

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JANUARY 26, 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).
- 9) Permission to apply for the Heisman Scholars-Achieving by Reading Program Grant in the amount of \$22,000 for FY14/15. B – 9
- 10) Extended Field Trip Request Form – MHS Varsity Wrestling Championship B – 10
Trumble, CT – 14-17; Chaperones: Head Coach and Asst. Coach;
2/20/15 -2/21/15
- 11) Establish an appropriation for FY14-15 in the amount of \$22,740 for the Art in Education Professional Learning Mini Grant (HOT Schools Program Grant). B – 11
- 12) Establish an appropriation for FY14-15 in the amount of \$1,244,039 for the School Security Competitive Grant Program. B – 12

C. PUBLIC COMMENTS (any item before the board)

D. SUPERINTENDENT'S REPORT

- 1) Family and Community Engagement Plan – Mr. Matthew Geary, Superintendent of Schools
- 2) Discussion on Superintendent's Proposed Budget, Mr. Matthew Geary, Superintendent of Schools D – 2

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
4) Buildings & Sites Committee Minutes – January 8, 2015 G – 4

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.

PERSONNEL ACTION**APPOINTMENTS**

Nicholas Flynn to be a Special Education teacher at Verplanck Elementary School. Mr. Flynn received a Bachelor of Science in Elementary and Special Education degree at University of Hartford. Mr. Flynn resides in Hartford. It is recommended that his appointment be approved effective January 20, 2015 (BA/Step 2 \$44,920).

Maximino Echevarria to be an ESOL teacher at Robertson Elementary School. Mr. Echevarria received a Sixth Year Certificate in Curriculum and Instruction and a Master of Arts in Bilingual/Bicultural Education degree at University of Connecticut. Mr. Echevarria resides in Manchester. It is recommended that his appointment be approved effective January 30, 2015 (MA+30/Step 13 \$86,314).

RESIGNATIONS

William Pfeiffer, Latin teacher at Manchester High School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Mr. Pfeiffer has been with Manchester Public Schools since September 4, 1985. It is recommended that his request be approved.

Sophia Zaharis, Mathematics teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on January 16, 2015. Ms. Zaharis has been with Manchester Public Schools since December 16, 2011. It is recommended that her request be approved.

Kenneth Andrew, Vocational Education teacher at Manchester Regional Academy has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2015. Dr. Andrew has been with Manchester Public Schools since August 31, 1995. It is recommended that his request be approved.

Carolyn Maas, Music teacher at Manchester High School has submitted a letter of resignation for retirement purposes effective the end of business on August 31, 2015. Ms. Maas has been with Manchester Public Schools since October 1, 1986. 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

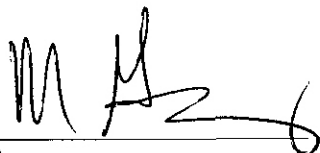
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

5-12/17
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

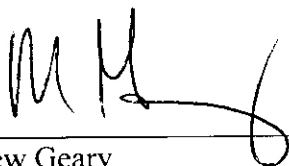
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

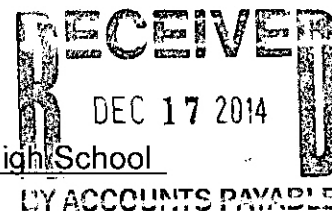
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



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: J.B.

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: _____

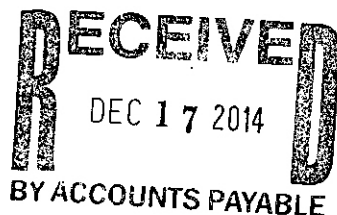
\$ 20 TOTAL INCREASE (Must match total decrease)

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

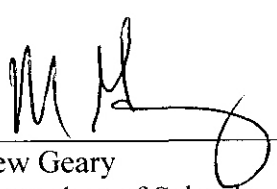
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

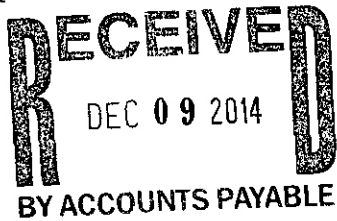
Other Board/Commission Action: None

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

5-12/9
CL



TRANSFER

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School:

Illing 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

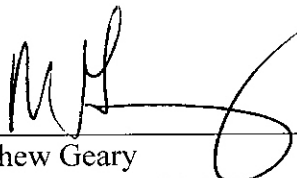
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

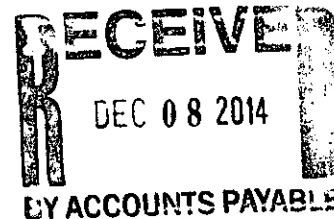
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.


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

ce 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:

| | | | | | |
|----|------------|------------|---------------------|--------------|-------------------------------|
| \$ | <u>250</u> | Account #: | <u>140991005611</u> | Description: | <u>Instructional Supplies</u> |
|----|------------|------------|---------------------|--------------|-------------------------------|

| | | | | | |
|----|-------------------|------------|-------------------|--------------|-------------------|
| \$ | <u> </u> | Account #: | <u> </u> | Description: | <u> </u> |
|----|-------------------|------------|-------------------|--------------|-------------------|

| | | | | |
|-------------------|------------|-------------------|--------------|-------------------|
| <u> </u> | Account #: | <u> </u> | Description: | <u> </u> |
|-------------------|------------|-------------------|--------------|-------------------|

INCREASE:

| | | | | | |
|----|------------|------------|---------------------|--------------|--------------------|
| \$ | <u>250</u> | Account #: | <u>140991005512</u> | Description: | <u>Field Trips</u> |
|----|------------|------------|---------------------|--------------|--------------------|

| | | | | | |
|----|-------------------|------------|-------------------|--------------|-------------------|
| \$ | <u> </u> | Account #: | <u> </u> | Description: | <u> </u> |
|----|-------------------|------------|-------------------|--------------|-------------------|

| | | | | | |
|----|-------------------|------------|-------------------|--------------|-------------------|
| \$ | <u> </u> | Account #: | <u> </u> | Description: | <u> </u> |
|----|-------------------|------------|-------------------|--------------|-------------------|

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

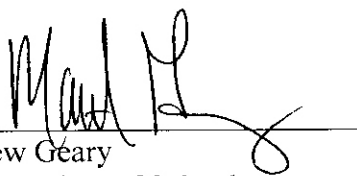
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

School: Highland Park

Date: 12/31/14

Principal's Sign: DSR

Date of Approval: 12/31/14

JUSTIFICATION (Required Field):

TO Pay for Printing jobs at HPS

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

DECREASE In whole dollars only:

\$ 90- Account # 42304240 5610 Description: Genl adm
 \$ _____ 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 OnlyBoard 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: January 14, 2015

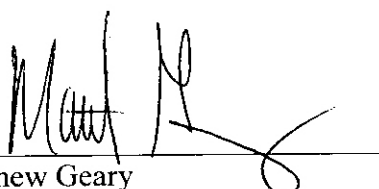
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Verplanck Contracted Kelly Substitutes to Verplanck Admin General Supplies and Materials account. A transfer of \$856 is being requested.

Financial Impact: None

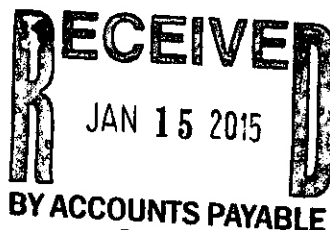
Other Board/Commission Action: None

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 26, 2015

S - 1/15/15
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Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Verplank

Date: 1/14/15

Principal's Sign: [Signature]

Date of Approval: 1/14/15

JUSTIFICATION (Required Field) :

The transfer is to pay for Coat lockers that are needed.

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

DECREASE In whole dollars only:

\$ 856.00 Account # 42312221 5432

Description: Contracted Kelly Subs

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 856.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$ 856.00 Account # 42312240 5610

Description: General Sup. & Mat.

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 856.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

JAN 15 2015

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 31, 2014

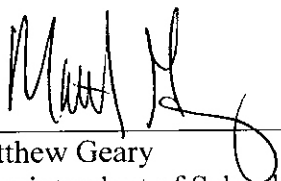
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Central Office Administrative Consultants to Keeney Admin General Supplies and Materials account. A transfer of \$2,898 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 26, 2015

S- 1/16/15
Ql

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Central Office

Date: 12/31/14

Principal's Sign: 

Date of Approval: _____

JUSTIFICATION (Required Field) :

Central Office to cover expenses for Keeney to purchase furniture

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

DECREASE In whole dollars only:

\$2898.00 Account # 40562230 5330

Description: Consultants

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ _____ **TOTAL DECREASE**

INCREASE In whole dollars only:

\$2898.00 Account # 423062 ~~405610~~

Description: General Supplies

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ _____ **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: January 10, 2015

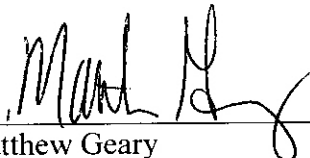
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Illing Guidance Instructional Supplies & Materials to Illing Guidance Dues & Fees account. A transfer of \$400 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 26, 2015

S - 1/16/15
Q

RECEIVED
JAN 16 2015
BY ACCOUNTS PAYABLE

TRANSFER

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Illing Middle School

Approval Signature: *Ben Hays*

Date: January 9, 2015

Date of Approval: 1/10/15

JUSTIFICATION: **FUNDS NEEDED FOR DUES & FEES / CREATE LINE UNDER GUIDANCE**

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: INSTRUCTIONAL SUPPLIES & MATERIALS

| | | | | | |
|----|---------------|------------|------------------------|--------------|---------|
| \$ | <u>400.00</u> | Account #: | <u>310 53 210 5611</u> | Description: | <u></u> |
| \$ | <u></u> | Account #: | <u></u> | Description: | <u></u> |
| | <u></u> | Account #: | <u></u> | Description: | <u></u> |

INCREASE: CREATE DUES & FEES LINE

| | | | | | |
|----|---------------|------------|------------------------|--------------|---------|
| \$ | <u>400.00</u> | Account #: | <u>310 53 210 5810</u> | Description: | <u></u> |
| \$ | <u></u> | Account #: | <u></u> | Description: | <u></u> |
| \$ | <u></u> | Account #: | <u></u> | Description: | <u></u> |

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: January 16, 2015

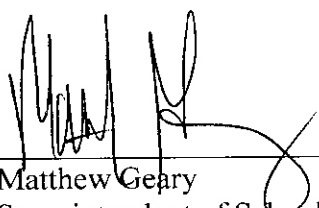
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Systemwide ELL Textbooks to Systemwide ELL Professional Development (\$986) and Systemwide ELL Travel/Lodging (\$1,014) accounts. A total transfer of \$2,000 is being requested.

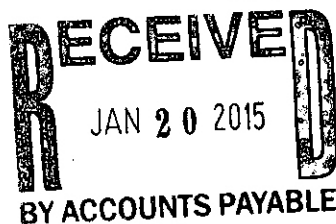
Financial Impact: None

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.

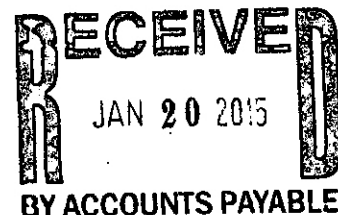

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 26, 2015

5-1120115 @



TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: _____

Approval Signature: _____

Date: 1-16-2015

Date of Approval: _____

ELL 116
[Signature]
1-16-15

JUSTIFICATION:

Professional Development workshops and travel

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: Workshops

\$ 2,000 Account #: 116 99100 5641 Description: Textbooks

\$ _____ Account #: _____ Description: _____

_____ Account #: _____ Description: _____

INCREASE: Consultants

\$ 986 Account #: 116 99100 5320 Description: PD

\$ 1,014 Account #: 116 99100 5580 Description: Travel

\$ _____ 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: 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:

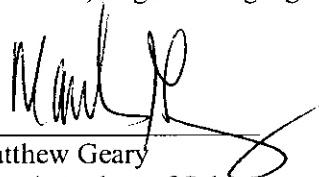
None

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: SDE0000000000002

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 **Authorized Amount:** \$55,843
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

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 | | |
| | TOTAL | \$55,531 | \$312 |

Original Request Date: 8/19/2014

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:

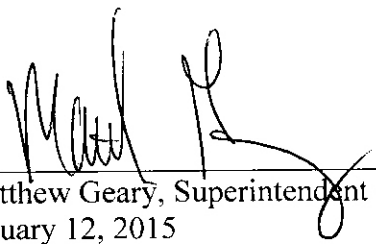
No additional Board of Education funds will be needed beyond what has been budgeted (2014-2015 & 2015-2016) under Manchester Adult and Continuing Education's operational budget. The grant funds are not supplanting the MA&CE budgeted dollars, but they will be used to provide the additional wraparound, 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 | |
| <input type="checkbox"/> New Teacher Orientation: August 19 & 20 | |
| District Professional Development Days: | |
| <input type="checkbox"/> (school not in session) August 24-26, November 3, 2015, and January 19, 2016 <input type="checkbox"/> (half day) September 16, October 21, December 9, February 3, March 23, May 18 | |
| School Conferences/Early Release | |
| <input type="checkbox"/> Grades K-6 | December 1, 2, & 3 March 15, 16 & 17 |
| <input type="checkbox"/> Grades 7 - 12 | November 18 & 19 March 8 & 9 |
| <input type="checkbox"/> Abbreviated Day for Students on | |
| November 25 and June 9, or last day of school | |
| <input type="checkbox"/> / <input type="checkbox"/> 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

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Karen Gray, Principal Washington School

Subject: Permission to apply Heisman Scholars-Achieving by Reading Program Grant FY 14-15

Date: January 12, 2015

Background: Washington School has applied for a \$22,000 grant from Heisman Trophy to purchase books for all students. We will be mirroring the research stated in the article "Addressing Summer Reading Setback Among Economically Disadvantaged Elementary Students" by Richard Allington; which states that if you give children approximately 12 self selected books prior to the summer vacation then reading ability will more likely be sustained. In addition, we will purchase backpacks for each child to carry their books. Assessment and tracking data will be collected around student interest and reading levels.

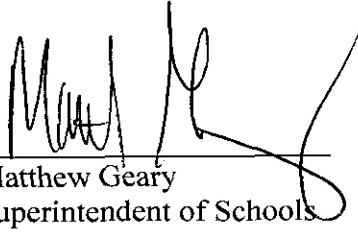
Discussion/Analysis: The goal is to prevent the "reading slide" that often occurs during the summer hiatus from school.

Financial Impact: None.

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors permission to apply for an Heisman Scholars grant in the amount of \$22,000 for 2014-2015

Attachments: Copies of requirements and application form.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 26, 2015

The Heisman Trophy Trust

111 Broadway
Suite 103A
New York, NY 10006
(212) 425-7000
(212) 269-4547 - fx

Rob Whalen
Executive Director

To Whom It May Concern:

The Heisman Trust was established for the purpose of distributing grants dedicated to public charities to foster and promote any or all of the following purposes: (1) promoting any and all charitable purposes as set forth in sections 501 (c)(3) of the Internal Revenue Code of 1986, as amended, including, but not limited to, collegiate and other non-professional athletics, (2) maintaining the value and integrity of the Heisman Memorial Trophy, and (3) protecting and insulating the Heisman Memorial Trophy and related trademarks and intellectual property from any liabilities or claims. The Trustees or their designees, including Grantor shall manage and market products and projects featuring the Heisman Memorial Trophy, its logo and historical background, including the marketing and conduct of the Heisman Trophy Award Presentation and Dinner.

In order to apply for funds, The Heisman Trust requires:

1. A completed Application Form. *(See Form Below)*
2. 501 (c)3 - Internal Revenue Service Letter of Exempt status -or-
509 (a) - Internal Revenue Service Letter confirming that your organization is not a Private Foundation
3. A brief overview of your organization, including its purpose and area of specification and a list of the organizations' board of Directors. *(First Time Requests Only)*
4. A current financial report and annual operating budget
5. A brief overview -- typed and no longer than one 8x11 page -- reflecting the purpose of the funds requested, specific needs, demographics of population served, project budget (if applicable) and the period the funds will be used.

Please note that no video or audio media materials will be accepted.

Because of application volume, the Heisman Trust cannot advise any organization of the status of applications during processing.

Thank You



Rob Whalen
Executive Director

REQUEST FOR FUNDING APPLICATION FORM

THE HEISMAN TRUST

1/12/2014

Date

\$22000

Contribution Amount

Application is made by: Washington Elementary School

(Name of Organization)

Are you a Private Foundation?

☐ Yes ☒ No

Federal ID #: _____

Authorized Contact Person: Karen Gray, Principal

(Name and Title)

Address: 94 Cedar Street

Manchester, Connecticut 06040

Email: b59kgray@Manchesterct.gov

Telephone: 860 -647 -3332

Please check the applicable boxes:

YES

NO

(A) First time request?

☐
☒

(B) Has your Organization been approved for a grant by this Foundation? If yes, indicate last 2 years and amounts:

☒
☐

For what purpose was the grant(s) approved?

(C) Are you making a request for a grant for a special project or program, which is new (not in operation currently)?

☐
☒

(D) This application is in respect to: (Please check one)

Science and Research

Educational

Protection & Care of Children

Scholastic/Non-Professional Athletics

Religious

Arts

Protection & Care of Animals

☐
☒
☐
☐
☐
☐
☐

Other: If so, please describe: _____

This organization stipulates that it does not discriminate in its programs and activities on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law in the distribution of its funds and services.

Application Submitted by: Karen Gray, Principal

(Name and Title)

Signature: _____

Date: _____

RECEIVED JAN 16 2015

6153

EXTENDED FIELD TRIP REQUEST FORM

In accordance with Board of Education Policy titled "Instruction - 6153" all extended field trips must be approved by the Superintendent of Schools. The following TYPED information must be forwarded to the Superintendent in TRIPLICATE 30 days (4 months for international trips) prior to the Board meeting, which antedates the trip.

Name of School Manchester H.S. Date of Request 2-20-2015

Name of Club or Activity Manchester H.S. Wrestling Varsity

Trip to Trumbull CT Purpose: LL State Wrestling Championships

Number of students participating: 14-17

Dates of Trip: From 2-20-15 To 2-21-15

Number and names of teachers and chaperones:

(Give ages of chaperones under 25 and list relationship of all chaperones to system or staff.)

a. Louis LaGuardia Head Coach e. _____

b. Gerry Navarra Asst. Coach f. _____

c. _____ g. _____

d. _____ h. _____

Others:

Transportation: Bus ☒ Train _____ Plane _____ Car _____ Other: _____

Are fund-raising activities planned? ☒ If so, describe: Permission Slip w/
Fund-raising through Skip Arden Tournament

Lodging: Hotel/Motel ☒ Camp _____ Private Home _____

If known, please give specifics of room assignments: Trumbull Marriott
unknown at this time: dependent on final team line up

Insurance Arrangements for Staff and Students: BOE

(over please)

Cost per Teacher and/or Chaperone: \$ 40-

Explain how the above sum is paid. Funds collected along w/ Funds in wrestling Reserve acct

Cost per Student: \$ 40-

Total Cost of Substitute Teachers Needed: \$ n/a

If Travel Agencies are engaged, at least three quotations need to be approved with documentation attached to this form:

n/a

a. _____ c. _____

b. _____ d. Other: _____

Signature of teacher making request:

J. J. Louis LaGuardia

Type Name: _____

Approved by Department Head at:

Y. B. S.

Secondary Level: _____

Date: _____

Approved by Administrator:

J. K.

Date: _____

1/20/15

Authorized by Superintendent or Designee:

[Signature]

Date: _____

1/20/15

Attachments: Quotations
Itinerary

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 2014-2015 Art in Ed Prof Learning Mini Grants (HOT Schools Program Grant)

Date: January 14, 2015

Background: The Connecticut State Department of Education and the Connecticut Commission on the Arts and Culture selected Martin School, in Manchester, for participation in the HOT Schools Comprehensive School Reform Program in 1998. The HOT (Higher Order Thinking) Schools Program grant is intended to continuously improve schools through the integration of the Arts with the core academic program. This grant will allow Martin School to implement an important student-learning component of the program, the Artist Residency. Parents will participate in the planning for our specific Teaching Artists and activities.

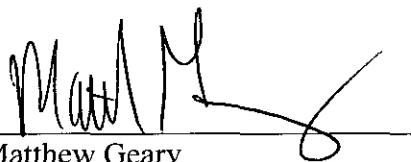
Discussion/Analysis: This grant will allow for three teaching artists for two different grade levels each that will focus on one of the following areas: music, visual arts or movement. Each teaching artist will collaborate and plan for instruction using the Common Core State Standards with grade level teachers and Essentialists before their Residency in the classroom. Various materials will be purchased to support this program.

Financial Impact: None

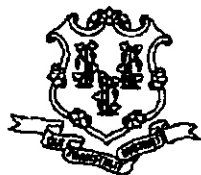
Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation in the amount of \$ 22,740.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 26, 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: STATE
Statute: PA 14-47
CFDA #: None
SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-12566-2015-82166-170003-SDE00005

2 Grant Title

ART IN ED PROFESSIONAL LEARNING MINI GRANTS

5 Award Period

7/1/2014 - 6/30/2015

3 Education Staff

Program Manager:
Steve Martin

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

6 Authorized Funding

Grant Amount: \$22,740

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.

12/30/2014

Dianna Roberge-Wentzell
Chief Academic Officer
Academic Office

BUDGET FORM

Created On: 12/30/2014

ED 114

Fiscal Year: 2015
Grantee Name: MANCHESTER
Grant Title: ART IN ED PROFESSIONAL LEARNING MINI GRANTS
Project Title: ART IN EDUCATION
Fund: 11000 **SPID:** 12566 **Year:** 2015 **PROG:** 82166 **CF1:** 170003 **CF2:** SDE00005
Grant Period: 7/1/2014 - 6/30/2015 **Authorized Amount:** \$22,740
Project Code: SDE000000000002

Funding Status: Final

Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$22,740

| CODES | DESCRIPTIONS | BUDGET |
|-------|--|-----------------|
| 100 | PERSONAL SERVICES - SALARIES | 2,640 |
| 322 | IN SERVICE | 1,200 |
| 324 | FIELD TRIPS | |
| 330 | EMPLOYEE TRAINING AND DEVELOPMENT SERVICES | |
| 340 | OTHER PROFESSIONAL SERVICES | 18,000 |
| 530 | COMMUNICATIONS | |
| 580 | TRAVEL | |
| 600 | SUPPLIES | 900 |
| 800 | MISCELLANEOUS | |
| | TOTAL | \$22,740 |

Original Request Date: 12/23/2014

This budget was approved by Steve Martin on 12/29/2014.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 2014-2015 School Security Competitive Grant

Date: January 16, 2015

Background: The State of Connecticut, Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security has awarded \$1,244,039 in reimbursement funding to the Manchester Board of Education under the School Security Competitive Grant Program.

Discussion/Analysis: The School Security Grant program is a competitive state grant designed to improve security infrastructure in schools, install security system in schools' entryways, purchase door hardware and video surveillance cameras and equipment. This grant provides reimbursement funding to Connecticut school districts for security measures incurred in school facilities.

Financial Impact: This grant will reimburse the District 66.43% or \$1,244,039 of eligible expenses incurred in order to continue improving security in our schools. These expenses were projected to total \$1,872,706. The Town of Manchester will be responsible for 33.57% or \$628,667 of this amount. The state's reimbursement for each school is distributed as follows:

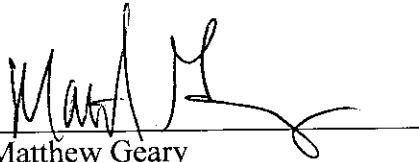
| | | | |
|-----------------------------|-----------|------------------------------|-----------|
| Robertson Elementary School | \$112,952 | Waddell Elementary School | \$109,595 |
| Bowers Elementary School | \$ 99,104 | Illing Middle Schools | \$ 15,796 |
| Buckley Elementary School | \$118,089 | Washington Elementary School | \$ 69,658 |
| Manchester High School | \$193,343 | Manchester Regional Academy | \$ 58,183 |
| Bennet Academy | \$144,358 | Keeney Elementary School | \$116,101 |
| Manchester Preschool Center | \$ 12,755 | Martin Elementary School | \$ 81,675 |
| Verplanck Elementary School | \$112,430 | | |

Other Board/Commission Action: None.

Recommendations: The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish an appropriation in the amount of

\$1,244,039 to be funded by the State of Connecticut, Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security.

Attachments: None

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

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 26, 2015





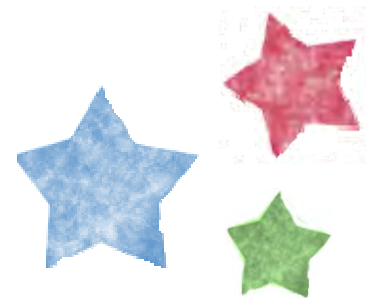
Pride in Excellence

Manchester Public Schools

**Superintendent's Proposed
2015-16 Budget**

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.





Systems and Operations Goals

District Improvement Team will create and maintain a district improvement plan and coherent systems that support the implementation of the plan with fidelity



Academic Goals

All students will

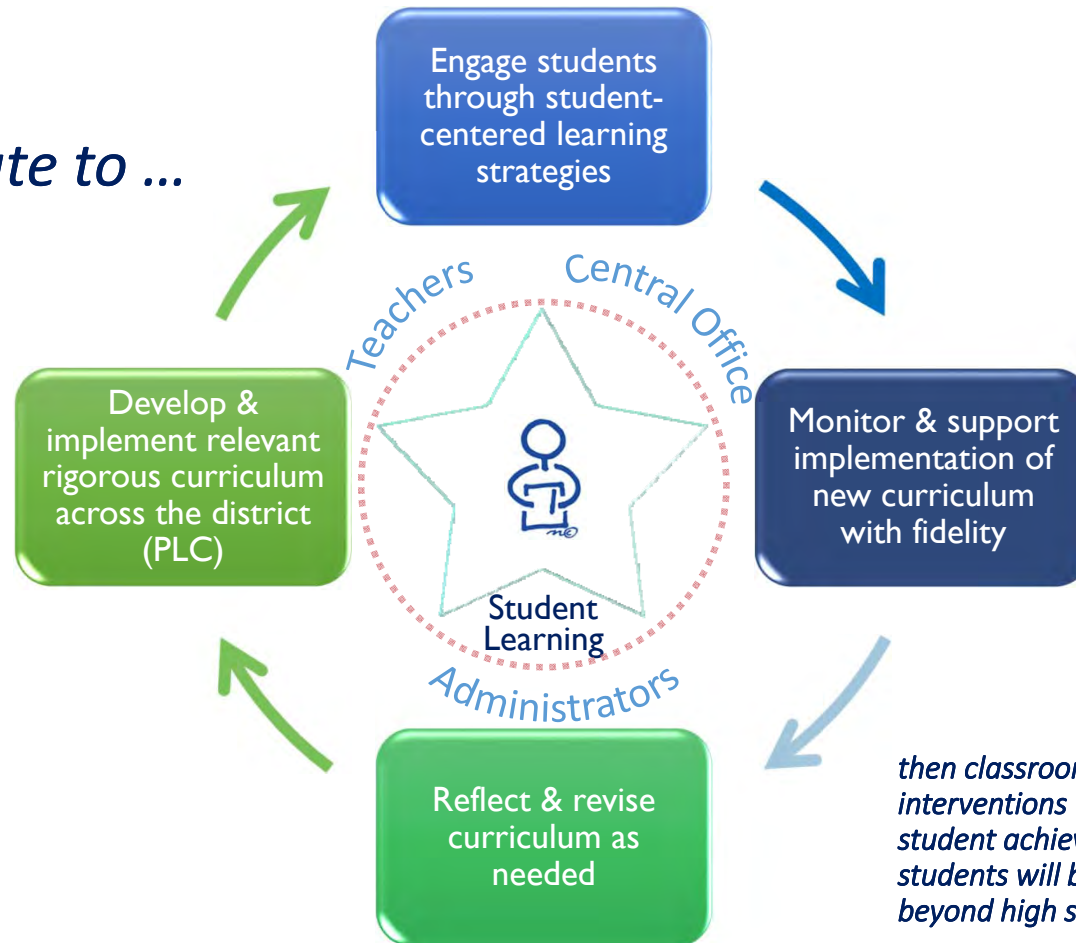
- Achieve mastery in literacy and numeracy as articulated in the Common Core
- Demonstrate the skills and competencies required for success in learning and work beyond school



Academics: Theory of Change



If we collaborate to ...



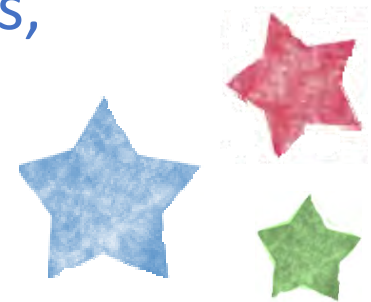
then classroom instruction will improve, tiered interventions will be focused on targeted areas, student achievement will increase, and all students will be prepared for learning and work beyond high school.



Culture and Climate Goals

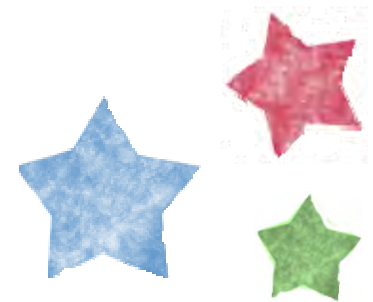
All students will demonstrate personal responsibility, character, cultural understanding, and ethical behavior

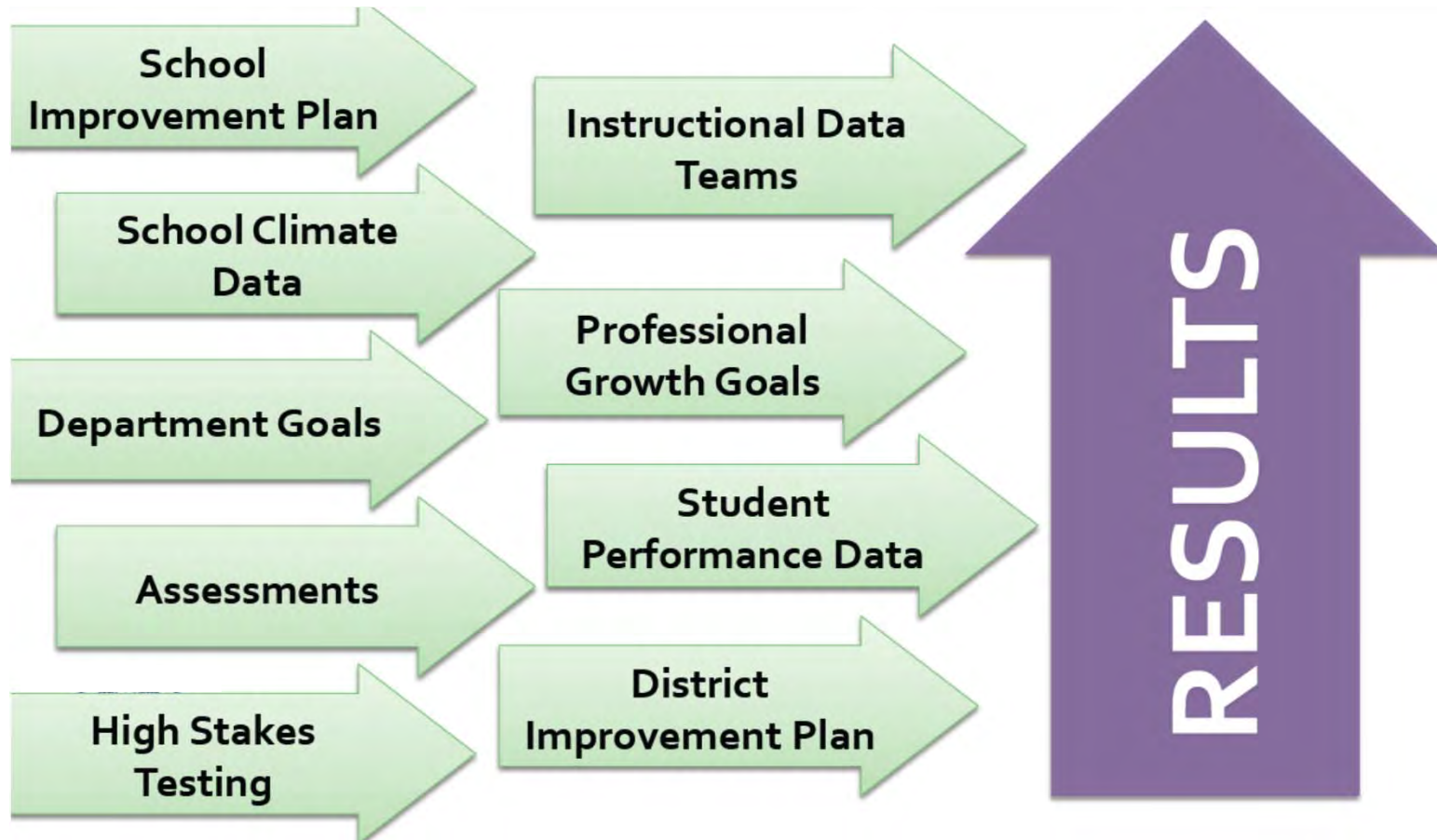
District and building level faculty and staff will build relationships based on trust through listening, welcoming, respecting individual differences, and allowing for shared decision making with parents, families, and other stakeholders



Talent Development Goals

All faculty and staff will develop capacity through reflection, professional learning opportunities including coaching, job embedded professional development, and participation in workshops, and support from school leaders and colleagues over time





2015-16 BUDGET PRIORITIES



STUDENT PROFILE

| Student Data | | | |
|--|--------|--------|--------|
| Year | 2014 | 2009 | 2004 |
| Percent Eligible for Free or Reduced Lunch | 54.78% | 46.28% | 31.56% |
| Total Number of Students | 6267 | 6941 | 7541 |

| Magnet School Impact | | | |
|----------------------|-------------|-----------|-----------|
| Year | 2014 | 2009 | 2004 |
| Number of Students | 524 | 221 | 207 |
| Cost | \$2,085,028 | \$793,462 | \$549,000 |



BUDGET PRIORITIES

- Ensure necessary instructional materials are in place to support teaching and learning **equitably** across the district
- Continue implementation and strengthening of curriculum units K – 5 with emphasis on Math and ELA (balanced literacy - reading and writing)
- Develop and implement new content area curriculum 6 - 8
- Strengthen and expand academies at the high school
- Provide professional learning opportunities and support necessary to implement new curricula for faculty and staff
- Strengthen work of the Professional Learning Communities (PLCs) at all schools by providing professional development and additional planning time
- Introduce PLC time for elective areas and other district programs

BUDGET PRIORITIES

- Maintain adequate and equitable class sizes in all classrooms across the district
- Ensure Students with Disabilities and English Learners are adequately supported at all schools
- Support full day sessions at Manchester Preschool Center
- Allocate supplies and materials to support Science (through inquiry based learning) K - 5
- Align the district's technology resources with core academic areas
- Revise elective programming at Bennet Academy and Illing Middle School.
- Ensure adequate funding of Capital Improvements and Capital Repairs
- Move personnel and technology previously supported by the Alliance Grant to the Board of Education Budget

SUMMARY OF BUDGET REQUEST

| | |
|----------------------------------|-----------------------|
| PROPOSED 2015-2016 BUDGET | \$ 109,147,246 |
| ADOPTED 2014-2015 BUDGET | \$ 106,506,279 |
| PROPOSED BUDGET INCREASE | \$ 2,640,967 |
| PROPOSED PERCENT INCREASE | 2.48% |

EFFICIENT • STRATEGIC • ACCOUNTABLE

- Leverages grant funds where possible to support new and innovative programming in order to minimize the budget increase
- Targets resources at our key areas of work: creativity, collaboration, and excellence for all students
- Provides funds to ensure maintenance of our buildings
- Requests support the goals and outcomes included in our District Improvement Plan

BUDGET SUMMARY

- SALARIES

OTHER PURCHASED SERVICES: TRANSPORTATION

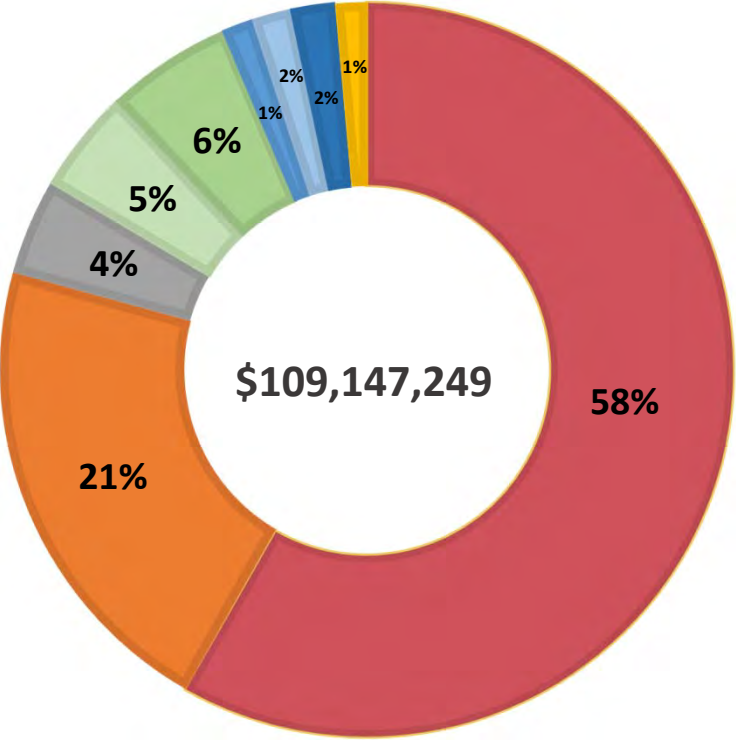
SUPPLIES / UTILITIES: OTHER SUPPLIES
- BENEFITS

OTHER PURCHASED SERVICES

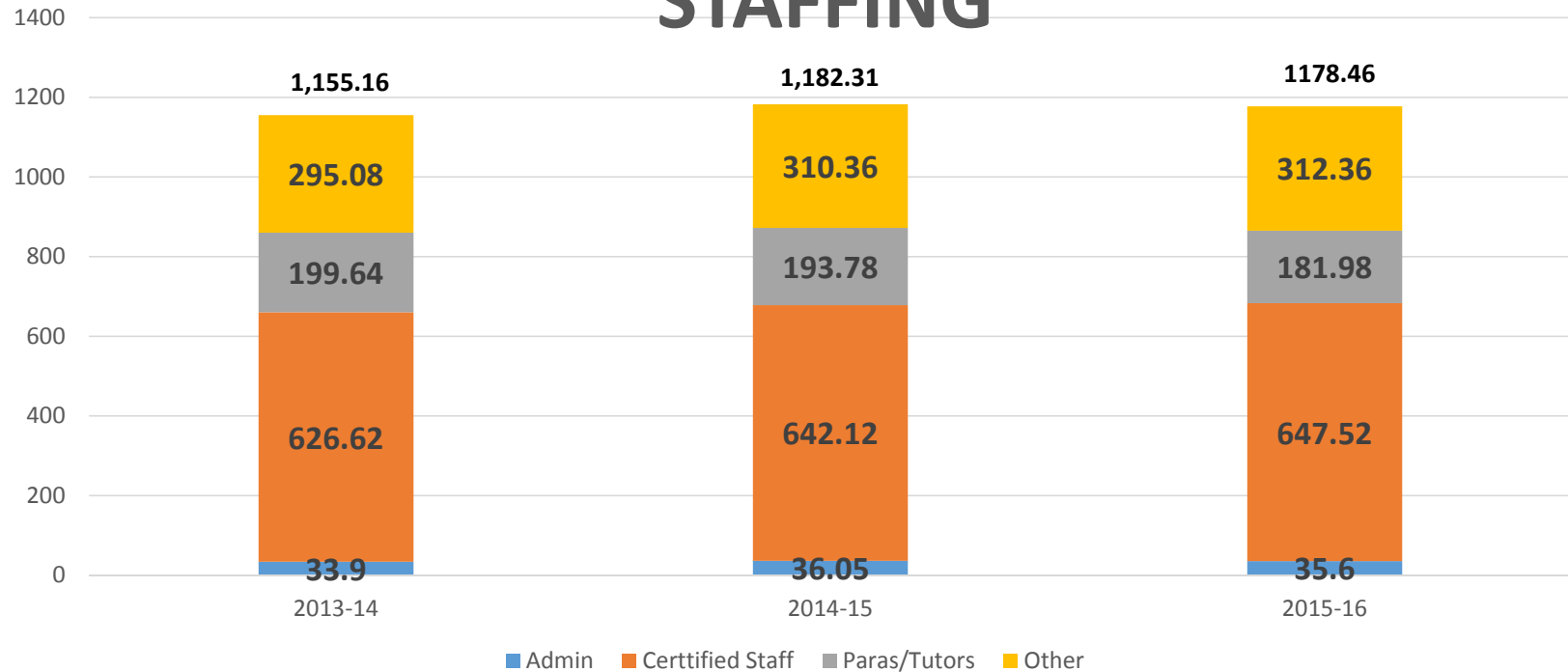
SUPPLIES/UTILITIES: UTILITIES
- PURCHASED PROFESSIONAL SERVICES

SUPPLIES / UTILITIES: INSTRUCTIONAL SUPPLIES

EQUIPMENT AND OTHER



STAFFING



From 2014-15 to 2015-16, there is a proposed increase in certified staff but a decrease in overall staffing. This is the result of a focus on hiring certified staff members such as Reading Consultants, Special Education Teachers, and Teachers of English as a Second Language (TOESL) to support students with specialized needs. Additionally, 8.38 teachers, 3.5 administrators, 1.0 secretaries, and 8.5 non-affiliated staff members listed in the chart above are funded by the Alliance Grant for 2014-15.

SALARIES

Numbers in green are key cost drivers that make up the majority of the total proposed budget increase

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|--------------------------|------------|------------|------------|--------|
| CERTIFIED ADMINISTRATORS | 4,481,579 | 4,419,748 | -61,831 | -1.38% |
| CERTIFIED SALARIES | 40,180,334 | 41,152,329 | 971,995 | 2.42% |
| NON-CERTIFIED SALARIES | 10,512,398 | 10,867,805 | 355,407 | 3.38% |
| GRANT DATA SPECIALIST | 10,943 | 18,144 | 7,201 | 65.80% |
| GRANT FACILATATORS | 38,696 | 44,063 | 5,367 | 13.87% |
| HOURLY EMPLOYEES | 1,826,588 | 1,719,133 | -107,455 | -5.88% |
| TUTORS | 835,921 | 754,102 | -81,819 | -9.79% |
| PARAPROFESSIONALS | 3,563,669 | 3,592,450 | 28,781 | 0.81% |
| SPED 1:1 PARAPROFESSIO | 138,633 | 128,685 | -9,948 | -7.18% |
| STUDY HALL MONITORS | 111,160 | 135,886 | 24,726 | 22.24% |
| BUILDING SUBSTITUTES | 186,660 | 248,880 | 62,220 | 33.33% |
| CERT. DEGREE CHANGES | 100,000 | 100,000 | - | 0.00% |
| OVERTIME | 308,850 | 342,200 | 33,350 | 10.80% |

NEW CERTIFIED POSITIONS

Salaries only; Benefits not included

| | |
|--------------------------------|------------------|
| 1.0 Elementary School Teachers | \$52,769 |
| 1.4 Preschool Teachers | \$73,876 |
| 2.0 Special Education Teachers | \$105,538 |
| 1.0 ELL Teachers | \$52,769 |
| Total | \$284,952 |

SALARIES

| 2014-15 ACTUAL | 2015-16 REQUEST | DIFFERENCE | % DIFFERENCE |
|----------------|-----------------|-------------|--------------|
| \$62,327,057 | \$63,584,505 | \$1,257,448 | 2.1% |

Total Budget Increase
\$ 2,640,967

BENEFITS

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|------------------------|------------|------------|------------|--------|
| LIFE INSURANCE | 106,955 | 111,740 | 4,785 | 4.47% |
| SOCIAL SECURITY | 1,912,602 | 2,037,350 | 124,748 | 6.52% |
| TOWN PENSION | 2,021,080 | 2,078,418 | 57,338 | 2.84% |
| DEFINED CONTRIBUTION | 200,890 | 202,956 | 2,066 | 1.03% |
| TUITION REIMBURSEMENT | 30,000 | 30,000 | - | 0.00% |
| UNEMPLOYMENT COMP. | 100,000 | 100,000 | - | 0.00% |
| HEALTH & MAJ. MED. | 17,682,947 | 16,951,411 | -731,536 | -4.14% |
| MAN. SELF INS. PROG. M | 1,077,255 | 973,210 | -104,045 | -9.66% |
| CERTIFIED-ACCUM. SICK | 250,000 | 250,000 | - | 0.00% |
| NON-CERT. ACCUM. SICK | 80,000 | 100,000 | 20,000 | 25.00% |
| CERTIFIED LONGEVITY | 35,400 | 41,453 | 6,053 | 17.10% |
| NON-CERT. LONGEVITY | 68,892 | 63,828 | -5,064 | -7.35% |

BENEFITS

| 2014-15 ACTUAL | 2015-16 REQUEST | DIFFERENCE | % DIFFERENCE |
|----------------|-----------------|------------|--------------|
| \$23,566,021 | \$22,940,366 | -\$625,655 | -2.7% |

Total Budget Increase
\$ 2,640,967

PURCHASED PROFESSIONAL SERVICES

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|--------------------------|-----------|-----------|------------|--------|
| PROFESSIONAL DEVELOPMENT | 242,209 | 388,014 | 145,805 | 60.20% |
| CONSULTANTS | 279,933 | 291,216 | 11,283 | 4.03% |
| LEGAL FEES | 150,000 | 175,000 | 25,000 | 16.67% |
| SPORTS OFFICIALS | 49,311 | 49,811 | 500 | 1.01% |
| ASSISTANTS OTHER EVENT | 700 | 700 | - | 0.00% |
| DISPOSAL SERVICES | 136,000 | 151,000 | 15,000 | 11.03% |
| CONTRACTED SERVICES | 1,809,811 | 2,006,836 | 197,025 | 10.89% |
| CONTRACTED KELLY SUBS | 832,669 | 1,034,617 | 201,948 | 24.25% |
| REPAIR OF EQUIPMENT | 154,620 | 164,503 | 9,883 | 6.39% |
| RENTALS | 323,897 | 334,790 | 10,893 | 3.36% |

PURCHASED PROFESSIONAL SERVICES

| 2014-15 ACTUAL | 2015-16 REQUEST | DIFFERENCE | % DIFFERENCE |
|----------------|-----------------|------------|--------------|
| \$3,979,150 | \$4,596,487 | \$617,337 | 15.5% |

Total Budget Increase
\$ 2,640,967

OTHER PURCHASED SERVICES: TRANSPORTATION

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|-------------------------|-----------|-----------|------------|--------|
| REGULAR TRANSPORTATION | 2,574,421 | 2,731,013 | 156,592 | 6.08% |
| SPECIAL TRANSPORTATION | 1,948,362 | 1,985,873 | 37,511 | 1.93% |
| FIELD & ATHLETIC TRIPS | 168,534 | 173,777 | 5,243 | 3.11% |
| HOMELESS TRANSPORTATION | 70,450 | 73,243 | 2,793 | 3.96% |

OTHER PURCHASED SERVICES

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|---------------------------|-----------|-----------|------------|--------|
| INTERSCHOLASTIC INSURANCE | 22,000 | 26,000 | 4,000 | 18.18% |
| SOFTWARE LICENSES/FEES | - | 23,990 | 23,990 | |
| TELEPHONE/COMMUNICATIONS | 57,940 | 100,500 | 42,560 | 73.46% |
| PRINTING/ADVERTISING | 107,595 | 118,625 | 11,030 | 10.25% |
| POSTAGE | 60,411 | 67,010 | 6,599 | 10.92% |
| TUITION-CT. DISTRICTS | 3,094,478 | 3,263,377 | 168,899 | 5.46% |
| TUITION-PRIVATE | 2,140,624 | 2,140,624 | - | 0.00% |
| TRAVEL/LODGING | 78,546 | 91,078 | 12,532 | 15.95% |
| OTHER PURCHASED SERVICES | 220,290 | 238,820 | 18,530 | 8.41% |

OTHER PURCHASED SERVICES

| 2014-15 ACTUAL | 2015-16 REQUEST | DIFFERENCE | % DIFFERENCE |
|----------------|-----------------|------------|--------------|
| \$10,543,651 | \$11,033,930 | \$490,279 | 4.4% |

Total Budget Increase
\$ 2,640,967

SUPPLIES/UTILITIES: INSTRUCTIONAL SUPPLIES

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|--------------------------------|---------|---------|------------|---------|
| INSTRUCTIONAL SUP. & MATERIALS | 773,626 | 814,273 | 40,647 | 5.25% |
| COMPUTER SUP. & MAT. | 241,317 | 283,718 | 42,401 | 17.57% |
| AV SUPPLIES & MAT | 30,904 | 28,836 | -2,068 | -6.69% |
| TESTING | 15,000 | 72,250 | 57,250 | 381.67% |
| TEXTBOOKS | 165,282 | 213,703 | 48,421 | 29.30% |
| LIBRARY BOOKS | 49,799 | 46,624 | -3,175 | -6.38% |
| PERIODICALS | 37,362 | 24,877 | -12,485 | -33.42% |

SUPPLIES/UTILITIES: OTHER SUPPLIES

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|------------------------------|---------|---------|------------|---------|
| MAINTENANCE SUPPLIES | 407,099 | 380,376 | -26,723 | -6.56% |
| ATHLETIC SUPPLIES | 36,000 | 34,000 | -2,000 | -5.56% |
| CUSTODIAL SUP. & MAT. | 339,250 | 316,980 | -22,270 | -6.56% |
| MEDICAL SUPPLIES | 24,500 | 31,120 | 6,620 | 27.02% |
| GASOLINE | 407,300 | 394,000 | -13,300 | -3.27% |
| OFFICE SUPPLIES | 181,646 | 189,247 | 7,601 | 4.18% |
| CAPITAL REPAIR | 268,527 | 381,719 | 113,192 | 42.15% |
| GENERAL SUPPLIES & MATERIALS | 175,051 | 156,733 | -18,318 | -10.46% |

SUPPLIES/UTILITIES: UTILITIES

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|-------------|-----------|-----------|------------|--------|
| HEAT ENERGY | 578,713 | 612,135 | 33,422 | 5.78% |
| ELECTRICITY | 1,340,569 | 1,353,660 | 13,091 | 0.98% |
| WATER | 94,623 | 92,722 | -1,901 | -2.01% |

SUPPLIES/UTILITIES

| 2014-15 ACTUAL | 2015-16 REQUEST | DIFFERENCE | % DIFFERENCE |
|----------------|-----------------|------------|--------------|
| \$5,426,973 | \$5,166,568 | \$260,405 | 4.8% |

Total Budget Increase
\$ 2,640,967

EQUIPMENT / OTHER

| CATEGORY | 2014-15 | 2015-16 | DIFFERENCE | % DIFF |
|-----------------------|---------|---------|------------|---------|
| REPLACEMENT EQUIPMENT | 1,524 | 4,280 | 2,756 | 180.84% |
| NEW EQUIPMENT | - | - | - | |
| VEHICLES | 95,000 | 150,000 | 55,000 | 57.89% |
| COMPUTER EQUIP. | 412,885 | 556,652 | 143,767 | 34.82% |
| CAPITAL PROJECTS | 322,231 | 654,375 | 332,144 | 103.08% |
| SECURITY UPGRADES | - | 100,000 | 100,000 | 100.00% |
| DUES AND FEES | 92,192 | 99,678 | 7,486 | 8.12% |

CAPITAL PROJECTS (IMPROVEMENTS)

Manchester High School

- ADA Enhancements (\$100,000)
- Restroom Tile Restoration (\$20,000)
- Restore K-Wing Parapet Wall (\$25,000)
- Repair Front Parking Lot (150,000)
- Family & Consumer Science Classroom Updates (TBD)

Bowers Elementary School

- Install Fencing Along Woods Adjacent to Playground (\$10,000)
- Repair Pavement in Playground (\$10,000)
- Replace Stall Walls in All Bathrooms (\$40,000)

Martin Elementary School

- Install Wheelchair Lift For Stage (\$50,000)

Illing Middle School

- Refinish Lockers in Hallway (\$24,000)
- Family & Consumer Science Classroom Updates (TBD)
- Hallway Painting (TBD)

Washington Elementary School

- Repair Exterior Front Steps (\$30,000)

Central Office

- Replace Pipe Insulation (\$20,000)

Buildings & Grounds (Grange)

- Window and Siding Repairs (\$50,000)

Note: Dollar amount in parentheses reflect estimated costs from Critical Needs List. Total estimated dollar amount of \$529,000 does not include FCS classroom upgrades at MHS and Illing or Hallway painting at Illing.

EQUIPMENT / OTHER

| 2014-15 ACTUAL | 2015-16 REQUEST | DIFFERENCE | % DIFFERENCE |
|----------------|-----------------|------------|--------------|
| \$923,832 | \$1,564,985 | \$641,154 | 69.4% |

Total Budget Increase
\$ 2,640,967

KEY COST DRIVERS

- Certified Salaries (New Staff and Contractual Obligations)
- Non-Certified Salaries (New Staff and Contractual Obligations)
- Professional Development
- Contracted Services
- Kelly Subs
- Transportation
- Instructional Supplies
- Capital Repairs, Capital Improvements, and Security Upgrades

OTHER IMPORTANT INFORMATION

Funded by Alliance Grant 2014-15/ Maintain with Alliance Funds in 2015-16

Family Resource Centers

3.0 Administrators

Substance Abuse Counseling

ELL Teachers

SAAM Programming

High School Academy Programming

Proposed New Initiatives funded by Alliance Grant 2015-16

18.0 FTE Science Specialists, Elementary Schools

SUMMARY OF BUDGET REQUEST

| | |
|---------------------------|----------------|
| PROPOSED 2015-2016 BUDGET | \$ 109,147,246 |
| ADOPTED 2014-2015 BUDGET | \$ 106,506,279 |
| PROPOSED BUDGET INCREASE | \$ 2,640,967 |
| PROPOSED PERCENT INCREASE | 2.48% |



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. 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. 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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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. All students will be allowed to charge three meals.

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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

Delete

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

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, 5th-6th 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 4th 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 4th 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.

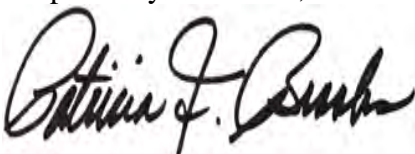
Mr. Geary and Mrs. Brooks presented their recommended changes to Policy 3510, Facilities Maintenance. The revised policy shows an increase in the amounts budgeted for capital repairs and capital improvements. The Committee approved the recommended changes to the policy. The policy will be moved to the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

**Manchester Board of Education
Building and Sites Committee
Manchester High School – Silk City Café
January 8, 2015**

Attendees: Neal Leon, Michael Crockett, Carl Stafford, Jason Scappaticci, Matt Geary, Pat Brooks, Jill Krieger

Visitors: Waddell Elementary School PTA Leadership, Denise Curran, President, Autumn Struk, Vice President and Tracy Maio, Secretary

The Waddell Elementary School PTA Leadership was seeking direction from the Building and Sites Committee regarding the PTA's Playground Project. The PTA has been raising funds for a new playground. Mr. Till, Town Facilities Manager, advised the PTA to wait for the 2017-2018 project to fund and build the new playground, the money raised by the PTA could potentially be leveraged by a ratio of nearly 3:1 since the costs would then be offset by up to 65% by the State. Mr. Till told the PTA that building a new playground in advance of the renovation/additions of Waddell may either limit the project architects and engineers to fully redesign the site around the school, or result in equipment being relocated or removed to meet the State Grant funding guidelines.

The PTA is concerned that the current playground is in disrepair and not accessible for all children. It was a consensus of the Committee that the PTA should use the funds to fix the current playground and the renovation project would keep what equipment it could. The PTA will meet with Parks & Recreation and Mr. Till on moving forward with repairs to the current equipment.

Mr. Stafford made a motion to appoint Neal Leon as chair of the Building and Sites Committee. The appointment was approved by all members of the Committee.

Mrs. Brooks informed the Committee that she had been contacted by Mr. Aaron Alibrio regarding Energy Performance Contracting. Mr. Alibrio would like to meet with the Committee regarding the benefits of utilizing this financing vehicle to address the remaining infrastructure needs of the schools. The Committee had a discussion of the benefit of this type of contracting. It was determined that the Committee was not interested with meeting with Mr. Alibrio, at this time, due to the upcoming renovation projects.

Mrs. Brooks updated the Committee on current projects.

The next meeting will be held at 5:30 p.m. on Thursday, February 2, 2015, at Waddell Elementary School.

Respectfully submitted,



Patricia F. Brooks
Assistant to the Superintendent
Finance and Management