

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, FEBRUARY 24, 2014

Policy Committee Meeting

Director's Room 5:30 P.M.

EXECUTIVE SESSION – Security Systems Update

Director's Room 6:30 P.M.

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Public Forum Minutes – February 6, 2014 A – 3
- 4) Board of Education Minutes – February 10, 2014 A – 4

B. SUPERINTENDENT'S REPORT – PART I

- 1) Introduction of our new High School Football Coach – Mr. Roy Roberts

C. CONSENT CALENDAR

- 1) Personnel Actions C – 1
- 2) Transfer of Funds C – 2
- 3) Establish an appropriation in the amount of \$18,500 for FY13/14 for the Summer school program, funded by tuition payments. C – 3
- 4) Establish an appropriation in the amount of \$394,152 for FY13/14 for the Technology Grant which was received from the State Department of Education to replace and/or retire computers. C – 4

D. PUBLIC COMMENTS (any item before the board)

E. SUPERINTENDENT'S REPORT – PART II

- 1) School Facilities Referendum Projects Update – Mr. Christopher Till E – 1
- 2) School Facilities Critical Need Report Update – Mr. Richard Ziegler E – 2
- 3) School Improvement Plan – Buckley Elementary – Mr. Matt Daly E – 3

F. UNFINISHED BUSINESS

G. NEW BUSINESS

- 1) Revision of Teacher Evaluation Program G – 1

H. COMMUNICATIONS

- I. **COMMITTEE REPORT**
- 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**

Stephanie Dominello, Physics teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective June 30, 2014. Ms. Dominello has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

APPOINTMENT

Roy Roberts to be a .6 FTE Guidance Counselor at Manchester High School. Mr. Roberts received a Sixth Year Diploma at Sacred Heart University and a Master of Science in School Counseling degree at the University of Hartford. Mr. Roberts resides in Manchester. It is recommended that his appointment be approved effective March 17, 2014. (MA+30/Step 9 \$66,724, pro-rated). In addition to his appointment to the .6 Guidance Counselor position, Mr. Roberts will also be a .4 FTE 11-month Secondary Assistant Principal at Manchester High School (Step 1, \$107,588, pro-rated). It is recommended that his appointment be confirmed.

**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 24, 2014

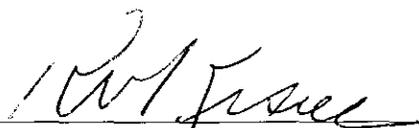
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from Manchester High School Music – Other Purchased Services to Manchester High School Admin Computer Supplies and Materials. A transfer of \$3,025 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 24, 2014

DC
2/7/14 O.K.

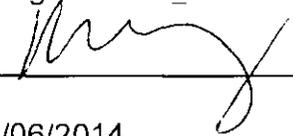
FEB 07 2014

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School_

Date: 02/06/2014

Principal's Sign: 

Date of Approval: 02/06/2014

JUSTIFICATION (Required Field) : To purchase Aleks licenses

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

DECREASE In whole dollars only:

\$3025 Account # 13261100 5590 Description: Music - Other Purch Svcs

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 3025 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 3025 Account # 42361100 5612 Description: Admin - Comp S/M

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 3025 **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 24, 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 Manchester High School Career Education Computer Supplies and Materials to Manchester High School Student Activities Field Trip account. A transfer of \$1,000 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 24, 2014

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2/4/14

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: January 31, 2014

Principal's Sign: [Signature]

Date of Approval: 01/31/2014

JUSTIFICATION (Required Field) : To fund the related expenses of student trip to the Museum of Mathematics

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

DECREASE In whole dollars only:

\$ 1,000 Account # 30461100 5612 Description: Career Ed Computer S/M

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 1,000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$1,000 Account # 32861320 5512 Description: SA Field Trips

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$1,000 **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 24, 2014

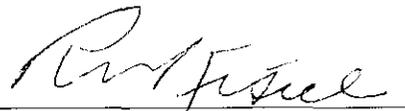
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from Illing Middle School Administrative Postage to Illing Middle School Administrative General Supplies and Materials account. A transfer of \$3,700 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 24, 2014

2/12/14
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Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Tilling Middle School

Date: 2/11/14

Principal's Sign: [Signature]

Date of Approval: 2/11/14

JUSTIFICATION:

To Pay for District Printing and other expenses

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

DECREASE:

\$ 3,700.00 Account #: 42353240 5541 Description: Postage

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 3,700.00 TOTAL DECREASE

INCREASE:

\$ 3,700.00 Account #: 42353240 5610 Description: General Sup. & Mat

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 3,700.00 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: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: February 24, 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 Highland Park School Administrative Postage to Highland Park Language Arts Instructional Supplies and Materials account. A transfer of \$1,200 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 24, 2014

2/11/14

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Highland Park

Date: 2/12/14

Principal's Sign: D Shu

Date of Approval: 2/12/14

JUSTIFICATION (Required Field):

To transfer money
from Postage to
Instructional Suppt materials.

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

DECREASE In whole dollars only:

\$ <u>1200</u>	Account # <u>72304240 5541</u>	Description: <u>Postage</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1200 TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>1200</u>	Account # <u>128041005611</u>	Description: <u>LA Inst. 3+m</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # <u>10</u>	Description: _____

\$ 1200 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: Item for Appropriation Fiscal Year FY 13-14
Date: February 11, 2013

Background: Each year the Manchester Board of Education must request an appropriation for summer school. High school and middle school students are charged tuition for attendance in summer school programs unless their families' financial statements indicate that a waiver is needed. Tuition money from the high school program and the middle school program, are used to cover these summer programs.

Discussion/Analysis: The school district places tuition into this account and summer school bills are paid using the tuition money. This request for appropriation is in the amount of \$18,500.

Financial Impact: The Board of Education budgets additional money to support the middle school summer school program.

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Manchester Board of Education request the Board of Directors to appropriate \$18,500 for the summer school program, funded by tuition payments.

Attachments: None



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
February 28, 2014

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Re: Technology Grant (High Quality Schls & Common Core Implem (Bonds)
FY 2013-2014
Date: February 10, 2014

Background: Manchester Public Schools has received a grant in the amount of \$394,152 for the Technology Grant from the State Department of Education to replace and/or retire computers.

Discussion/Analysis: Manchester was in the top quarter of all reporting districts in two categories: network bandwidth and ratio of computers to students. In the third category, quality of computers, 15% of the computers in Manchester's inventory did not meet the minimum requirements for use in the national on-line tests that will be field tested in the spring of 2014.

Financial Impact: None.

Other Board Action: None

Recommendation: The Superintendent recommends that the Manchester Board of Education request the Board of Directors to create an appropriation in the amount of \$394,152 for the Technology Grant for the 2013-2014 fiscal year.

Attachments: Award Letter and Budget.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
February 24, 2014

2012 School Referendum Capital Projects Update

Currently in Design/Bidding Work Planned for Summer 2014

Illing Middle School

Phase 2 Renovation: The design of the Phase 2 of the interior space renovation/reutilization at Illing Middle School is in progress and will be completed for bidding mid-April. Contracts will be awarded by the end of May for construction start late June and completion prior to the start of the 14/15 school calendar year. The scope has been defined and approved by District staff at a schematic level and the budget for this phase of work is approximately \$700,000.

Electrical Service Upgrades:

Buckley & Keeney Elementary Schools: The existing Buckley electrical service will be upgraded from the current 1,000 amp 3-phase/208V to a 1,600 amp 3-phase/208V. The existing Keeney electrical service will be upgraded from the current 600 amp 3-phase/208V to a 1,200 amp 3-phase/208V. The scope includes removing the utility-owned transformers located in vaults within the buildings since the spaces are too small to adequately house modern service entrance equipment.

Bemis Associates has completed the design for the upgraded electrical service and the project has been publicly bid. The bid results were received by the Town on February 19th within the combined referendum budget for these projects. Contracts will be awarded by the end of February for construction start late June and completion prior to the start of the 14/15 school calendar year.

Completed Projects

Bowers Elementary School Roof Replacement

The re-roofing of Bowers Elementary School was completed during July-August 2013 by Silktown Roofing at a total project cost of approximately \$750,000. This project is eligible for grant reimbursement from the State Department of Education at Manchester's rate of 65% for eligible construction costs. The roofing system has a 30-year warranty.

Waddell Elementary School Roof Replacement

The re-roofing of Waddell Elementary was completed during July-August 2013 by Silktown Roofing at a total project cost of approximately \$625,000. This project is eligible for grant reimbursement from the State Department of Education at Manchester's rate of 65% for eligible construction costs. The roofing system has a 30-year warranty.

Washington Elementary School Asbestos Abatement and Flooring

The asbestos floor tile was removed from five classrooms at Washington Elementary that was underneath worn and damaged carpeting. The flooring was replaced with VCT floor tiles during July-August 2013 at a total project cost of approximately \$40,000.

Illing Middle School

Portable Classroom Demolition: The portable classroom structures at Illing Middle School were demolished during August 2013 at a total project cost of approximately \$10,000.

The requested permanent addition to the Illing Middle School did not meet the State construction grants criteria for reimbursement and has been replaced by a two-phase approach to interior renovations of spaces within the school to provide better space utilization to meet the needs of the schools.

Phase 1 Renovation: Phase 1 of the interior space renovation/reutilization at Illing Middle School was completed during July-August 2013 at a total project cost of approximately \$90,000.

Manchester High School

Gas Piping Replacement: The Manchester School District requested for the replacement of the original gas piping in the science wing that had been shut down due to numerous leaks in inaccessible areas. A new gas distribution piping network was designed and installed during July-August 2013 at a total project cost of approximately \$100,000.

Elevator Replacement: The Manchester School District requested for the replacement of the elevator original to the school circa 1956. It was believed that the elevator had a single walled hydraulic cylinder that posed a risk of leaking to the ground.

An engineer was hired to evaluate the existing elevator and design the replacement as requested. The engineer's evaluation showed that the elevator had been replaced during a 1982 renovation project. No further work is required.

Projects Pending Renovation Decisions

Verplank Elementary School Roof Replacement

The re-roofing design for Verplank Elementary was completed by Jacunski Humes Architects and estimated to have a total project cost of approximately \$1,200,000. This project will be ready for construction when additional funding is identified for the project and summer programming permits building closure.

Brick Masonry Brick Repairs

Central Office: The Manchester School District estimated that approximately 50% to 70% of the mortar joints will require re-pointing on the Central Office building. An architect was hired to independently evaluate the masonry and presented the findings to the Building Committee. The full evaluation of the total project scope and costs were presented to the Building Committee on Monday October 21st. The projected total cost to repair and selectively replace damaged brick masonry is approximately \$80,000-\$100,000.

The architect's evaluation concluded that no immediate hazard of water infiltration occurring was identified. Based on this evaluation, the Building Committee recommended that no further work be performed in advance of the finalization of plans for the proposed Robertson Elementary School Renovation.

Waddell Elementary School: The Manchester School District estimated that approximately 30% to 50% of the mortar joints will require re-pointing. Masonry above the roofline was repaired this summer in conjunction with the re-re-roofing project. An architect was hired to independently evaluate the balance of the schools masonry and found that no immediate hazard of water infiltration was occurring. Preliminary findings were recently presented to the Building Committee. The full evaluation of the total project scope and costs were presented to the Building Committee on Monday October 21st. The projected total cost to replace large sections of the South walls and repair the balance of the masonry is approximately \$300,000.

The architect told the Building Committee that the existing damaged brick will continue to deteriorate but there is little impact to the overall repair costs if this work is done within the next few years. The reason for this opinion is that since the design specifies the removal and replacement of large sections of brick veneer, if the bricks that are being replaced are more damaged in a year or two, they are still scheduled to be replaced. The architect noted that based on the test cuts of the brick wall, the water is not penetrating to the interior of the wall or into the school. Therefore, there is little risk of interior water damage if the project is delayed for a year or possibly two years.

Washington: The Manchester School District estimated that approximately 50% to 70% of the mortar joints will require re-pointing on the original structure and up to approximately 30% of the mortar joints, in the building additions, will require re-pointing. An architect was hired to independently evaluate the masonry and presented the findings to the Building Committee. No immediate hazard of water infiltration was identified. The Building Committee recommended that no further work be performed in advance of the finalization of plans for the proposed Robertson Elementary School Renovation.

Projects Pending Renovation Decisions (cont.)

Electrical Service Upgrades:

Robertson Elementary School: The Manchester School District requested for the existing electric service to be upgraded from the current 800 amp 3-phase/208V to a 2,000 amp 3-phase/208V. The scope includes removing the utility-owned transformers located in a vault within the building since the space is too small to adequately house modern service entrance equipment.

The Building Committee recommended that no work be performed in advance of the finalization of plans for the proposed Robertson Elementary School Renovation.

Washington: The Manchester School District requested for the existing electric service to be upgraded from the current configuration. The existing building currently has two electrical services – the older service serves the original building from pole mounted transformers (300 amp, 208 volt). The newer service is located in the latest addition served from a pad mounted transformer (600 amp, 208 volt). There is currently no air conditioning or ventilation equipment.

The Building Committee recommended that no work be performed in advance of the finalization of plans for the proposed Washing Elementary School Replacement/Renovation.

Manchester Public Schools
Facilities Critical Assessment

February 20, 2014

School	Priority	Project	Estimated Cost Priority 1	Estimated Cost Priority 2	Estimated Cost Priority 3	Estimated Cost Total	Priorities In 2012 Referendum Approved	Operating Budget Capital Projects
MHS								
	1	ADA Compliance - Voluntary Corrective Action Plan	\$ 100,000.00				\$ 100,000.00	
	1	ADA Architectural/Engineering Study	\$ 40,000.00					
	1	Heating Steam Piping & Radiation Repairs	\$ 440,000.00					
	1	Oil Tank Replacement	\$ 120,000.00					
	1	Main Office HVAC - Ventilation System Repairs	\$ 35,000.00					\$ 35,000.00
	1	Master Clock and Intercom System Replacement	\$ 150,000.00					
	1	Pipe covering abatement	\$ 275,000.00					
	1	Pipe covering new insulation	\$ 220,000.00					
	1	Student Parking Lot Electrical Repairs	\$ 35,000.00					\$ 35,000.00
	1	Front Entrance sidewalk Lighting Repairs	\$ 10,000.00					\$ 10,000.00
	1	Restroom Tile Restoration	\$ 20,000.00					\$ 20,000.00
	1	Doors and Hardware Modifications	\$ 330,000.00					
	1	Room Identification Signage	\$ 12,000.00					\$ 12,000.00
	1	Upgrade Alarm Connection	\$ 1,000.00					\$ 1,000.00
	1	K Wing Parapet Wall Repairs	\$ 25,000.00					\$ 25,000.00
	1	Access Control Modifications	\$ 25,000.00					
	1	Door Replacement	\$ 10,000.00					\$ 10,000.00
	1	Locker Rooms Renovations	\$ 2,200,000.00					
	1	Useable Areas for Instruction Improvements	\$ 2,200,000.00					
	1	Weight Room HVAC Repairs	\$ 35,000.00					\$ 35,000.00
	1	Reconfigure front of library	\$ 35,000.00					\$ 35,000.00
	1	Telephone System Upgrade	\$ 88,000.00					
	2	Synthetic Turf (Fields) - football		\$ 1,650,000.00				
	2	Replace Academic Student Desks		\$ 1,650,000.00				
	2	Replace Student lockers		\$ 400,000.00				
	2	Vinyl Asbestos Tile Abatement		\$ 1,600,000.00				
	2	Vinyl Asbestos Tile Replacement		\$ 1,300,000.00				
	2	Front Parking Lot Repairs		\$ 150,000.00				
	2	Student Parking Lot Repairs		\$ 300,000.00				
		MHS Total	\$ 6,406,000.00	\$ 7,050,000.00		\$ 13,456,000.00		
Preschool								
	1	Access Control Modifications	\$ 20,000.00					
	1	Room Identification Signage	\$ 1,800.00					\$ 1,800.00
		Preschool Total	\$ 21,800.00			\$ 21,800.00		
Bennet Academy								
	1	Room Identification Signage	\$ 5,000.00					\$ 5,000.00
	1	Access Control Modifications	\$ 10,000.00					\$ 10,000.00
		Bennet Total	\$ 15,000.00			\$ 15,000.00		

**Manchester Public Schools
Facilities Critical Assessment**

February 20, 2014

School	Priority	Project	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Priorities In	Operating Budget
			Priority 1	Priority 2	Priority 3	Total	2012 Referendum	Capital Projects
Waddell								
	1	Oil Tank Replacement	\$ 120,000.00					
	1	Brick & Mortar Repairs	\$ 375,000.00					
	1	Security Systems Modifications	\$ 10,000.00					\$ 10,000.00
	1	Security Cameras Modification	\$ 97,000.00					
	1	Doors and Hardware Modifications	\$ 30,000.00					
	1	Access Control Modifications	\$ 15,000.00					
	1	Telephone System Upgrade	\$ 16,000.00					
	1	Room Identification Signage	\$ 2,200.00					\$ 2,200.00
	1	Replace PA/Clock System	\$ 20,000.00					
	1	Exterior Lighting Modifications	\$ 135,000.00					
	1	Electrical switchgear Upgrade	\$ 275,000.00					
	2	Window Replacement		\$ 320,000.00				
	3	HVAC Controls Upgrade			\$ 230,000.00			
		Waddell Total	\$ 1,095,200.00	\$ 320,000.00	\$ 230,000.00	\$ 1,645,200.00		
Bowers								
	1	Security Systems Modifications	\$ 10,000.00					\$ 10,000.00
	1	Fencing alongside woods adjacent to playground	\$ 10,000.00					\$ 10,000.00
	1	Doors and Hardware Modifications	\$ 30,000.00					
	1	Security Cameras Modification	\$ 87,000.00					
	1	Telephone System Upgrade	\$ 20,000.00					
	1	Pavement of area by playground staircase	\$ 10,000.00					\$ 10,000.00
	1	Replace PA/Clock System	\$ 20,000.00					
	1	Exterior Lighting Modifications	\$ 70,000.00					
	1	Room Identification Signage	\$ 2,500.00					\$ 2,500.00
	1	Access Control Modifications	\$ 20,000.00					
	1	Replace Bathroom stall walls in all bathrooms	\$ 40,000.00					\$ 40,000.00
	2	Window Replacement		\$ 320,000.00				
	3	Paving Parking Lot			\$ 125,000.00			
	3	Brick Repointing			\$ 200,000.00			
	3	HVAC Controls Upgrade			\$ 230,000.00			
		Bowers Total	\$ 319,500.00	\$ 320,000.00	\$ 555,000.00	\$ 1,194,500.00		
Highland Park								
	1	Room Identification Signage	\$ 2,400.00					\$ 2,400.00
		Highland Park Total	\$ 2,400.00			\$ 2,400.00		

**Manchester Public Schools
Facilities Critical Assessment**

February 20, 2014

School	Priority	Project	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Priorities In	Operating Budget
			Priority 1	Priority 2	Priority 3	Total	2012 Referendum	Capital Projects
Martin								
	1	Main Office HVAC - Ventilation System Repairs	\$ 120,000.00					
	1	Oil Tank Replacement	\$ 120,000.00					
	1	Security System Modifications	\$ 10,000.00					\$ 10,000.00
	1	Security Cameras Modification	\$ 70,000.00					
	1	Doors and Hardware Modifications	\$ 110,000.00					
	1	Replace PA/Clock System	\$ 30,000.00					
	1	Telephone System Upgrade	\$ 12,000.00					
	1	Access Control Modifications	\$ 20,000.00					
	1	Exterior Lighting Modifications	\$ 120,000.00					
	1	Room Identification Signage	\$ 2,000.00					\$ 2,000.00
	1	Raise chimney up to 26 feet/Air intake	\$ 40,000.00					\$ 40,000.00
	1	Oil Fat Separator	\$ 10,000.00					\$ 10,000.00
	1	A/C in Staff Room	\$ 35,000.00					\$ 35,000.00
	2	Replace interior Black backdrop Stage Curtain		\$ 5,000.00				\$ 5,000.00
	2	Wheelchair lift Stage		\$ 50,000.00				
	2	Pipe covering abatement (fittings only)		\$ 75,000.00				
	2	Pipe covering new insulation (fittings only)		\$ 30,000.00				
	2	Vinyl Asbestos Tile Abatement		\$ 220,000.00				
	2	Vinyl Asbestos Tile Replacement		\$ 200,000.00				
	3	HVAC Controls Upgrade			\$ 110,000.00			
		Martin Total	\$ 699,000.00	\$ 580,000.00	\$ 110,000.00	\$ 1,389,000.00		
Illing								
	1	Interior Renovations (Partial)	\$ 800,000.00				\$ 800,000.00	
	1	Exterior Lighting Modifications	\$ 274,000.00					
	1	Parking Lot Repairs	\$ 400,000.00					
	1	Restroom Tile Restoration	\$ 20,000.00					\$ 20,000.00
	1	Doors and Hardware Modifications	\$ 340,000.00					
	1	Access Control Modifications	\$ 20,000.00					
	1	Room Identification Signage	\$ 4,500.00					\$ 4,500.00
	1	Security System Modifications	\$ 14,000.00					
	1	Telephone System Upgrade	\$ 33,000.00					
	2	Chimney Repairs		\$ 50,000.00				
	2	Refinish Lockers in Hallway		\$ 24,000.00				\$ 24,000.00
	2	Vinyl Asbestos Tile Replacement		\$ 600,000.00				
		Illing Total	\$ 1,905,500.00	\$ 674,000.00		\$ 2,579,500.00		

**Manchester Public Schools
Facilities Critical Assessment**

February 20, 2014

School	Priority	Project	Estimated Cost Priority 1	Estimated Cost Priority 2	Estimated Cost Priority 3	Estimated Cost Total	Priorities In 2012 Referendum	Operating Budget Capital Projects
Verplanck								
	1	Roof Replacement	\$ 1,200,000.00					
	1	Tunnel abatement	\$ 440,000.00					
	1	Pipe covering new insulation	\$ 60,000.00					
	1	Security System Modifications	\$ 10,000.00					\$ 10,000.00
	1	Security Cameras Modification	\$ 87,000.00					
	1	Telephone System Upgrade	\$ 15,000.00					
	1	Doors and Hardware Modifications	\$ 160,000.00					
	1	Room Identification Signage	\$ 1,500.00					\$ 1,500.00
	1	Access Control Modifications	\$ 15,000.00					
	1	Oil Tank Replacement	\$ 120,000.00					\$ 120,000.00
	1	Brick & Mortar Repairs	\$ 400,000.00					
	1	Exterior Lighting Modifications	\$ 150,000.00					
	1	Replace PA/Clock System	\$ 40,000.00					
	2	HVAC - Ventilation Make up Air		\$ 250,000.00				
	2	HVAC Controls Upgrade		\$ 120,000.00				
		Verplanck Total	\$ 2,698,500.00	\$ 370,000.00		\$ 3,068,500.00		
Keeney								
	1	Electrical Distribution Upgrade	\$ 150,000.00				\$ 150,000.00	
	1	Window Replacement	\$ 385,000.00					
	1	HVAC - Ventilation Make up Air	\$ 275,000.00					
	1	Security System Modifications	\$ 10,000.00					\$ 10,000.00
	1	Security Cameras Modification	\$ 87,000.00					
	1	Exterior Lighting Modifications	\$ 125,000.00					
	1	Doors and Hardware Modifications	\$ 150,000.00					
	1	Access Control Modifications	\$ 20,000.00					
	1	Room Identification Signage	\$ 2,400.00					\$ 2,400.00
	1	Telephone System Upgrade	\$ 13,000.00					
	1	Replace Café Tables	\$ 10,000.00					\$ 10,000.00
	1	Replace Broken Chairs	\$ 2,000.00					\$ 2,000.00
	1	Replace PA/Clock System	\$ 30,000.00					
	2	Pipe covering abatement		\$ 40,000.00				
	2	Pipe covering new insulation		\$ 40,000.00				
	3	Vinyl Asbestos Tile Abatement			\$ 220,000.00			
	3	Vinyl Asbestos Tile Replacement			\$ 200,000.00			
	3	HVAC Controls Upgrade			\$ 175,000.00			
		Keeney Total	\$ 1,259,400.00	\$ 80,000.00	\$ 595,000.00	\$ 1,934,400.00		

**Manchester Public Schools
Facilities Critical Assessment**

February 20, 2014

School	Priority	Project	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Priorities In	Operating Budget
			Priority 1	Priority 2	Priority 3	Total	2012 Referendum	Capital Projects
Washington								
	1	Electrical Distribution Upgrade	\$ 250,000.00				\$ 100,000.00	
	1	Remove Carpet, VAT Abatement	\$ 100,000.00				\$ 130,000.00	
	1	Replacement Floor Tile	\$ 75,000.00				\$ 90,000.00	
	1	Pipe covering abatement	\$ 40,000.00					
	1	Pipe covering new insulation	\$ 40,000.00					
	1	Brick & Mortar Repairs	\$ 250,000.00					
	1	Security System Modifications	\$ 10,000.00					\$ 10,000.00
	1	Security Cameras Modification	\$ 100,000.00					
	1	Doors and Hardware Modifications	\$ 200,000.00					
	1	Gym Divider Replacement	\$ 10,000.00					\$ 10,000.00
	1	Telephone System Upgrade	\$ 16,000.00					
	1	Room Identification Signage	\$ 3,000.00					\$ 3,000.00
	1	Exterior Lighting Modifications	\$ 140,000.00					
	1	Access Control Modifications	\$ 20,000.00					
	1	Replace PA/Clock System	\$ 40,000.00					
	1	Repair Front steps	\$ 30,000.00					\$ 30,000.00
	2	HVAC Controls Upgrade		\$ 185,000.00				
	3	Window Replacement			\$ 385,000.00			
	3	HVAC - Ventilation Make up Air			\$ 275,000.00			
		Washington Total	\$ 1,324,000.00	\$ 185,000.00	\$ 660,000.00	\$ 2,169,000.00		
Buckley								
	1	Electrical Service Upgrade	\$ 500,000.00				\$ 500,000.00	
	1	Exterior Doors Replacement	\$ 14,000.00					\$ 14,000.00
	1	Security Systems Modifications	\$ 10,000.00					\$ 10,000.00
	1	Doors and Hardware Modifications	\$ 170,000.00					
	1	Security Cameras Modification	\$ 87,000.00					
	1	Access Control Modifications	\$ 35,000.00					
	1	Telephone System Upgrade	\$ 15,000.00					
	1	Room Identification Signage	\$ 2,500.00					\$ 2,500.00
	1	Exterior Lighting Modifications	\$ 170,000.00					
	1	Oil Fat Separator	\$ 20,000.00					\$ 20,000.00
	1	Replace PA/Clock System	\$ 40,000.00					
	2	Playground Repair		\$ 80,000.00				
	2	Window Replacement		\$ 375,000.00				
	2	Pipe covering abatement		\$ 135,000.00				
	2	Pipe covering new insulation		\$ 70,000.00				
	2	Vinyl Asbestos Tile Abatement		\$ 330,000.00				
	2	Vinyl Asbestos Tile Replacement		\$ 275,000.00				
	3	HVAC - Ventilation Make up Air			\$ 275,000.00			
	3	HVAC Controls Upgrade			\$ 150,000.00			
		Buckley Total	\$ 1,063,500.00	\$ 1,265,000.00	\$ 425,000.00	\$ 2,753,500.00		

**Manchester Public Schools
Facilities Critical Assessment**

February 20, 2014

School	Priority	Project	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Priorities In	Operating Budget
			Priority 1	Priority 2	Priority 3	Total	2012 Referendum	Capital Projects
Robertson								
	1	Electrical Switchgear Upgrade	\$ 250,000.00				\$ 150,000.00	
	1	Oil Tank Replacement	\$ 140,000.00					\$ 140,000.00
	1	Replace three portable classrooms	\$ 375,000.00					
	1	Replace defective unit ventilators	\$ 150,000.00					
	1	Security Systems Modifications	\$ 10,000.00					\$ 10,000.00
	1	Security Cameras Modification	\$ 92,000.00					
	1	Doors and Hardware Modifications	\$ 160,000.00					
	1	Access Control Modifications	\$ 20,000.00					
	1	Telephone System Upgrade	\$ 16,500.00					
	1	Room Identification Signage	\$ 2,400.00					\$ 2,400.00
	1	Exterior Lighting Modifications	\$ 50,000.00					
	1	Oil Fat Separator	\$ 10,000.00					\$ 10,000.00
	2	Window Replacement		\$ 275,000.00				
	2	Replace PA/Clock System		\$ 40,000.00				
	2	Enclose walkway to portable classrooms		\$ 135,000.00				
	2	Pipe covering abatement		\$ 35,000.00				
	2	Pipe covering new insulation		\$ 35,000.00				
	2	HVAC Controls Upgrade		\$ 210,000.00				
	3	Vinyl Asbestos Tile Abatement			\$ 330,000.00			
	3	Vinyl Asbestos Tile Replacement			\$ 275,000.00			
		Robertson Total	\$ 1,275,900.00	\$ 730,000.00	\$ 605,000.00	\$ 2,610,900.00		
MRA								
	1	Parking Lot Repairs	\$ 120,000.00					
	1	Restroom Tile Restoration	\$ 10,000.00					\$ 10,000.00
	1	Security Systems Modifications	\$ 8,000.00					\$ 8,000.00
	1	Security Cameras Modification	\$ 65,000.00					
	1	Doors and Hardware Modifications	\$ 95,000.00					
	1	Paint Ceilings in Shops	\$ 14,000.00					\$ 14,000.00
	1	Access Control Modifications	\$ 10,000.00					
	1	Room Identification Signage	\$ 1,600.00					\$ 1,600.00
	1	Telephone System Upgrade	\$ 10,000.00					
	1	Exterior Lighting Modifications	\$ 30,000.00					
	2	Replace PA/Clock System		\$ 30,000.00				
	2	Install Classroom Suspended Ceiling		\$ 10,000.00				\$ 10,000.00
		MRA Total	\$ 363,600.00	\$ 40,000.00		\$ 403,600.00		

**Manchester Public Schools
Facilities Critical Assessment**

February 20, 2014

School	Priority	Project	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Priorities In	Operating Budget
			Priority 1	Priority 2	Priority 3	Total	2012 Referendum	Capital Projects
Central Office								
	1	Brick Repointing	\$ 140,000.00					
	1	Elevator/ADA Compliance	\$ 440,000.00					
	1	Air Conditioning Upgrade	\$ 60,000.00					
	1	Security System Modifications	\$ 10,000.00					\$ 10,000.00
	1	Room Identification Signage	\$ 1,500.00					\$ 1,500.00
	1	Fire Protection - Sprinkler System	\$ 330,000.00					
	1	Doors and Hardware Modifications	\$ 60,000.00					
	1	Exterior Lighting Modifications	\$ 40,000.00					
	1	Server Modifications for Security Systems	\$ 72,000.00					
	2	Pipe covering new insulation		\$ 20,000.00				\$ 20,000.00
	2	Vinyl Asbestos Tile Abatement		\$ 120,000.00				
	2	Vinyl Asbestos Tile Replacement		\$ 100,000.00				
		Central Office Total	\$ 1,153,500.00	\$ 240,000.00			\$ 1,393,500.00	
Buildings & Grounds								
	1	Roof Replacement	\$ 25,000.00					\$ 25,000.00
	1	Windows and Siding Repairs	\$ 50,000.00					\$ 50,000.00
	1	Chimney Repairs	\$ 20,000.00					\$ 20,000.00
	1	Security Cameras Modification	\$ 5,000.00					\$ 5,000.00
	1	Restroom Renovations	\$ 15,000.00					\$ 15,000.00
		Buildings & Grounds Total	\$ 115,000.00				\$ 115,000.00	
		Total	\$ 19,717,800.00	\$ 11,854,000.00	\$ 3,180,000.00		\$ 34,751,800.00	\$ 2,020,000.00

BUCKLEY SCHOOL
A Great Place to Grow and Explore

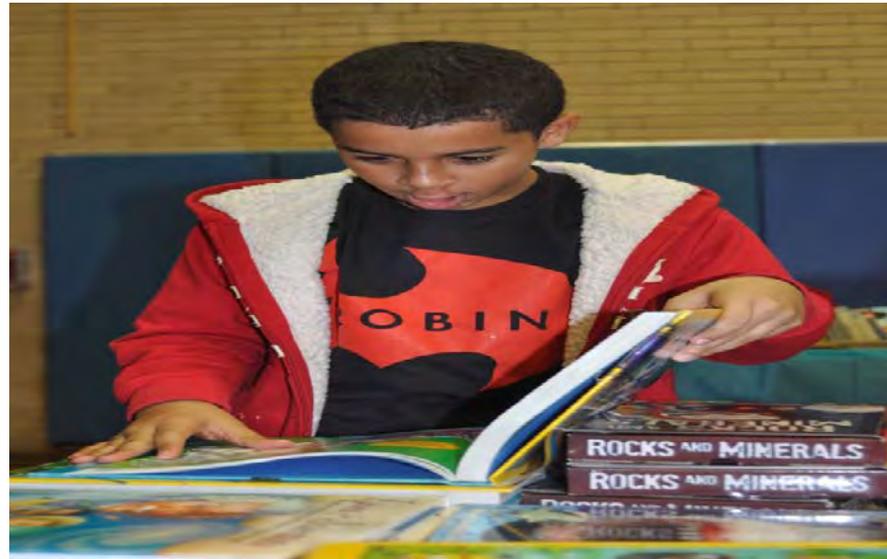
Board of Education Presentation

February 24, 2014

BUCKLEY SCHOOL MISSION STATEMENT

The Mission of Buckley Elementary School is to provide a safe and healthy environment for all that is strengthened by home and the community. Students are encouraged and supported in academics, arts, physical, social and emotional growth with the intention of fostering a lifelong desire to learn.

A LOOK AT THE BUCKLEY COMMUNITY



HOW OUR BUCKLEY STUDENTS PERFORM

NWEA Math % At/Above Goal

	Fall 2013	Winter 2014	Growth
School	53.8	60	6.2
Male	54.4	62.5	8.1
Female	52.9	57.1	4.2
African Am	24.1	26.5	2.4
Hisp/Lat	30.5	48.8	18.3
White	64.4	68	3.6
Asian	60	65.6	5.6

HOW OUR BUCKLEY STUDENTS PERFORM

NWEA Reading % At/Above Goal

	Fall 2013	Winter 2014	Growth
School	54.8	60.5	5.7
Male	51.3	56.5	5.2
Female	58.7	65	6.3
African Am	31	35.3	4.3
Hisp/Lat	41.3	47.7	6.4
White	62	69.5	7.5
Asian	63.3	68.8	5.5

Buckley School is on the Move!

1. Professional Learning Communities;
2. Data Teams;
3. On-going Professional Learning;
4. Instructional Rounds;
5. Culturally Responsive Teaching;
6. School Climate and;
7. Home-School Connection

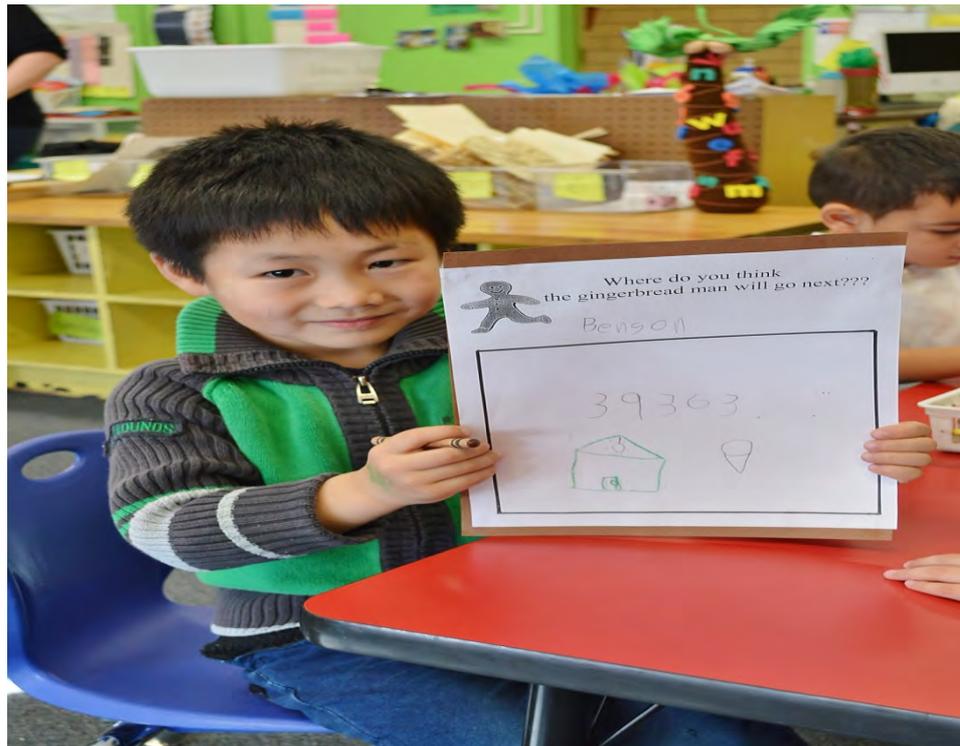
PATHWAYS TO SUCCESS: Professional Learning Community

- Shared Mission, Vision, Values and Goals;
- Collaborative teams FOCUSED ON LEARNING;
- Collective inquiry into “Best Practice” and “Current Reality”;
- Commitment to continuous improvement;
- Results orientation.



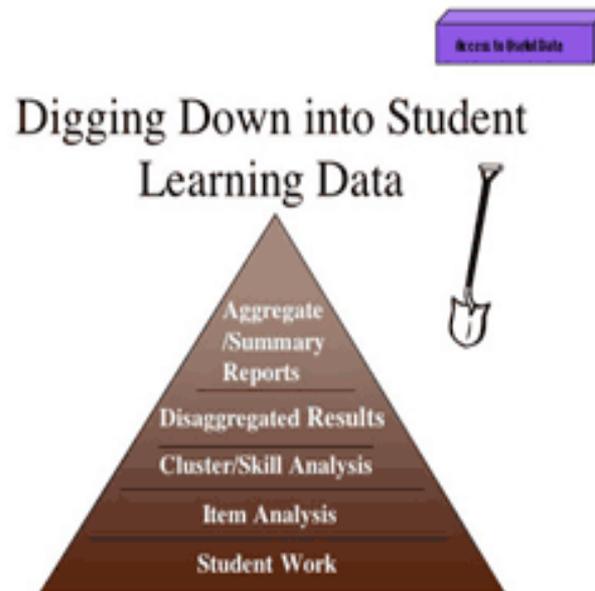
A LOOK AT **PLCs**

- Highly effective and research based ;
- Occur on grade levels and in specials area as well as with service providers;
- Look at student work, student data, student growth



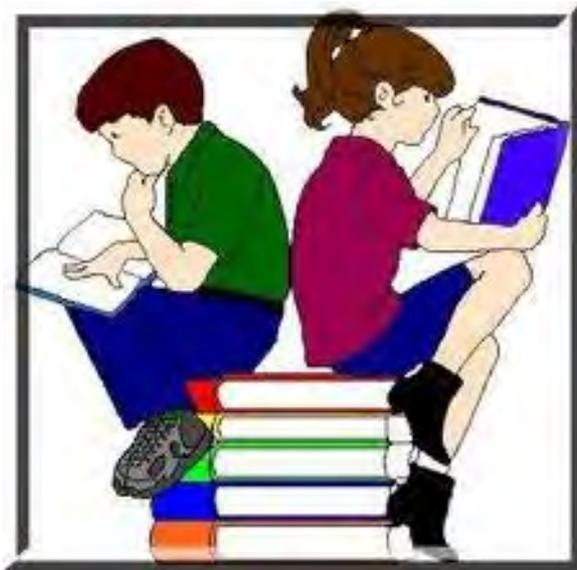
BUCKLEY SCHOOL DATA TEAMS

- Data teams look at student data throughout the school year;
- Look at NWEA data for student growth and areas of weakness;
- Look at SRBI data for student progress and potential adjustments.



ON-GOING PROFESSIONAL LEARNING/DEVELOPMENT

- Literacy based professional learning by our literacy coach;
- Writer's Workshop model is a focus;
- Lucy Calkins Units of Study;
- Professional Development occurs on a regular basis.



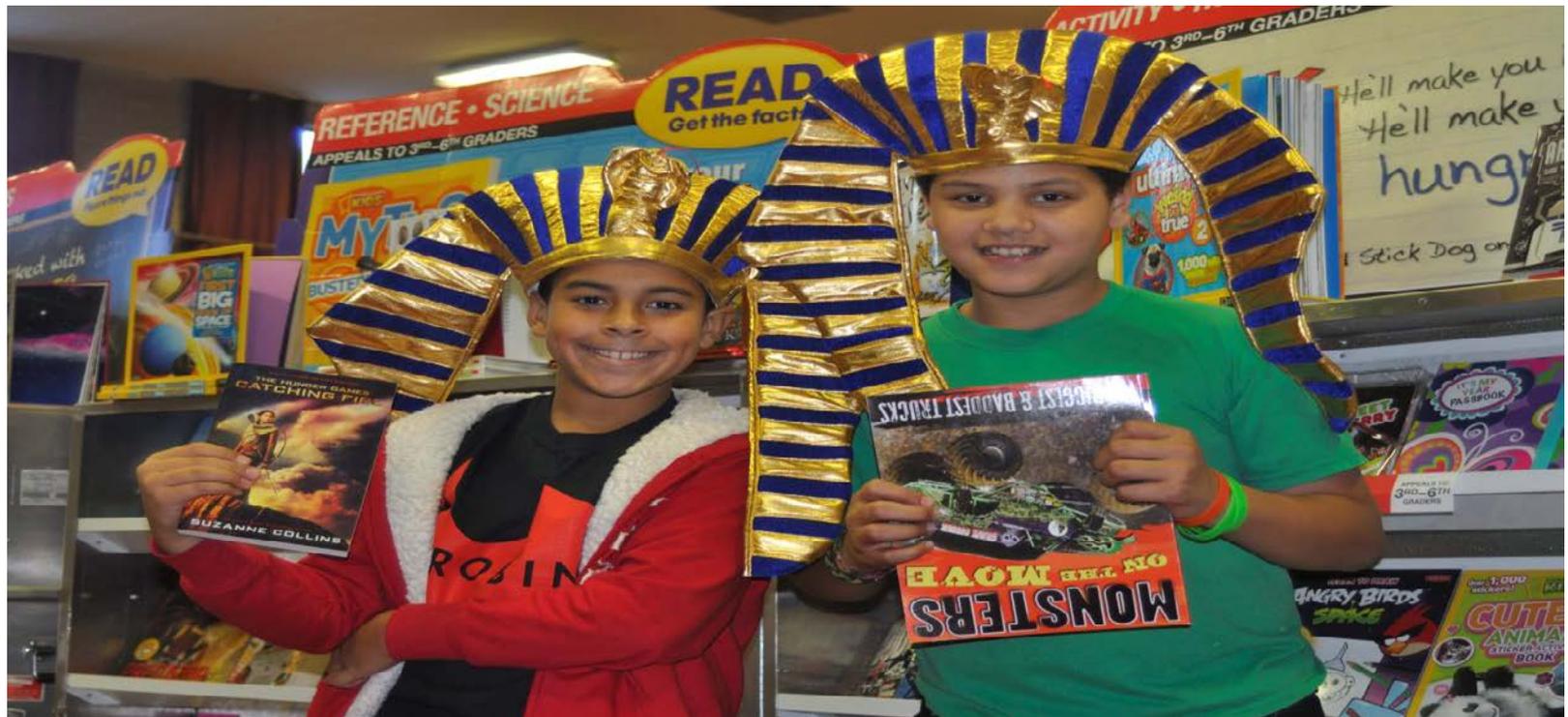
ON-GOING PROFESSIONAL LEARNING/DEVELOPMENT

- Numeracy based professional learning by our numeracy coach;
- Guided Math/Small Group instruction is our focus;
- Professional Development occurs on a regular basis.



INSTRUCTIONAL ROUNDS

In short, the basic premise of Instructional Rounds is that people best learn about the meaning of high quality instruction by observing teachers, students, and the work students are asked to do, followed by meaningful conversation and analysis.



SCHOOL CLIMATE

- Identifying staff on a regular basis for going “Above and Beyond”;
- Collaborative approach through PLCs that focuses on the best interest of student success;
- Strong **PBIS** school focus and monthly **PBIS** pep rally’s that celebrate students.



SCHOOL CLIMATE

- Buckley's new Bulletin Board-Pillar's of Character;
- School climate committee meets every month;
- Student ambassadors;
- Various staff activities, student activities.



HOME SCHOOL CONNECTION

- Home School connection is a school focus;
- Recognizing more students (**PBIS** pep rally and student recognition bulletin board) based on our survey;



HOME SCHOOL CONNECTION

- Numerous parents/guardians, grandparents even the former Buckley principal read to our students each day!
- We held over 140 parent/guardian meetings!
- We have a very close working relationship with the **PTA!**



HOME SCHOOL CONNECTION: A TYPICAL DAY AT BUCKLEY-HOME OF THE BOBCCATS!









Buckley School

Learn to Grow and Explore





TO: Board of Education

FROM: Richard W. Kisiel *RW Kisiel*
Superintendent of Schools

DATE: February 21, 2014

RE: Revisions in the Teacher Evaluation Plan

At the last regular Board of Education meeting, I outlined the “opportunities of simplification” available to revise the teacher evaluation, which were approved by the State Board of Education. I explained the rationale behind the suggested changes in the observation process. A comparative summary of the changes is enclosed for your review and recollection.

The Teacher Evaluation Committee and the district level administrators met this week to review these suggested revisions to the evaluation program. Both the Committee and district administrators support the recommended changes identified on page 17 of the evaluation document.

Based on this review, I am recommending that the Board of Education approve the proposed changes in the teacher evaluation as listed on page 17 of the evaluation document.

The following are minimum annual standards for the types and number of observation processes for teacher evaluation and support in the Manchester Public Schools. There may be more than these minimum standards:

Teacher Group	Observations and Reviews
Non-Tenured Year 1 or Year 2 teachers Teachers in their first year in the district Teachers rated Ineffective or Marginally Effective.	Three formal observations Two with pre-conference Reviews of practice as needed
Non-Tenured Year Three or Year Four Teachers rated Effective or Highly Effective	One formal observation with preconference One review of practice.
Tenured Teachers rated Effective or Highly Effective	One formal observation with preconference once every three years. Three informal observations in all other years. One review of practice every year.

Feedback

The goal of feedback is to help teachers grow as educators and become more effective. Feedback on any formal observation, informal observation, or review of practice will be shared with the teacher within 10 school days. Evaluators should be clear and direct, presenting their comments in a way that is supportive and constructive. Feedback may include:

- Specific evidence and ratings, where appropriate, on observed components of the Continuum;
- Prioritized commendations and recommendations for development actions;
- Next steps and supports the teacher can pursue to improve his/her practice.

Opportunities for Simplification of Manchester's Teacher Evaluation Plan

Revised 2-18-14

		Manchester's Teacher Evaluation Requirement	Current Core Requirement	PEAC Flexibility	Opportunities for Simplification
(%45) Student Growth	SLOs	1 or more goals	1-4	1 goal	Simplify to 1 goal for future years
	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 and next year.
40% Observations of Performance & Practice	Low Rated, year 1-2, and new to district teachers	3 formal, minimum of 2 with preconference 2 reviews of practice	3 formal, minimum of 2 with preconference	No change	Reviews of practice completed only as needed.
	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 observation in year 3 and year 4 plus 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	Peer observation or focus groups	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	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. Reduce the size and complexity of the Manchester rubric.

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.

Other: Central Office Administrators, Adult Education, and Pre-K are exempt in 2013-2012 from implementation of the new educator evaluation and support.

Implementation proposed for 2013-2014 school year,

Implementation proposed beginning 2014-2015 school year

Overview of changes to the teacher evaluation model
for the 2013-2014 School Year

The following are minimum annual standards. Evaluators have the discretion to complete more than these minimum standards:

Teachers in their first and second year, for any teacher rated not rated effective or highly effective, and for teachers new to the district:

- Continue to have three formal observations each year.
- Go from two reviews of practice to reviews of practice as needed.

Non-tenured teachers in their third and fourth year:

- Go from three to one formal observation each year.
- Go from two to one review of practice each year.

Tenured teachers rated effective or highly effective:

- Go from one formal observation each year to one formal observation once every three years and three informal observations on the two other years.
- Go from two to one review of practice each year.