

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, NOVEMBER 24, 2014

Policy Committee Mtg:

Director's Room – 5:30 P.M.

Executive Session: Superintendent's Evaluation

Director's Room – 6:30 P.M.

Lincoln Center – Hearing Room - 7:00 P.M.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – November 10, 2014 A – 3

B. CONSENT CALENDAR

- 1) Personnel Information B – 1
- 2) Transfer of Funds B – 2
- 3) Revision to Manchester Board of Education meeting on December 22, 2014 B – 3
- 4) Adjustment in Appropriation for the Manchester Head Start appropriation B – 4
For FY14/15 in the amount of \$75,824 bringing the total appropriation to
\$1,169,102

C. PUBLIC COMMENTS (any item before the board)

D. SUPERINTENDENT'S REPORT

- 1) Professional Learning Communities – Mr. Matthew Geary, Superintendent D – 1
- 2) NWEA Follow Up Questions – Dr. Amy Radikas, Asst. Superintendent for
Curriculum & Instruction
- 3) Revisions to Manchester Board of Education Meeting Calendar for FY14/15 D – 3

E. UNFINISHED BUSINESS - None

F. NEW BUSINESS - None

G. COMMUNICATIONS

- 1) Student Representative – Joseph Coyne

H. COMMITTEE REPORTS

- 1) Buildings & Sites Committee Minutes – Nov. 6, 2014 H – 1
- 2) Community & Relations Committee Minutes – Nov. 19, 2014 H – 2

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

J. ITEMS FOR FUTURE AGENDAS

K. 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**

Christina Fedolfi to be a Grade 4 teacher at Waddell Elementary School. Ms. Fedolfi received a Bachelor of Arts in English at Wesleyan University and a Master of Education at Lesley University. Ms. Fedolfi resides in West Hartford. It is recommended that her appointment be approved effective December 1, 2014 (MA/Step 9 \$62,364).

Justine Moriarty to be a Guidance Counselor at Illing Middle School. Ms. Moriarty received a Bachelor of Arts in Sociology at Keene State College and a Master of Arts in School Counseling at Saint Joseph College. Ms. Moriarty resides in Berlin. It is recommended that her appointment be approved effective November 17, 2014 (MA/Step 4 \$51,025).

Stefanie Grande to be a Physical Education teacher at Manchester High School. Ms. Grande received a Bachelor of Science in Physical Education at Springfield College. Ms. Grande resides in Manchester. It is recommended that her appointment be approved effective November 12, 2014 (BA/Step 1 \$43,611).

Kathleen Boccia to be a District-wide Elementary School teacher. Ms. Boccia received a Bachelor of Arts in Elementary and Special Education at Providence College. Ms. Boccia resides in Glastonbury. It is recommended that her appointment be approved effective December 8, 2014 (BA/Step 2 \$44,920).

RESIGNATION

Kristine Cropper-Alt, Psychologist at Martin Elementary School has submitted a letter of resignation for personal reasons effective the end of business on November 21, 2014. Ms. Cropper-Alt has been with Manchester Public Schools since August 25, 2014. It is recommended that her request be approved.

November 24, 2014

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: November 3, 2014

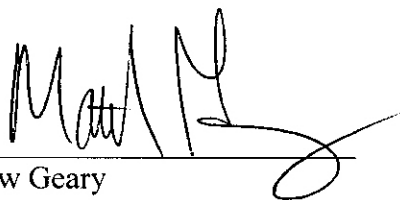
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Systemwide Science Instructional Supplies and Materials to Systemwide Science Professional Development account. A 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 2014-2015 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 24, 2014

11/4
DC OK

TRANSFER

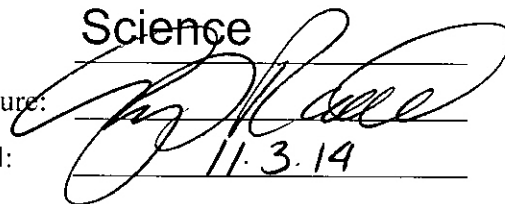
Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Science

Approval Signature:



Date: 11/3/2014

Date of Approval:

11.3.14

JUSTIFICATION:

Transfer funds to support Professional Development

SUBJECT: Science

DECREASE:

\$ 200.00 Account #: 14099100 5611 Description: Instructional Supp

\$ Account #: Description:

Account #: Description:

INCREASE:

\$ 200.00 Account #: 14099221 5320 Description: PD

\$ 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: November 18, 2014

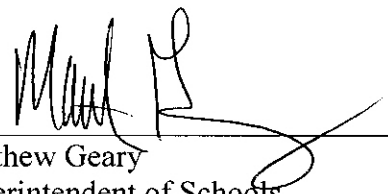
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Illing Middle School Admin General Supplies & Materials to Illing Middle School Admin Dues & Fees account. A transfer of \$244 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 2014-2015 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 24, 2014

TRANSFER

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Illing Middle School

Approval Signature:

Boh Hayt

Date: November 18, 2014

Date of Approval:

11/19/14

JUSTIFICATION:

Additional funds needed for dues & membership fees.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: GENERAL SUPPLIES & MATERIALS

\$ \$244.00 Account #: 423 53 240 - 5610 Description: _____

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: DUES & FEES

\$ \$244.00 Account #: 423 53 240 - 5810 Description: _____

\$ _____ 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: November 13, 2014

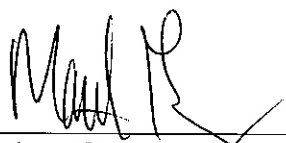
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from MHS Admin Office Supplies & Materials to MHS School Admin Dues & Fees account. A transfer of \$250 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 2014-2015 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 24, 2014

OK DC
11/18

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 11/13/2014

Principal's Sign: _____

Date of Approval: 11/13/2014

JUSTIFICATION (Required Field) : To pay annual fees for Sam's Club memberships

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

DECREASE In whole dollars only:

\$250 Account # 42361240 5680 Description: Administration Office Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$250 TOTAL DECREASE

INCREASE In whole dollars only:

\$250 Account # 42361240 5810 Description: Administration Dues & Fees

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 250 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: November 13, 2014

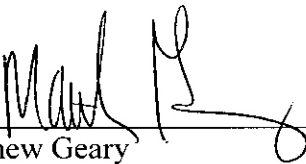
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Systemwide Medical Supplies and Materials to Systemwide Medical Consultants account. A transfer of \$7,000 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 2014-2015 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 24, 2014

11/14/14
OK. NC

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Kennedy Education Center

Date: 11/13/2014

Principal's Sign: Linda Hodgkins

Date of Approval: 11-13-14

JUSTIFICATION (Required Field) : Move money from Medical Services Medical Supplies to Consultants to cover overdue 2012-13 contractual agreement with School Medical Advisor, Ronald Buckman, M.D.

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

DECREASE In whole dollars only:

\$ <u>7,000</u>	Account # <u>31299210 5650</u>	Description: <u>Medical Supplies</u>
\$	Account #	Description
	Account # _____	Description: _____

\$1 TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>7,000</u>	Account # <u>31299210 5330</u>	Description: <u>Consultants</u>
\$	Account #	Description:
\$ _____	Account # _____	Description: _____

\$7,000.00 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: November 5, 2014

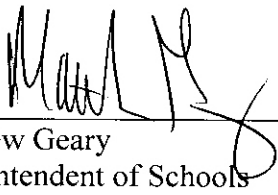
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

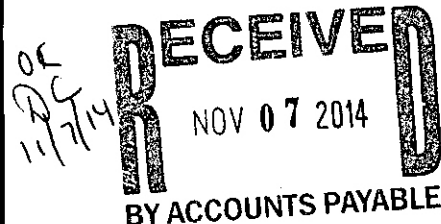
Discussion/Analysis: Transfer from Illing Middle School Admin Postage to Illing Middle School Admin Contracted Services account. A transfer of \$2,000 is being requested.

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 2014-2015 Budget.


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 24, 2014



TRANSFER

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Illing Middle School

Approval Signature:

Beth Huerf

Date: November 5, 2014

Date of Approval:

11/6/14

JUSTIFICATION:

Funds need to be moved to cover contracted services

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Postage

\$ 2,000.00 Account #: 423 53 240 5541 Description: _____

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: Contracted Services

\$ 2,000.00 Account #: 423 53 100 5430 Description: _____

\$ _____ 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: November 18, 2014

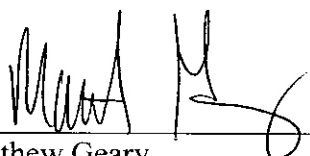
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from MHS Admin Office Supplies & Materials to MHS School Admin Postage account. A transfer of \$2,951 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 2014-2015 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 24, 2014

OK
DE 11/20/14

To DC 11/19/2014

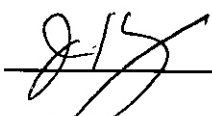
NOV 20 2014

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 11/18/2014

Principal's Sign: 

Date of Approval: 11/18/2014

JUSTIFICATION (Required Field) : to fund additional costs of postage

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

DECREASE In whole dollars only:

\$ 2951 Account # 42361240 5680 Description: MHS Office Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$2951 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$2951 Account # 42361240 5541 Description: MHS Postage

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$2951 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____



Manchester Public Schools

Kennedy Education Center
45 North School Street
Manchester, CT 06042

www.mpspride.org

Mr. Matthew Geary
Superintendent of Schools
860-647-3441

Mrs. Patricia F. Brooks
Assistant to the Superintendent
Finance and Management
860-647-3445

Dr. Amy F. Radikas
Assistant Superintendent
Curriculum and Instruction
860-647-3447

Mrs. Shelly Mattess
Assistant Superintendent
Pupil Personnel Services
860-647-3448

November 12, 2014

Mr. Joseph Camposeo
Town Clerk
Town of Manchester
41 Center Street
Manchester, CT 06040

Dear Mr. Camposeo:

The Manchester Board of Education meeting on December 22, 2014 has been CANCELLED. The Board of Education members will be holding a BOE Retreat that evening in place of that meeting at Central Office, Board Room A from 6:00 p.m. to 8:00 p.m.

Thank you

Sincerely yours,

Matthew Geary
Superintendent of Schools

MG:lg

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Adjustment in Appropriation Manchester Head Start
FY 14-15

Date: November 20, 2014

Background: The Manchester Board of Education receives an annual grant from the Federal Government in order to provide operating funds for the Manchester Head Start program. This award is for the period 3/1/14-2/28/15. We just received a new award letter giving the balance of funds for restored operations and a cost-of-living adjustment. \$60,821 was for restored operations and \$15,003 was provided for the cost-of-living.

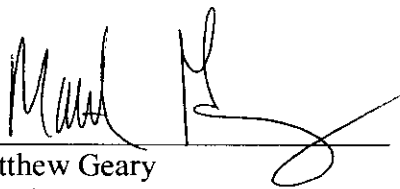
Discussion/Analysis: These funds are used to prepare three and four-year-old students for kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Manchester Board of Education, in the form of real dollars and in-kind services.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors adjust the Manchester Head Start appropriation for fiscal year 2014-2015 in the amount of \$75,824 bringing the total appropriation to \$1,169,102.

Attachments: None.

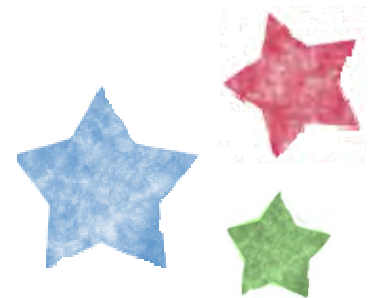


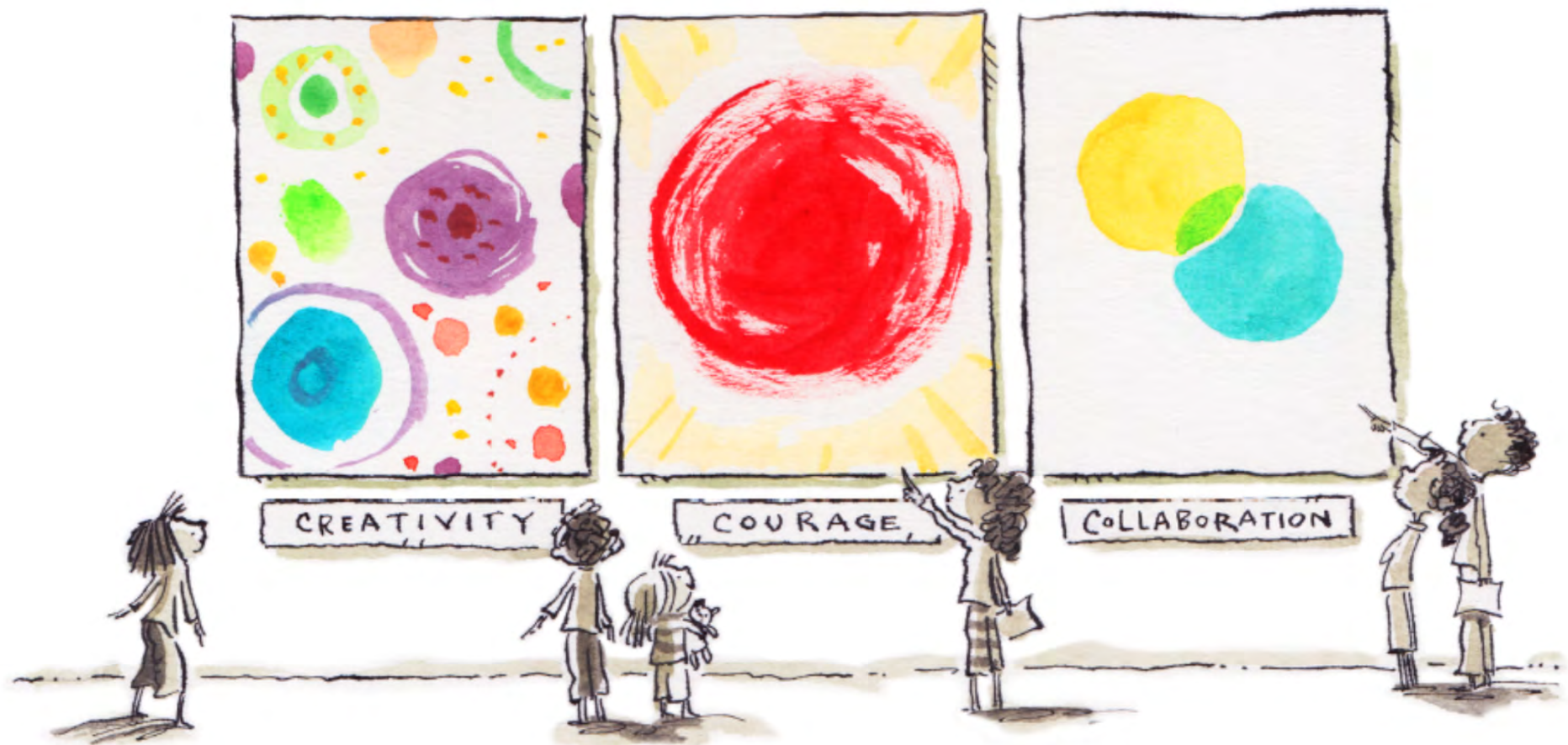
Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 24, 2014



Mission of the Manchester Public Schools

Manchester Public Schools will engage all students in the highest quality 21st century education preschool through graduation. Through an active partnership with students, school personnel, families and community, the Manchester Public Schools will create safe, inclusive schools where equity is the norm and excellence is the goal. All students will be prepared to be lifelong learners and contributing members of society.





Peter H. Reynolds

co•her•ence

kō'hi(ə)rəns/

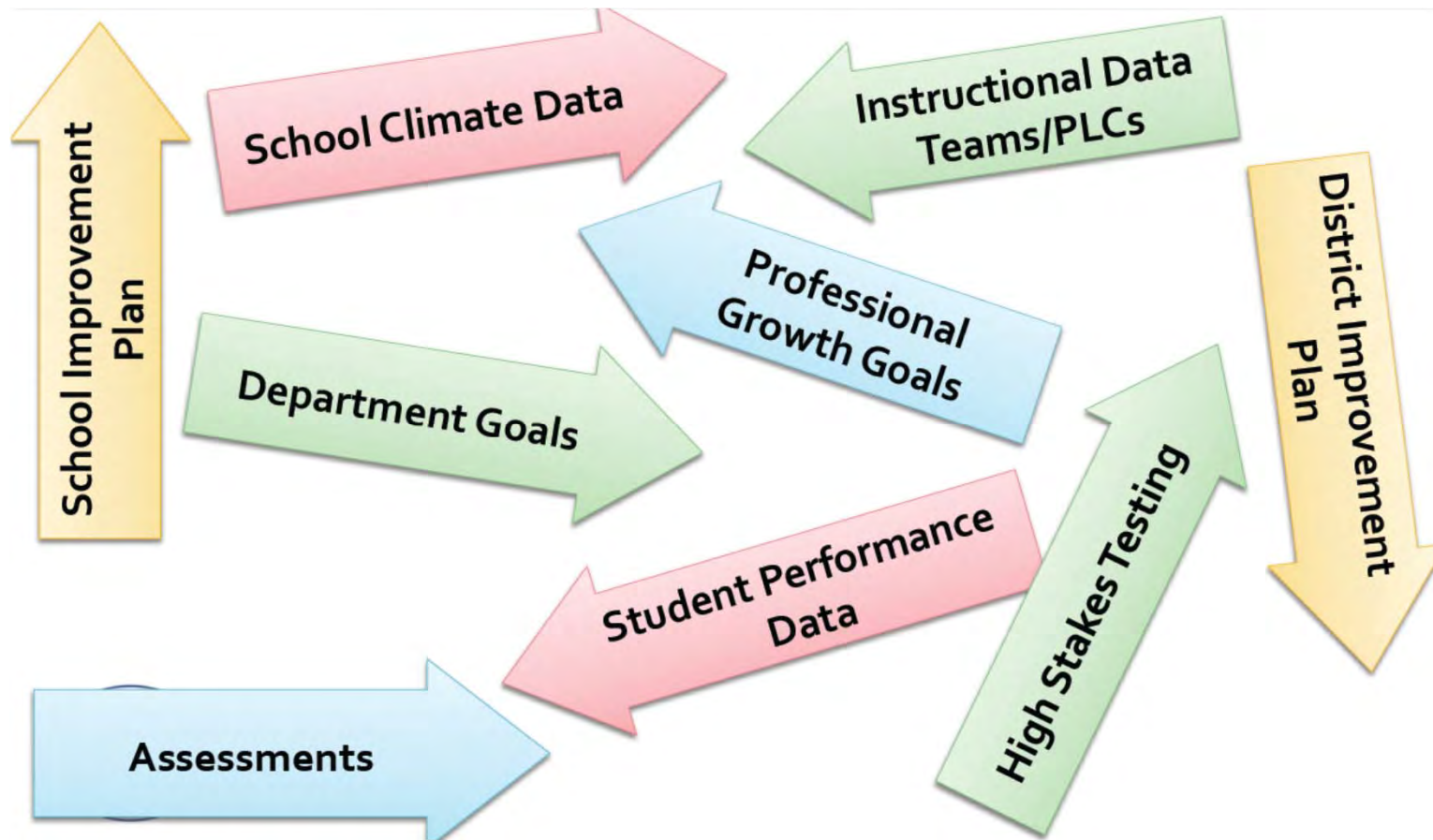
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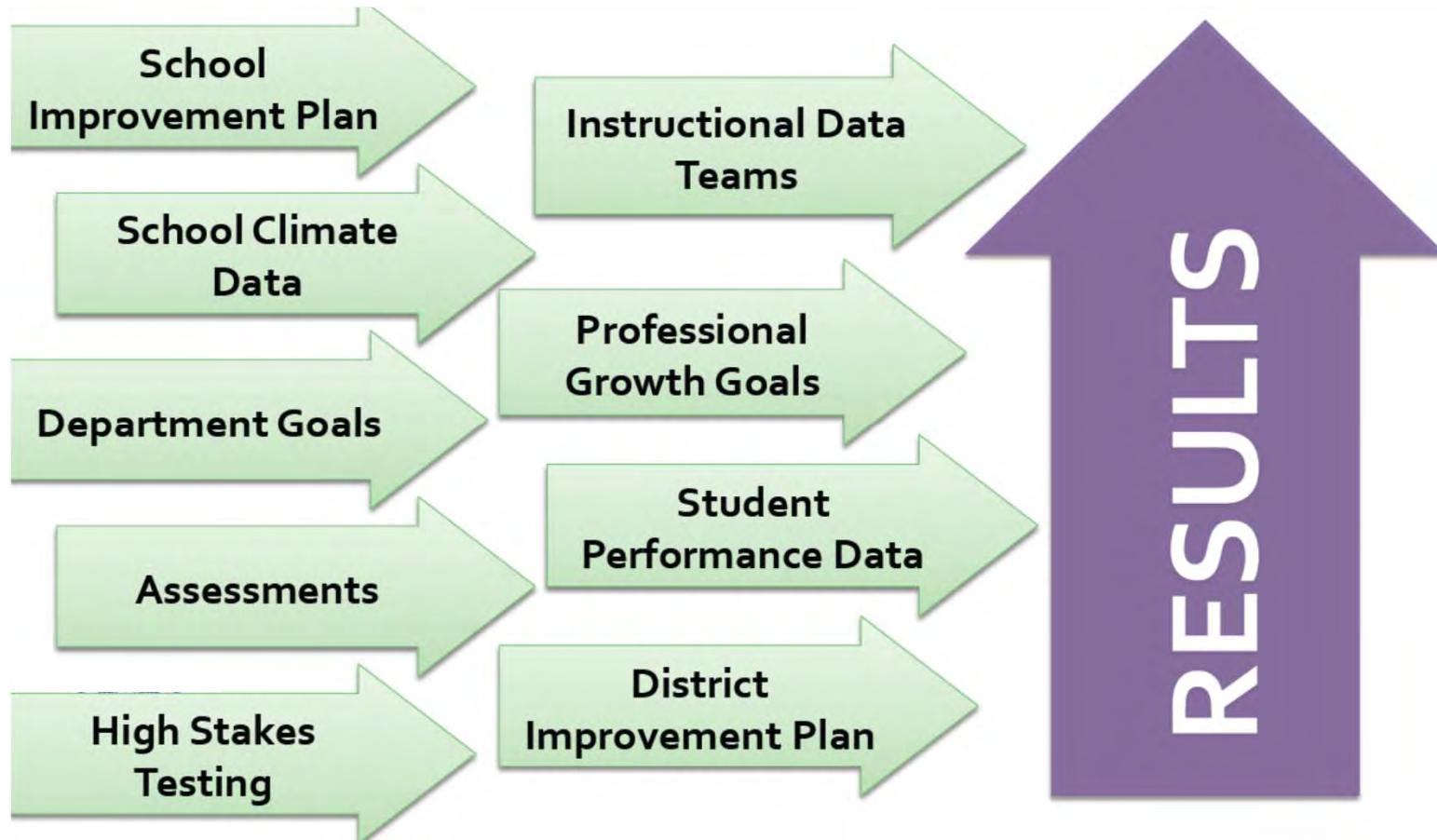
1. the quality of being logical and consistent.
2. the quality of forming a unified whole.



systemness







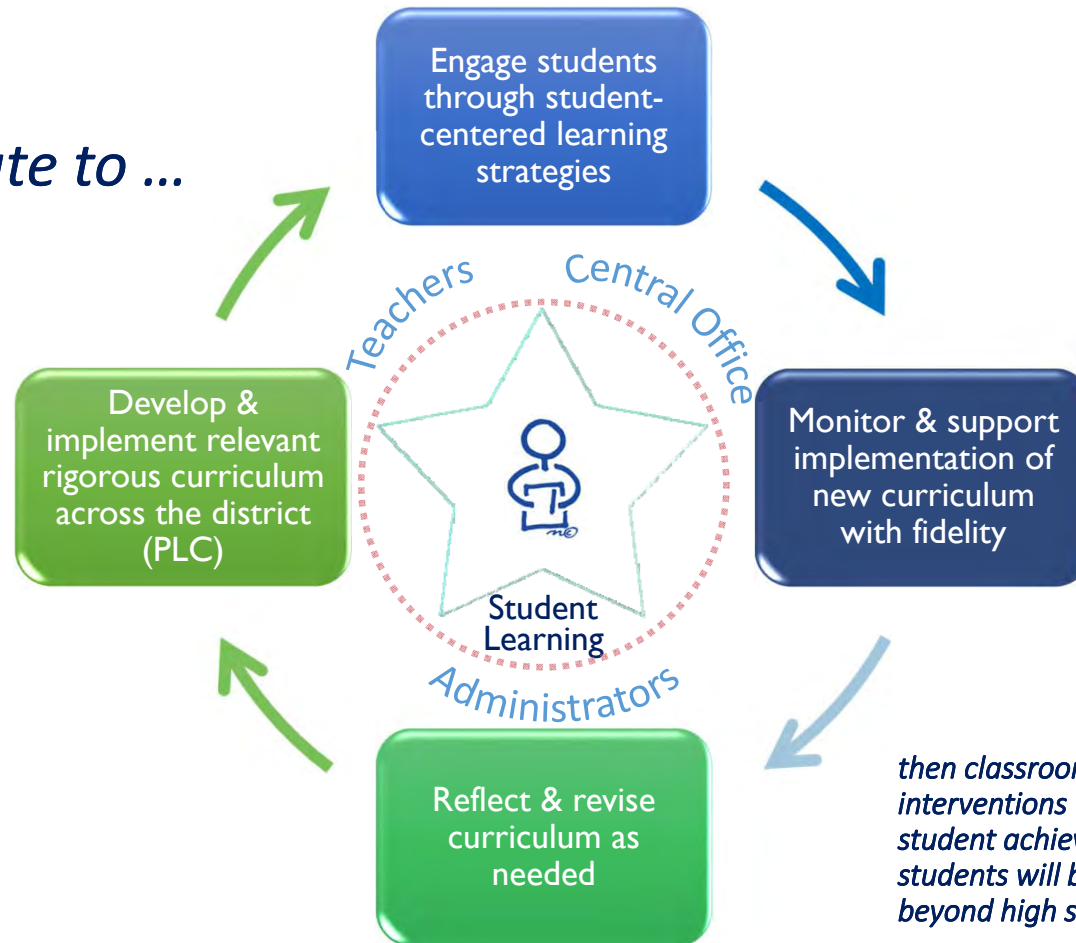
Our Challenge

- Create district-wide coherence among 15 schools having different cultures, values, processes, and operational procedures
- Promote collaboration and “systemness” while allowing for creativity
- Make significant, measureable progress in our first year of work
- Increase student achievement

Academics: Theory of Change



If we collaborate to ...



then classroom instruction will improve, tiered interventions will be focused on targeted areas, student achievement will increase, and all students will be prepared for learning and work beyond high school.



Manchester Public Schools

Theory of Change

If we collaborate to ...

The ultimate goal is for the PLC to be a structured, teacher-led endeavor that supports our goal of success for every learner (see MPS PLC Checklist)

The PLC meets the equivalent of 2X every six days – once with a literacy focus and once with a numeracy focus at the elementary level and with a content specific focus at Manchester High School

Support specialists, including coaches, reading specialists, special education teachers, pupil services staff, ELL teachers, and library-media specialists as well as administrators visit PLC as needed

PLC Training October 22 (Morning)

Core instructional strategies: effective discourse, rigor, questioning, and feedback; looking at student work; workshop model

Strategies support anytime anywhere, mastery-based, personalized, and student-owned learning

Carolyn Coil to support Differentiated Instruction

Additional technology supports student engagement

Recommended Math Time: 60 minutes* per day (Nikki Newton to support Guided Math)

Recommended Literacy block: Lit Life coming to assist with integrating Reading and Writing

Recommended K Play time: 60 minutes* per day

* All times approximate

Engage students through student-centered learning strategies

Parents

Teachers

Develop, implement, and support rigorous relevant curriculum across the district through the PLC model

Monitor and support implementation of new curriculum with fidelity

Student Learning

Administrators

Families

Reflect and revise curriculum as needed

PLCs at the school level will reflect using the unit reflection questions

Curriculum connector Diary Map will allow for reflection and revision across the district

First Unit Reflection: October 22

Curriculum teams will develop parent manuals as we move toward a standards-based report card

Curriculum Academies to meet in spring and summer to review and revise curriculum

Teachers set SLOs and IAGDs that are aligned to what they are teaching and connected to the SIP – standardized measures are not required this year but the district would like goals in the areas of literacy and numeracy

Coaches assist teachers with implementation of curriculum through integration of core strategies

David Cormier supports the work of instructional coaches

District learning walk teams (to be formed) that include administrators and teachers support implementation

then classroom instruction will improve, tiered interventions will be focused on targeted areas, student achievement will increase, and all students will be prepared for learning and work beyond high school.

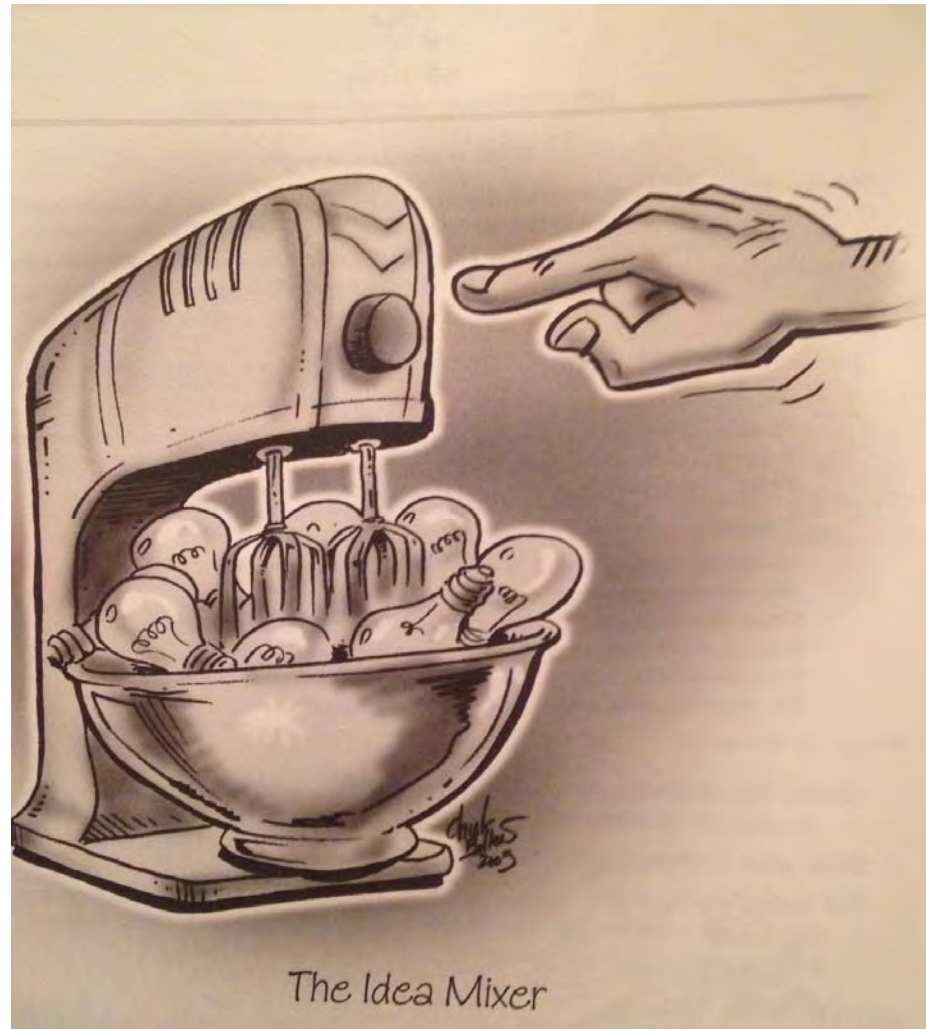
Professional Learning Communities

Educators who are building a professional learning community recognize that they must work together to achieve their collective purpose of learning for all. Therefore, they create structures to promote a collaborative culture.

Professional Learning Communities

The powerful collaboration that characterizes professional learning communities is a **systematic process** in which educators **work together to analyze and improve their classroom practice**. Educators work in teams, engaging in an ongoing cycle of questions that promote deep team learning. This process, in turn, leads to higher levels of student achievement.

Professional Learning Communities at Work, Dufour



The Idea Mixer

“PLCs operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators”

DuFour, DuFour, Eaker, and Many (2006)

The Goal

We accept learning as the fundamental purpose of our school and therefore are willing to examine all practices in light of their impact on learning.

We are committed to working together to achieve our collective purpose. We cultivate a collaborative culture through the development of high-performing teams.

We assess our effectiveness on the basis of results rather than intentions. Individuals, teams, and schools seek relevant data and use that information to promote continuous improvement.

DuFour, DuFour, Eaker, and Many (2006)

Characteristics of a PLC

- Shared Mission: Purpose, Values, Goals
- Learning- focused Collaboration
- Collective Inquiry into Best Practice
- Commitment to Continuous Improvement
- Action Research: Learning By Doing
- Results Orientation

Professional Learning Communities at Work, Dufour

Key Questions

What do we want students to know, understand and be able to do?

How will we know when students know it?

How will we teach the key information, skills and concepts from each unit?

What will we do when students don't know it?

What will we do when students do know it?

Professional Learning Communities at Work, Dufour

Membership



Membership/Configurations

- Elementary - grade level teachers **plus support specialists, including coaches, reading specialists, special education teachers, pupil services staff, ELL teachers, library-media specialists, and tutors as needed; building and district administrators will also attend PLC meetings when possible**
- Secondary - common course/subject teachers **plus support specialists, including coaches, special education teachers, pupil services staff, ELL teachers, library-media specialists, and tutors as needed; building and district administrators will also attend PLC meetings when possible**
- Specials/Elective/ Adult Education Teachers - could be a virtual team in cases where in person meetings are not possible
- Note: The ultimate goal is for the PLC to be a teacher-led endeavor although support from various specialists will be needed as we begin the process.

Instructional Coaches



What do instructional coaches do?

- Support the implementation of curriculum
- Seek out and experiment with best instructional practices
- Coach teachers across the school as determined by both teacher self-selection and school administration. *Note: Coaches can begin with those who want assistance and add others throughout the year so that by the end of the year all have been supported by coaches*

Nikki Newton

- Attend Professional Learning Communities as needed to support integration of core instructional strategies
- Support the implementation of math and / or writer's workshop model
- Deliver Understanding by Design workshops with teachers who still need training and/or lead review of curriculum to ensure alignment between all three stages of UbD
- Lead colleagues in review of student work and use of student assessment data as part of planning
- Attend School Improvement Team meetings (when formed) and district coaches meetings
- Support and monitor work in the area of equity to close the achievement gap at the school level

How do instructional coaches do it?

Coaching Teachers

- a. Meet with one teacher once a week for one or two class periods to observe and conference later in the day. Check in with teachers for 3-4 weeks (or more) to note areas of instructional strength and need. Address these needs through a reflective process. Assist teachers in the areas of classroom management, planning, instruction, and assessment.
- b. Model instructional strategies for teachers in teachers' classrooms. Watch teacher implement the strategy and provide constructive feedback.

PLC Support

- a. Deliver embedded Professional Development to PLCs that require ideas for instructional practice to support student growth
- b. Attend PLC meetings as needed to ensure functionality (student work reviews, identifying instructional strategies and best practices, differentiation, revising curriculum when needed, completing the Curriculum Connector diary map to reflect and record pacing and notes).
- c. Model student work reviews in PLCs to support teachers to calibrate grading and identify instructional strategies to address areas of need evident in student work.

Structure

- Norms are developed
- Agenda created in google drive and finalized at least 24 hours prior to the meeting
- Minutes taken in google drive so that all members listed above have access
- Scheduled time is the equivalent of 2 PLC meetings every 6 days; changes to the schedule should be discussed (could be through email) with all members prior to finalizing the change
- Recorder assigned each session with other roles assigned as needed by the PLC (e.g. facilitator)

Making the Groups Work



Norms

The next step is to establish some ground rules/norms for your team PLC.

These ground rules generally:

- Govern individual behavior and encourage respectful discourse
- Facilitate the work of the group,
- Help maintain a focus on student learning and adult practice
- Enable the group to accomplish its task

- ***Examples might include:***

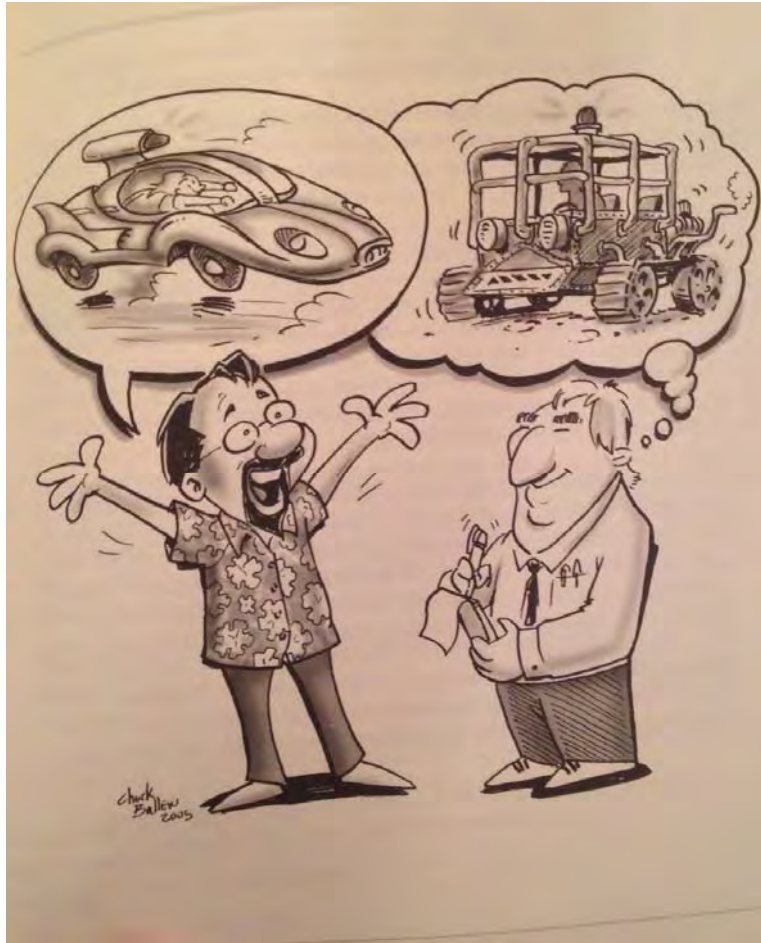
- Stay focused on the objective
- Be respectful of other's time
- Make this a safe place for people to share

Sample

- Focus on the future
- Everyone must participate
- Be concise
- Stay engaged in the work
- Limit side-bar conversations / Texting
- Let the speaker finish speaking
- Keep to time limits
- Focus on things we can control
- Concerns should come with solutions

Process

- Discussion follows the agenda which is focused on learning (focused, time-limited and supported by evidence/data)
- Group stays focused on the agenda
- Decisions made by the group are supported by all members
- At the end of each meeting, next steps are clearly identified as part of a draft agenda for the next meeting



PLC Cycle

Focus - What do we want students to know, understand and be able to do?

- PLC uses curriculum, pre-assessment data and / or information from previous unit or prior unit reflection to identify student achievement issue
- The student achievement issue is stated as a measureable goal which may be measured over several weeks. The standard measured in the goal should be the same for the group and there should also be an adult goal
- Example:
- Students will be able to solve quadratic equations using multiple methods including graphing, factoring, completing the square, and applying the quadratic formula as demonstrated by scores on teacher generated CFA, review of student work, etc.
- Teachers will implement the Desmos Chromebook app to support students in the use of graphing to find solutions (Note: Teachers in the same PLC can have different goals)

PLC Cycle

Strategies - How will we teach it?

- Develop action/instructional plan to reach SMART goal

Assessment - How will we know if students know it?

- Begin unit planning process with the end of unit assessment or performance task in mind
- Use formative data (adult practice and student achievement) to adjust the strategies detailed in the instructional plan (progress monitor)
- PLC uses post-assessment to determine response, i.e., next steps

PLC Cycle

Response - What are we going to do about it? (What will we do if students don't know it? What will we do if students do?)

- Remediate (How will we help students who did not achieve the goal?)
- Differentiate (How will we enrich the students who achieved the goal?)
- Are there any specific tools that must be provided to assist in ensuring success for all learners?

Curriculum Connector

- Share PLC outcomes: Attach unit reflection to Curriculum Connector using the following naming convention: Reflection ELA or Math Unit X School Name (Reflection Math Unit 1 Martin)



Six Fears Associated with Change



Fear

Wasting time and energy

Leaders might not follow through on new agendas, or the ideas embedded in those agendas might not be worth pursuing.



Losing autonomy

New agendas might require activities, materials, or methods that differ from what the teacher prefers or is accustomed to.



Experiencing failure when trying new things

The new agendas might require learning new skills or behaviors that seem difficult to master.



Fear

Fear of becoming socially isolated

Cooperating with new agendas might require behaviors that valued colleagues would object to.



Fear of unpleasant surprises

New agendas might increase uncertainty for people who like stability and predictability



Fear of more work

Complying with new agendas might require more work than people feel inclined to undertake.



All six fears are familiar
to anyone experienced
with change efforts,
especially in schools.



REVISED 11-17-14
MANCHESTER BOARD OF EDUCATION MEETINGS
2014-2015

(ALL MEETINGS WILL BE HELD AT 7:00 P.M. LINCOLN CENTER, HEARING ROOM
 BUDGET WORKSHOPS ARE HELD AT 6:00 P.M. AT MHS ROOM 293

Monday, July 14, 2014		Lincoln Center
Monday, August 25, 2014		Lincoln Center
Monday, September 8, 2014		Lincoln Center
Monday, September 22, 2014		Lincoln Center
Wednesday, October 15, 2014		Lincoln Center
Monday, October 27, 2014		Lincoln Center
Monday, November 10, 2014		Lincoln Center
Monday, November 24, 2014		Lincoln Center
Monday, December 8, 2014		Lincoln Center
Monday, December 22, 2014		Lincoln Center
Wednesday, January 7, 2015	(Budget Workshop; 6:00 p.m.) cancelled	MHS Room 293
Monday, January 12, 2015		Lincoln Center
Wednesday, January 14, 2015	(Budget Workshop; 6:00 p.m. cancelled	MHS Room 293
Wednesday, January 21, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Monday, January 26, 2015		Lincoln Center
Wednesday, January 28, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Monday, February 9, 2015		Lincoln Center
Monday, February 23, 2015		Lincoln Center
Monday, March 9, 2015		Lincoln Center
Monday, March 23, 2015		Lincoln Center
Monday, April 6, 2015		Lincoln Center
Monday, April 27, 2015		Lincoln Center
Wednesday, May 6, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Monday, May 11, 2015		Lincoln Center
Wednesday, May 13, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Wednesday, May 20, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Tuesday, May 26, 2015		Lincoln Center
Monday, June 8, 2015		Lincoln Center
Monday, June 22, 2015		Lincoln Center
Monday, July 13, 2015		Lincoln Center
Monday, August 24, 2015		Lincoln Center

REVISED: 11-17-14

**Manchester Board of Education
Building and Sites Committee
Buckley Elementary School Library
November 6, 2014**

Attendees: Neal Leon, Mike Crockett, Jason Scappaticci, Matt Geary, Pat Brooks

The Committee discussed next steps with the successful passing of the referendum for the Manchester Public Schools 2025 Plan.

The Committee discuss the criteria for the posting/advertising of the Facilities Director position.

The Committee toured Buckley Elementary School and the renovations to the library.

The next meeting will be held at 5:30 p.m. on Thursday, December 4, 2014, in the Cafeteria at Keeney Elementary School.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia F. Brooks". The signature is fluid and cursive, with the first name "Patricia" being the most prominent part.

Patricia F. Brooks
Assistant to the Superintendent
Finance and Management

Manchester Board of Education

Community Relations Committee
Meeting Minutes
Wednesday, November 19, 2014
Central Office, Board Room A
7:00 PM

Members Present: Chris Pattacini, Mary-Jane Pazda, Darryl Thames, Sr.
Others Present: Matt Geary, Superintendent of Schools

The meeting was called to order at 7:00 PM.

1. Mr. Geary reviewed the work plans that were submitted to the Hartford Foundation for Public Giving as part of our grant application. We expect to hear back from the foundation in December or January.

2. The committee confirmed that the first Board of Education meeting of each month will be held in a school.

Monday, February 9, 2015	Bowers
Monday, March 9, 2015	Robertson
Monday, April 6, 2015	Verplanck
Monday, May 11, 2015	Waddell
Monday, June 8, 2015	Washington

The principal, staff members, including the Family Resource Center Coordinator, parents, including the PTA president, and students will be invited to attend the meeting and give an update under Superintendent's Report

The meeting was adjourned at 7:40 PM

The next meeting is Wednesday, January 21 at 5:00 PM. The time is moved up due to the Budget Workshop scheduled for that evening.

Submitted by: Matt Geary, Superintendent of Schools