

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, March 11, 2013

Executive Session: Security and Safety 5:30 pm, Director's Room

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – February 25, 2013 A – 3

B. SUPERINTENDENT'S REPORT – PART I

- 1) VFW Awards – **Presented by Ms. Doris Robotto, VFW Representative**
Illing Students: Theodosios Hatzikostamtis, Ashely Restos, Ching-Ning Hsu – Patriot's Pen Award
MHS Student: Samuel Iacobellis – Voice of Democracy Award
- 2) Board Member Appreciation Month – Dr. Richard Kisiel B – 2

C. CONSENT CALENDAR

- 1) Personnel Actions C – 1
- 2) Manchester Board of Education Meeting Schedule 2013-2014 C – 2
- 3) Transfer of Funds C – 3
- 4) Extended Field Trip – Manchester High School – MHS Robotics, Geared up C – 4
Anaheim, CA – VEX Robotics World Championship – 8 students – April 17, 2013 – April 22, 2013

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT'S REPORT – PART II

- 1) Bennett Academy School Improvement Plan – Mr. Joseph Chella E – 1
- 2) Safety & Security District Improvement Plan – Dr. Richard Kisiel
- 3) Potential Budget Reductions – Dr. Richard Kisiel

F. UNFINISHED BUSINESS

G. NEW BUSINESS

H. COMMUNICATIONS

- 1) Educator Evaluation and Support System 2013-14 H – 1

I. COMMITTEE REPORT

- 1) Buildings & Sites Committee

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

K. ITEMS FOR FUTURE AGENDAS

L. ADJOURNMENT

Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during 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 submitted for Board members if time runs out for speaker.*
- 6) Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).*
- 7) Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.*

PERSONNEL ACTION**RESIGNATIONS**

Dr. Eric Farno, Biology teacher at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Dr. Farno has been with Manchester Public Schools since September 2, 1981. It is recommended that his request be approved.

JoAn Troncoso, Curriculum Coach - Numeracy at Keeney Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Troncoso has been with Manchester Public Schools since September 3, 1986. It is recommended that her request be approved.

James Ruth, School Social Worker at Illing Middle School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Mr. Ruth has been with Manchester Public Schools since August 28, 2007. It is recommended that his request be approved.

Margaret Kloner, Special Education teacher at Bentley Alternative Education, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Kloner has been with Manchester Public Schools since September 5, 1984. It is recommended that her request be approved.

Dayle Kimball, Grade 1 teacher at Highland Park Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Kimball has been with Manchester Public Schools since September 8, 1971. It is recommended that her request be approved.

Deborah Grondin, Guidance Counselor at Manchester High School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Grondin has been with Manchester Public Schools since August 28, 1990. It is recommended that her request be approved.

Ann Deegan, Grade 4 teacher at Buckley Elementary School, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Deegan has been with Manchester Public Schools since November 25, 1974. It is recommended that her request be approved.

Linda Hilliard, District-wide Elementary Music teacher, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2013. Ms. Hilliard has been with Manchester Public Schools since September 5, 1979. It is recommended that her request be approved.

Bright Ukandu, Math teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2013. Mr. Ukando has been with Manchester Public Schools since January 25, 2010. It is recommended that his request be approved.

MANCHESTER BOARD OF EDUCATION
MEETING SCHEDULE 2013-2014

Board of Education Meetings begin at 7:00 p.m. - Lincoln Center
(Unless otherwise noted)

Monday, July 9, 2013	(already approved last yrs. calendar)	Lincoln Center
Monday, August 26, 2013	(already approved last yrs. calendar)	Lincoln Center
Monday, September 9, 2013		Lincoln Center
Monday, September 23, 2013		Lincoln Center
Wednesday, October 16, 2013		Lincoln Center
Monday, October 28, 2013		Lincoln Center
Wednesday, November 13, 2013		Lincoln Center
Monday, November 25, 2013		Lincoln Center
Monday, December 9, 2013		Lincoln Center
Wednesday, January 9, 2014	(Budget Workshop 6 pm)	MHS – Room 293
Monday, January 13, 2014		Lincoln Center
Wednesday, January 15, 2014	(Budget Workshop 6 pm)	MHS – Room 293
Wednesday, January 22, 2014	(Budget Workshop 6 pm)	MHS – Room 293
(SNOW DATE: Wed., January 29, 2014 6 p.m.)		
Monday, January 27, 2014		Lincoln Center
Monday, February 10, 2014		Lincoln Center
Monday, February 24, 2014		Lincoln Center
Monday, March 10, 2014		Lincoln Center
Monday, March 24, 2014		Lincoln Center
Monday, April 14, 2014		Lincoln Center
Monday, April 28, 2014		Lincoln Center
Wednesday, May 7, 2014	(Budget Workshop 6 pm)	MHS – Room 293
Monday, May 12, 2014		Lincoln Center
Wednesday, May 14, 2014	(Budget Workshop 6 pm)	MHS – Room 293
Wednesday, May 21, 2014	(Budget Workshop 6 pm)	MHS – Room 293
Tuesday, May 27, 2014		Lincoln Center
Monday, June 9, 2014		Lincoln Center
Monday, June 23, 2014		Lincoln Center
Monday, July 14, 2014	(2 nd Monday in July)	Lincoln Center
Monday, August 25, 2014	(4 th Monday in August)	Lincoln Center

Created: 2-14-13

Revised: 2-26-13

Hearing Room is available for all BOE Mtg dates

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: March 1, 2013

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 2012-2013 Budget.

Discussion/Analysis: Transfer from Buckley Elementary School Administrator Dues/Fees and Professional Development to Buckley Elementary School Administrator Computer Supplies/Materials accounts. A transfer of \$1,050.00 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 2012-2013 Budget.


Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
March 11, 2013

Manchester Public Schools
Manchester, Connecticut

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To: Accounting Department

School: Buckley

Date: 3/1/13

Principal's Sign: [Signature]

Date of Approval: 3/1/13

JUSTIFICATION (Required Field) :

Transfer Money for Computers for
Principal, Nurse, Secretary, and Building Para

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

DECREASE In whole dollars only:

\$ <u>300.00</u>	Account # <u>42303240 5810</u>	Description: <u>Admin Dues + fees</u>
\$ <u>750.00</u>	Account # <u>42303221 5320</u>	Description: <u>Admin PD</u>
\$ _____	Account # _____	Description: _____

\$ 1050.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>1050.00</u>	Account # <u>42303100 5612</u>	Description: <u>Admin Computers</u>
\$ _____	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: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: February 25, 2013

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 2012-2013 Budget.

Discussion/Analysis: Transfer from Enrichment Instructional Supplies and Materials to Enrichment Field Trips accounts. A transfer of \$1,800.00 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 2012-2013 Budget.


Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
March 11, 2013

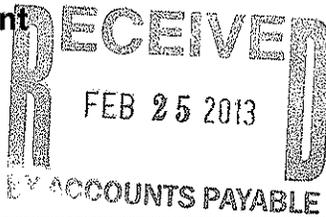
Manchester Public Schools
Manchester, Connecticut

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To: Accounting Department

School: CORE Enrichment Prog.

Date: 2/25/13



Principal's Dr. Nancy Fasthake

CORE CONSULTANT

Date of Approval: 2/25/13

JUSTIFICATION (Required Field) : Core Enrichment sponsors students' involvement in the Future Problem Solving Program. Six student teams (2 at IMS, 4at Bennet Academy) have been selected to compete at the CT State FPS Competition, March 22, 23, 2013. Each team's registration is \$300. The CORE Program needs to transfer \$1800. within its enrichment budget.

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

DECREASE In whole dollars only:

\$1800	Account # 170201005611	Description: Enrichment Instructional Supplies and Materials
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
\$ _____	TOTAL DECREASE	

INCREASE In whole dollars only:

\$1800.	Account #170201005512	Description: Enrichment Field Trips (per P.Brooks)
\$ _____	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: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

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 information must be forwarded to the Superintendent 30 days (four months for international trips) prior to the Board meeting which antedates the trips.

Name of School: Manchester High School **Date of Request:** 2/27/2013

Name of Club or Activity: MHS Robotics, Geared Up

Trip to: Anahiem Ca **Purpose:** VEX Robotics World Championship

Number of students participating: 8 **From:** 04/17/13 **To:** 4/22/13

Number of school days missed: 4

Number and names of teachers and chaperones: Give ages of chaperones under 25 and list relationship to system or staff.

a. Chris Prytko b. Raimo Bachman- parent

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

Others: _____

Transportation: Bus Train Plane Car Other taxi

Are fund-raising activities planned? Yes No If so, describe: Applebee's Flapjack breakfast, candy sales,

How will funds be allocated to students participating?* The more individuals fundraise, the more money goes towards their price.

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: _____

Cost per teacher and/or chaperone: \$900 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$1100 (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$remaining balance

If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form. For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

a. _____ b. _____
c. _____ d. _____

Name of teacher making request:

Signature: Chris Prytko Typed: Christopher Prytko

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: Chris Prytko Date: 2/28/13

Approved by Principal:

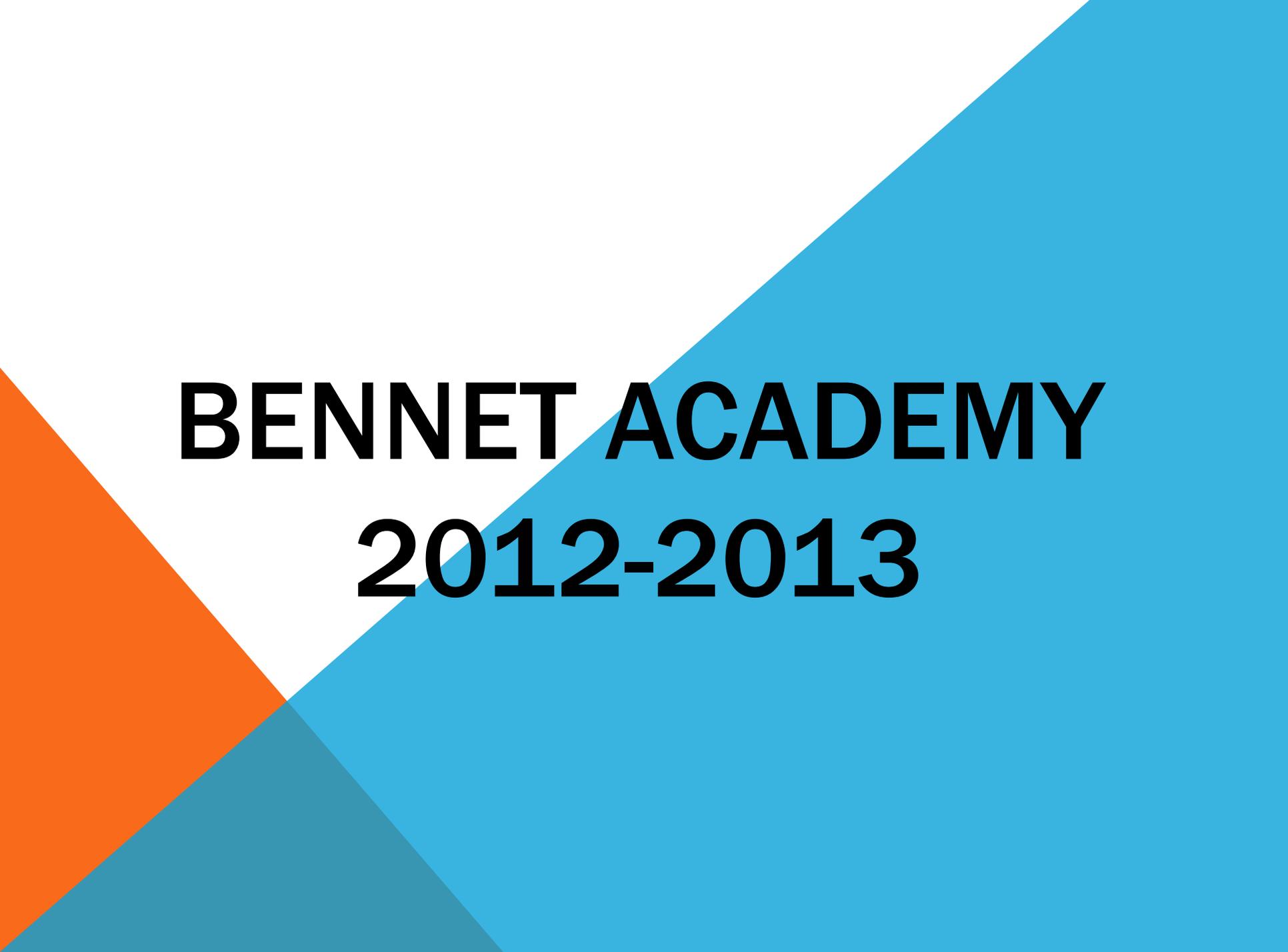
Signature: M. [Signature] Date: 2/28/13

Approved by Superintendent or designee:

Signature: [Signature] Date: 3-5-2013

Attachments: Quotations
Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.



BENNET ACADEMY
2012-2013

Bennet Academy

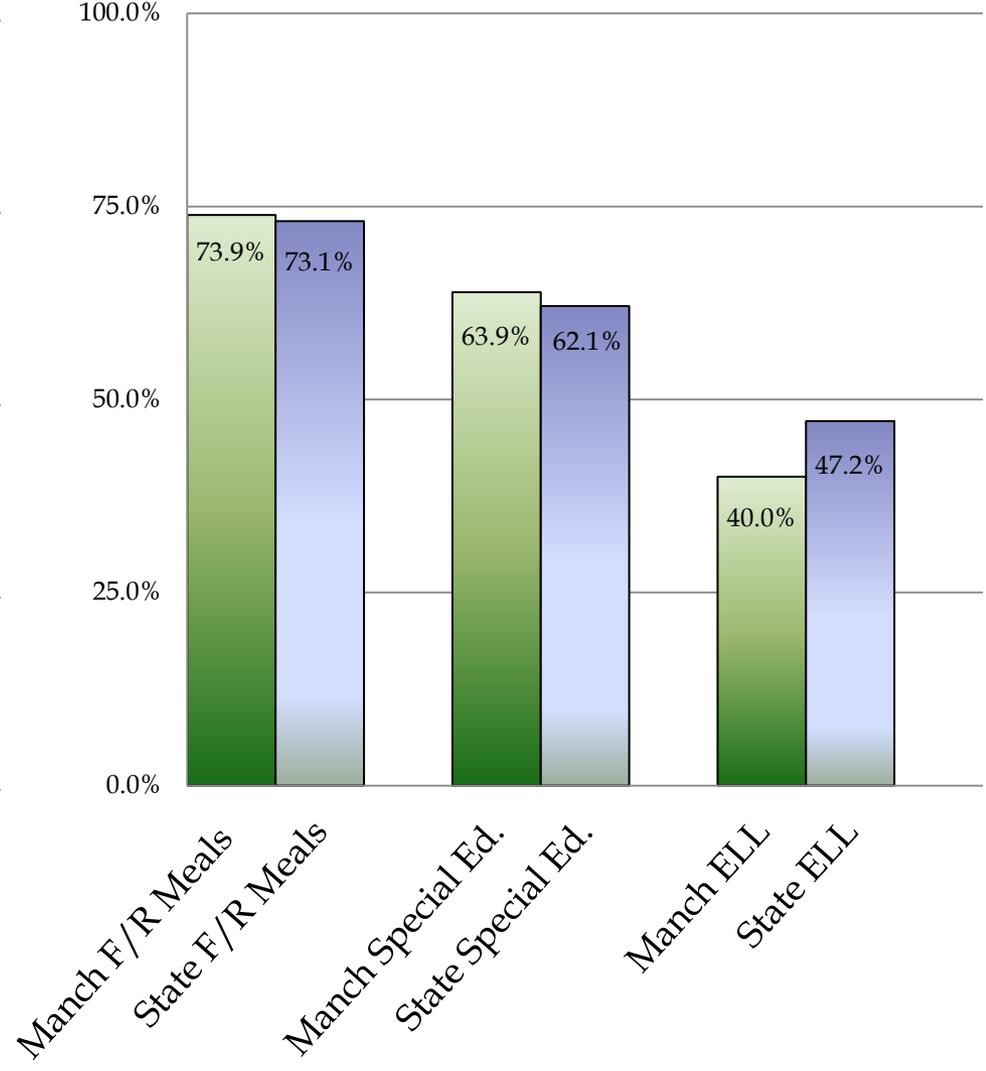
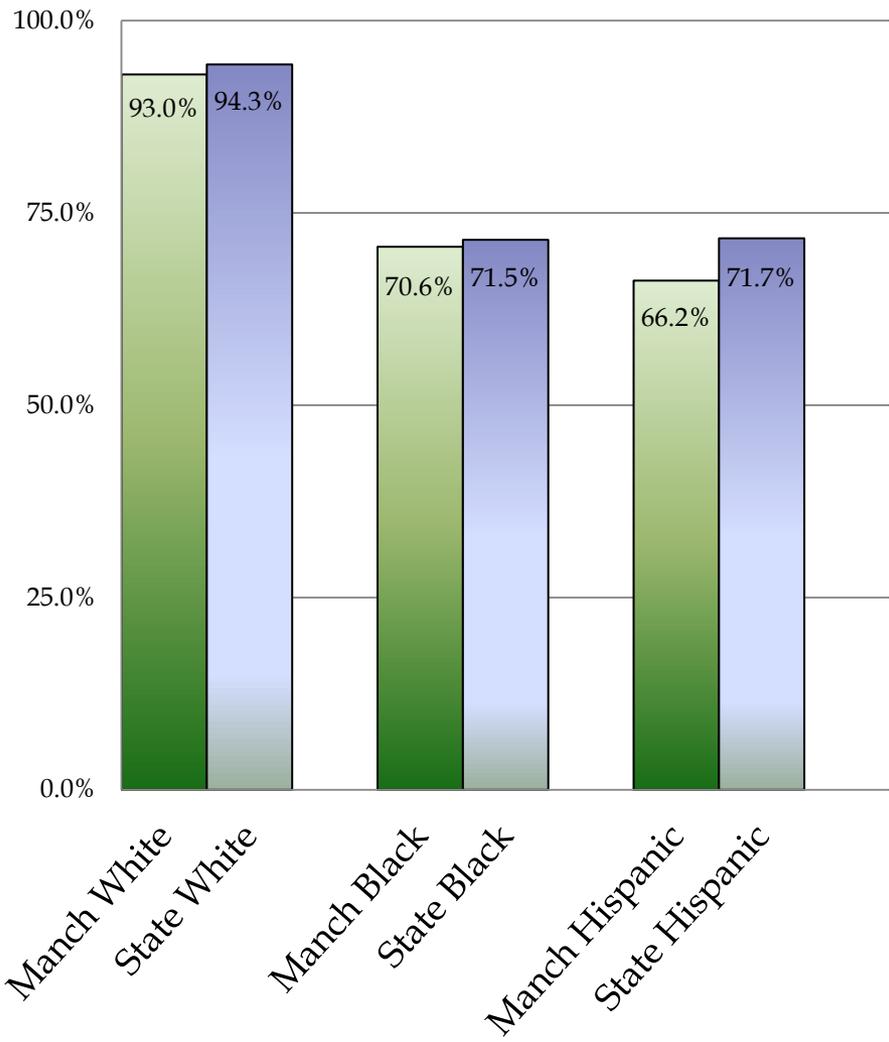
School Improvement Plan Goals

1. Improve student outcomes in Literacy and Numeracy to decrease the achievement gap.

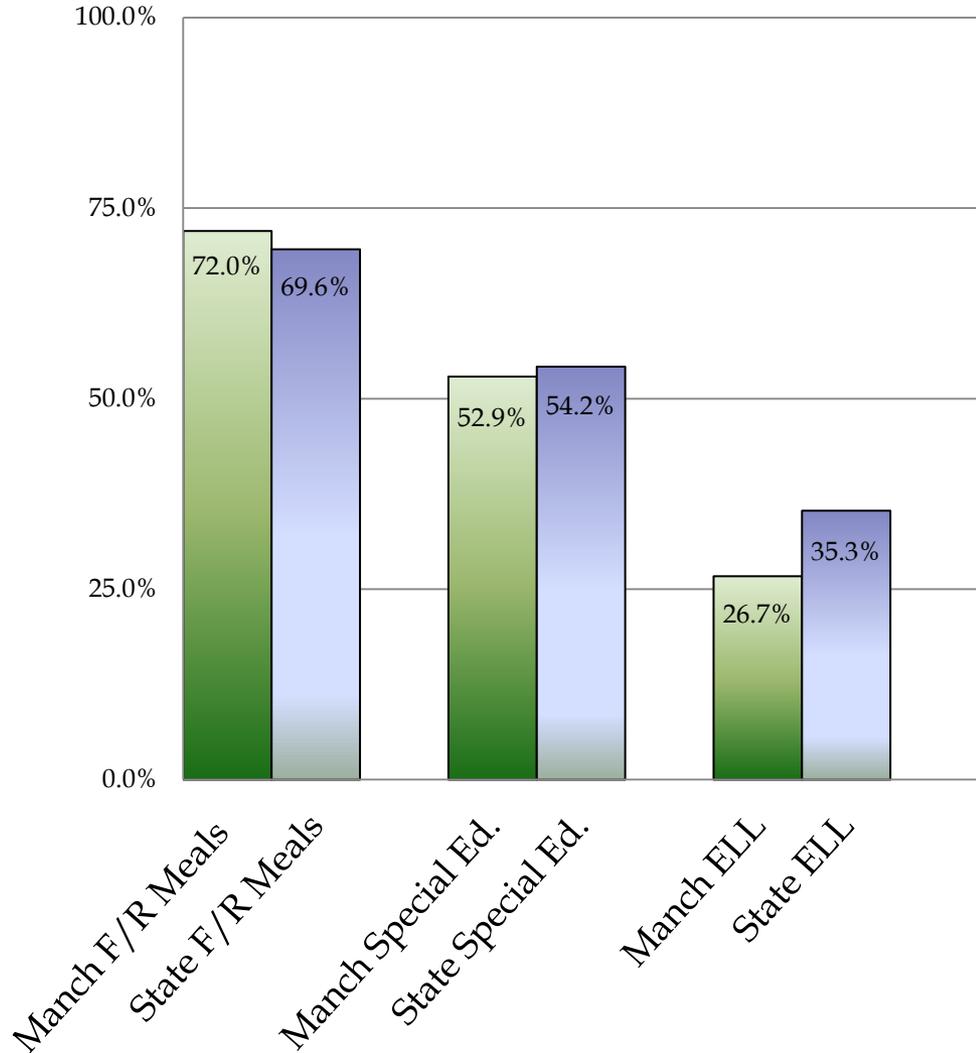
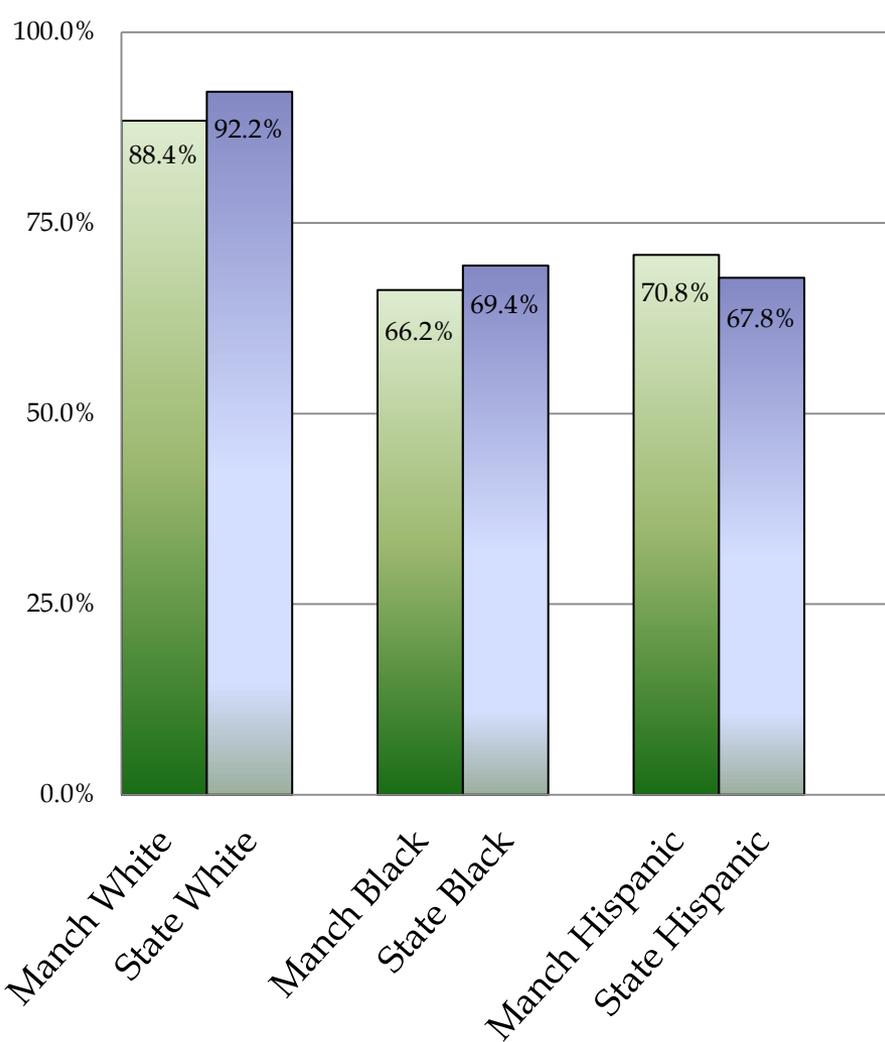
2. Enhance school climate.

3. Develop and implement a comprehensive SRBI program.

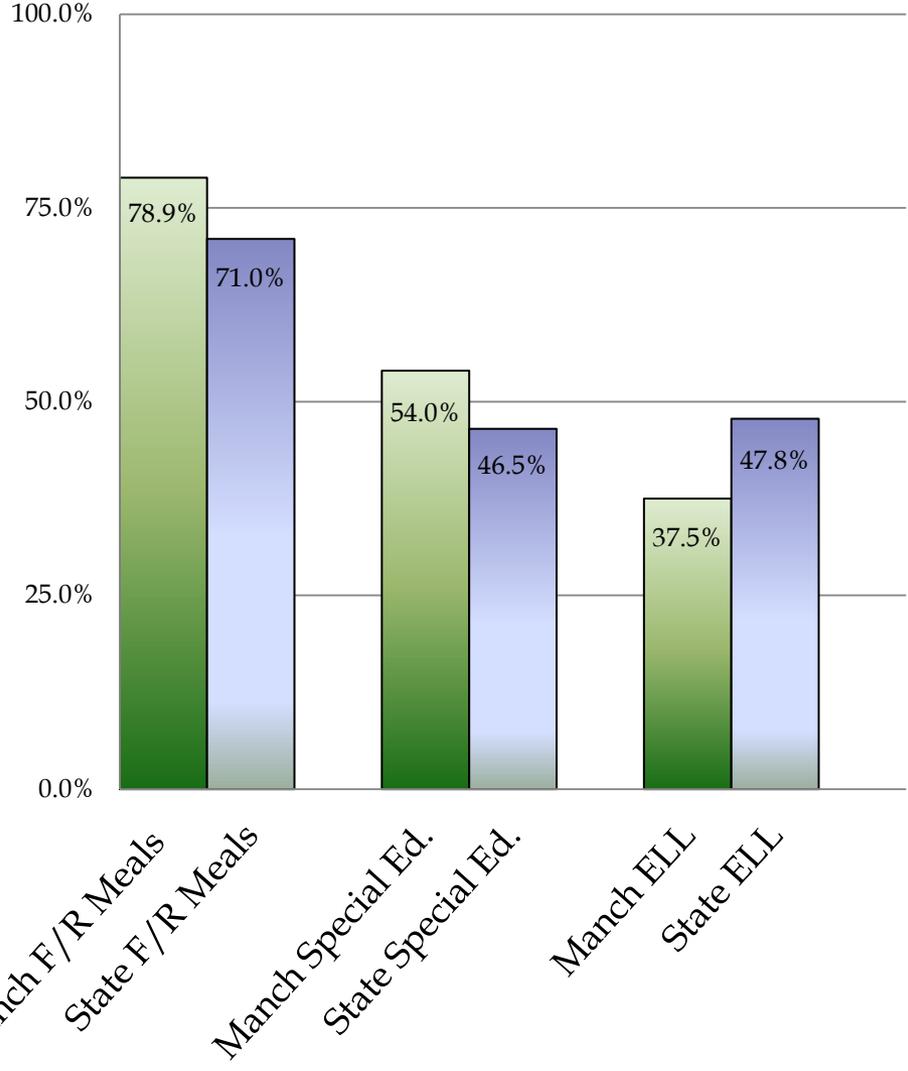
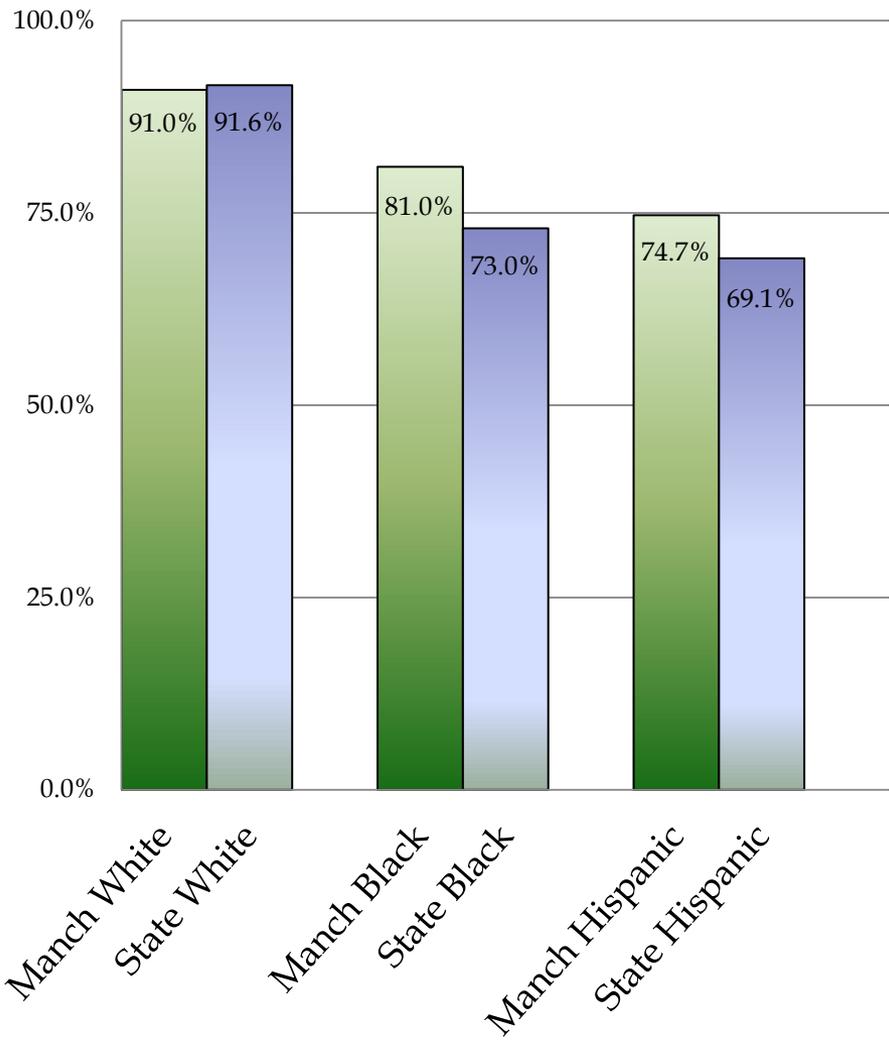
2012 CMT: % At or Above Proficient Mathematics



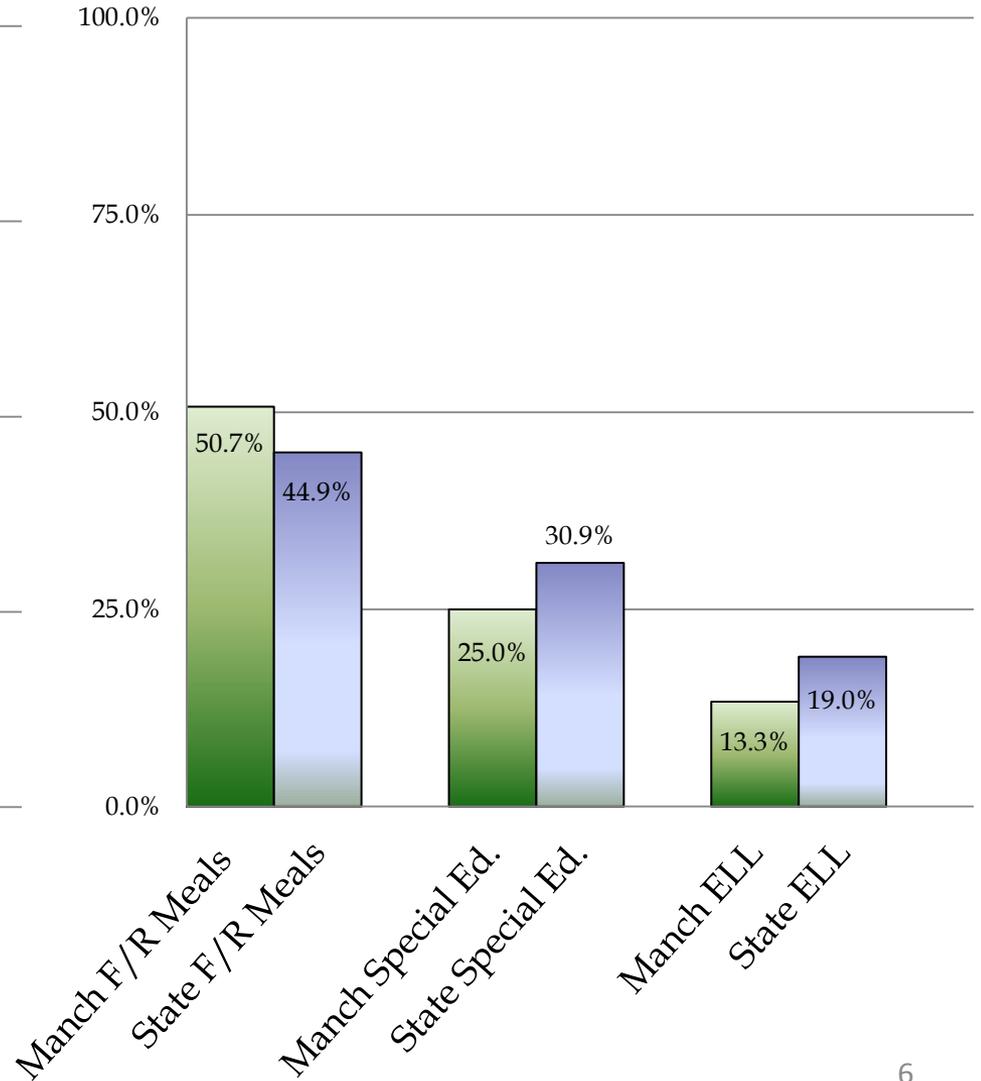
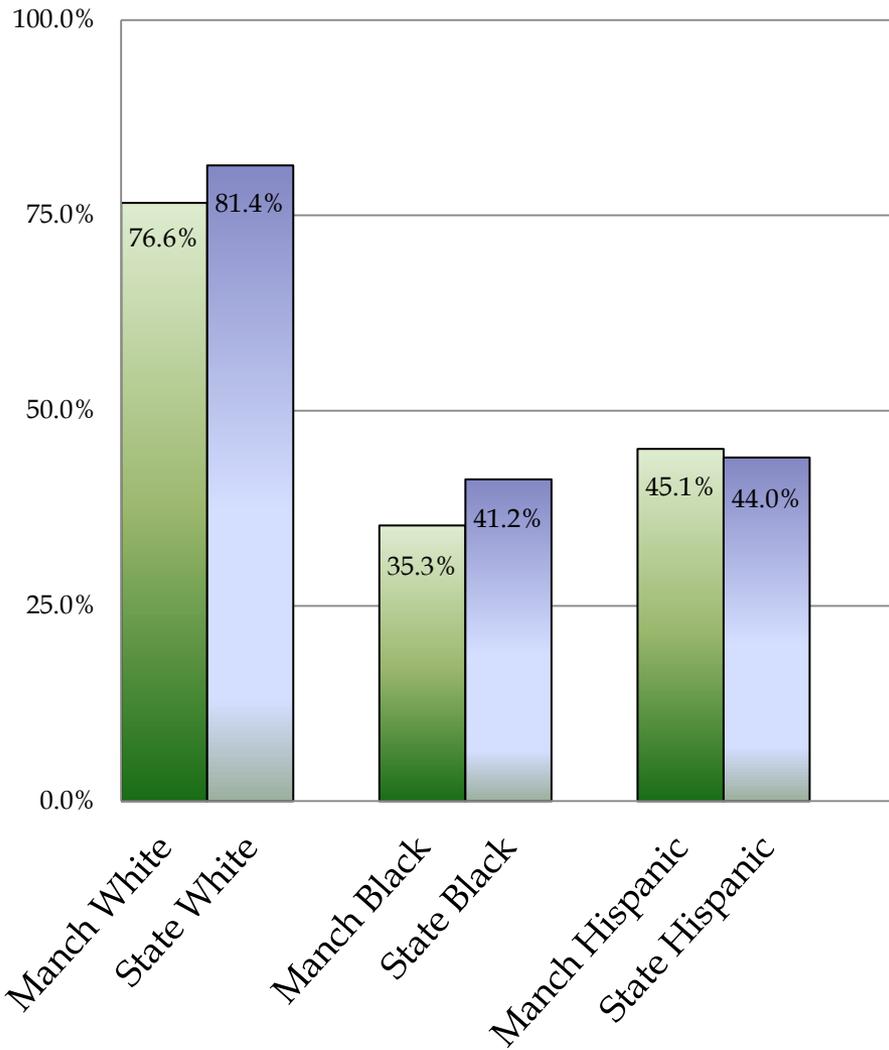
2012 CMT: % At or Above Proficient READING



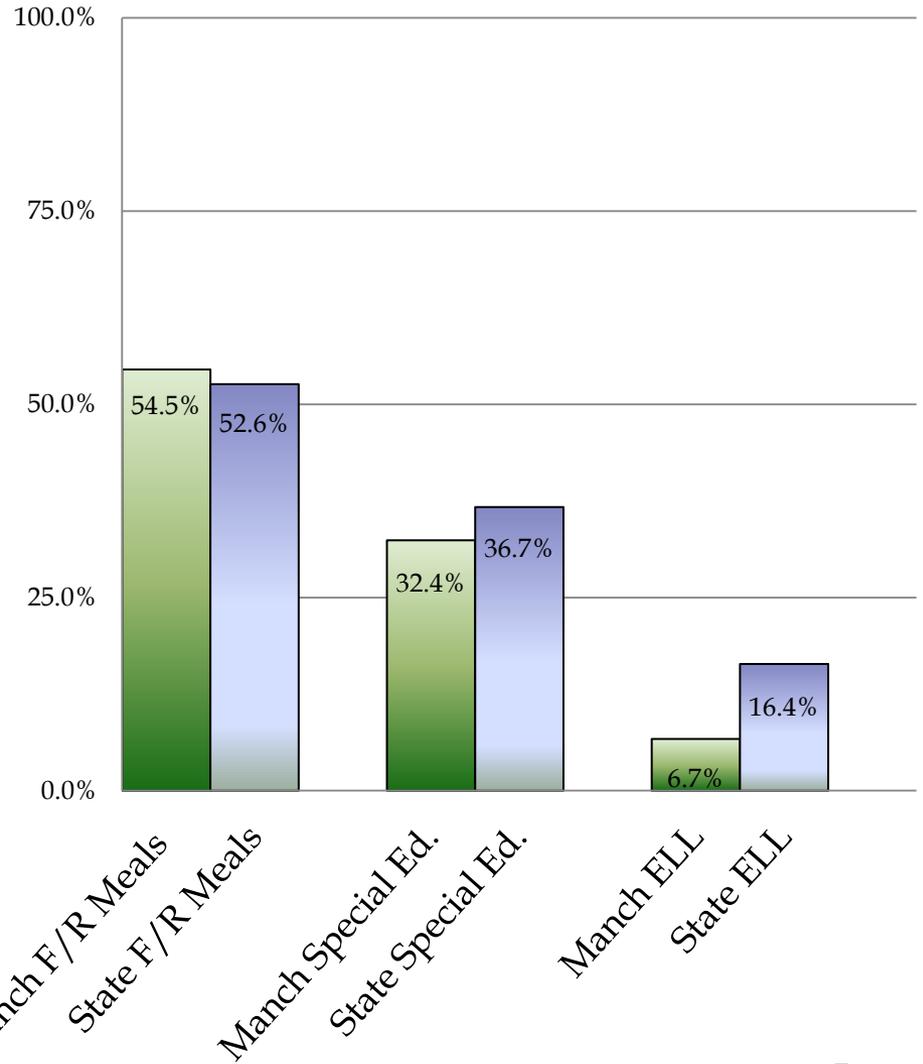
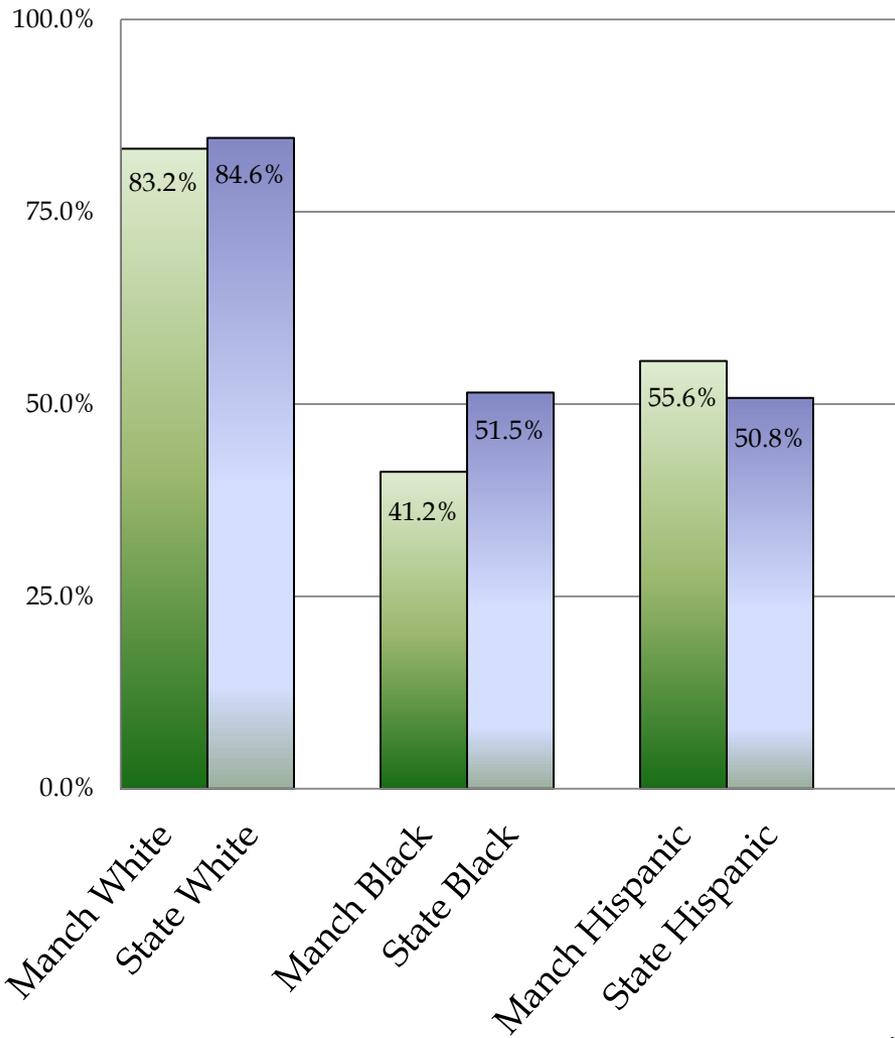
2012 CMT: % At or Above Proficient WRITING



2012 CMT: % At or Above Goal Mathematics

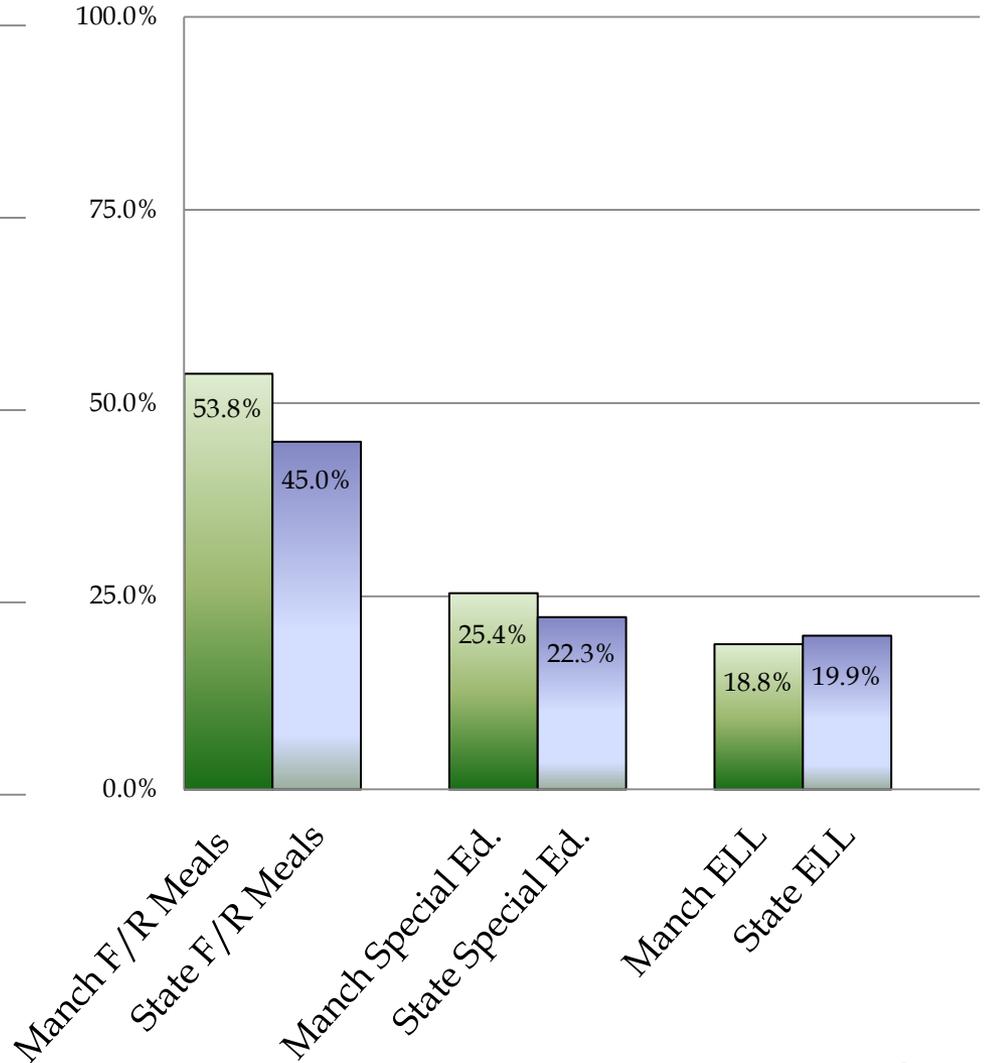
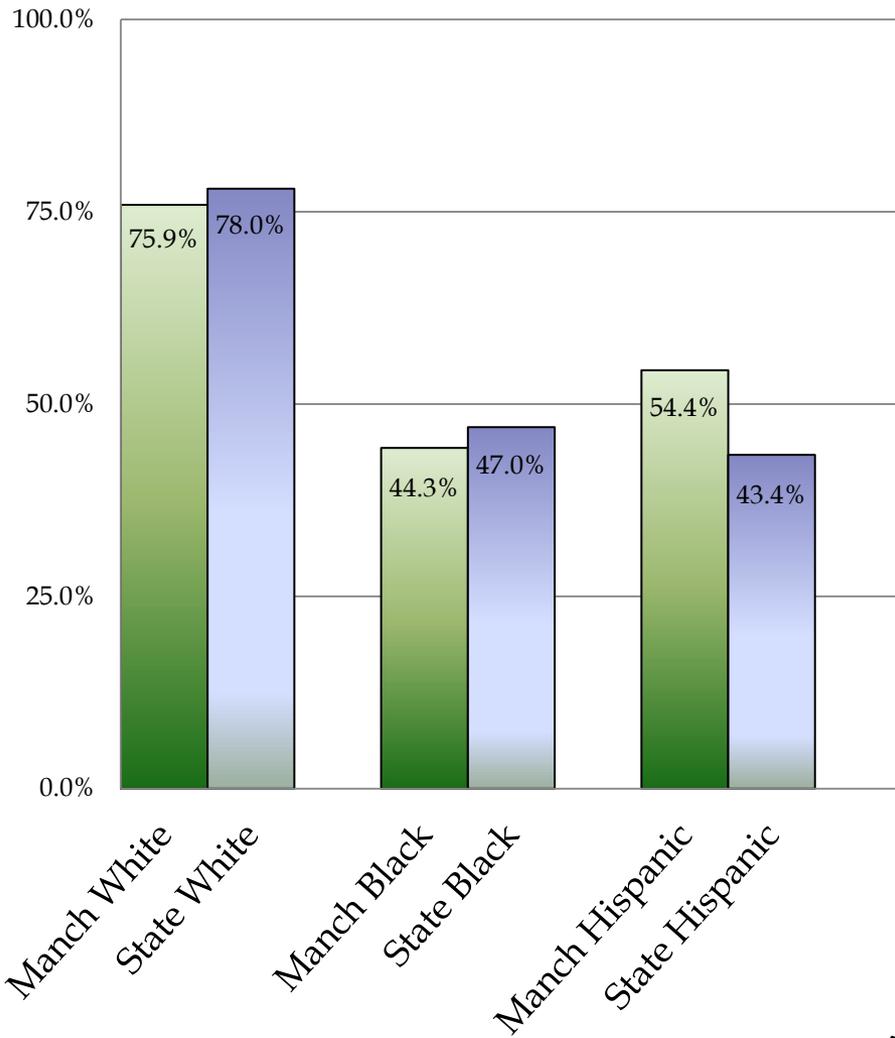


2012 CMT: % At or Above Goal Reading



2012 CMT: % At or Above Goal

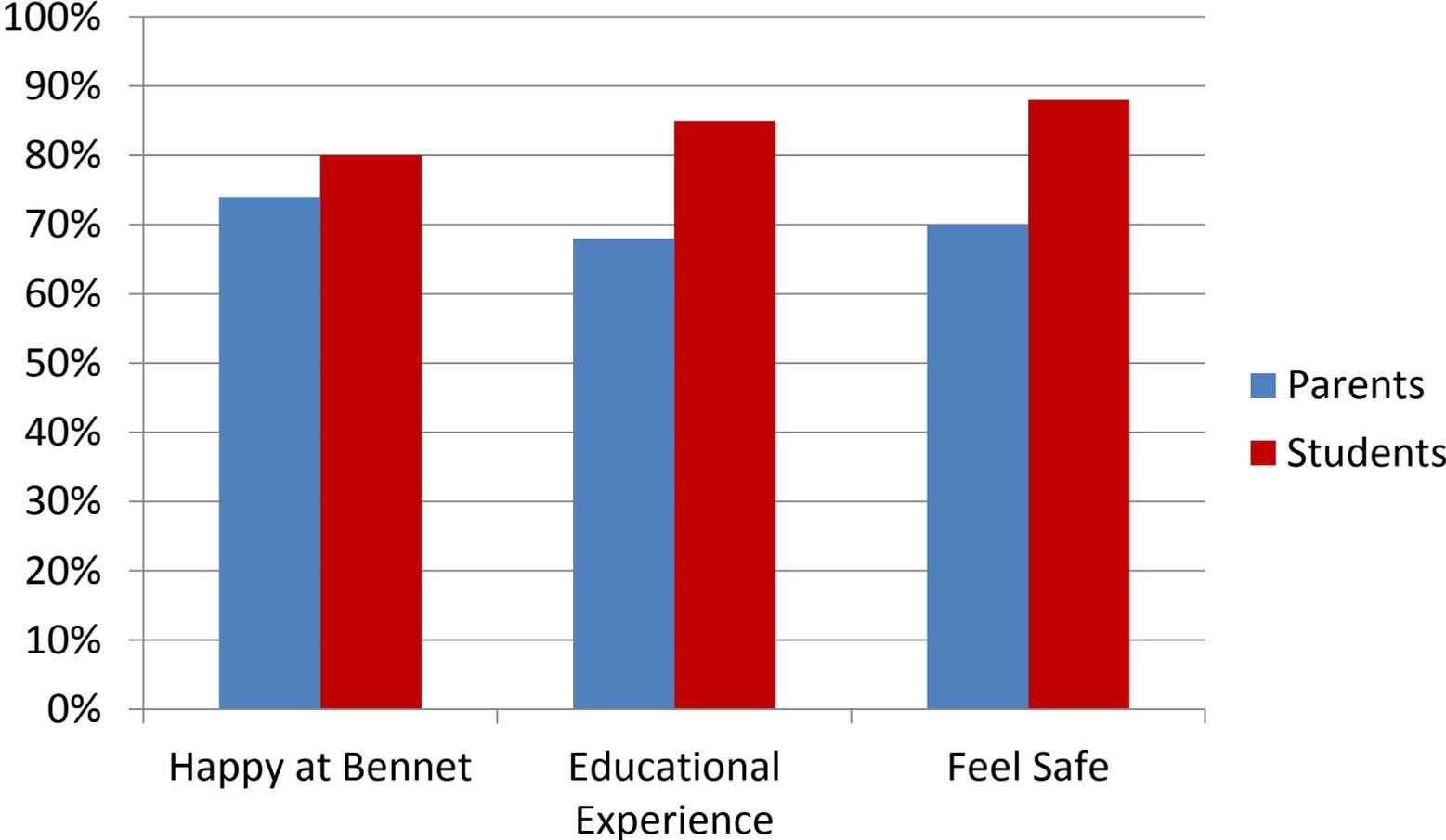
Writing



School Performance Index (SPI)

Indicator	SPI (11-12)	SPI Target (12-13)
Whole School SPI	77.1	79.9
Students with Disabilities	51.2	53.4
Free and Reduced Lunch	70.3	74
African American	63.5	70.9
Hispanic	67.3	71.5
ELL	49.5	52.5
Reading	73.6	78.8
Mathematics	77.6	79.3
Writing	80.2	82.1

School Climate Data



Measured outcomes/Benchmark Assessments

Indicators of Success

- DAW (Direct Assessment of Writing)
- DRP (Degrees of Reading Power)
- Math Unit Post Assessments
- NWEA (Northwest Evaluation Association)
- SRBI Data
- CMT
- SPI (School Performance Index)
- School Climate Data

Current data

DAW

- Fall: 36% at Goal and Above
- Winter: 56% at Goal and Above
- +20%

DRP

- 50% at Goal and Above

Math

- Unit 1: 26% at Goal and Above
- Unit 2: 26% at Goal and Above
- Unit 3: 39% at Goal and Above

Current data

NWEA

- Reading: 21% at Goal and Above
- Math: 13% at Goal and Above

SRBI

- 38 students Tier II/Tier III
- 27 of 38 have made growth (72%)

Where do we want to be *(Academically)*

CMT

- Growth on all subtests.
- Goal is to score higher than state average with all subgroups.

SPI

- Meet SPI Student Performance Target numbers.

Benchmark Assessments

- Growth on all spring benchmark assessments.
- Make CMT and SPI predictions based on benchmark data.

Where do we want to be *(School Climate)*

School Climate Survey

- 75% or better approval from parents.
- 85% or better approval from students.

Referral and Suspension

- Decrease referral and suspension numbers by 10% from (11-12).

Working Agreement

- Work to meet all variables of Staff and Whole School Working Agreement.

Where do we want to be (SRBI)

Tier I

- Progress monitor and follow progress.
- Use data to plan meaningful instruction.

Tier II and III

- See growth with 80% of Tier II and III students.
- Use data to adjust interventions appropriately.

Outcomes

- SRBI process will be consistently followed.
- Growth should translate to state and district assessments.

How will we get there

Goal 1: Improve student outcomes in Literacy and Numeracy to decrease the achievement gap.

- Literacy and Numeracy coaches.
- Professional Development CCSS.
- Rigor.
- Written response (incl. Unified Arts).
- Data!
- Strand focus.
- SRBI tiered interventions.

How will we get there

Goal 2: Enhance school climate.

- Professional Development.
- PBIS program.
- Positive School Climate assemblies.
- Data!
- SRBI tiered behavior interventions.
- Working Agreement.

How will we get there

Goal 3: Develop and implement a comprehensive SRBI program.

- Progress monitor.
- SRBI team meetings.
- SAT weekly meetings.
- Intervention planning and implementation.
- Literacy and Numeracy coaches.
- Data!
- Adjust instruction as appropriate.



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools
Chairs, Boards of Education
American Federation of Teachers-CT (AFT-CT)
Connecticut Association for Adult and Continuing Education (CAACE)
Connecticut Association of Boards of Education (CABE)
Connecticut Association of Public School Superintendents (CAPSS)
Connecticut Association of Schools (CAS)
Connecticut Education Association (CEA)
Connecticut Federation of School Administrators (AFSA-AFL-CIO)

FROM: Stefan Pryor, Commissioner of Education 

DATE: February 22, 2013

SUBJECT: Greater District Flexibility Surrounding Statewide Implementation of Connecticut's Educator Evaluation and Support System for 2013-14

In response to concerns expressed by you, your colleagues, and other stakeholders regarding the implementation of the new educator evaluation and support system in your districts in the coming academic year, we have been working to increase flexibility and decrease burden associated with this implementation. On Wednesday, February 6, 2013, after consideration of feedback from stakeholders – including superintendents, education associations, and Connecticut's teachers' unions – the State Board of Education (SBE) adopted a modified implementation plan for rollout of Connecticut's Educator Evaluation and Support System for the 2013-14 school year. This plan reflects the consensus opinion reached by the Performance Evaluation Advisory Council (PEAC) on February 4, 2013. The Council was re-convened to review feedback regarding the pilot of the state model, Connecticut's System for Educator Evaluation and Support (SEED), gathered from the Neag implementation study and other sources, and to discuss options for statewide rollout scheduled by statute to begin next school year. This "Bridge Year" implementation plan incorporates the feedback of educational stakeholders throughout the state and was developed collaboratively by the members of PEAC.

The Implementation Plan for the 2013-14 "Bridge Year" is as follows:

Existing and Continuing Assumption: Implementation of the Whole Model

The existing and continuing assumption of the Connecticut State Department of Education (CSDE) is that districts across the state will implement the whole model, consisting of all components of both teacher and administrator evaluation, as outlined in the *Guidelines for Connecticut's Educator Evaluation and Support System*, district-wide.

However, those districts that choose not to implement the whole model district-wide with all certified staff during the 2013-14 school year have the following flexibility options available for consideration as they build towards full implementation in 2014-15:

Preferred Alternative Approach

Whole model, in at least 1/3 of schools, all certified teachers and administrators within those schools.

Additional Alternative Approaches

- Whole model, 50% of schools, classroom teachers only and administrators within those schools; or
- Other locally-determined options.

NOTE: Those districts that choose an alternative approach must convene a committee that shall consist of representatives of local bargaining unit(s) and superintendents' representatives. In making a final determination about an alternative approach, it is important to note that the alternative approach must (1) involve implementation of the whole model; and (2) represent a minimum of 1/3 of the district's certified staff, including administrators. Recommendations of this committee will be forwarded by the superintendent to the local board of education. The SDE will look for evidence of meaningful committee process in reviewing a submitted plan.

NOTE: Per statute, the superintendent of each local or regional board of education shall [continuously] annually evaluate or cause to be evaluated each teacher in accordance with guidelines established by the State Board of Education. For purposes of this section, the term "teacher" shall include each professional employee of a board of education, below the rank of superintendent, who holds a certificate or permit issued by the State Board of Education (Sec. 23, 24 of P.A. 12-2). Therefore, those not being evaluated under the new evaluation system must be evaluated under the district's existing evaluation plan.

Superintendents, on behalf of their Boards of Education, must submit to the CSDE a decision regarding their implementation plan for the 2013-14 school year by **April 15, 2013**, for review and approval. The district's plan must meet requirements as outlined in the "core requirements" of the Guidelines. A rubric for both teacher and administrator evaluation is available for use by districts to assist in the development of their plans and to ensure alignment to the "core requirements." The rubrics, as well as many additional resources, can be located at www.connecticutseed.org.

The State recognizes that there are costs associated with implementation and intends to provide districts both technical and financial assistance to help offset some of these costs. Additional information will be provided in follow-up correspondence.

Finally, as a result of additional challenges associated with implementation in special settings, implementation of Connecticut's Educator Evaluation and Support System will occur in the following settings in 2014-15:

- Unified School District #1 (U.S.D. #1);
- Unified School District #2 (U.S.D. #2);
- Connecticut Association of Private Special Education Facilities (CAPSEF);
- Adult Education; and
- Pre-K.

As you begin to consider the most appropriate course of action for your district, please do not hesitate to contact a member of the Talent Office team at the CSDE. Additionally, consultants at the Regional Educational Service Centers (RESCs) and the Connecticut Association of Schools (CAS) are prepared to provide technical assistance as you continue to work towards implementation in 2013-14.

For further information regarding this mailing, please contact Dr. Sarah Barzee, Interim Chief Talent Officer, at 860-713-6848, or via email at sarah.barzee@ct.gov