

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, FEBRUARY 22, 2016**

**C&I Committee Mtg.**  
**Board Of Education Mtg.**

**5:30 P.M. – Director’s Room**  
**7:00 P.M. – Lincoln Ctr. Hearing Rm.**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – February 9, 2016 A – 3

**B. CONSENT CALENDAR**

- 1) Personnel Information B – 1
- 2) Transfer of Funds B – 2
- 3) Permission to apply for FY15-17 for the Robotics Education & Competition Foundation Grant in the amount of \$11,300 B – 3
- 4) Permission to apply for FY15-16 for the Heisman Scholars – Achieving by Reading Program Grant in the amount of \$220,000 B – 4
- 5) Establish an appropriation for FY15-17 for the General Improvements to Alliance Districts’ School Building Grant Program in the amount of \$1,098,500 B – 5
- 6) Establish an appropriation for FY15-16 for the Instructors of the Handicapped (IOH) Pool Repairs at Manchester High School in the amount of \$229,000 B – 6
- 7) Approval of donation to Manchester High School for “general use and purposes” from the estate of Ms. Virginia Ryan in the amount of \$117,250 B – 7
- 8) Permission to apply for FY16-17 for the Low-Performing Schools Bond Funding in the amount of \$500,000 B – 8

**C. COMMITTEE REPORTS**

- 1) Personnel & Finance Committee Meeting Minutes – January 25, 2016 C – 1

**D. REPORT FROM STUDENT REPRESENTATIVE**

- 1) Ms. Lori Fogg and Ms. Shania Stanton
- 2) PTA President Update – Ms. Christine Cardoso

**E. PUBLIC COMMENTS (any item before the board)**

**F. SUPERINTENDENT’S REPORT**

- 1) CABE Communications Award – Mr. Donald Harris, Area Director
- 2) Family Community Partnership – Dr. Scott Ratchford, Director F – 2

**G. UNFINISHED BUSINESS - None**

**H. NEW BUSINESS - None**

- I. **PUBLIC COMMENTS** (comments limited to items on tonight's agenda)
- J. **COMMUNICATIONS**
- K. **ITEMS FOR FUTURE AGENDAS**
- 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.*

## **PERSONNEL ACTION**

### **APPOINTMENTS**

Jessica Sylvan to be a School Psychologist for the Bentley Alternative Education Program. Ms. Sylvan received a Sixth Year Certificate in School Psychology and a Master of Science in School Psychology degree at University of Hartford. Ms. Sylvan resides in Newington. It is recommended her appointment be approved effective February 10, 2016 (MA+30/Step 7, \$61,492).

### **RESIGNATIONS**

Christopher Murphy, Grade 2 teacher at Buckley Elementary School has submitted a letter of resignation for personal reasons effective the end of business on March 14, 2016. Mr. Murphy has been with Manchester Public Schools since August 26, 2013. It is recommended that his request be approved.

Diane Sandler, Family and Consumer Science teacher at Manchester High School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2016. Ms. Sandler has been with Manchester Public Schools since August 30, 2012. It is recommended that her request be approved.

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** February 12, 2016

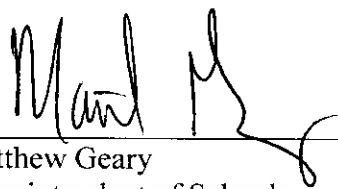
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

**Discussion/Analysis:** Transfer from Systemwide Science Dues and Fees account to Systemwide Science Instructional Supplies and Materials account. A total transfer of \$560 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

A handwritten signature in black ink, appearing to read 'Matthew Geary', is written over a horizontal line.

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

8 - 2/17/16  
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R

## TRANSFER

Manchester Public Schools  
Manchester, Connecticut

FEB 17 2016

To: Accounting Department

School:

Central Office

Approval Signature:

Date: 2/10/16

Date of Approval:

2-12-16

### JUSTIFICATION:

Transfer to purchase instructional supplies

SUBJECT: Science

DECREASE:

\$ 560.00 Account #: 140991005810 Description: Dues & Fees

\$ Account #: Description:

Account #: Description:

INCREASE:

\$ 560.00 Account #: 140991005611 Description: Instructional Supplies

\$ Account #: Description:

\$ Account #: Description:

Accounting Department Only

Board Approval Needed:

X

Yes

No

Date of Board Approval:

Date Completed:

Name:

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Mr. Matthew Geary, Superintendent of Schools

**Subject:** Transfer of Funds

**Date:** February 12, 2016


**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

**Discussion/Analysis:** Transfer from Systemwide Math Dues and Fees account to Systemwide Math Professional Development account. A total transfer of \$895 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

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# TRANSFER

Manchester Public Schools  
Manchester, Connecticut

FEB 17 2016

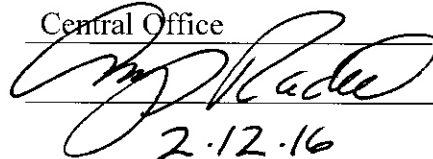
ACCOUNTS PAYABLE

To: Accounting Department

School:

Central Office

Approval Signature:



Date: 2/10/16

Date of Approval:

2-12-16

## JUSTIFICATION:

Transfer for professional development

SUBJECT: Mathematics

DECREASE:

\$ 895.00 Account #: 130991005810 Description: Dues & Fees

\$ Account #: Description:

Account #: Description:

INCREASE:

\$ 895.00 Account #: 130992215320 Description: Professional Development

\$ Account #: Description:

\$ Account #: Description:

Accounting Department Only

Board Approval Needed:

X

Yes

No

Date of Board Approval:

Date Completed:

Name:

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Mr. Matthew Geary, Superintendent of Schools

**Subject:** Transfer of Funds

**Date:** February 16, 2016

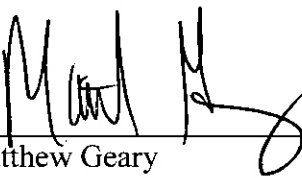
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

**Discussion/Analysis:** Transfer from Systemwide Music Office Supplies and Materials account to Systemwide Music Dues and Fees account. A total transfer of \$554 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

S - 2/17/16

*[Handwritten initials]*

**Manchester Public Schools  
Manchester, Connecticut**

FEB 17 2016

To: **Accounting Department**

School: Town Wide Music

Date: 02/16/2016

Principal's Sign: Keith Berry

Date of Approval: 2/16/16

**JUSTIFICATION (Required Field) :**

**Insufficient funds in 5810 to pay for CMEA All-State Music Festival for 5 MHS students**

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

**DECREASE In whole dollars only:**

\$554.00 Account # 13299100 5680

Description: Music Office Supply

\$ \_\_\_\_\_ Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$ \_\_\_\_\_ Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$554.00 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$554.00 Account # 13299100 5810

Description: Music Dues and Fees

\$ \_\_\_\_\_ Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$ \_\_\_\_\_ Account # \_\_\_\_\_

Description: \_\_\_\_\_

\$554.00 **TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: \_\_\_\_\_

Date Transfer Completed \_\_\_\_\_ Name: \_\_\_\_\_

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** February 4, 2016

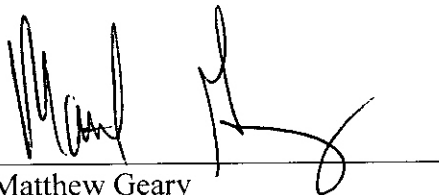
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

**Discussion/Analysis:** Transfer from Systemwide ELL Contracted Services account to Systemwide ELL Professional Development account. A total transfer of \$890 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

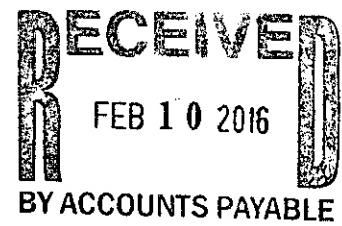
A handwritten signature in black ink, appearing to read 'Matthew Geary', is written over a horizontal line.

Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

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2/12/16

**TRANSFER**

Manchester Public Schools  
Manchester, Connecticut



To: Accounting Department

School: Central Office

Approval Signature:

Date: 2-9-2016

Date of Approval: 2.4.16

JUSTIFICATION:  
To fund professional development

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Contracted Services

\$ 890.00 Account #: 116 99100 5430 Description: Cont. Services

\$ \_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

INCREASE: Professional Development

\$ 890.00 Account #: 116 99100 5320 Description: Prof. Dev.

\$ \_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

Accounting Department Only

Board Approval Needed: ☒ Yes ☐ No

Date of Board Approval: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Name: \_\_\_\_\_

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Mr. Matthew Geary, Superintendent of Schools

**Subject:** Transfer of Funds

**Date:** February 10, 2016

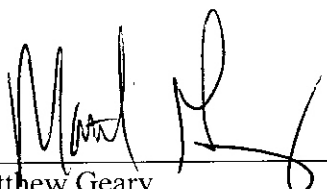
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

**Discussion/Analysis:** Transfer from Systemwide Elementary Enrichment Printing and Advertising account to Systemwide Elementary Enrichment Instructional Supplies and Materials account. A total transfer of \$1,000 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

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Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
FEB 11 2016  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Kennedy Education Center

Date: 2/9/2016

Principal's Sign: [Signature]

Date of Approval: 2/10/16

**JUSTIFICATION (Required Field) :** Move money from Enrichment Program  
Printing/Advertising to Instructional Support to pay for CogAT answer sheets.

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

**DECREASE In whole dollars only:**

\$ <u>1,000.00</u>	Account # <u>17020100 5540</u>	Description: <u>Printing/Advertising</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1,000.00 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$ <u>1,000.00</u>	Account # <u>17020100 5611</u>	Description: <u>Instructional Support</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1,000.00 **TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: \_\_\_\_\_

Date Transfer Completed \_\_\_\_\_ Name: \_\_\_\_\_

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Mr. Matthew Geary, Superintendent of Schools

**Subject:** Transfer of Funds

**Date:** February 2, 2016

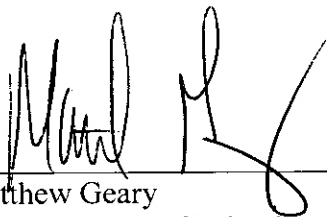
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

**Discussion/Analysis:** Transfer from MHS Student Activities Contracted Services account to MHS Student Activities General Supplies and Materials account. A total transfer of \$1,227 is being requested.

**Financial Impact:** None

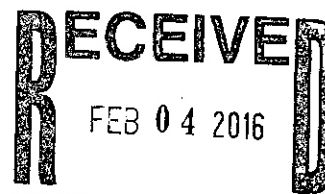
**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

  
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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

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**Manchester Public Schools  
Manchester, Connecticut**



To: **Accounting Department**

School: Manchester High School

Date: 02/02/2016

Principal's Sign: [Signature]

Date of Approval: 02/02/2016

**JUSTIFICATION (Required Field) : reallocate funding for upcoming year end activities**

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

**DECREASE In whole dollars only:**

\$ 1227      Account # 32861320 5430      Description: MHS SA Contracted Services

\$ \_\_\_\_\_      Account # \_\_\_\_\_      Description: \_\_\_\_\_

\$ \_\_\_\_\_      Account # \_\_\_\_\_      Description: \_\_\_\_\_

\$1227 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$1227      Account # 32861320 5610      Description: MHS SA Gen S/M

\$ \_\_\_\_\_      Account # \_\_\_\_\_      Description: \_\_\_\_\_

\$ \_\_\_\_\_      Account # \_\_\_\_\_      Description: \_\_\_\_\_

\$1227 **TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: \_\_\_\_\_

Date Transfer Completed \_\_\_\_\_ Name: \_\_\_\_\_

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education

**From:** Mr. Matthew Geary, Superintendent of Schools

**Subject:** Transfer of Funds

**Date:** February 4, 2016

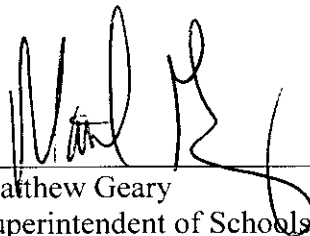
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2015-2016 Budget.

**Discussion/Analysis:** Transfer from Systemwide Science Field Trips account to Systemwide Science Instructional Supplies and Materials account. A total transfer of \$200 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2015-2016 Budget.

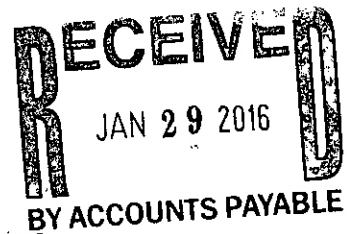
  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

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# TRANSFER

Manchester Public Schools  
Manchester, Connecticut

FEB 10 2016



To: Accounting Department

School:

Central Office

Approval Signature:

*[Signature]*  
2.4.16

Date: 1/29/2016

Date of Approval:

## JUSTIFICATION:

Transfer to purchase instructional supplies

SUBJECT: Science

## DECREASE:

\$	200.00	Account #:	14099 <sup>270</sup> 1005512	Description:	Field & Athletic Trips
\$		Account #:		Description:	
		Account #:		Description:	

## INCREASE:

\$	200.00	Account #:	140991005611	Description:	Instructional Supplies
\$		Account #:		Description:	
\$		Account #:		Description:	

## Accounting Department Only

Board Approval Needed:

X

Yes

No

Date of Board Approval:

Date Completed:

Name:

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Permission to apply for the Robotics Education & Competition Foundation Grant FY 2015-2017  
**Date:** February 9, 2016

**Background:**

This Robotics Education & Competition (REC) Foundation Grant will be used to increase robotics programming in order to meet the growing needs and interests of the student population. The robotics program will build science, technology, engineering and math (STEM) skills that will foster creative problem-solving, teamwork and leadership in our students.

**Discussion/Analysis:**

Funds will be used to:

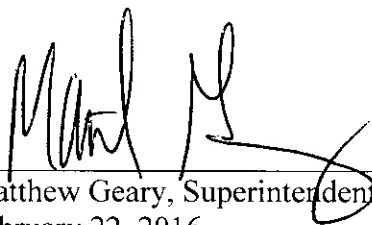
- Purchase additional materials to support the Vex-IQ<sup>®</sup> Program
- Support Robotics competitions, tournaments and associated costs

**Financial Impact:** The district would provide staffing and professional development. Anticipated cost \$8,086.84

**Other Board/Commission Action:** None

**Recommendations:**

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Robotics Education & Competition Foundation Grant, for FY 2015-2017 in the amount of \$11,300.



Matthew Geary, Superintendent of Schools  
February 22, 2016

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Subject:** Permission to apply for the Heisman Scholars – Achieving by Reading Program Grant FY 2015-2016  
**Date:** February 9, 2016

**Background:**

The Heisman Trust was established for the purpose of distributing grants dedicated to public charities. This grant request will mirror the research stated in the article “Addressing Summer Reading Setback Among Economically Disadvantaged Elementary Students” by Richard Allington. In an effort to prevent “reading slide” that often occurs during the summer hiatus from school students will self-select books prior to the summer recess. Therefore, their reading ability will more likely be sustained.

**Discussion/Analysis:**

Funds will be used to:

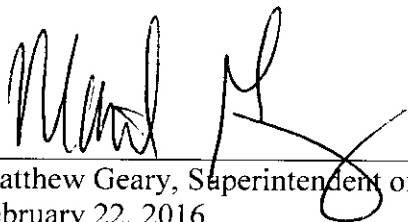
- Purchase reading books to give all K-5 students the opportunity to self-select 12 free books
- Backpacks for each child to carry their books
- Provide assessment and tracking data collected around student interest and reading levels.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:**

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for Heisman Scholars – Achieving by Reading Program Grant, for FY 2015-2016 in the amount of \$220,000.



Matthew Geary, Superintendent of Schools  
February 22, 2016

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation General Improvements to Alliance Districts' School Buildings Grant Program FY15-17

**Date:** February 10, 2016

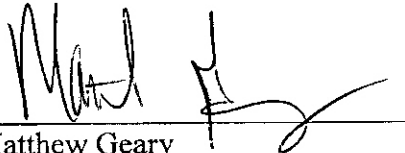
**Background:** Public Act 15-1 created the General Improvements to Alliance Districts' School Buildings Grant Program to help maintain or repair school buildings in Alliance Districts. The program goal is to assist districts unable to keep up with ongoing demands of maintaining and updating their facilities.

**Discussion/Analysis:** This grant is intended to fund projects beginning in FY 15-16 and concluding in FY 16-17 that would not otherwise qualify as school construction grant projects under Chapter 173 of the Connecticut General Statutes. All projects must be completed by June 30, 2017.

**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 FY15/17 for the General Improvements to Alliance Districts' School Building Grant Program in the amount of \$1,098,500.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016



DEPARTMENT OF ADMINISTRATIVE SERVICES

STATE OF CONNECTICUT

DIVISION OF CONSTRUCTION SERVICES

165 Capitol Avenue  
Hartford, CT 06106

January 12, 2016

RECEIVED JAN 19 2016

Mr. Matthew Geary  
Superintendent of Schools  
Manchester Public Schools  
45 North School Street  
Manchester, CT 06040-2022

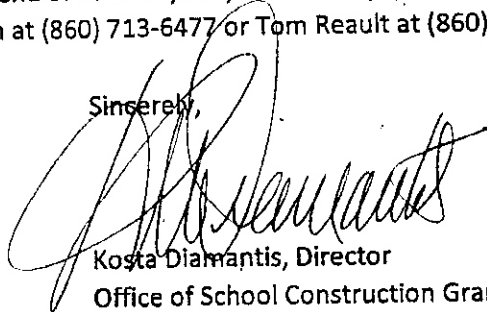
Subject: Alliance Grant

Dear Mr. Geary:

We have received your application for the Alliance Grant, submitted under the provisions of Section 59 of Public Act 15-1 of the June Special Session. The purpose of this letter is to inform you that we have conducted our review of your Alliance Grant application.

We will be processing your payment in the amount of \$1,098,500. We have determined that \$561,500 is not approved (see attached). Please note your available balance is \$611,500. You are eligible to submit additional applications for the remaining balance by January 29, 2016 or by March 31, 2016. The distribution will tentatively occur by the end of February. If you have any questions regarding the Alliance Grant, please call Michelle Dixon at (860) 713-6477 or Tom Reault at (860) 713-6469.

Sincerely,



Kosta Diamantis, Director  
Office of School Construction Grants

KD/ag

cc: Michelle Dixon  
Thomas Reault

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation Instructors of the Handicapped (IOH) Pool Repairs at Manchester High School 15/16

**Date:** February 10, 2016

**Background:** The IOH Program is nearly 60 years old and teaches handicapped individuals from dozens of towns around the region how to swim; the pool is also used by Manchester Senior Citizens.

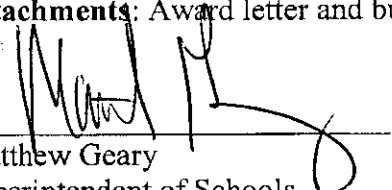
**Discussion/Analysis:** This grant is funding repairs to the IOH pool at Manchester High School, including installation of gas service, a new boiler, new water heater, water distribution loop and reheat coils, as well as, repairs to and repainting of the pool and related work.

**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 FY 15/16 for the Instructors of the Handicapped (IOH) Pool Repairs at Manchester High School in the amount of \$229,000.

**Attachments:** Award letter and budget.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016



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: BOND  
Statute: CGS 4-66c OPM/Urban Bonds  
CFDA #: None  
SDE Project Code: SDE000000000002

Grant Number: 077-000 13019-43600-2016-82010-170062-SDE00024

2 Grant Title

(IOH) Pool Repairs at Manchester H.S.

5 Award Period

10/1/2015 - 6/30/2017

3 Education Staff

Program Manager:

Lynn Nauss PM (860) 713-6457

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$229,000

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, 2015 and June 30, 2016 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2016. For grants awarded for two-year periods beginning July 1, 2015, 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, 2017. 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 is pursuant to Section 4-66c of the Connecticut General Statutes, as approved by the State Bond Commission (meeting July 28, 2015).

This grant has been approved.

10/22/2015

Kathy Demsey

# BUDGET FORM

Created On: 10/22/2015

## ED 114

Fiscal Year: 2016  
Grantee Name: MANCHESTER  
Grant Title: (IOH) Pool Repairs at Manchester H.S.  
Project Title: Instructors of the Handicapped (IOH)  
Fund: 13019 SPID: 43600 Year: 2016 PROG: 82010 CF1: 170062 CF2: SDE00024  
Grant Period: 10/1/2015 - 6/30/2017 Authorized Amount: \$229,000  
Project Code: SDE0000000000002

Funding Status: Final  
Vendor ID: 00077

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

Current Due: \$229,000

CODES	DESCRIPTIONS	Budget
300	PURCHASED PROF/TECH SERVICES	19,085
450	CONSTRUCTION SERVICES	177,415
700	PROPERTY	32,500
800	MISCELLANEOUS	
	TOTAL	\$229,000

Original Request Date: 10/21/2015

---

This budget was approved by Lynn Nauss PM on 10/21/2015.

Manchester High School has been named as a benefactor of the estate of Ms. Virginia Ryan. We recently received a check for \$117,250 as a partial advance distribution from her estate earmarked for "general uses and purposes." We are uncertain at this time as to the total amount of the donation.

Ms. Ryan was born January 22, 1919 in Hartford, raised in Manchester attending local schools and was Valedictorian of the Class of 1937 at Manchester High School and had lived almost her entire life in the Charter Oak St. neighborhood in Manchester. Virginia earned her Bachelor of Art Degree in Social Services from Colby College in 1941, she attended the Older Adult Group at Manchester Community College and pursued many other courses of study to further her career as a Social Worker. Virginia retired as a supervisor with the State of Connecticut Dept. of Social Services after 43 years of service. She was a lifelong member of South United Methodist Church in Manchester, she was an avid tennis player, she enjoyed local live theater and was a movie buff. Virginia was a member of the Manchester Senior Citizens Center, she had been active with the A.A.R.P. # 1275 and had traveled extensively throughout her life. Virginia had been very generous with her donations to the Manchester Scholarship Foundation as well as so many other Manchester charities. Virginia Ryan, 96, died Wednesday April 8, 2015.

In speaking with Ms. Ryan's attorney, Jim Sullivan he has made it clear that these funds can be used in any manner that the school sees fit, but specifically said that education was incredibly important to Ms. Ryan.

Manchester High School would like to accept this generous gift. We plan to use these funds to:

- support student scholarships
- support programming aimed at post-secondary planning
- support college visits for students
- support personalized learning opportunities for students

# Fiorentino, Howard & Petrone, P.C.

Attorneys at Law

773 Main Street

Manchester, CT 06040

(860) 643-1136

Fax (860) 643-5773

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James H. Howard [jim.howard@pfwlaw.com](mailto:jim.howard@pfwlaw.com)

Peter J. Petrone [peter.petrone@pfwlaw.com](mailto:peter.petrone@pfwlaw.com)

James J. Sullivan [jim.sullivan@pfwlaw.com](mailto:jim.sullivan@pfwlaw.com)

Howard M. Wood, III [howard.wood@pfwlaw.com](mailto:howard.wood@pfwlaw.com)

December 17, 2015

Manchester High School  
134 Middle Turnpike East  
Manchester, CT 06040

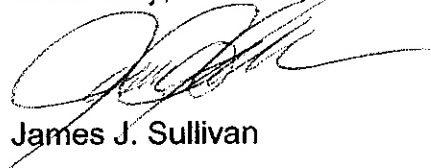
Dear Sir or Madame:

As you are aware you were named as beneficiary under the Will of the late Virginia Ryan of Manchester, Connecticut.

Enclosed please find a check in the amount of \$117,250.00. This represents a partial advanced distribution from the Estate of Virginia Ryan.

The estate will issue a K-1 to you for your taxes.

Yours truly,



James J. Sullivan

Enclosure

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Permission to apply for FY16/17 Low-Performing Schools Bond Funding

**Date:** February 12, 2016

**Background:** The Connecticut State Department of Education (CSDE) is seeking to support Connecticut's low-performing K-12 public schools by providing grants-in-aid for alterations, repairs, improvements, technology, and equipment to address school site opportunities promoting learning, health and safety for all children in high-quality facilities and 21<sup>st</sup> century educational environments.

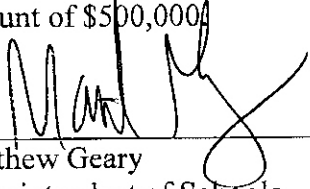
**Discussion/Analysis:** This award will be primarily in support of K-12 student learning-related outcomes. Eligible expenditures are for prospective work including:

1. Building alterations that directly support student learning (eg., science lab, classroom reconfiguration)
2. Technology for instructional or learning use (excludes stand-alone software and licenses)
3. Furniture, fixtures, and equipment to support student learning (note that supplies are ineligible)
4. Playgrounds/playscapes

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent recommends that the Board of Education give permission to apply for the FY 16/17 Low-Performing Schools Bond Funding in the amount of \$500,000.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
February 22, 2016

**Manchester Board of Education  
Personnel & Finance Committee Report  
January 25, 2016**

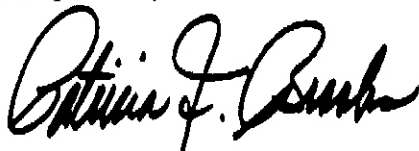
Attendees: Deb Hagenow, Neal Leon, Susan Jacobsen, Darryl Thames, Matthew Geary, Pat Brooks, Peter Staye

Mr. Staye provided the Committee with information on loan programs for energy efficiency projects and the ability for municipalities to apply for a no interest loan through Eversource. He would like to pursue participation in the Eversource No-Interest Loan Program. The concept of the program is that the savings realized on electric bills would cover the cost of the loan payments. Mrs. Brooks informed Mr. Staye and the Committee that the Town would have to approve the Municipal Financial Agreement since this type of loan creates a multi-year debt for the Town. The Committee was in agreement that Mr. Staye should pursue the ability to receive a no interest loan for energy efficient projects within the schools. Mr. Staye and Mrs. Brooks have a meeting scheduled with the Town's Finance Director.

Mrs. Brooks reviewed the December 31, 2015, Year-to-Date Budget Status Report with the Committee.

The next meeting will be March 14, 2016, 5:30 p.m., in the Main Office Conference Room, Bennet Academy.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia F. Brooks", written in a cursive style.

Patricia F. Brooks  
Assistant Superintendent  
Finance and Management

# Partnering with Families and the Community for Student Success:

Manchester Public Schools



Family & Community Partnership

# Manchester District FEA DATA Training January 20 - 21, 2016



The purpose of the Family Engagement Assessment (FEA) is to assess how welcome families are in your school and how welcome families are in the learning process.

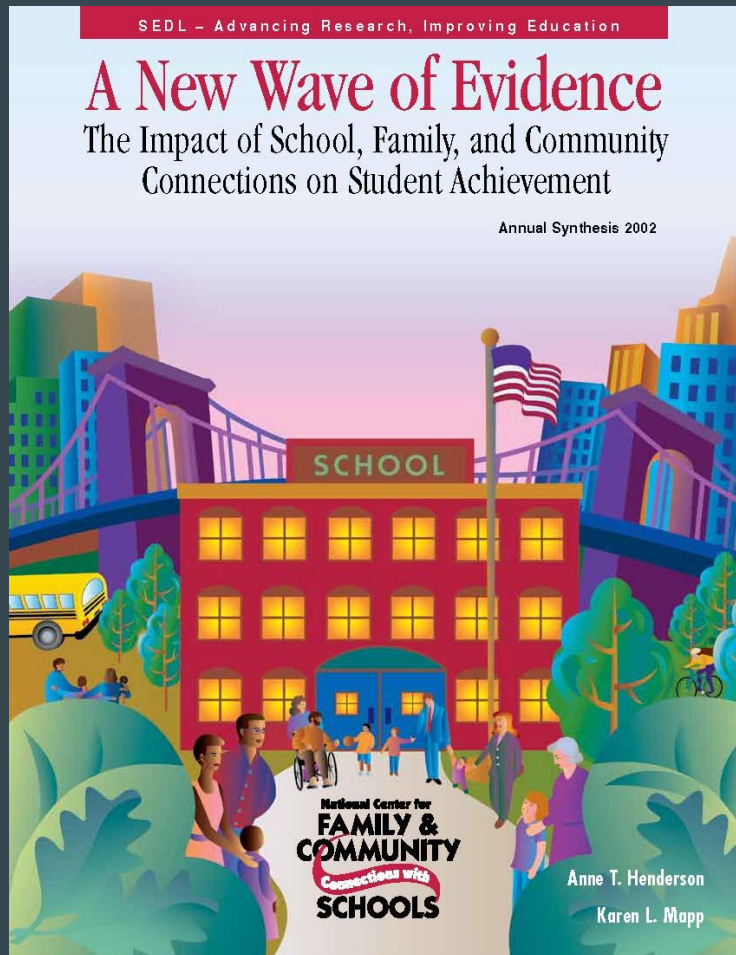
[www.caferesources.org](http://www.caferesources.org)

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## Students with Engaged Families...

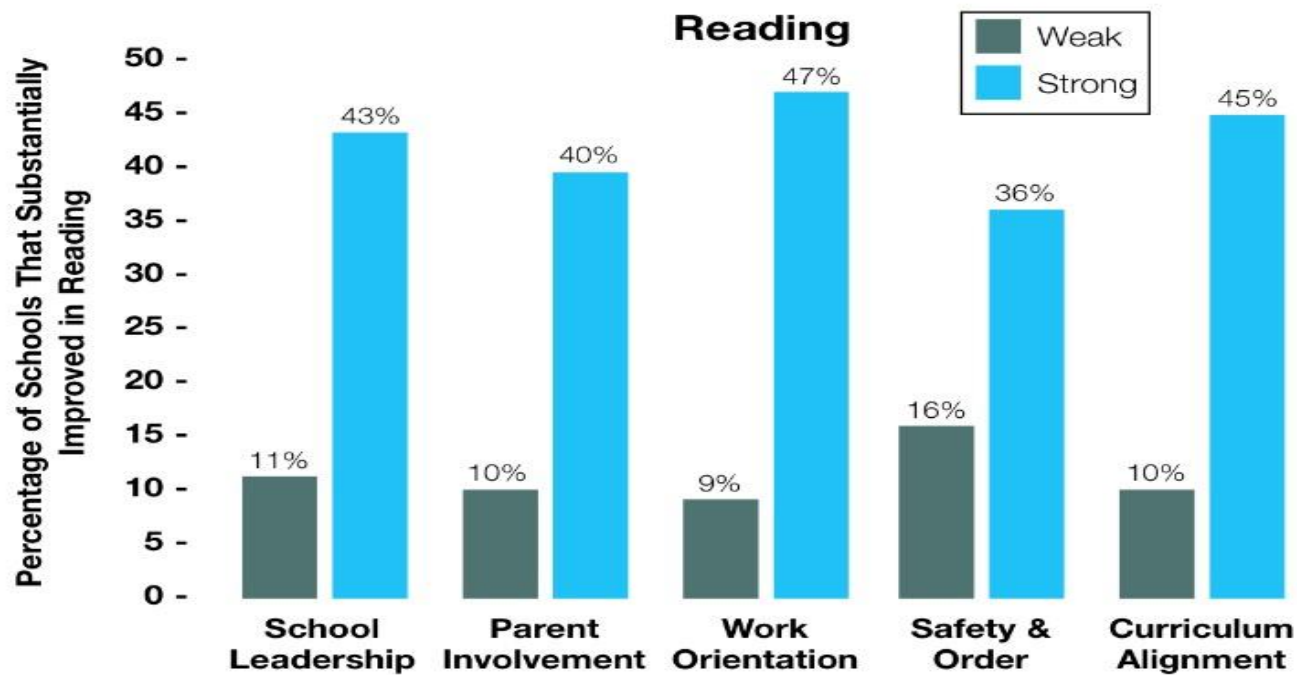
- Exhibit faster rates of **literacy** acquisition.
- Earn **higher grades** and test scores.
- Enroll in **higher level** programs.
- Are promoted more and earn **more credits**.
- Adapt better to school and **attend** more regularly.
- Have **better social skills** and behavior.
- **Graduate** and go on to higher education.



When Schools, Families and Community Groups work together to support student learning, children tend to do better in school, stay in school longer, and like school better.

- Mapp

**FIG 2.**  
**Likelihood of Substantial Improvement, Given Weak or Strong Supports**



Which Types of Engagement?

...(programs) that engage families in  
supporting their children's learning at home  
are linked to higher student achievement.

- Epstein

## Relationships Matter: Trust

Measures of relational trust are highly correlated with school performance:

School Staff-Families  
Teacher-Principal  
Teacher-Student  
Teacher-Teacher

Bryk & Snyder

# Karen Mapp's Dual Capacity Framework





## Engaged Families...

- Know what their child should **know and be able to do** at the end of the year.
- Know **how well** their child is doing.
- Know what they can **do at home** to support what their child is learning in the classroom.
- Take **action**.



## Engaging schools...

- **Welcome** families into the school and the learning process.
- **Communicate** using multiple methods that encourage two-way communication.
- **Inform** families about learning.
- **Empower** families to support their child's learning and **ensure** they take action at home.



# Manchester District FEA DATA

The purpose of the Family Engagement Assessment (FEA) is to assess how welcome families are in your school and how welcome families are in the learning process.

[www.caferesources.org](http://www.caferesources.org)

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# Goal 1 - Welcoming

Indicators	Definition
Family Visits	Procedures are in place to accommodate family visits to the school
Making Families Comfortable	School personnel help families to feel comfortable
Respect	Families' culture and language are respected



## Goal 2 - Communication- How we communicate

Indicators	Definition
Nature of Contact	Contact between schools and families is frequent, comfortable, and two-way
Ease of Use	Written and oral communication is clear and comprehensible
Documents & Website	Print information is available, attractive, useful, and family/culturally friendly



## Goal 3 - Information- What is communicated

Indicators	Definition
School Resources	The school provides resources and materials to help families learn about school goals, policies, and procedures
Programs and Procedures	The school has programs and procedures to inform families about their child's classroom and activities
Student Performance	Families are kept current on their child's school performance
Involving Families with Achievement	The school has programs and procedures to involve families with their child's academic achievement
Connecting Families with Community Services	The school has programs and procedures to inform families about available community assistance

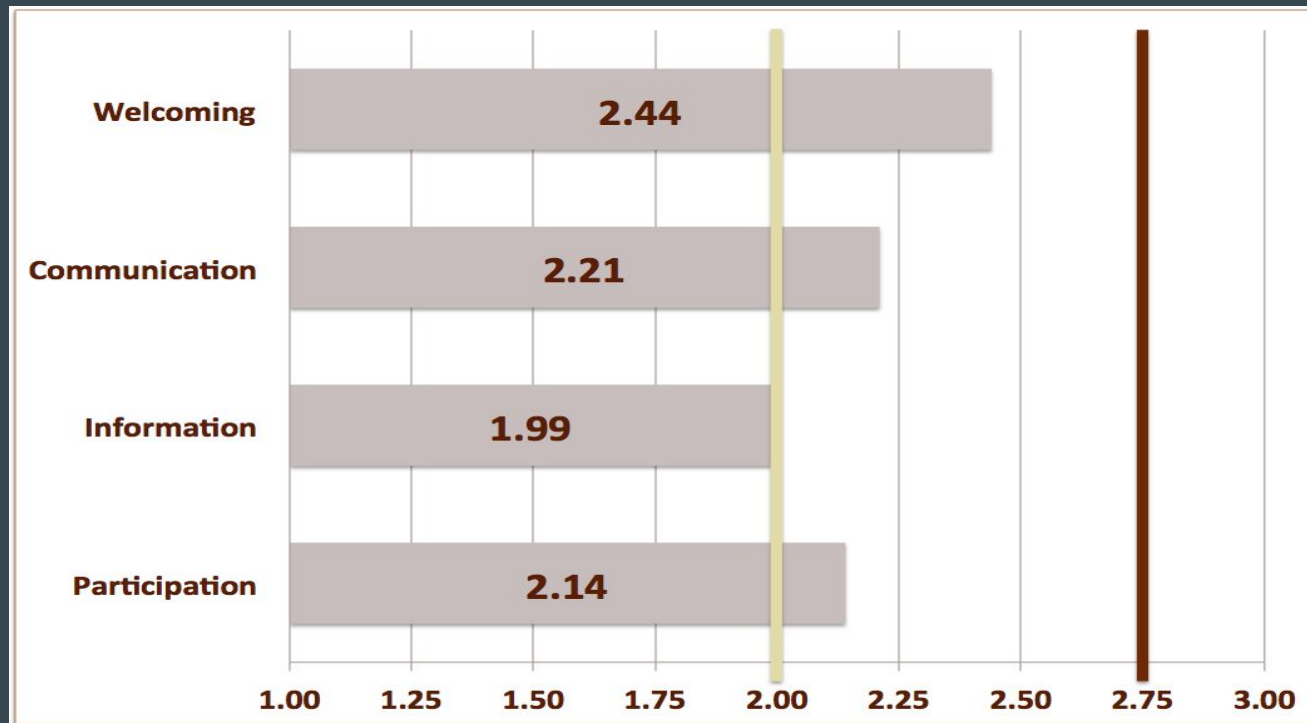


## Goal 4 - Participation: How families can be involved

Indicators	Definition
Valuing family knowledge	Individuals and existing documents support family input and ideas
Working Together	Families and teachers meet and work together
Learning & Volunteering Opportunities	Schools provide families with education and volunteering options



# SUMMARY - Our District's Scores



## Survey By the Numbers

**469** staff completed the online survey

**1292** families completed the family survey

Rating	Range
High	2.75 to 3.00
Emerging	2.00 to 2.74
Low	1.00 to 1.99



## District Highlights

Families overwhelmingly feel ...

- good about Manchester Public Schools.
- comfortable communicating with school personnel.
- welcome when they walk through the front door.



# Core Beliefs



# Core Belief 1

All families have dreams for their children  
and want the best for them.



# Core Belief 2

All families have the capacity to support their children's learning.



# Core Belief

## 3

Families and school/program staff should be equal partners.



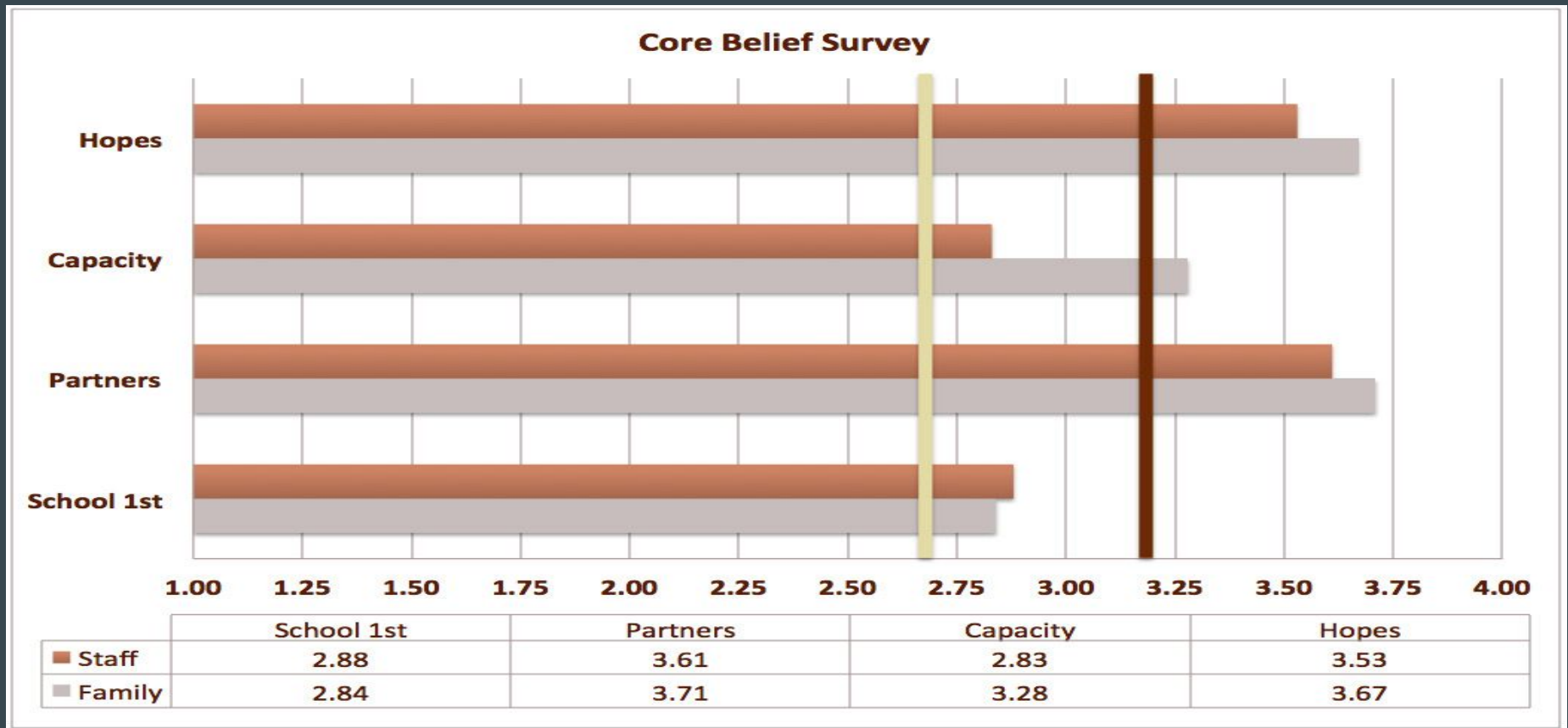
# Core Belief

## 4

The responsibility for building and sustaining partnerships between school, home, and community rest primarily with school/program staff, especially school/program leaders.



# Core Beliefs



# Walkthroughs

Sister teams visited all schools and Central Office

- Physically welcoming?
- Welcoming to all who visit and call?
- Displaying evidence of learning/growth
- Offering the right information, easily accessible to all (print, person to person, digitally, parent-friendly)?



## District Highlights

Manchester personnel were...

- exceptionally warm and welcoming
- friendly and helpful
- (ready to provide) the necessary materials and information requested.

Every school visited was...

- clean and well maintained.
- attractive and healthy place to teach and learn.
- staff(ed by professionals who are) very proud of their schools.



# District Wide Data Trends

- Lack of Signage
- Family Resource Center focus
- Family engagement
- Limited display of student performance data
- Quality home-school communication
- Need for more training & capacity for staff & families on how to jointly support student learning
- Missing content across individual school websites



# Questions & Answers



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