

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, JANUARY 12, 2015**

**Board of Education Meeting**  
**Lincoln Center, Hearing Rm**  
**7:00 P.M.**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – December 8, 2014 A – 3

**B. CONSENT CALENDAR**

- 1) Personnel Information B – 1
- 2) Transfer of Funds B – 2
- 3) Establish an appropriation for FY14-16 in the amount of \$55,843 for the Title III, Part A, English Language Acquisition and Language Enhancement. B – 3
- 4) Permission to file grant application for the Hartford Foundation for Public Giving for FY14-15 (Trimester 3 of 4-week Boot Camp) and first trimester of FY15-16 grant in the amount of \$50,000. B – 4
- 5) Approval of Manchester Public Schools 2015-2016 Calendar B – 5
- 6) Daily Teachers Sub Rate increase to \$87.50 per day
- 7) Approval of Contract with Delta-T Group Hartford, Inc. for Paraeducator Substitutes
- 8) Approval of SkoolLive Agreement (placement and management services for Interactive kiosk system and licensed software).

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

**D. SUPERINTENDENT'S REPORT**

- 1) Presentation of Superintendent's Proposed 2015-16 Budget

**E. UNFINISHED BUSINESS**

**1) Policy Revisions**

The Policy Committee submits to the full Board its recommended revision for a second reading and approval in accordance with its policy on policy changes:

- a. Board Policy #5143.2: School Lunch Accounts E – 1

**2) Policy Additions**

The Policy Committee submits to the full Board its recommended addition for a second reading and approval in accordance with its policy on policy changes:

- a. Proposed Policy: Student Representatives to the Board of Education E – 2

### 3) Policy Deletions

The Policy Committee submits to the full Board its recommended deletion for a second reading and approval in accordance with its policy on policy changes:

- |    |   |         |
|----|---|---------|
| a. | Policy 4131 Professional Growth   | E – 3 a |
| b. | Policy 4133 Continuing Education Units                                    | E – 3 b |
| c. | Policy 4147 Credit on Teacher Salary Schedule for Teacher Aide Experience | E – 3 c |

#### F. **NEW BUSINESS** - None

#### G. **COMMITTEE REPORTS**

- |    |   |       |
|----|---|-------|
| 1) | Buildings & Sites Committee Minutes – December 4, 2014        | G – 1 |
| 2) | Curriculum & Instruction Committee Minutes – December 8, 2014 | G – 2 |
| 3) | Personnel & Finance Committee Minutes – December 17, 2014     | G – 3 |

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

#### I. **COMMUNICATIONS**

- 1) Student Representative – Joseph Coyne

#### 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**

Kathleen Boccia to be a Special Education teacher at Buckley Elementary School. Ms. Boccia received a Bachelor of Arts in Elementary and Special Education degree at Providence College. Ms. Boccia resides in Glastonbury. It is recommended that her appointment be approved effective December 8, 2014 (BA/Step 4 \$47,973).

Jennifer Baker to be a Special Education teacher at Illing Middle School. Ms. Baker received a Bachelor of Science in Special Education degree at Saint Joseph College. Ms. Baker resides in Manchester. It is recommended that her appointment be approved effective January 5, 2015 (BA+30/Step 1 \$46,228).

Angelina Dale to be a Language Arts teacher at Manchester High School. Ms. Dale received a Master of Arts in English degree at National University, and a Master of Science in Secondary English Education degree at Eastern Connecticut State University. Ms. Dale resides in Bolton. It is recommended that her appointment be approved effective February 2, 2015 (MA+30/Step 6 \$59,312).

Jessica Norton to be a Special Education teacher at Robertson Elementary School. Ms. Norton received a Bachelor of Arts in Psychology degree at University of Connecticut. Ms. Norton resides in South Windsor. It is recommended that her appointment be approved effective January 5, 2015 (BA+30/Step 1 \$46,228).

### **RESIGNATIONS**

Hope Richard, District-wide Board Certified Behavior Analyst has submitted a letter of resignation for personal reasons effective the end of business on January 23, 2015. Ms. Richard has been with Manchester Public Schools since September 28, 2007. It is recommended that her request be approved.

Beverly Prager, School Social Worker at Highland Park and Robertson Elementary Schools has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Ms. Prager has been with Manchester Public Schools since August 31, 1995. It is recommended that her request be approved.

Janet Platz, Speech and Language Pathologist at Bennet Academy has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Ms. Platz has been with Manchester Public Schools since September 4, 1985. It is recommended that her request be approved.

Matthew Schardt, Science teacher at Illing Middle School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Mr. Schardt has been with Manchester Public Schools since September 10, 1984. It is recommended that his request be approved.

John Ferrante, District-wide Elementary Instrumental Music teacher has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Mr. Ferrante has been with Manchester Public Schools since August 31, 1995. It is recommended that his request be approved.

Kathleen Thornton, Health teacher at Manchester High School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Ms. Thornton has been with Manchester Public Schools since September 2, 1981. It is recommended that her request be approved.

Jeffrey Thornton, Science Teacher at Manchester High School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Mr. Thornton has been September 2, 1981. It is recommended that his request be approved.

Barbara Belknap, Grade 1 teacher at Verplanck Elementary School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Ms. Belknap has been with Manchester Public Schools since October 2, 1995. 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:** December 09, 2014

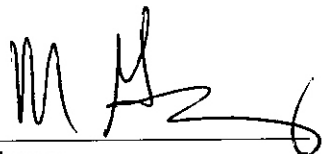
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

**Discussion/Analysis:** Transfer from Manchester High School Guidance General Supplies & Materials (\$900), Career Education Other Purchased Services (\$240), Career Education General Supplies & Materials (\$1500), Career Education Instruction Supplies and Materials (\$1700), Career Education Computer Supplies and Materials (\$1000) and Career Education Dues and Fees (\$60) to Manchester High School Classroom Instruction Contracted Services account. A total transfer of \$5400 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  
January 15, 2015

S-12/17  
el

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
DEC 17 2014  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Manchester High School

Date: 12/09/2014

Principal's Sign: [Signature]

Date of Approval: 12/09/2014

JUSTIFICATION (Required Field) : To fund cost of SAT testing

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

\$ 900	Account # 31061210 5610	Description: Guidance Gen Supplies
\$240	Account # 30461100 5590	Description: Career Ed Oth Purch Svcs
\$1500	Account # 30461100 5610	Description: Career Ed Gen S/M
\$ 1700	Account # 30461100 5611	Description: Career Ed Instr S/M
\$ 1000	Account # 30461100 5612	Description: Career Ed Computer S/M
\$ 60	Account # 30461100 5810	Description: Career Ed Dues/Fees

\$5400 TOTAL DECREASE

INCREASE In whole dollars only:

\$5400	Account # 11061221 5430	Description: Classroom Inst Cont Svcs
\$	Account #	Description:
\$	Account #	Description:

\$5400 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

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

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

RECEIVED  
DEC 17 2014  
BY ACCOUNTS PAYABLE

**Town of Manchester  
Board of Education**

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** December 15, 2014

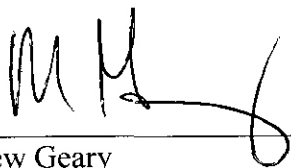
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

**Discussion/Analysis:** Transfer from Manchester High School Art Textbooks to Manchester High School Art Dues/Fees account. A transfer of \$20 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

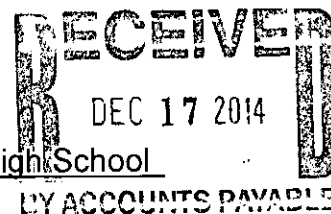
**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 15, 2015

5-12/17  
ce

Manchester Public Schools  
Manchester, Connecticut



To: Accounting Department

School: Manchester High School

Date: 12/15/2014

Principal's Sign: [Signature]

Date of Approval: 12/15/2014

JUSTIFICATION (Required Field) : To fund additional cost of Scholastic Art Award entry fees

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

DECREASE In whole dollars only:

\$ 20 Account # 10461100 5641 Description: Art Textbooks

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

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

\$ 20 TOTAL DECREASE

INCREASE In whole dollars only:

\$ 20 Account # 10461100 5810 Description: Art Dues & Fees

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

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

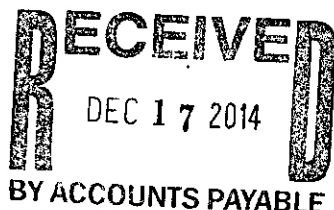
\$ 20 TOTAL INCREASE (Must match total decrease)

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:** December 5, 2014

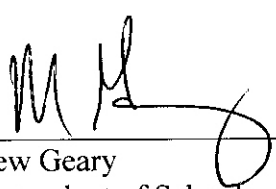
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

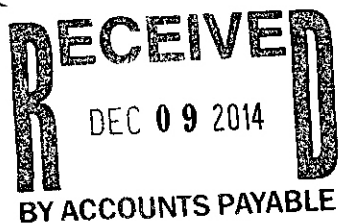
**Discussion/Analysis:** Transfer from Illing Literacy/Technology Dues & Fees to Illing Literacy/Technology Computer Supplies & Materials account. A transfer of \$100 is being requested.

**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  
January 15, 2015



# TRANSFER

Manchester Public Schools  
Manchester, Connecticut

To: Accounting Department

School: Iling Middle School

Approval Signature: Beth Hayes

Date: December 5, 2014

Date of Approval: 12/8/14

## JUSTIFICATION:

FUNDS NEEDED TO ENHANCE TECHNOLOGY DEPARTMENT

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: DUES & FEES

\$ 100.00 Account #: 129 53 100 5810 Description: \_\_\_\_\_

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

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

INCREASE: COMPUTER SUPPLIES & MATERIALS

\$ 100.00 Account #: 129 53 100 5612 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:** December 5, 2014

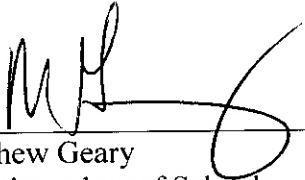
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

**Discussion/Analysis:** Transfer from Systemwide Science Instructional Supplies & Materials to Systemwide Science Field Trips account. A transfer of \$250 is being requested.

**Financial Impact:** None

**Other Board/Commission Action:** None

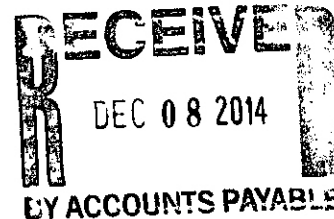
**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 15, 2015

al 12/8/14

## TRANSFER

Manchester Public Schools  
Manchester, Connecticut



To: Accounting Department

School:

Central Office

Approval Signature:

Date: December 5, 2014

Date of Approval:

12.5.14

### JUSTIFICATION:

Transfer funds to pay for buses for Grade 4 Audubon Society field trip

SUBJECT: Science

### DECREASE:

\$	250	Account #:	140991005611	Description:	Instructional Supplies
\$		Account #:		Description:	
		Account #:		Description:	

### INCREASE:

\$	250	Account #:	140991005512	Description:	Field Trips
\$		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:** December 18, 2014

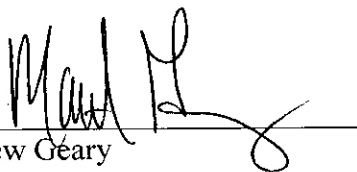
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

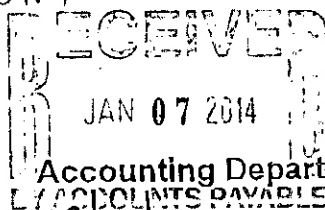
**Discussion/Analysis:** Transfer from Highland Park School General Supplies & Materials to Highland Park School Admin Printing/Advertising account. A transfer of \$90 is being requested.

**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  
January 15, 2015



Manchester Public Schools  
Manchester, Connecticut

To: Accounting Department  
LY ACCOUNTS PAYABLE

Date: 12/31/14

School: Highland Park

Principal's Sign: [Signature]

Date of Approval: 12/31/14

JUSTIFICATION (Required Field):

TO Pay for Printing jobs at HP3

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

DECREASE In whole dollars only:

\$ 90- Account # 42304240 5610 Description: Genl 3tm

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

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

\$ 90- TOTAL DECREASE

INCREASE In whole dollars only:

\$ 90- Account # 423041005540 Description: Printing/adv.

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

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

\$ 90- 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:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation, Title III, Part A English Language Acquisition, FY 2014-2016  
**Date:** December 11, 2014

**Background:**

The Connecticut State Department of Education has awarded FY 2014-2016 funding under the Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to ELL students, teachers and tutors in grades K-12.

**Discussion/Analysis:**

The FY 2014-2016 Title III, Part A, English Language Acquisition Grant will support parent involvement in student education to provide in-class instruction and language development for English Language Learners. The funding for this grant will be used to cover the costs of ELL tutors, professional development, and parent involvement through ELL family night, workshops and parent events.

**Financial Impact:**

The District has been granted \$55,843 from the State for FY 2014-2016.

**Other Board/Commission Action:**

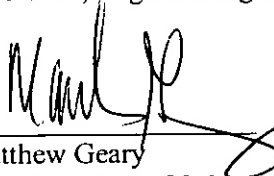
None

**Recommendations:**

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$55,843 under the FY 2014-2016 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education.

**Attachments:**

CT State Department of Education Notification of Grant Award of FY 2014-2016 Title III, Part A, English Language Acquisition and Language Enhancement grant.

  
Matthew Geary  
Superintendent of Schools  
January 12, 2015



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: FEDERAL  
Statute: P.L. 107-110  
CFDA #: 84.365A  
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20868-2015-82075-170002

2 Grant Title

TITLE III PART A ENGLISH LANG. ACQUIS.

5 Award Period

7/1/2014 - 6/30/2016

3 Education Staff

Program Manager:  
Marie Salazar Glowski 860-713-6750

Payment & Expenditure Inquiries:  
Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$55,843

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, 2014 and June 30, 2015 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2015. For grants awarded for two-year periods beginning July 1, 2014, 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, 2016. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

11/17/2014

Dianna Roberge-Wentzell  
Chief Academic Officer  
Academic Office

# **BUDGET FORM**

Created On: 11/17/2014

## **ED 114**

Fiscal Year: 2015  
Grantee Name: MANCHESTER  
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS.  
Project Title:  
Fund: 12060 SPID: 20868 Year: 2015 PROG: 82075 CF1: 170002 CF2:  
Grant Period: 7/1/2014 - 6/30/2016  
Project Code: SDE000000000002

Funding Status: Final  
Vendor ID: 00077  
Authorized Amount: \$55,843

### **AUTHORIZED AMOUNT BY SOURCE:**

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$55,843

CODES	DESCRIPTIONS	PUBLIC	NON-PUBLIC
100	PERSONAL SERVICES - SALARIES	43,077	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	3,105	
300	PURCHASED PROF/TECH SERVICES	3,500	
400	PURCHASED PROPERTY SERVICES		
500	OTHER PURCHASED SERVICES	2,500	
600	SUPPLIES	3,349	312
700	PROPERTY		
800	MISCELLANEOUS		
917	INDIRECT COST		
	<b>TOTAL</b>	<b>\$55,531</b>	<b>\$312</b>

Original Request Date: 8/19/2014

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This budget was approved by Marie Salazar Glowski on 11/13/2014.

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Matthew Geary, Superintendent of Schools  
**Date:** January 12, 2015  
**Re:** **Grant Request by Manchester Adult and Continuing Education (MA&CE)  
 Funds from the Hartford Foundation for Public Giving (HFPG).**

**Background:**

Education and business sector studies have shown that education is a key factor in an individual's or family's future economic security, e.g., those who had a bachelor's degree or higher in 2011 had a mean annual earnings of \$69,387, as compared to those who dropped out of high school with a mean annual income of \$20,936 (Working Poor Families Project). As the development of the nation's workforce continues to move in the direction of having a minimum requirement of some form of postsecondary education, including an industry-specific certificate, the job and economic opportunities for underdeveloped individuals and their families become very limited. Manchester's population mirrors the national statistics with its own non-high school diploma, underdeveloped, and underachieving population of approximately 8-9% of the total population.

If these nontraditional students are to "function effectively as workers, parents and citizens" (CT SDE), MA&CE believes there is a need for comprehensive wraparound services to be coordinated with a strong and inclusive basic academic program that is fully contextualized with industry-related teaching and learning activities, including online. These contextualized learning and support services will bridge the gap between our students' underdeveloped academic and workforce skills and those required to successfully enroll in a General Education Diploma (GED) program as well as to pursue entry-level jobs.

**Discussion/Analysis:**

The funds, \$50,000, will be used to deliver a strong academic/career pathway instructional program to Manchester Adult and Continuing Education program's Adult Basic Education (ABE) students. In addition, intensive wraparound support services, e.g., social worker, career counselor, academic tutors, technology and online instructors will also be integrated into the program along with the contextualized instruction. It is also intended to offer limited child care services at the site.

**Financial Impact:**

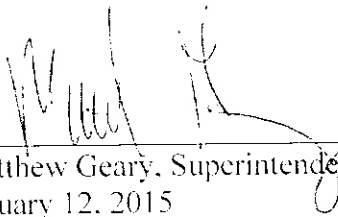
No additional Board of Education funds will be needed beyond what has been budgeted (2014-2015 & 2015-2016) under Manchester Adult and Continuing Education's operational budget. The grant funds are not supplanting the MA&CE budgeted dollars, but they will be used to provide the additional wraparound, career/pathway, and boot camp services that are essential

components of a comprehensive and intensive program that is designed to address the educational needs, i.e., pathway to a high school diploma, and access to some postsecondary education or credentials toward making a living wage.

**Other Board/Commission Action:** None

**Recommendations:**

The Superintendent of Schools recommends that the Board of Education approved the filing of an application for the Hartford Foundation for Public Giving for FY 2014 - 2015 (Trimester 3 and 4-week Boot Camp) and first trimester of FY 2015 - 2016) grant in the amount of \$ 50,000.00.



Matthew Geary, Superintendent of Schools  
January 12, 2015

## MANCHESTER PUBLIC SCHOOLS VERSION 1

**School Begins: August 27, 2015****School Ends: June 9, 2016**

2015 M T W T F

August	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

3

September		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

21

October				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

21

November	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

17

December		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

17

When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations:

WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WWYZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM

In addition, automated notification of school closings are sent via School Messenger.

2015 - 2016 School Year

First day of school grades K – 9: August 27  
First day of school grades 10 - 12: August 28

☐ New Teacher Orientation: August 19 & 20

District Professional Development Days:

☐ (school not in session) August 24-26, November 3, 2015, and January 19, 2016

☐ (half day) September 16, October 21, December 9, February 3, March 23, May 18

School Conferences/Early Release

☐ Grades K-6 December 1, 2, & 3  
March 15, 16 & 17

☐ Grades 7 - 12 November 18 & 19  
March 8 & 9

☐ Abbreviated Day for Students on

November 25 and June 9, or last day of school

☐ / ☐ Holiday / Vacation Period

September 7

-Labor Day

October 12

-Columbus Day

November 11

-Veterans Day

November 26-27

-Thanksgiving Recess

Dec 24 - Jan 2

-Vacation Period

January 18

-Martin Luther King Jr.

February 15 - 16

-Vacation Period

March 25

-Good Friday

April 11 - 15

-Vacation Period

May 30

-Memorial Day

Please see reverse for additional information.

2016 M T W T F

January					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

18

February	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29				

19

March		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

22

April					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

16

May	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

21

June			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

7

Total days = 182

Adopted:

Tentative High School Graduation Date: TBD



# 2015 – 2016 SCHOOL YEAR

	Regular Day Systemwide Schedule		Abbreviated Day Systemwide Schedule		Conference Day Systemwide Schedule		Delayed Opening Systemwide Schedule	
	Start	End	Start	End	Start	End	Start	End
MHS Grades 9 – 12	7:30 a.m.	2:05 p.m.	7:30 a.m.	12:05 p.m.	7:30 a.m.	12:05 p.m.	9:00 a.m.	2:05 p.m.
Illing Middle School Grades 7 – 8	8:15 a.m.	2:40 p.m.	8:15 a.m.	12:40 p.m.	8:15 a.m.	12:40 p.m.	9:45 a.m.	2:40 p.m.
Bennet Academy Grade 6	8:20 a.m.	2:45 p.m.	8:20 a.m.	12:45 p.m.	8:20 a.m.	12:45 p.m.	9:50 a.m.	2:45 p.m.
All Elementary Schools Grades Pre K – 5	9:05 a.m.	3:25 p.m.	9:05 a.m.	1:17 p.m.	9:05 a.m.	1:17 p.m.	10:35 a.m.	3:25 p.m.
Headstart	8:15 a.m.	12:15 p.m.	8:15 a.m.	10:15 a.m.	No School		No School	
	8:00 a.m.	3:00 p.m.	8:00 a.m.	11:00 a.m.	8:00 a.m.	3:00 p.m.	9:30 a.m.	3:00 p.m.
Bentley Alt. Ed.	8:10 a.m.	2:05 p.m.	8:10 a.m.	12:15 p.m.	8:10 a.m.	12:15 p.m.	9:40 a.m.	2:05 p.m.
M.R.A.	8:00 a.m.	2:20 p.m.	8:00 a.m.	12:20 p.m.	8:00 a.m.	2:20 p.m.	9:30 a.m.	2:20 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School Grades 9 - 12	September 28, 2015; December 8, 2015; February 26, 2016; May 6, 2016	October 29, 2015; January 15, 2016 (exams January 20 – 25); March 30, 2016; June 2, 2016 (exams June 3-8)
Illing Middle School Grades 7 - 8	September 28, 2015; December 8, 2015; February 26, 2016; May 6, 2016	October 29, 2015; January 15, 2016; March 30, 2016; June 3, 2016
Bennet Academy Grade 6	October 7, 2015; January 22, 2016; April 27, 2016	November 20, 2015; March 4, 2016; June 9, 2016
Elementary Schools Grades K - 5	October 7, 2015; January 22, 2016; April 27, 2016	November 20, 2015; March 4, 2016; June 9, 2016

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 10 through June 24, 2016. If more than 11 (eleven) days are needed, days will be taken from April vacation starting with Friday, April 15, 2016.

## Professional Development Days:

Five (5) full days (school not in session): August 24, 25, & 26, November 3, 2015, January 19, 2016

Six (6) half days (early dismissal): September 16, October 21, December 9, 2015, & February 3, March 23, May 18, 2016

## SCHOOL LUNCH ACCOUNTS

It is the policy of the Manchester Public Schools to allow students to charge meals when the student does not have cash available or there is no money left in the student's mealtime account at schools operating under the Traditional School Meal Program. Full priced or reduced priced elementary students will be allowed to charge three meals.

Students owing three meals will no longer be allowed to charge meals; these students will be provided with an alternative meal. The alternative meal will consist of a cheese sandwich or peanut butter and jelly sandwich, fruit/vegetable, and milk.

Full priced or reduced priced middle and high school students will be allowed to charge three meals. Students owing three meals will no longer be allowed to charge meals; these students will be provided with an alternative meal for two consecutive days. The alternative meal will consist of a cheese sandwich or peanut butter and jelly sandwich, fruit/vegetable, and milk.

Alternative meals are designed for and served to students who do not have cash or funds in their mealtime account. Every effort will be made to let the student know when funds within an account are low. In addition, notification will be sent to the parent or guardian.

It is the responsibility of the parent or guardian to monitor account status for their students. Parents or guardians can monitor their student's mealtime account by utilizing the online payment system at [www.ezschooldpay.com](http://www.ezschooldpay.com). If parents or guardians need more information regarding the use of the online payment system, they can reach Nutritional Services at (860) 647-3461.

District policy states that, the parent or guardian of the student receiving alternative meals will be expected to pay the cost for all alternative meals served.

Adopted: January 25, 2010

## SCHOOL LUNCH ACCOUNTS

The purpose of this policy is to ensure that every child has access to healthy and nutritious lunches, regardless of the socio-economic status of a family. While every effort will be made to let the student and parent / guardian know when funds within an account are low, on occasion a child may fail to bring to school the necessary resources to secure a lunch meal at school. It is the policy of the Manchester Public Schools to allow students to charge meals when the student does not have cash available or there is no money left in the student's mealtime account at schools operating under the Traditional School Meal Program. ~~Full priced or reduced priced elementary~~ All students will be allowed to charge three meals.

~~Students owing three meals will no longer be allowed to charge meals; these students will be provided with an alternative meal. The alternative meal will consist of a cheese sandwich or peanut butter and jelly sandwich, fruit/vegetable, and milk.~~

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Once a student has charged three meals, school staff will make contact with the family of the student. Parents / Guardians will be notified of their child's negative balances and will be asked for prompt payment. All negative balances must be paid in full within 10 days of notice. Parents will be contacted by the district or the food service director either by written letter, electronic e-mail or phone call to the household.

If the negative balance is not paid in full within ten days, students can continue to charge meals. The parent/guardian will be notified of the outstanding balance on the child's account monthly. All student lunch accounts must be paid in full before the end of the school year. The school reserves the right to withhold report cards and student records until lunch account balances have been paid in full.

It is the responsibility of the parent or guardian to monitor account status for their students. Parents or guardians can monitor their student's mealtime account by utilizing the online payment system at [www.ezschoollpay.com](http://www.ezschoollpay.com). If parents or guardians need more information regarding the use of the online payment system, they can reach Nutritional Services at (860) 647-3461.

~~District policy states that, the parent or guardian of the student receiving alternative meals will be expected to pay the cost for all alternative meals served.~~

For departmental record-keeping, the food service program shall notify the district monthly of all negative balances.

Adopted: January 25, 2010

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For departmental record-keeping, the food service program shall notify the district monthly of all negative balances.

Revised: January, 2015

The Board of Education recognizes the importance of maintaining open communication with the student body. In an effort to improve this communication, the Board supports seating two students from the high school to serve in a nonvoting capacity on the Board of Education. These student representatives on the Board of Education will give students a more effective voice in and at the decision-making level of the school system.

A student representative shall:

- a. Attend all regular meetings of the Board of Education
- b. Report on happenings at Manchester High School under the Communications item on the agenda
- c. Raise issues pertinent to the students at Manchester High School
- d. Speak on any issue on the agenda or motion before the Board unless deemed inappropriate by the Board
- e. Report back to the Manchester High School student body via the student organizations

A student representative shall not:

- a. Be able to cast an official vote on any motion or resolution.
- b. Be allowed to attend executive sessions, negotiation sessions or personnel portions of the regular meetings of the Board of Education.

The following procedures will be observed for the seating of the student representatives:

- a. Student representatives will come from the junior and senior class at the high school. One student should be a member of the junior class and one student should be a member of the senior class.
- b. Any junior or senior, through completion of an application and letter of intent and the fulfillment of academic requirements, will be considered eligible. The high school principal or his/her designee will choose the representatives.
- c. After the students have been selected, they will be given an orientation session by the high school principal or his/her designee.
- d. At least one of the two representatives will be seated at the Board table during each Board of Education meeting.
- e. The Board of Education reserves the right to dismiss a student due to poor attendance and call for the selection of a new member.
- f. The term of office for the two representatives shall be for one school year; however, it is expected that the junior representative serve for two school years if re-appointed.

## Professional Growth

## Guidelines for Credit Evaluation Committee

This policy defines the basis upon which the Board of Education will grant salary consideration for courses completed by staff members when these courses are not part of an accredited college program.

Several of our staff members have completed programs of a technical nature in such areas as computer programming and film making. These course opportunities were not offered or taken for college credit but would give the teacher a great deal of information and certainly would assist the teacher in being better prepared to teach.

The following guidelines are adopted concerning these courses:

1. That they be directly related to the teacher's teaching assignment
2. That they be evaluated on a credit basis similar to the typical college course credit system based on time devoted to classroom attendance and the level of sophistication of assignments.
3. That no credit be given for these courses for any teacher if the course content either duplicates or closely parallels a course already completed by the teacher for credit or a regular college course that the teacher takes in the future.
4. That teachers must have prior approval from the Assistant Superintendent for Administration if this course is to be submitted for salary consideration.
5. That the teacher must submit to the Assistant Superintendent for Instruction course descriptions and other data related to the course content plus the recommendation of the teacher's department head and/or principal concerning the teacher's involvement in this course.
6. That the Board of Education grant a maximum of 6 credits for courses of this type. This course credit naturally would count towards salary consideration but would not be accepted by the State for certification purposes.

Teachers will not be permitted to submit courses of this nature for salary consideration if the enrollment fees for these courses have been paid for by the Board of Education.

Adopted: August 27, 1973

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## CONTINUING EDUCATION UNITS

The Board of Education believes in the importance of teachers participating in staff development activities as part of their professional and educational development. State law requires the successful completion of 9 CEUs every five years in order for a holder to maintain a professional educator certificate. In order to achieve this goal, the Board will make available annually at no cost to its certified employees, no fewer than eighteen, 60 minute instructional contact hours of professional development activities for CEUs. CEUs awarded by providers approved by the State Department of Education also may be used to fulfill the CEU requirements.

The specific professional development activities to be made available will be determined with the advice and assistance of the Staff Development Committee which will include a representative of the Manchester Education Association and the Manchester School Administrators Association.

The Board of Education may award CEU equivalents to any of its employees for the successful completion of professional development activities which are not offered by an approved CEU provider. Any combination of CEUs and CEU equivalents can be used toward the CEU requirement. All 90 hours of CEU activities may be earned as CEU equivalents.

Adopted: December 11, 1989

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## Credit on Teacher Salary Schedule for Teacher Aide Experience

The Board of Education will consider granting credit on the Teacher Salary Schedule for experiences as a teacher aide if the following criteria are met:

- 1.) The teacher must have been certified as a teacher at the time employed as an aide. It should also be understood that the teacher moved from an aide position in Manchester directly to a teaching position and is currently a teacher in Manchester.
- 2.) That the performance of the aide was unique in that the aide had functioned at a level normally beyond what is expected of an aide and that a good portion of the aide's activities was performed not under the direct supervision of a teacher.
- 3.) The uniqueness of the aide's position must be documented in writing by the principal of the school and the Assistant Superintendent for Administration.
- 4.) The teacher must submit, in writing, a request to the Credit Evaluation Committee and no salary credit will be given unless the Committee is in agreement.
- 5.) Only experience gained as a teacher aide in the Manchester Public Schools will be considered.
- 6.) No more than one year's credit on the salary schedule will be granted.

Adopted: June 10, 1974

Revised: June 27, 1977



**Manchester Board of Education  
Building and Sites Committee  
Keeney Elementary School Cafeteria  
December 4, 2014**

Attendees: Carl Stafford, Pat Brooks

Mrs. Brooks informed the Committee that the Connecticut Bureau of School Facilities PREP Meeting for the Cheney/Bennet, 5<sup>th</sup>-6<sup>th</sup> Grade Academy project, scheduled for December, has been postponed. The Bureau of School Facilities will schedule a meeting in early January to discuss necessary special legislation language for the project. In order to keep the project on track, a contract for architectural services with Tai Soo Kim will be signed prior to the PREP meeting.

Mrs. Brooks updated the Committee on current projects.

The next meeting will be held at 5:30 p.m. on Thursday, January 8, 2015, in Silk City Café at Manchester High 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

C & I Committee Meeting Notes  
December 8, 2014

In attendance: Mary Jane Pazda, Carl Stafford and Dr. Radikas  
Also present: Mr. Geary, Dr. Oliver and Dr. Ratchford

Meeting began at 5:30 p.m.

Parent Brochures

K-5 parent brochures - created to assist parents and families in supporting learning at home in the areas of English Language Arts and Mathematics was shared.

The brochures outline key learning expectations by grade level. Parents and families were provided grade level specific brochures at parent teacher conferences - links to access the appropriate grade-level guides are available on the Curriculum and Instruction webpage with hard copies available at each elementary school's Family Resource Center and main office.

ELA and Math Update

Dr. Ratchford and Dr. Oliver provided overviews of the curriculum academies. Both content areas have completed the implementation of Unit 1 and teachers are being surveyed for feedback on pacing, resources, differentiation and rigor. Unit 2 is still being taught and Unit 3 is in development.

Science Update

Dr. Oliver provided an update on the 4<sup>th</sup> Annual Science Fair with Invention Convention

- Invention Convention is a unique opportunity for the town-wide PTA to partner with Manchester Public Schools to offer all K-8 students the opportunity to participate in the 4<sup>th</sup> Annual Science Fair or Invention Convention. After school assistance being provided three times a week.
- This year 350 students have signed up to participate – science fairs will take place in all elementary schools and Bennet in February / March 2015.
- District-wide guaranteed experiences in science determined for grades 3- 5, K- 2 still in progress

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Amy F. Radikas

**Manchester Board of Education  
Personnel & Finance Committee  
December 17, 2014**

Attendees: Mike Crockett, Deb Hagenow, Neal Leon, Pat Brooks, Matt Geary

Visitors: Lindsey Boutilier

Mr. Boutilier and Mr. Geary presented vendor advertising opportunities to the Committee. The Committee agreed that the District should take advantage of these advertising opportunities and recommended that Mr. Geary draft an advertising policy for Board approval.

Mr. Geary presented the 2015-2016 school year calendar to the Committee. The calendar has already been reviewed by the Curriculum and Instruction Committee. Mr. Geary recommends that the 2015-2016 school year be decreased to 182 days for students and remain at 187 days for staff to allow for an additional professional development day in January, 2016. The Committee supported Mr. Geary's recommendation. The calendar will be submitted to the Board on January 12, 2015, for approval.

Mrs. Brooks recommended to the Committee that the District increase the per diem payment for teacher substitutes from \$75 to \$87.50 per day. After surveying surrounding districts, in order to increase the substitute pool and remain competitive, an increase in the per diem rate is needed. The increase will take effect after the Board's approval in January, 2015.

Mrs. Brooks recommended to the Committee that the District contract with Delta T Group, a service similar to Kelly Services, that provides school districts with trained paraeducator substitutes. The District is having difficulty hiring paraeducator substitutes that are trained to work in the District's special program classrooms. The Committee supported the recommendation to contract with Delta T. The recommendation will be on submitted to the Board on January 12, 2015, for approval.

The revised 2015-2016 budget workshop dates were shared with the Committee.

Mr. Geary and Mrs. Brooks informed the Committee that the 2015 Graduation will be held at Xfinity (Comcast) Theater in Hartford. The cost of Xfinity Theater is considerably less and parking is included in the cost. Seating is better for guest viewing and the theater accommodates over 4,000 attendees.

Mr. Geary and Mrs. Brooks presented their recommended changes to Policy 3510, Facilities Maintenance. The revised policy shows an increase in the amounts budgeted for capital repairs and capital improvements. The Committee approved the recommended changes to the policy. The policy will be moved to the Policy Committee for approval.

Mrs. Brooks informed the Committee that the town received \$254,736.01 for the District's payment of the 2014-2015 Retiree Drug Subsidy (RDS). This payment represents reimbursement from the Federal Government for the District providing drug benefits for retirees. The funds are deposited into the Other Post Employment Benefits, OPEB, account to reduce the cost of retiree health and drug benefits.

Mrs. Brooks provided the Committee with the September 30, 2014, financial statement.

The next meeting will be a budget workshop on January 21, 2015, at 6:00 p.m., in Room 293 at Manchester High 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