

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
WEDNESDAY, JANUARY 28, 2015

Board of Education Meeting
MHS – Room 293
6:00 P.M.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Approval of Board of Education Minutes – December 8, 2014 A – 3
- 4) Approval of Budget Workshop Minutes – January 21, 2015 A – 4

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.*

MANCHESTER BOARD OF EDUCATION

Regular Meeting December 8, 2014

Lincoln Center

PRESENT: Crockett, Cruz, Leon, Pattacini, Pazda, Scappaticci, Stafford, Thames

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

ABSENT: Hagenow

A. OPENING

A.1. & 2. Meeting Called to Order

Superintendent Geary called the meeting to order at 7:01 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Geary. Mr. Geary explained that this is the organizational meeting of the Board and he would start the meeting off prior to the election of the new Chair and Secretary.

A.3. Election of Board Chair and Board Secretary

Mr. Geary asked for nominations for Board Chair.

Mr. Thames nominated Chris Pattacini for Chairman of the Board of Education, a member of the Board since 2008, four of those years serving as Chair. Mr. Thames noted Mr. Pattacini has led the Board during the hiring of both an interim and new Superintendent, with a focus on student outcomes. During his tenor board meetings have been streamlined and he has worked closely with the transition of the new Superintendent, along with the Interim Superintendent. Mr. Pattacini worked hard on the bond passage and has worked so that all Board members have a voice and makes sure meetings are productive. Mr. Thames feels Mrs. Pattacini is diligent and fair and his goal is to do right by our students.

Mr. Crockett seconded the nomination for Chair, noting Mr. Pattacini has served during four high school principals and three superintendents and has done a good job, even though they may not always agree. Mr. Crockett feels that Mr. Pattacini is

always willing to listen, discuss and strive for consensus and that he is a good leader, fair representative, and a good man.

Mr. Pattacini thanked the men for their kind words, noting that the work done over the years is the work of the full board, not one individual.

Mr. Geary called the vote.

8/0 – Voted in favor of Chris Pattacini as the Chairman.

Next, Mr. Pattacini asked for nominations for Secretary.

Ms. Cruz nominated Jason Scappaticci, a dedicated board member, for Secretary of the Board of Education. She noted his hard work, positive sense of humor, and ability to work well with a diverse board. Ms. Cruz feels Mr. Scappaticci has conducted his responsibilities with pride over the past year.

Mr. Stafford seconded the nomination of Jason Scappaticci for Secretary. He looks forward to the next year and knows Mr. Scappaticci will continue to do an awesome job.

The Chairperson called the vote.

8/0 – Voted in favor of Jason Scappaticci as the Secretary.

A.4. Reaffirming Board of Education Bylaws and Policies

Mr. Pattacini explained that once a year the bylaws and policies need to be reaffirmed.

Secretary Scappaticci moved and Mr. Crockett seconded the recommendation for the Board of Education to reaffirm its bylaws and policies.

8/0 - Voted in favor.

A.5. Approval of Board of Education Minutes – November 24, 2014

Secretary Scappaticci moved for the Board of Education to adopt the Board of Education minutes of the November 24, 2014 meeting. Mr. Crockett seconded the motion.

7/0/1 - Voted in favor.

B. CONSENT CALENDAR

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

B.1. Personnel Information

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

B.2. Establish an appropriation for FY 14/15 in the amount of \$96,930 for the Carl D. Perkins Career and Technical Education Secondary Basic Grant provided by the State of Connecticut

B.3. Resolution for First Niagara Municipal Deposit

B.4. Establish an appropriation for FY 14/16 in the amount of \$1,675,135 under the Title I Improving Basic Program grant to be funded by the CT State Department of Education

B.5. Establish an appropriation for FY 14/16 in the amount of \$182,373 under Title II – Part A Grant to be funded by the CT State Department of Education

The Chairman called for a motion.

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

DISCUSSION:

Mr. Pattacini asked for clarification of Item 3. Mr. Geary explained the paperwork reflected a change in the signers on the Student Activities account at Manchester High School to reflect the new administration.

8/0 - Voted in favor.

C. PUBLIC COMMENTS

Ms. Autumn Struk, 26 Little Street, updated the Board on the Waddell Project Playground. Fun Run was held, and despite the rain, lots of families came and about 80 kids participated. Just under \$5,500 was raised and the total fundraising efforts at this point amount to about \$10,200. They hope to reach their goal by the end of the year. Ms. Struk handed out information to the Board, including information on an upcoming fundraiser at Bertucci's December 1st, updated proposals for the playground, and a list of their websites on Facebook and Go Fund Me. Ms. Struk wondered how the group would go about requesting additional finances from the Board. Mr. Pattacini

replied that the next step would be to go before the Building & Sites Committee and they would determine how to proceed.

Mr. Tom Stringfellow, 183 Hillstown Road, noted that yesterday was the 73rd anniversary of the attack on Pearl Harbor. He recommended the books, *The History of the Philippines* and *Cold War*. Mr. Stringfellow also recommended the movies *The Intimidation Game*, *Unbroken*, and the also *Selma* about Dr. King. He pointed out an article about juvenile justice in East Hartford and the free Braille calendar available, along with an article on tobacco and minors.

D. SUPERINTENDENT'S REPORT – PART I

D.1. Power Hour at Manchester High School

Mr. Geary welcomed the principal of MHS, Jill Krieger, to provide an update on how Power Hour is going at MHS. Mr. Geary explained the concept, which calls for an hour break mid-day where students can eat lunch and receive intervention supports during the school day, as well as participate in extra-curricular activities and socialize. Ms. Krieger introduced Assistant Principal Torres who organizes Power Hour. Ms. Krieger and Ms. Torres showed a presentation, which is available on the website. The goal is to increase student achievement by providing time to complete homework, get help with projects, ask for extra help if needed, participate in clubs, and provide a time to unwind.

Ms. Torres reviewed the results of the student survey, which showed 95% of students felt Power Hour provided a valuable break and 85% felt it positively impacted their grades. Students suggested separating the lunch waves for grades 9 and 10 in the future, and having teachers available for the entire hour.

Teachers surveyed felt less positive about the impact on student grades, with 47% feeling it had a positive impact, but 93% of teachers did feel this program helped staff to build relationships with students. Certified staff suggested requiring students with D's or F's to utilize Power Hour for extra help. They also suggested somehow tracking use, maybe requiring the kids to swipe in and out of classes. Another complaint was not having Guidance Counselors free for the entire hour. Some teachers are making themselves available the entire hour, thereby giving up their own lunch break. The full survey results are available on the website.

Two teachers and three students also spoke about Power Hour:

Ms. Dougherty – the lead teacher in the Family Consumer Science teacher in the EPSA Academy, feels students benefit from Power Hour. She is starting a best buddies program for ELL students that will take place during Power Hour. Ms. Dougherty feels this is an opportunity for students to make good decisions. She

would like to see more outdoor seating in the courtyard for students and possibly offering some structured events like workshops or author visits. She notes students can use the time for internships and community service projects as well.

Mr. Joshi, the Social Studies teacher leading the Truth Academy, loves Power Hour and noted about 25 students come to see him on a daily basis. He feels they are getting work done, socializing, and learning to manage their time, which is a valuable skill that students don't often have the opportunity to learn.

Student Robert notes some students go to the library or a classroom and if students are ambitious they will get their work done, though some don't want to. He thinks some students need a push to use Power Hour as it was meant to be used.

Student Nerune often uses Power Hour for extra-curricular activities as it is a chance to work with peers that participate in sports or band and often are not available for after-school clubs. She feels Power Hour is the best thing the school has done to help get kids involved.

Student Valeria feels Power Hour helps her breathe lighter as she doesn't have to stay after school as late. She is able to work on projects as a team and get homework completed.

Mr. Scappaticci wondered how many people completed the surveys. Ms. Krieger revealed that about 700 students and 170 staff submitted surveys. Mr. Scappaticci didn't see extra help as the only goal of this schedule. He stated this is a cultural change and it may take a while to determine if it is successful and he will be patient. He has been at MHS during Power Hour and he was really excited to see students in the halls working on projects, including reading the *Great Gatsby*!

Ms. Pazda also has been at MHS during Power Hour and she was blown away by 1600 students free to make choices and felt the building was filled with excitement. She noted the lunch waves were busy but there was no loitering in the halls. Classrooms were filled with great things and she was impressed that students were taking advantage of what MHS has to offer, whether it be getting extra help or attending clubs. She likes the idea of requiring students with Ds and Fs to utilize the time for extra help.

Mr. Pattacini has not yet been at MHS during this hour, however his daughter attends the school and has positive things to say about it.

D.2. Parent Guides to District Curriculum

Dr. Radikas reviewed the brochures that were recently given to parents at conferences in grades K-5. Each brochure outlines initiatives and changes, what

their child is learning in school, and what parents can do at home to help. The brochures are available on the website. Dr. Radikas noted Spanish versions will be available at the end of January.

Ms. Pazda thanked Dr. Radikas and feels it will be an incredible impact for parents to have this information, especially tips for what to do at home.

Mr. Thames thinks Dr. Radikas and her staff did a wonderful job on this brochure and noted parents need tools and this helps. He asked if they were sent home with the kids and what other ways could we market this. Dr. Radikas noted they were given out at conferences and extra copies will be made available in offices, libraries and Family Resource Centers. Mr. Thames notes it is sometimes hard to reach parents and we need to look at strategies to impact them. Dr. Radikas reviewed that Dr. Oliver is in talks with PTAs on the topic and she doesn't want to just send them home without a conversation with parents.

Mr. Pattacini feels the brochures help explain the language and provide a sense of what is going on in the classroom. He would like to see these in the Family Resource Centers.

E. UNFINISHED BUSINESS

None.

F. NEW BUSINESS

F.1. Policy Revisions

Mr. Geary explained the revision to Policy 5143.2 School Lunch Accounts. Previously if students didn't have money in their lunch account they were permitted to charge three meals. After that, an alternative meal – usually a cheese sandwich, fruit, and milk – was provided. This change will eliminate the alternative meal and children will be able to partake in the regular menu. Increased efforts will be made to contact parents to have the account brought current.

Mr. Leon agreed with the change, but wondered how we prevent abuse of the policy. Mr. Geary noted that even with the alternative lunch, parents were still being charged. Report cards can be withheld if a balance is owed, but the possibility of offering the option for others to donate to a fund when paying their own child's lunch is being explored. Social workers will also outreach to families. Mr. Geary feels this policy is in the best interest of students.

Mr. Pattacini reviewed that this policy revision will be up for adoption at the next Board of Education meeting.

F.2. Policy Additions

Mr. Geary reviewed the proposed policy: Student Representatives to the Board of Education. Two students, one junior and one senior, would be selected to serve in a non-voting capacity on the Board of Education for one year terms. At least one of the two shall be present at each Board meeting. The full proposed policy is available on the website.

Mr. Thames felt this was a great idea but wondered about the selection process and marketing of the topic. He asked about what criteria would be required. Mr. Thames hopes this opportunity will be open to as many students as possible. Mr. Geary reviewed this will be open to all juniors and seniors through an application process. There will be criteria beyond grades and requires a commitment to attend Board meetings. Mr. Coyne felt it would be good to have a junior join him to provide a different perspective.

Ms. Cruz wondered about the timeframe. Mr. Geary replied that if this comes back to the Board in January applications could be due by March and chosen students could possibly finish off this year prior to serving next year.

Mr. Crockett asked who would decide from among the applicants. Mr. Geary felt the high school principal and her designee would review the applicants and make the decision.

Ms. Pazda noted this will be two students from among 1600. The term is just one school year, though it will be possible for the junior representative to successfully bid for a second year, though that will not be automatic.

Ms. Cruz wondered if we could vote on the topic tonight to move this along. Mr. Pattacini stated we could not, as it is required to have the policy reviewed at one meeting and adopted at the next. He thanked Mr. Coyne for bringing this idea to the Board.

F.3. Policy Deletions

Mr. Geary reviewed three policies to be deleted:

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

Mr. Geary noted that items (a) and (c) are contractual issues and these policies are simply outdated. Item (b) refers to CEU's, which no longer exist in Connecticut. Mr. Geary noted that a new policy on Professional Learning will be coming up soon.

Mr. Stafford asked about (a) and (c) not being in the contracts and Mr. Geary clarified, those topics are actually covered in the contracts already.

Mr. Pattacini noted these will come back for vote at the next Board meeting.

G. COMMITTEE REPORTS

G.1. Policy Committee

Ms. Pazda reviewed that the last meeting of the Policy Committee was held November 24th. In attendance were Maria Cruz, Deb Hagenow, Mary-Jane Pazda and Matt Geary. The Committee tabled their discussion of a Vice Chair to a later meeting. Mr. Geary reported that a draft of Policy 3510 will be forthcoming at the next Policy Committee. The Committee endorsed the revision to Policy 5143.2, the addition of Board Policy Student Representatives to the Board of Education, and the deletion of Policies 4131, 4133, and 4147. The Committee members also endorsed moving the Communications section of the agenda to after the second Public Comment at Board meetings on a trial basis. The next meeting will be held on January 26th at 5:30 p.m.

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

Autumn Struk, 26 Little Street, enjoyed reading the tri-folds provided at each parent-teacher conference she attended for her children. It brought to light what each of her children were doing in class and she feels it is a valuable tool and thanked Dr. Radikas' office for providing them.

Mr. Tom Stringfellow, 183 Hillstown Road, enjoyed the presentation on Power Hour. He wishes they had that when he was a student and feels it is important that students build relationships and don't feel like a number. It improves school climate. Mr. Stringfellow again recommended the brochure *Time Out of School*. He recommended an article in *Better Manchester* about feeling connected in school and also an article on unemployment. Mr. Stringfellow stated that students ages 16-24 often feel disconnected and would benefit from a mentor. He noted childhood abuse often effects learning. Mr. Stringfellow feels communication is important and boys and girls learn in different ways. He recommended an article in *Family Circle* about how to talk to your son and also recommended the book *Teacher Quality 2.0*. Last Mr. Stringfellow feels our school system is doing quite well, though as a former student of color he asks that "you listen to our voices too".

I. COMMUNICATIONS

Student Representative Joseph Coyne updated the Board on the happenings at MHS recently.

- Turkey Bowl 11/20 – The junior and senior girls play flag football while the boys cheer – all for charity. They students raised 460 canned goods and \$470 for MACC Food Pantry and the seniors won 16-6.
- No Shave November – Students and staff grew or fabricated facial hair to raise awareness for prostate cancer.
- Leadership Conference 11/21-22 – Group discussions and a dance.
- Blood Drive – 12/3-4 – There were 35 donors and 43 units were collected, which can save 129 lives! Mr. Coyne noted he donated and passed out!
- Laramie Project 11/13-15 – Sock n' Buskin put on this show about the serious topic of gay prejudice.
- Gingerbread Houses 12/4-5 – The Culinary Arts program had a fun time making these festive decorations.

Mr. Leon thanked the Policy Committee for putting the Communication section after the second Public Comment section.

Mr. Pattacini reminded everyone that the Board of Education has rescheduled the second December meeting and it will be a retreat instead. The next public meeting will be held January 12th.

J. ITEMS FOR FUTURE AGENDAS

K. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

Secretary Scappaticci moved and Ms. Pazda seconded the motion to adjourn the meeting.

8/0 - Voted in favor.

Adjournment :22p.m.

Respectfully submitted,

Jason Scappaticci
Board Secretary

MANCHESTER BOARD OF EDUCATION

BUDGET WORKSHOP

Wednesday, January 21, 2015

6:00 p.m.

Manchester High School – Room 293

PRESENT: Crockett, Cruz, Hagenow, Stafford

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

ABSENT: Leon, Pattacini, Pazda, Scappaticci, Thames

A. CALL TO ORDER

The meeting was called to order at 6:07 p.m. by Michael Crockett, who reminded us that this is a meeting of the Personnel & Finance Committee held in workshop format.

B. PLEDGE OF ALLEGIANCE

All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Crockett.

C. OPENING REMARKS

Mr. Crockett explained that this is the first in a series of meetings held to approve the budget. Tonight we will hear the Superintendent's proposed budget, sort of a wish list. Next Monday at the regular Board of Education meeting, and possibly next Wednesday at a Budget workshop, and then possibly the next Board meeting, the budget will be discussed and approved. Mrs. Brooks confirmed the budget has to be presented to the Town Manager by February 14th. The town then incorporates the requested number into the town budget and eventually comes back to the Board of Education with the final, approved figure. We then hold more budget workshops to determine how to allocate the funds and approve that new budget by June 30th.

D. SUPERINTENDENT'S BUDGET PRESENTATION

Mr. Geary noted the administration has been working hard over the previous months to produce a reasonable budget. He reviewed the mission of Manchester Public Schools.

Mr. Geary reviewed the increase in the percent of students who qualify for free or reduced lunch over the last ten years, which rose from 31.56% in 2004 to

54.7% in 2014. He also noted that in 2004 approximately \$549,000 was spent on magnet school tuition and in 2014 that number rose to \$2,085,028. His full presentation is available on the website.

The Superintendent's proposed budget for 2015-2016 School Year is \$109,147,246. The 14-15 adopted budget was \$106,506,279. The difference of \$2,640,967 is an increase of 2.48% over the last budget.

New certified positions include one elementary school teacher, 1.4 Pre-K teachers, 2 Special Education teachers, and 1 ELL teacher. Mr. Crockett wondered what step was budgeted for the teachers. Mrs. Brooks stated it is budgeted for a Masters Step 3 and Mr. Geary added it is standard practice to budget for that step, but the actual hire may fall above or below that number.

Mr. Geary noted that the Alliance Grant budget is not due until April and will not be confirmed until July 30th. He reviewed some of the items covered in the Alliance Grant budget, which includes the Family Resource Centers, three administrators, a Substance Abuse Counselor, two ELL teachers, the SAAM program, and the high school academy program. A new addition to the Alliance Grant budget will be 18 Science Specialists at the elementary schools, which will help free up teachers to work collaboratively with their peers. He noted the uncertain funding of the Alliance Grant is difficult.

Mr. Crockett thanked Mr. Geary and his staff for a simple presentation of a reasonable amount. He notes the Board will need to look closer at the budget and will email any questions to Mr. Geary for a discussion at the Board Meeting on Monday.

Ms. Cruz added that it was a job well done and she appreciated the good visuals used.

E. PUBLIC COMMENTS

Tom Stringfellow, 183 Hillstown Road, felt it was a good presentation. He feels Manchester is a progressive town. Mr. Stringfellow noted that many towns, including New Britain, Avon, and Granby, were asking for a 3+% increase in their budget this year and every town is struggling with funds. He is glad to see the request for better training for paraprofessionals. He feels knowing where the money is going for Special Education and ELL is important and he feels the Feds need to increase funding.

F. CLOSING COMMENTS

None.

G. ADJOURNMENT

Mr. Crockett adjourned the meeting at 7:02 p.m.

H. NEXT MEETING

The next budget workshop will be Wednesday, January 28, 2015 at 6:00 p.m. in Room 293 at Manchester High School.

Respectfully submitted,

Jason Scappaticci
Board Secretary

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

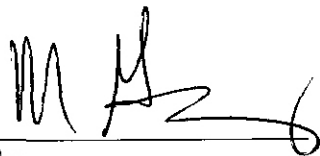
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

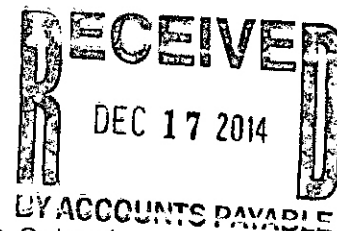
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



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

S-12/17
@

Manchester Public Schools
Manchester, Connecticut



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

\$5400 TOTAL DECREASE

INCREASE In whole dollars only:

\$5400	Account # <u>11061221 5430</u>	Description: <u>Classroom Inst Cont Svcs</u>
\$	Account # _____	Description: _____
\$	Account # _____	Description: _____

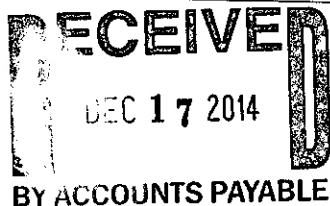
\$5400 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____



**Town of Manchester
Board of Education**

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

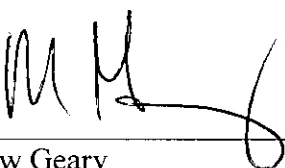
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

Financial Impact: None

Other Board/Commission Action: None

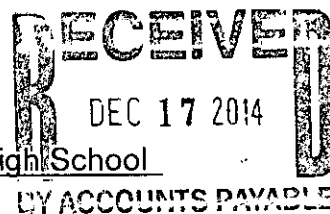
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



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

5-12/17
ce

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Manchester High School

Date: 12/15/2014

Principal's Sign: [Signature]

Date of Approval: 12/15/2014

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

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

DECREASE In whole dollars only:

\$ 20 Account # 10461100 5641 Description: Art Textbooks

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 20 TOTAL DECREASE

INCREASE In whole dollars only:

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

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

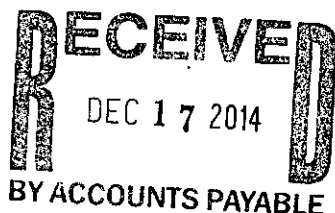
\$ 20 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____



**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: December 5, 2014

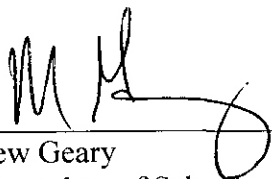
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

Financial Impact: None

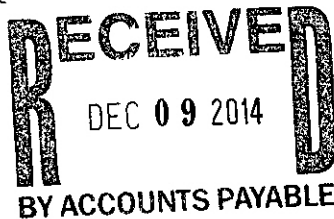
Other Board/Commission Action: None

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



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

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

\$	<u>100.00</u>	Account #:	<u>129 53 100 5810</u>	Description:	<u></u>
\$	<u></u>	Account #:	<u></u>	Description:	<u></u>
	<u></u>	Account #:	<u></u>	Description:	<u></u>

INCREASE: COMPUTER SUPPLIES & MATERIALS

\$	<u>100.00</u>	Account #:	<u>129 53 100 5612</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: December 5, 2014

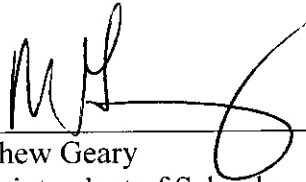
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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.

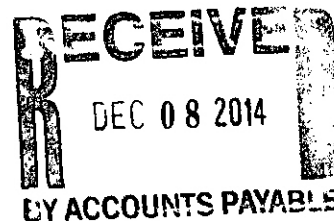


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 15, 2015

12/8/14

TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School:

Central Office

Approval Signature:

Date: December 5, 2014

Date of Approval:

12-5-14

JUSTIFICATION:

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

SUBJECT: Science

DECREASE:

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

INCREASE:

\$	250	Account #:	140991005512	Description:	Field Trips
\$		Account #:		Description:	
\$		Account #:		Description:	

Accounting Department Only

Board Approval Needed:

☒ 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

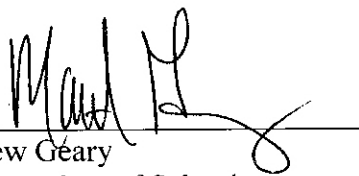
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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.

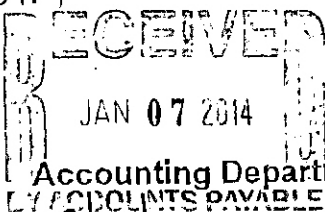
Financial Impact: None

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

Dec. 31, 2014 10:29AM

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

Date: 12/31/14

School: Highland Park

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 # 42304100 55410 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

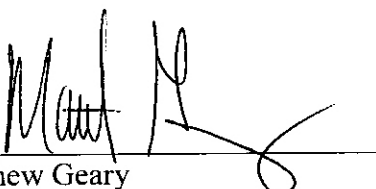
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

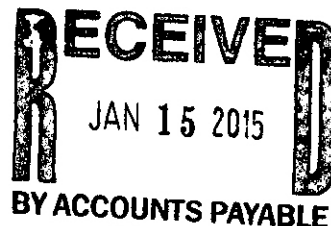
Other Board/Commission Action: None

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
el

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Verplanck

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: _____

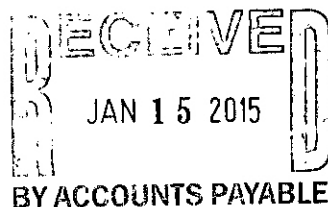
\$856.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes ☒ No ☐

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____



**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

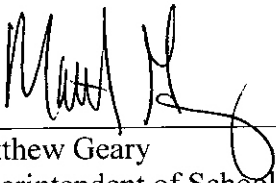
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

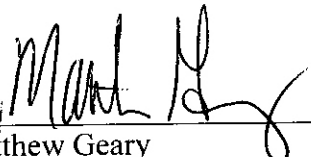
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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:

Bon Hayr

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

INCREASE: CREATE DUES & FEES LINE

\$	<u>400.00</u>	Account #:	<u>310 53 210 5810</u>	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: January 16, 2015

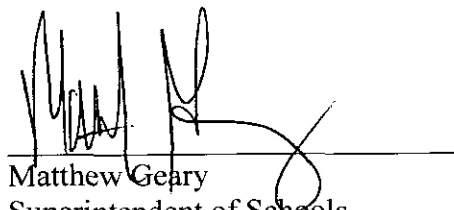
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

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

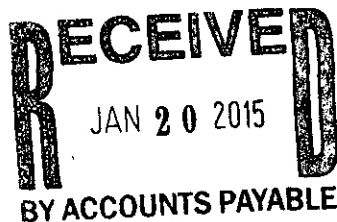
Other Board/Commission Action: None

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



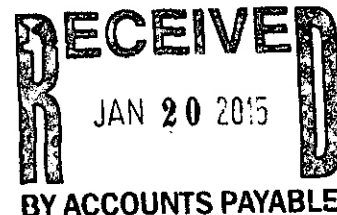
Matthew Geary
Superintendent of Schools
Manchester, Connecticut
January 26, 2015

5-112015 00



TRANSFER

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School:

ELL-116

Approval Signature:

Date: 1-16-2015

Date of Approval:

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:

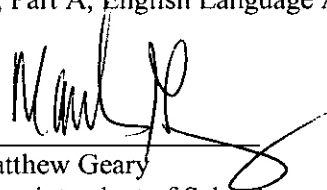
None

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: SDE000000000002

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

2 Grant Title

TITLE III PART A ENGLISH LANG. ACQUIS.

5 Award Period

7/1/2014 - 6/30/2016

3 Education Staff

Program Manager:

Marie Salazar Glowski 860-713-6750

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$55,843

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2014 and June 30, 2015 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2015. For grants awarded for two-year periods beginning July 1, 2014, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2016. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

11/17/2014

Dianna Roberge-Wentzell
Chief Academic Officer
Academic Office

BUDGET FORM

Created On: 11/17/2014

ED 114

Fiscal Year: 2015
Grantee Name: MANCHESTER
Grant Title: TITLE III PART A ENGLISH LANG. ACQUIS.
Project Title:
Fund: 12060 **SPID:** 20868 **Year:** 2015 **PROG:** 82075 **CF1:** 170002 **CF2:**
Grant Period: 7/1/2014 - 6/30/2016 **Authorized Amount:** \$55,843
Project Code: SDE0000000000002

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:

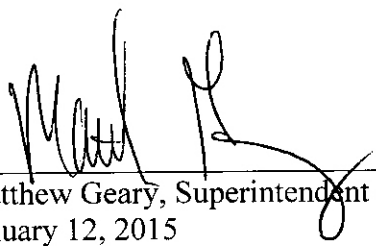
No additional Board of Education funds will be needed beyond what has been budgeted (2014-2015 & 2015-2016) under Manchester Adult and Continuing Education's operational budget. The grant funds are not supplanting the MA&CE budgeted dollars, but they will be used to provide the additional wraparound,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

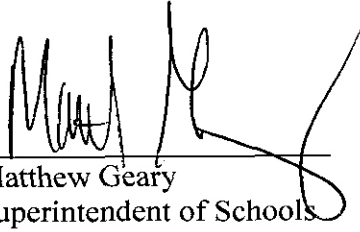
Discussion/Analysis: The goal is to prevent the "reading slide" that often occurs during the summer hiatus from school.

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: LBS

Secondary Level: _____ Date: _____

Approved by Administrator: Jie King 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.

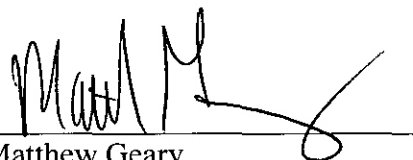
Discussion/Analysis: This grant will allow for three teaching artists for two different grade levels each that will focus on one of the following areas: music, visual arts or movement. Each teaching artist will collaborate and plan for instruction using the Common Core State Standards with grade level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

Financial Impact: None

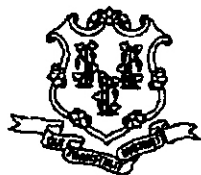
Other Board/Commission Action: None

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:

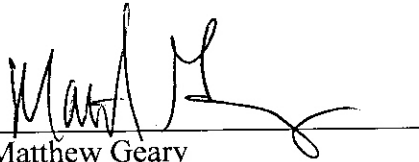
Robertson Elementary School	\$112,952	Waddell Elementary School	\$109,595
Bowers Elementary School	\$ 99,104	Illing Middle Schools	\$ 15,796
Buckley Elementary School	\$118,089	Washington Elementary School	\$ 69,658
Manchester High School	\$193,343	Manchester Regional Academy	\$ 58,183
Bennet Academy	\$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





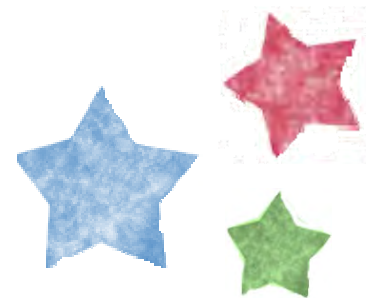
Pride in Excellence

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

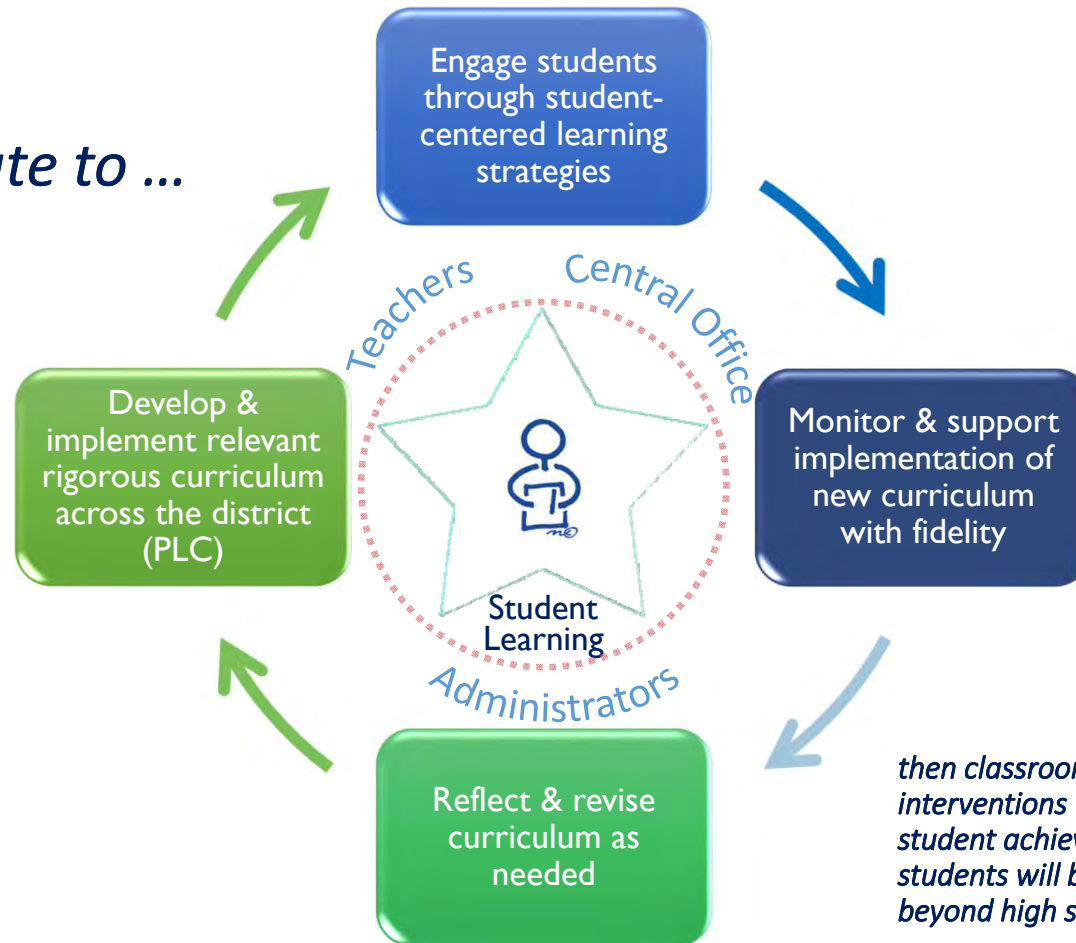
- Achieve mastery in literacy and numeracy as articulated in the Common Core
- Demonstrate the skills and competencies required for success in learning and work beyond school



Academics: Theory of Change



If we collaborate to ...



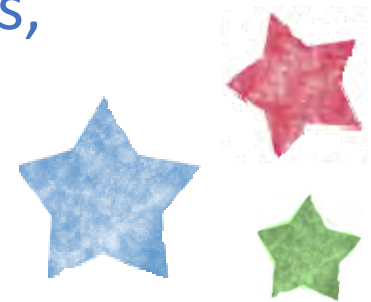
then classroom instruction will improve, tiered interventions will be focused on targeted areas, student achievement will increase, and all students will be prepared for learning and work beyond high school.



Culture and Climate Goals

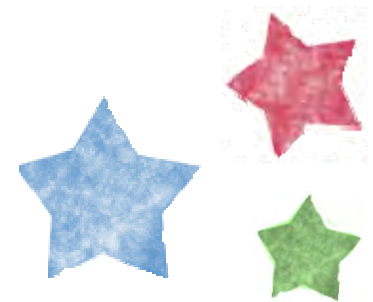
All students will demonstrate personal responsibility, character, cultural understanding, and ethical behavior

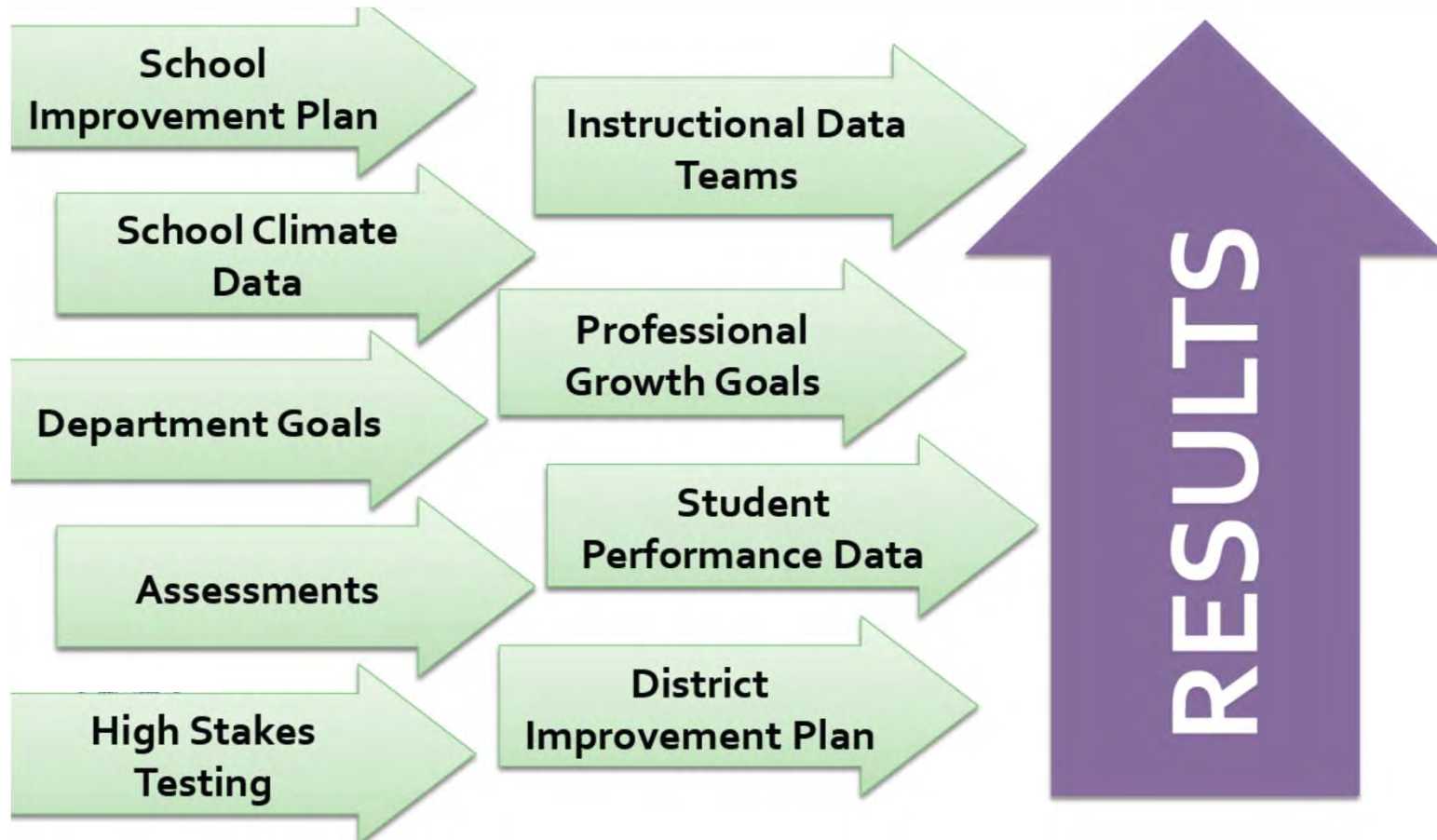
District and building level faculty and staff will build relationships based on trust through listening, welcoming, respecting individual differences, and allowing for shared decision making with parents, families, and other stakeholders



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

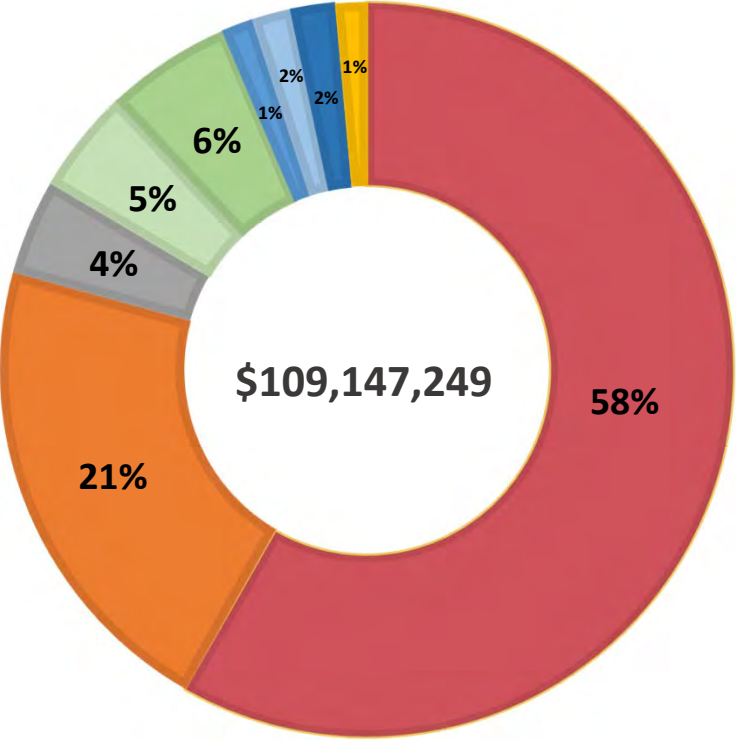
SUPPLIES / UTILITIES: OTHER SUPPLIES
- BENEFITS

OTHER PURCHASED SERVICES

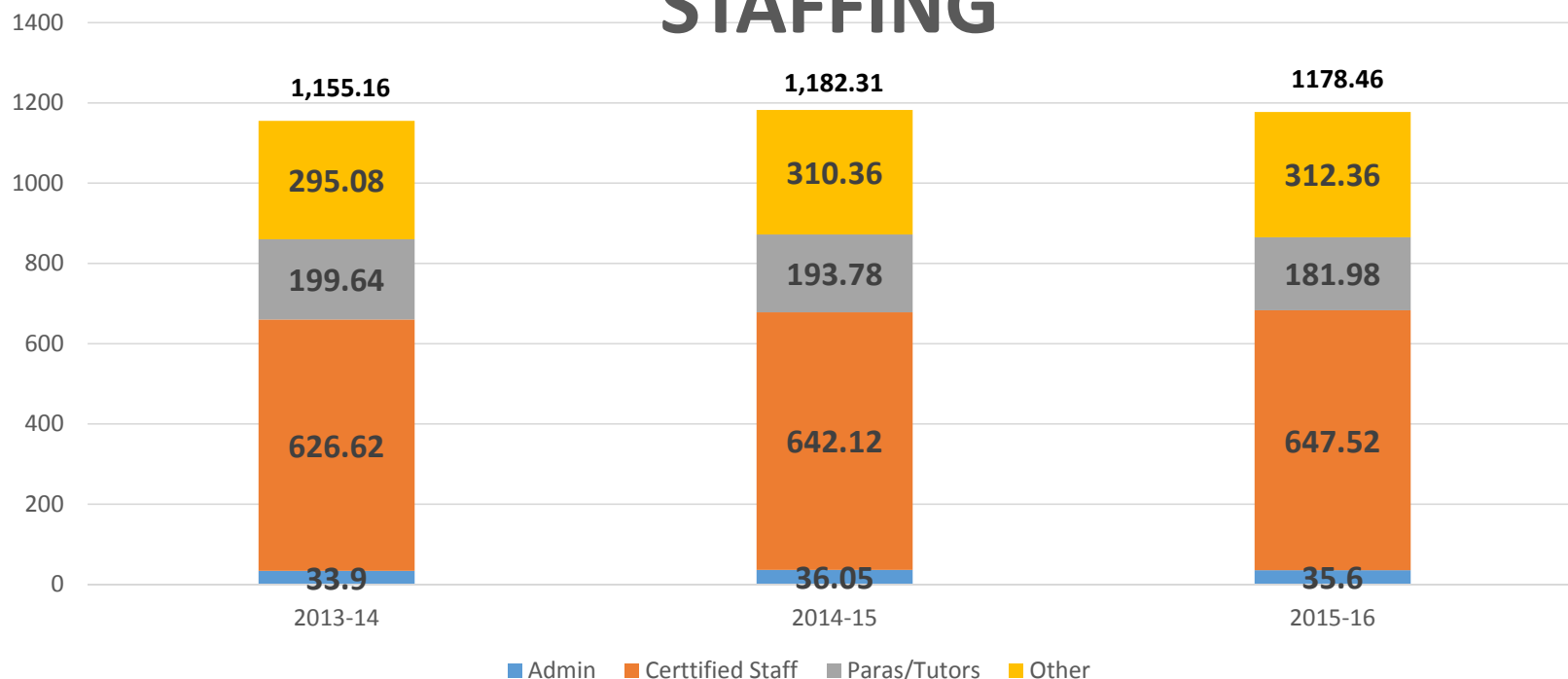
SUPPLIES/UTILITIES: UTILITIES
- PURCHASED PROFESSIONAL SERVICES

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

Delete

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.

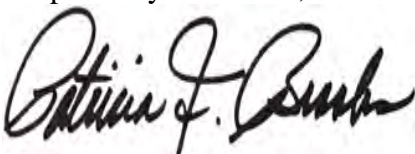
Mr. Geary and Mrs. Brooks presented their recommended changes to Policy 3510, Facilities Maintenance. The revised policy shows an increase in the amounts budgeted for capital repairs and capital improvements. The Committee approved the recommended changes to the policy. The policy will be moved to the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