

7/2/2018

Harriet Feldlaufer

BUDGET FORM

Created On: 7/2/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: HEAD START SERVICES
Project Title: LINK (DELEGATE)
Fund: 11000 SPID: 16101 Year: 2019 PROG: 83004 CF1: 170105 CF2: SDE00219
Grant Period: 7/1/2018 - 6/30/2019 Authorized Amount: \$19,974
Project Code: OEC000000000002

Funding Status: Final
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$19,974

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	18,025
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	1,458
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	491
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$19,974

Original Request Date: 6/28/2018

This budget was approved by Amparo Garcia on 6/28/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY 18/19 Manchester Head Start Link Grant
Date: July 3, 2018

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

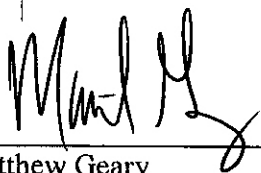
Discussion/Analysis: These funds will be used to extend the school day of its Squire Village district students from part-time to a full day of six hours. This expansion will increase learning opportunities in the development of language, literacy, social and emotional and math and science concepts.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY 18/19 Manchester Head Start, State Department of Education Link grant appropriation, in the amount of \$16,514.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 9, 2018



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

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. 10-16n
CFDA #: None
Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2019-83004-170105

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2018 - 6/30/2019

3 Staff

Program Manager:
Amparo Garcia (860) 713-6740

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

6 Authorized Funding

Grant Amount: \$16,514

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.

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:

- 1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs;
- 2) To enhance program quality; and
- 3) To increase the number of children served.

This grant has been approved.

7/2/2018

Harriet Feldlaufer

BUDGET FORM

Created On: 7/2/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: HEAD START SERVICES
Project Title: LINK (GRANTEE)
Fund: 11000 SPID: 16101 Year: 2019 PROG: 83004 CFI: 170105 CF2:
Grant Period: 7/1/2018 - 6/30/2019
Project Code: OEC0000000000002
Funding Status: Final
Vendor ID: 00077
Authorized Amount: \$16,514

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$16,514

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	13,814
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	1,316
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	1,384
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$16,514

Original Request Date: 6/28/2018

This budget was approved by Amparo Garcia on 6/28/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY 18/19 Enfield Head Start Services Grant
Date: July 3, 2018

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

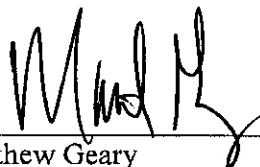
Discussion/Analysis: These funds are used for program quality enhancement in the area of literacy.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY 18/19 Enfield Head Start, State Department of Education Services grant appropriation, in the amount of \$2,833.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 9, 2018



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

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. 10-16n
CFDA #: None
Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2019-83004-170104-SDE00219

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2018 - 6/30/2019

3 Staff

Program Manager:

Amparo Garcia (860) 713-6740

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$2,833

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.

7/2/2018

Harriet Feldlaufer

BUDGET FORM

Created On: 7/2/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: HEAD START SERVICES
Project Title: SERVICES GRANT (DELEGATE)
Fund: 11000 SPID: 16101 Year: 2019 PROG: 83004 CF1: 170104 CF2: SDE00219
Grant Period: 7/1/2018 - 6/30/2019
Project Code: OEC000000000002

Funding Status: Final
Vendor ID: 00077

Authorized Amount: \$2,833

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$2,833

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	1,755
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	1,078
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$2,833

Original Request Date: 6/28/2018

This budget was approved by Amparo Garcia on 6/28/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY 18/19 Enfield Head Start Enhancement Grant
Date: July 3, 2018

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

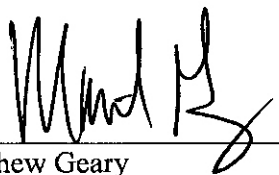
Discussion/Analysis: These funds are used to enhance services for preschoolers, for the Enfield extended day full year program and continuation summer program.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create FY18/19 Enfield Head Start, State Department of Education enhancement grant appropriation, in the amount of \$90,676.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 9, 2018



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

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. 10-16n
CFDA #: None
Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2019-83004-170106-SDE00219

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2018 - 6/30/2019

3 Staff

Program Manager:
Amparo Garcia (860) 713-6740
Payment & Expenditure Inquiries:
Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$90,676

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.

The State Head Start grant is intended to serve three purposes as specified in Connecticut General Statutes (CGS) Section 10-16n:

- 1) To establish extended-day and full-day, year-round Head Start programs or expand existing Head Start programs to extended-day or full-day, year-round programs;
- 2) To enhance program quality; and
- 3) To increase the number of children served.

This grant has been approved.

7/2/2018

Harriet Feldlaufer

BUDGET FORM

Created On: 7/2/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: HEAD START SERVICES
Project Title: ENHANCEMENT GRANT (DELEGATE)
Fund: 11000 SPID: 16101 Year: 2019 PROG: 83004 CF1: 170106 CF2: SDE00219
Grant Period: 7/1/2018 - 6/30/2019
Project Code: OEC000000000002

Funding Status: Final
Vendor ID: 00077

Authorized Amount: \$90,676

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$90,676

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	29,126
111B	INSTRUCTIONAL	58,089
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	2,045
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	1,416
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$90,676

Original Request Date: 6/28/2018

This budget was approved by Amparo Garcia on 6/28/2018.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation FY 18/19 Manchester Head Start Services Grant
Date: July 3, 2018

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

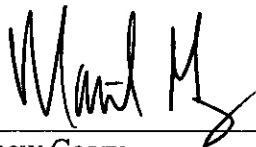
Discussion/Analysis: These funds will be used to expand services to an additional class of 15 low-income preschoolers, in a full-day, full-year model.

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

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the FY 18/19 Manchester Head Start, State Department of Education Services Grant appropriation, in the amount of \$142,294.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 9, 2018



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

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. 10-16n
CFDA #: None
Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2019-83004-170104

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2018 - 6/30/2019

3 Staff

Program Manager:

Amparo Garcia (860) 713-6740

Payment & Expenditure Inquiries:

Jeffrey Lindgren 860-713-6624

6 Authorized Funding

Grant Amount: \$142,294

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.

7/2/2018

Harriet Feldlaufer

BUDGET FORM

Created On: 7/2/2018

ED 114

Fiscal Year: 2019
Grantee Name: MANCHESTER
Grant Title: HEAD START SERVICES
Project Title: SERVICES GRANT (GRANTEE)
Fund: 11000 SPID: 16101 Year: 2019 PROG: 83004 CF1: 170104 CF2:
Grant Period: 7/1/2018 - 6/30/2019
Project Code: OEC000000000002

Funding Status: Final
Vendor ID: 00077

Authorized Amount: \$142,294

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$142,294

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	133,012
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	9,282
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
340	OTHER PROFESSIONAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$142,294

Original Request Date: 6/27/2018.

This budget was approved by Amparo Garcia on 6/27/2018.

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:** 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:** 9/21/18 **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. 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: _____ Typed: Steve O'Reilly

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: _____ Date: _____

Approved by Principal:

Signature: [Signature] Date: 7-6-18

Approved by Superintendent or designee:

Signature: [Signature] Date: 7-6-18

Attachments: Quotations
Itinerary

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