

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, FEBRUARY 10, 2014

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Budget Workshop Minutes – January 22, 2014 A – 3
- 4) Board of Education Minutes – January 27, 2014 A – 4

B. SUPERINTENDENT’S REPORT – PART I

- 1) PTA President Report – Mrs. Jackie Madore

C. CONSENT CALENDAR

- 1) Personnel Actions C – 1
- 2) Transfer of Funds C – 2
- 3) Increase in an appropriation for the FY13/14 Head Start USDA by \$3,334, which brings the total appropriation to \$102,267 C – 3
- 4) Change the BOE Meeting Dates in April from April 14th and April 28th to April 7th and April 21st, 2014 C – 4

D. PUBLIC COMMENTS (any item before the board)

E. SUPERINTENDENT’S REPORT – PART II

- 1) Status Report on Teacher Evaluation Procedures E – 1
- 2) Smarter Balanced Test Update E – 2

F. UNFINISHED BUSINESS

- 1) Action on Grade 5-6 School Proposal – Revisited

G. NEW BUSINESS

H. COMMUNICATIONS

I. COMMITTEE REPORT

- 1) Buildings & Sites Committee Minutes – January 27, 2014 I – 1
- 2) Buildings & Sites Committee Minutes – February 6, 2014 I – 2

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 the Public Comment session(s):

- 1) *Print your name and address on the sign-in sheet at the podium for accurate record keeping.*
- 2) *State your name and address for the record. Students state name only.*
- 3) *First Session: Three minute time limit for any item that may come before the Board. Listen for the bell.*
- 4) *Second Session: Comments must be limited to items on the Board's agenda for this meeting. The Board Chair has the discretion to limit comment time.*
- 5) *Written statements may be substituted for Board members if time runs out for speaker.*
- 6) *Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).*
- 7) *Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language. Board of Education Policy #1220.*

PERSONNEL ACTION

RESIGNATIONS

James Melough, Speech & Language Pathologist at Robertson Elementary School, has submitted a letter of resignation for personal reasons effective February 18, 2014. Mr. Melough has been with Manchester Public Schools since August 30, 2012. It is recommended that his request be approved.

APPOINTMENTS

Matthew Lemay to be a Grade 5 teacher at Washington Elementary School. Mr. Lemay received a Master of Arts in Teaching degree at Sacred Heart University. Mr. Lemay resides in Willimantic. It is recommended that his appointment be approved effective February 10, 2014 (MA/Step 1 \$46,228).

**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 10, 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 2013-2014 Budget.

Discussion/Analysis: Transfer from Keeney Language Arts Periodicals to Keeney Admin Postage account. A transfer of \$700 is being requested.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve this transfer in the FY 2013-2014 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
February 10, 2014

Manchester Public Schools
Manchester, Connecticut

D. Cash
1/27/13

JAN 27 2014
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Keeney School

Date: 1/23/14

Principal's Sign:

J. Martin-Blaugie
Date of Approval: 1/24/14

JUSTIFICATION (Required Field) : Money needs to be transferred to accommodate the increase cost of postage.

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

DECREASE In whole dollars only:

\$700.	Account # <u>12806100-5643</u>	Description: <u>LA Periodicals</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
\$ _____	TOTAL DECREASE	

INCREASE In whole dollars only:

\$700.	Account # <u>42306240-5541</u>	Description: <u>Admin Postage</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
Manchester Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Re: Increase in Appropriation for Head Start USDA FY 2013-2014
Date: January 24, 2014

Background: The cost of providing breakfast and lunch to Head Start students is reimbursed by the State Department of Education's Child and Adult Care Food Program. An annual appropriation is created in order to receive and expend these funds.

Discussion/Analysis: Because of the lag in payments of up to several months, we have found the need to adjust the amount of the appropriation even though the grant's award period was from 10/1/12- 9/30/13.

Financial Impact: An increase in the appropriation will allow us to receive and spend funds to cover all expenses for serving meals to Head Start students.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for the FY 2013-2014 Head Start USDA by \$3,334. This brings the total appropriation to \$102,267.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
February 10, 2014

Manchester Public Schools

45 North School Street
Manchester, Connecticut 06042



ADMINISTRATIVE OFFICES

Dr. Richard Kisiel
Interim Superintendent of Schools
860-647-3441

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

Amy Radikas
Assistant Superintendent
Curriculum and Instruction
860-647-3447

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

TO: Board of Education

FROM: Dr. Richard Kisiel
Superintendent of Schools

DATE: February 6, 2014

RE: April BOE Meeting Date Changes

The Board's consent calendar for the February 10th regular meeting includes a recommendation to amend the Board's regular meeting schedule. The district's school vacation week is scheduled for the week of April 13th. The first regular meeting is presently scheduled for Monday, April 14.

I am recommending to the Board of Education that the meeting schedule in April be amended as follows:

The first meeting in April from April 14th to April 7th
The second meeting in April from April 28th to April 21st.

Opportunities for Simplification of Manchester’s Teacher Evaluation Plan

		Manchester’s Teacher Evaluation Requirement	Current Core Requirement	PEAC Proposed Flexibility (not yet official)	Opportunities for Simplification
(%45) Student Growth	SLOs	1 or more goals	1-4	1 goal	Simplify to 1 goal
	IAGDs	Minimum of 2 1 non-state standardized test where available min of 1 non-standardized measure	Minimum of 2 1 state or other standardized test where available 1 non-standardized measure	Minimum of 2 1 non-state standardized test where available min of 1 non-standardized measure	None, Manchester’s current plan already acknowledges state tests are not available this year
40% Observations of Performance & Practice	Low Rated or year 1-2 teachers and teachers new to district	3 formal, minimum of 2 with preconference 2 reviews of practice	3 formal, minimum of 2 with preconference	No change	Eliminate the 2 reviews of practice
	Non tenured year 3-4 teachers	3 formal, minimum of 2 with preconference 2 reviews of practice	1 formal observations plus 2 more which can be reviews of practice	1 formal every 3 years, 3 informal other years 1 review of practice every year	Reduce to 1 formal every 3 years, 3 informal other years, 1 review of practice every year.
	Higher-rated year 3+ teachers	1 formal observation plus 2 reviews of practice	1 formal observations plus 2 more which can be reviews of practice	1 formal every 3 years, 3 informal other years 1 review of practice every year	Reduce to 1 formal every 3 years, 3 informal other years, 1 review of practice every year.
10% Parent or peer feedback	One school-wide goal for school-wide parent survey on school climate	Parent survey or Peer observation or focus groups	No change	None	
5% Whole School Learning or Student Survey	Whole School Student Learning Measure Adopted by School Principal	Whole School Learning or Student Survey	No change	None	

CSDE promise of future flexibility – reduction in the size and complexity of the Connecticut Common Core of Teaching Rubric to facilitate ease of use. The teacher evaluation committee could review our teacher practice and performance rubric with a goal of simplification.

Other Manchester alternatives – Higher rated year 3+ teachers could form professional learning communities with common goals aligned with school improvement plans. The teachers in the PLC could then be rated using common reviews of practice. This option could be formalized as part of the evaluation plan.

Overview of Smarter Balanced Field Test

February 2014



Testing Specifics

Connecticut:

- Grades 3 – 8 and 11
- English language arts and mathematics

Manchester:

- March 15 – April 4 for grades 3-8
- April 7 – 11 and April 21 – 25 for grade 11



Testing Specifics

- Not timed, approximately 3 -4 hours to complete each content area
- Scheduled over multiple sessions of about 45 minutes each
- Constructed response (CR), multiple choice (MC), free-write, and performance tasks



Testing Specifics



Testing Specifics

Test of the test:

- Online testing software
- Question types
- Effectiveness of test administration and training materials
- State has not determined type of data districts will receive



Testing Specifics

Communication:

- Regular updates from Connecticut State Department of Education
- Leadership teams
- Parents – letter and frequently asked questions (FAQ)



Questions and Discussion



Manchester Public Schools
Manchester Board of Education
Building & Sites Committee

Meeting Minutes
January 27, 2014

Present: Mr. Neal Leon, Mrs. Mary Jane Pazda, Mr. Michael Crockett, and
Mr. Carl Stafford

Others Present: Mr. Christopher Pattacini, and Dr. Richard Kisiel

The meeting came to order at 5:40 p.m.

The Committee focused its discussion on the agenda for the public forum on the proposed grade 5-6 school at the Bennet Academy on February 5, 2014. Besides the public's opportunity for questions and comments, the forum would provide an opportunity for the community to acquire more information about the proposed school project. A brief information session, before the public comment session, should include an overview of the benefits of the proposed project, the proposed school design, the cost and impact on the tax rate, and enrollment and classroom space considerations. Dr. Kisiel will prepare, distribute, and publicize the agenda before the end of the week.

It was suggested that the forum would be a good opportunity for the public to hear Mr. Geary's views of the educational benefits of the proposed school. The committee meeting ended as members shared comments with each other regarding the SMARTR Committee recommendations.

Committee meeting adjourned at 6:40 p.m.

Respectfully Submitted on behalf of the Committee,
Dr. Richard Kisiel, Interim Superintendent

**Manchester Board of Education
Building and Sites Committee**

Meeting February 6, 2014

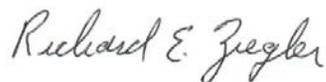
Attendees: Mary Jane Pazda, Carl Stafford, Michael Crockett, Neal Leon, Rich Ziegler

Rich presented a draft of the revised Critical Assessment Report and the Capital Improvement Budget for review of the format. The final reports will be submitted at our next meeting.

The committee discussed whether to re-visit the Solar Project. It was decided to wait until a decision is made on the status of our schools.

Next Meeting: Thursday, March 6, 2014 at 6:00 p.m. at Central Office

Respectfully Submitted,



Richard E Ziegler
Facilities Manager