

MANCHESTER BOARD OF EDUCATION

Regular Meeting

January 11, 2016

Lincoln

PRESENT: Hagenow, Jacobsen, Leon, Pattacini, Scappaticci, Stafford, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary, Assistant Superintendent for Finance & Management Brooks, Assistant Superintendent for Pupil Personnel Services Matfess, Assistant Superintendent for Curriculum Radikas

ABSENT: Pazda

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Pattacini called the meeting back to order at 7:13 p.m. Mr. Pattacini explained the Board had been in Executive Session regarding a legal update. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

A.3. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of November 23, 2015. Secretary Scappaticci moved and Mr. Leon seconded the motion.

8/0 – Voted in favor.

Secretary Scappaticci moved to amend the agenda by adding to New Business, H.1. Appointment of Shipman & Goodwin as counsel for the Board of Education and Superintendent in a legal matter. Mr. Leon seconded the motion.

8/0 - Voted in favor.

B. CONSENT CALENDAR

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

B.1. Personnel Action

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

B.2. Transfer of Funds

- Transfer from Keeney Admin General Supplies & Materials account to Keeney Admin Postage account in the amount of \$350
- Transfer from Systemwide Maintenance Contracted Services account to Systemwide Maintenance New Vehicles account in the amount of \$7,031
- Transfer from MHS Technology Equipment Contract Services (\$10,000) account to MHS Business Education Textbooks account in the amount of \$2,000 and MHS Admin Office Supplies & Materials account in the amount of \$8,000 for a total transfer of \$10,000
- Transfer from Waddell Admin Contracted Kelly Subs PD account to Waddell Admin Instructional Supplies & Materials account in the amount of \$1,000
- Transfer from Waddell Admin Professional Development account to Waddell Admin General Supplies & Materials account in the amount of \$1,000
- Transfer from Systemwide Enrichment Office Supplies account to Systemwide Enrichment Travel & Lodging account in the amount of \$1,090
- Transfer from MHS Guidance General Supplies & Materials account to MHS Guidance Dues & Fees account in the amount of \$475
- Transfer from MHS Information Services Contract Services account (\$1,500) and Information Services Repair account (\$2,200) to MHS

Information Services Computer Supplies & Materials account for a total transfer of \$3,700

- Transfer from MHS Computer Technology Contracted Services account to MHS Computer Technology Computer Supplies & Materials account in the amount of \$700
- Transfer from Illing Admin Postage account (\$3,000) and Admin Printing & Advertising account (\$2,667) to Illing Admin Office Supplies & Materials account (\$3,000), Admin General Supplies & Materials account (\$1,857), and Admin Contracted services account (\$810) for a total transfer of \$5,667
- Transfer from Systemwide Plan Operations Other Purchased Services account to Systemwide Plan Operations Office Supplies & Materials account in the amount of \$3,000

B.3. Establish an appropriation for FY 15/16 in the amount of \$7,203.74 to be placed in the Community Use of Schools account and made available to cover repair and maintenance costs to Bailey Auditorium

B.4. Create an appropriation for FY 15/16 in the amount of \$204,451 for MCC/Adult Education Transitional Strategies REACT II Grant

B.5. Establish an appropriation for FY 15-17 in the amount of \$182,704 under the Title II - Part A Grant, to be funded by the Connecticut State Department of Education

B.6. Establish an appropriation for FY 15-17 in the amount of \$1,746,972 under the Title I Improving Basic Program grant FY2015-2017, to be funded by the State Department of Education

B.7. Establish an appropriation for FY 15-17 in the amount of \$750,500 for the Hartford Foundation for Public Giving

B.8. Extended Field Trip Request - MHS - Varsity Wrestling Team - State Wrestling Championship - 16 students - February 19, 2016 - February 20, 2016. Chaperones: Mr. Gerry Navarra, Asst. Coach and Teacher and Mr. Louis LaGuardia, Head Coach

The Chairman called for a motion.

Secretary Scappaticci moved and Mr. Leon seconded the recommendation to adopt the Consent Calendar as outlined in Section B of tonight's agenda.

DISCUSSION:

Mr. Pattacini pointed out that item B.7. was a significant grant opportunity being received from the Hartford Foundation for Public Giving and he thanked the administration and staff for their diligent work in acquiring this grant, which will help our Family Resource Centers.

8/0 - Voted in favor.

C. COMMITTEE REPORTS

C.1. Buildings & Sites Committee

Mr. Leon reported the last meeting was held November 23, 2015 at Lincoln Center. In attendance were Mr. Boutilier, Mr. Carlino, Ms. Hagenow, Mr. Geary, Ms. Jacobsen, Mr. Leon, Ms. Pazda, Mr. Stafford, Mrs. Brooks, and Mr. Staye. Architects from Silver Petrucelli presented the schematic design drawings for the renovation of the boys and girls locker rooms at the high school. At this point, the project is estimated to cost \$1.26 million. Construction is planned to commence at the end of school and continue through September 2016. Plans are being made for alternate locker rooms for the start of the next school year.

Mr. Eric Roise of the BSC Group presented the final design of the new track and football field at the high school. Pending final approval, the work will be bid in

the next two months and construction will start the day after school ends. The projected cost is \$1.8 million.

Mr. Randall Luther of Tai Soo Kim presented the final construction drawings for the Cheney Bennet Academy.

The next meeting is currently scheduled to be held on March 14, 2016 at Bennet Academy.

C.2. Curriculum & Instruction Committee

Ms. Hagenow reported the last meeting was held December 14, 2015. In attendance were Ms. Jacobsen, Ms. Pazda, Mr. Scappaticci, Mr. Stafford, and Ms. Radikas. Also present were Ms. Sheehan-Burns, Ms. Hearney and Dr. Oliver. The Committee reviewed how the district is working in service to schools to connect all large bodies of work - instructional practice, culture, climate, and mindset and communication and partnership. Examples were given.

D. STUDENT REPRESENTATIVE REPORT

Ms. Lori Fogg noted she is getting ready for college. Midterms are starting January 20th. Project Graduation is holding a fundraiser at Carrabba's through Wednesday and Anti-bullying tee-shirts are also being sold.

Shania Stanton is happy to hear about the improvements planned for the locker rooms at the high school.

E. PUBLIC COMMENT

None.

F. SUPERINTENDENT'S REPORT – PART I

F.1. Update on MHS Track & Field and Locker Room Project

Mr. Geary reviewed that the voters approved this renovation in a referendum. He introduced Luke McCoy, project manager of the track project. Mr. McCoy's

presentation is available on the website. If approved tonight, this plan will go out to bid next week.

Mr. Leon noted that the presentation indicates that construction will begin as the weather breaks, though he thought it would begin after Spring sports had concluded. Mr. McCoy agreed, noting that the Spring season will be over before construction starts. He is confident construction will be complete prior to the Fall season starting, as we are already ahead of schedule. Mr. Leon asked if there would be a separate construction entrance. Mr. McCoy noted the same entrance to the parking lot would be used, though the construction area would be fenced off and be separated from the other fields and parking lot.

Ms. Hagenow asked for further explanation of the material for the turf field. Mr. McCoy explained the first level is approximately a 2 ½" tall pile carpet that is then infilled with sand and rubber about 2". That leaves approximately ½" of exposed fibers. This type of field is designed and tested to meet requirements of natural fields and reduces injuries. Ms. Hagenow asked if recycled materials were used. Mr. McCoy stated there were recycled materials, typically tires, used. Also, in 10-12 years when the carpet itself needs replacement, the infill can be extracted and reused on top of the new carpet. Ms. Hagenow asked about any known health issues with this material. Mr. McCoy stated that there have been 75 3rd party reviewed research papers that have shown no health concerns. He suggested the Synthetic Turf Council for anyone wishing to look online for more information. Mr. McCoy also noted that using organic materials has been shown to be harmful.

Mr. Pattacini asked about the difference in maintenance requirements for the new field versus the current field. Mr. McCoy noted that other school districts have reported less time requirements for maintenance. High use areas will need to have the infill raked back weekly. Every 3-4 weeks a gator drag brush (a golf-cart type system) would be used to redistribute the infill and would take 3-4 hours. Every 3-4 months the same type of maintenance would take place, using a deeper tined apparatus to decompact the compressed fill, and would take 4-5

hours to complete. One to two times a year the track would be powerwashed as well.

Mr. Pattacini noted there will need to be a motion this evening to accept this report in order for the project to go out to bid.

Next, regarding the locker room project, David Wenchell, project manager, gave his report, which is available on the website. He reviewed the six locker rooms that would have work done, noting the last major renovation was done in the 1980s and some minor work was done about 15 years ago in some toilet rooms. The estimated cost of this project is \$1,263,710, which includes a 10% contingency. The schedule shows taking bids in February, construction starting in June, and completion in late September.

Mr. Leon pointed out that the late September finish would be after school has started. Mr. Boutilier, Athletic Director, reviewed the plan to utilize the completed locker rooms and pool locker rooms to work around the construction for the first month of school. He noted we will make it work.

Ms. Hagenow questioned the addition of an ice machine in the men's locker room and not the women's area. Mr. Wenchell reviewed that ice maker is not new, but relocated from the training room that is being relocated, and is accessible to both men and women off the main hall.

Mr. Pattacini asked Mr. Boutilier if he was comfortable with the changes being proposed. Mr. Boutilier noted he was, and that he worked together with coaches and PE teachers over the previous months on this plan. Mr. Pattacini stated he is excited about this work.

Secretary Scappaticci moved to accept the plan for the track and field and locker rooms as presented. Mr. Leon seconded the motion.

8/0 - Voted in favor.

F.2. Superintendent's 2016-2017 Proposed Budget

Mr. Pattacini stated this evening we would hear the Superintendent's proposed budget for the 16-17 school year. Beginning Wednesday, 2-3 budget workshops will be held at MHS, Room 293 for the board to receive answers to any questions about the budget and to deliberate on any issues. The budget needs to be submitted to the town by February 11th.

Mr. Geary thanked his team of principals and Central Office staff for their work to diligently meet the needs of both students and staff in putting together this proposed budget. He especially thanked Mrs. Pat Brooks and Mrs. Doreen Caron for their hard work. The proposal is available for review on the website. Overall, Mr. Geary has asked for a 1.9% budget increase (\$2,100,214) for a total budget of \$111,247,460. He pointed out that if we had to finance all items currently being financed under the Alliance Grant, the budget increase would be 5.8%.

Ms. Jacobsen questioned the purchased professional services of Kelly Subs, wondering why that figure was so high. Mr. Geary noted that subs are used to cover classes both for teachers who are absent and for those participating in professional development during the school day.

Ms. Jacobsen asked about the rentals line, wondering what we rent. Mr. Geary explained that copiers are rented in all the buildings, along with some other items, like the venue for graduation.

Ms. Stefanowicz asked about the special education program, wondering if the 75% reimbursement from the state can be verified or if that fluctuates with the state budget. Mr. Geary noted that it is a standard number and he is confident in the 75%. He pointed out that this budget line is an average of the last few years, noting that we often fall short and have to find funds elsewhere.

Mr. Pattacini felt this budget was fiscally responsible, yet provides adequately for students.

Mr. Scappaticci thanked Mr. Geary, Mrs. Brooks and the administration. Under supplies, he noted testing is down 96% and wondered why. Mr. Geary explained previously NWEA testing was required for all Alliance Districts. We have since ceased that testing at considerable savings.

Mr. Scappaticci asked about AV supplies and materials dropping to zero. Mr. Geary noted supply lines have been redefined, so it is probably under a different line. Mrs. Brooks added that everyone in the state has been asked to be more consistent with line item names, so that is why some lines have been moved.

Ms. Jacobsen asked about special education and the 538 students attending magnets and the 45 outplacements. Mr. Geary noted magnet tuition for those 538 students is \$3-5,000 per student and there are approximately 462 students attending non-tuition magnets as well. For about 90 special education students attending magnets we pay for their services. Mrs. Matfess noted we are still entering bills from the fall from the magnet schools.

Ms. Jacobsen wondered how we could retain students in district instead of outplacing them. Mr. Geary noted that 8 years ago about 129 students were outplaced instead of the current 45, so that is quite an improvement. We do have a clinical day school (MRA), Bentley, programs for autism and behavior, along with special education preschool. We are always thinking about how to best serve students. Now we are focusing on the struggling K-2 students with the use of paras, behaviorists, etc.

Mr. Thames noted he can see how the budget is tied to the goals and missions of the district. He noticed a decrease in 1 to 1 paras and an increase in classroom paras. Mr. Geary explained that we rarely use 1 to 1 paras, and that number could drop to zero. Classroom paras are able to work with multiple students. Mr. Geary reviewed that last year he had cut 10 para positions, however all those positions were eventually returned to the budget to meet the needs of students, so this year the budget reflects that increase. Mr. Thames noted he is pro-para as it reduces the student/teacher ratio.

Mr. Thames asked about homeless transportation. Mr. Geary explained that if a family becomes homeless and their last residence was in Manchester, we become obligated to provide transportation so the children can attend school in Manchester, even if they are living temporarily in another town.

Mr. Thames asked about Nathan Hale and if anything was budgeted for that building. Mr. Geary reminded Mr. Thames that Nathan Hale was turned over to the town, who is in discussions about the future of that building. It is not a consideration in our budget.

Mr. Leon noted we spend about \$2.1 million for 530 students attending CREC magnets. He wonders who determines what the tuition cost is. Mr. Geary was unsure who sets that tuition figure. Mrs. Brooks added that each school has their own budget dependant on their specific needs. Mr. Leon wondered about CREC's budget and how we can accurately set our own budget if CREC doesn't forecast their budget. He also pointed out that CREC has their own lobbyist.

Mr. Pattacini noted that the salaries line has increased by \$2.2 million. He wondered how much of that is mandatory due to contracts being changed. He wondered if we are cutting too much from the budget. Mr. Geary reviewed that this year he has taken into account all forecasted retirements, which he did not do last year. There is not much flexibility remaining in our budget. Approximately \$1 million reflects certified staff contract increase and \$340, 000 is reflective of non-certified contracted staff increase. He notes the administration worked hard to limit the budget to a 1.9% increase.

Mr. Pattacinni looked at the savings in the gasoline line and wondered if we were sure about that. Mrs. Brooks stated we do not lock into a contract until July, however some years we do not lock at all. The town bids for both the town and schools. She reviewed the current prices we are paying for unleaded (1.94), diesel (1.97) and fuel oil (2.00) and the current market prices. The town has projected \$2 for all next year.

Mr. Pattacini noted an increase in the IT staff to support our 7,000 devices in the district. He pointed out our shared services of approximately \$300,000 with the town and wondered about that and would like to see a breakdown of what services we share.

Mr. Pattacini is concerned about state level budget cuts, wondering if we could request from the town to get a sense of how state funding shortfalls may impact us.

Mr. Pattacini looked at the FTE staffing increase, noting much of the increase is grant funded. Mr. Geary reviewed an IT person, para and secretary were added, otherwise the vast majority is grant funded. Mr. Pattacini was encouraged by the work done to evaluate programs that are grant funded and looks forward to the results. He appreciates the administration seeking grant funds and felt this was a great budget update.

Ms. Stefanowicz feels there are four main areas of volatility in the budget: energy prices, the state budget, special education, and FTE's. Mr. Geary feels larger schools will help with class sizes because there will be more classes at each grade level to absorb new students.

Mr. Pattacini thanked the administration and staff for the great work on the budget, especially Mrs. Brooks. He feels we have been prudent with our resources and this is an effective plan.

G. UNFINISHED BUSINESS

G.1. Policy Revisions

Mr. Geary reviewed this is the second read for these policy revisions.

a. Board Policy 1400 - Parent/Family/Community Involvement

Secretary Scappaticci moved for the Board to adopt Policy 1400 - Parent/Family/Community Involvement. Mr. Leon seconded the motion.

8/0 - Voted in favor.

b. Board Policy 6153 - School Sponsored Field Trips

Secretary Scappaticci moved for the Board to adopt Policy 6513 - School Sponsored Field Trips. Mr. Leon seconded the motion.

8/0 - Voted in favor.

c. Board Policy 6180 - Evaluation of Instructional Programs

Secretary Scappaticci moved for the Board to adopt Policy 6180 - Evaluation of Instructional Programs. Mr. Leon seconded the motion.

8/0 - Voted in favor.

H. NEW BUSINESS

H.1. Appointment of Shipman & Goodwin as counsel for the Board of Education and Superintendent in a legal matter

Secretary Scappaticci moved that the Board appoint Shipman & Goodwin LLP to represent jointly the Superintendent of Schools and the Manchester Board of Education in Superior Court Action No. CV15-5040967, Alicia B et al v. Malloy et al. Mr. Leon seconded the motion.

8/0 - Voted in favor.

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

Ms. Rebecca Thereault, 103 Diane Drive, reviewed the cut of 10 paras last year added back into this year's budget, plus 3 more. She asked about the new preschool signage and wondered if that was funded by Head Start or our budget. Mr. Geary noted there is a small amount of tuition charged for Head Start and that falls under the Head Start budget. Ms. Thereault noted the volatility of special education, especially K-2 behavior issues. She wondered if thought had been given to using the Child Find process to better identify issues prior to kindergarten to be able to plan better.

J. COMMUNICATIONS

Mr. Leon asked for clarity from the chair regarding the budget workshops. Mr. Pattacini reviewed the few questions asked tonight would be discussed and any additional questions Board members have can be dealt with. He encouraged Board members to submit any questions they currently have to the Superintendent prior to the Wednesday meeting so he can be prepared. Mr. Geary noted he will not review the slides presented this evening, and Wednesday's meeting will be a question and answer session. Mr. Leon encouraged any Board member asking to add something to the budget to balance their request against something else.

K. ITEMS FOR FUTURE AGENDAS

Mr. Scappaticci would like a presentation from JAG - Jobs for American Graduates. He noted one student from MHS will be attending the National Conference in D.C.

L. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

Secretary Scappaticci moved and Mr. Leon seconded the motion to adjourn the meeting.

8/0 - Voted in favor.

Adjournment 9:26 p.m.

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Respectfully submitted,

Jason Scappaticci
Board Secretary