

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, MAY 12, 2014**

**5:30 P.M. Policy Committee Meeting – Director’s Room**

**6:30 P.M. Executive Session: Contract Negotiations - Director’s Room**

**7:00 P.M.**  
**Lincoln Center – Hearing Room**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – April 21, 2014 A – 3

**B. CONSENT CALENDAR**

- 1) Personnel Actions B – 1
- 2) Transfer of Funds B – 2
- 3) Approval of Board of Education Meeting Dates 2014-2015 B – 3
- 4) The Manchester Educational Secretaries and Informational Technology  
Employee’s Union, AFSCME, Council 4, Local 991

**C. PUBLIC COMMENTS (any item before the board)**

**D. SUPERINTENDENT’S REPORT**

- 1) PTA Vice President’s Report – Ms. Melissa King
- 2) Status Report on Principal Search (High School and Pre-School Center)

**E. NEW BUSINESS**

- 1) Proposed Referendum for School Building Repairs E – 1  
Discuss and/or Approve the following Motion: The Board of Education proposes that the Board of Director’s consider in a November 2014 Referendum to encompass school building repairs in the amount of \$4,495,000.00

**F. UNFINISHED BUSINESS**

- 1) 2014-2015 Board of Education Budget F – 1  
Discuss and/or Approve the following Motion: The Board of Education Approves the Superintendent’s recommended budget reduction to achieve the Board of Director’s approved Board of Education budget for 2014-2015.

**G. COMMUNICATIONS**

None

**H. COMMITTEE REPORTS**

- |  |       |
|--|-------|
| 1) Personnel & Finance Committee Minutes | H – 1 |
| 2) Buildings & Sites Committee Minutes   | H – 2 |

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

**J. ITEMS FOR FUTURE AGENDAS**

**K. ADJOURNMENT**

*Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during the Public Comment session(s):*

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

**PERSONNEL ACTION**

**RESIGNATIONS**

Erin Stinson, District-wide Speech & Language Pathologist, has submitted a letter of resignation for personal reasons effective June 30, 2014. Ms. Stinson has been with Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

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

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

**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:** May 12, 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 Buckley Language Arts Field Trip to Buckley Language Arts Instructional Supplies and Materials account. A transfer of \$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  
May 12, 2014

4/23/14  
DC OK

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 24 2014  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Buckley

Date: 4/23/14

Principal's Sign: mat j

Date of Approval: 4/23/14

JUSTIFICATION (Required Field) :  
transfer money from L.A. field trip to  
L.A. Instructional S/m for Reading License

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

DECREASE In whole dollars only:

\$ <u>200</u>	Account # <u>12803100 5512</u>	Description: <u>LA field Trip</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 200 TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>200</u>	Account # <u>12803100 5611</u>	Description: <u>L.A. Instructional S/m</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 200 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:** May 12, 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 Buckley School Administrative Professional Development to Buckley School Administrative Office Supplies and Materials account. A transfer of \$500 is being requested.

**Financial Impact:** None

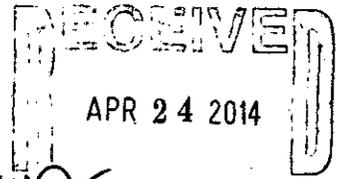
**Other Board/Commission Action:** None

**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  
May 12, 2014

4/23/14  
DC  
OK

Manchester Public Schools  
Manchester, Connecticut



To: Accounting Department

School: Buckley

APR 24 2014

Date: 4/23/14

Principal's Sign: [Signature]

COUNTS PAYABLE

Date of Approval: 4/23/14

JUSTIFICATION (Required Field) :

Transfer Money to cover school  
supplies.

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

DECREASE In whole dollars only:

\$ <u>500</u> -	Account # <u>42303221</u>	<u>5320</u>	Description: <u>Admin PD</u>
\$ _____	Account # _____		Description: _____
\$ _____	Account # _____		Description: _____

\$ \_\_\_\_\_ TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>500</u> -	Account # <u>42303240</u>	<u>5680</u>	Description: <u>Admin Office 5/m</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:** May 12, 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 In-Service to Illing Middle School Administrative General Supplies and Materials account. A transfer of \$300 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  
May 12, 2014

OK  
4/23  
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Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 23 2014  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Illing Middle School

Date: 4/22/14

Principal's Sign: [Signature]

Date of Approval: 4/22/14

JUSTIFICATION:

To pay for copy paper needed to complete the school year.

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

DECREASE:

\$ 300.00 Account #: 42353221 5322 Description: Workshops/in service

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

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

\$ \_\_\_\_\_ TOTAL DECREASE

INCREASE:

\$ 300.00 Account #: 42353240 5610 Description: General Sup. & Mat.

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

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

\$ 300.00 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:** May 12, 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 Math Dues & Fees to Illing Middle School Administrative General Supplies and Materials account. A transfer of \$600 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  
May 12, 2014

OK  
4/23  
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Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 23 2014

To: Accounting Department

School: Jilling Middle School MONIES PAYABLE

Date: 4/22/14

Principal's Sign: [Signature]

Date of Approval: 4/20/14

JUSTIFICATION:

To pay for copy paper needed to complete the school year.

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

DECREASE:

\$ 600.00 Account #: 13053100 5810 Description: Dues & Fees

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

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

\$ \_\_\_\_\_ TOTAL DECREASE

INCREASE:

\$ 600.00 Account #: 42353240 5610 Description: General Sup. & Mat

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

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

\$ 600.00 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:** May 12, 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 Professional Development to Illing Middle School Administrative General Supplies and Materials 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  
May 12, 2014

OK  
4/23

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 23 2014  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Iting Middle School

Date: 4/22/14

Principal's Sign: [Signature]

Date of Approval: 4/22/14

JUSTIFICATION:

To Pay for Copy paper needed to complete the school year.

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

DECREASE:

\$ 700.00 Account #: 42353221 5320 Description: Professional Develop.

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

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

\$ \_\_\_\_\_ TOTAL DECREASE

INCREASE:

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

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

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

\$ 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:** May 12, 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 Buckley Administrative In-service to Buckley Administrative Office Supplies and Materials account. A transfer of \$500 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  
May 12, 2014

5/1/14 OK  
DC

Manchester Public Schools  
Manchester, Connecticut

To: Accounting Department

School: Buckley

Date: 4/28/14

Principal's Sign: [Signature]

Date of Approval: 4/30/14

JUSTIFICATION (Required Field) :

Transfer money from Admin workshops  
to Admin Office S/m

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

DECREASE In whole dollars only:

\$ 500.00 Account # 42303221 5322 Description: Admin Workshop

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

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

\$ \_\_\_\_\_ TOTAL DECREASE

INCREASE In whole dollars only:

\$ 500- Account # 42303240 5680 Description: Admin office S/m

\$ \_\_\_\_\_ 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: \_\_\_\_\_

RECEIVED  
MAY 01 2014  
BY ACCOUNTS PAYABLE

**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:** May 12, 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 Social Studies Instructional Supplies & Materials (\$2,195), Math Textbooks (\$900) and Social Studies Text Books (\$900) to Illing Middle School Contracted Kelly Subs PD account. A total transfer of \$3,995 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  
May 12, 2014

5/1/14 O.K.  
DC

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 28 2014

BY ACCOUNTS PAYABLE

To: Accounting Department

School: Illing Middle School

Date: 4/24/14

Principal's Sign: [Signature]

Date of Approval: 4/24/14

JUSTIFICATION:

To cover Kelly Service negative balance

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

DECREASE:

\$ 2,195.00 Account #: 14053100 5611 Description: Inst. Sup & Mat.

\$ 900.00 Account #: 13053100 5641 Description: Math textbooks

\$ 900.00 Account #: 14253100 5641 Description: Soc Stu Textbooks

\$ 3,995 TOTAL DECREASE

INCREASE:

\$ 3,995 Account #: 42353221 5432 Description: Kelly Subs

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

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

\$ 3,995.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes  No

Date of Board Approval: \_\_\_\_\_

Date Transfer Completed: \_\_\_\_\_ Name: \_\_\_\_\_

8/05

RECEIVED  
APR 28 2014  
BY ACCOUNTS PAYABLE

**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:** **May 12, 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 Bowers School Administrative Repairs to Bowers School Administrative General Supplies and Materials account. A transfer of \$350 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  
May 12, 2014

5/11/14  
DC OK

**Manchester Public Schools  
Manchester, Connecticut**

**RECEIVED**  
APR 29 2014

BY ACCOUNTS PAYABLE

To: **Accounting Department**

School: Bowers

Date: April 28, 2014

Principal's Sign: *Matthew Pappas*

Date of Approval: \_\_\_\_\_

**JUSTIFICATION (Required Field) :**

To purchase wireless microphones needed for schoolwide assemblies

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

**DECREASE In whole dollars only:**

\$350.00      Account # 423011005435      Description: Repair of Equipment

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

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

\$350.00      **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$350.00      Account 423012405610      Description: General supplies & materials

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

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

\$350.00      **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:** May 12, 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 MHS Math Instructional Supplies and Materials to MHS Curriculum & Instruction Professional Development account. A transfer of \$1,351 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  
May 12, 2014

5/1/14  
DC OK.

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 30 2014  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Manchester High School

Date: 04/28/2014

Principal's Sign: [Signature]

Date of Approval: 04/28/2014

JUSTIFICATION (Required Field) : To cover expense of AP Biology training

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

DECREASE In whole dollars only:

\$1351 Account # 13061100 5611 Description: Math Inst S/M

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

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

\$1351 TOTAL DECREASE

INCREASE In whole dollars only:

\$1351 Account # 11061221 5320 Description: Professional Development

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

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

\$ 1351 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:** May 12, 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 MHS Interscholastic Sports Professional Development to MHS Interscholastic Sports Athletic Supplies & Materials account. A transfer of \$425 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  
May 12, 2014

5/1/14  
DC  
OK

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 30 2014  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: Manchester High School

Date: 04/25/2014

Principal's Sign: [Signature]

Date of Approval: 04/25/2014

JUSTIFICATION (Required Field) : To apply funds toward replacement football helmets

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

DECREASE In whole dollars only:

\$425 Account # 31461320 5320 Description: Interschol Sports PD

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

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

**\$425 TOTAL DECREASE**

INCREASE In whole dollars only:

\$425 Account # 31461320 5616 Description: Interschol Sports Supplies

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

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

**\$425 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:** May 12, 2014

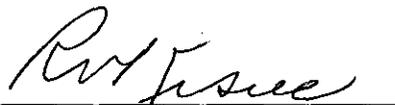
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

**Discussion/Analysis:** Transfer from System-wide Curriculum Textbooks to System-wide Curriculum Professional Development account. A transfer of \$5,500 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  
May 12, 2014

3/11/14  
DC OK.

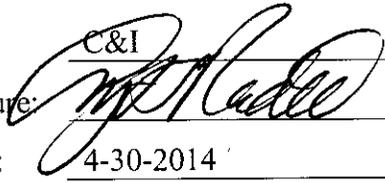
### TRANSFER

Manchester Public Schools  
Manchester, Connecticut

RECEIVED  
APR 30 2014  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: C&I

Approval Signature: 

Date: 4-30-2014

Date of Approval: 4-30-2014

JUSTIFICATION:  
To fund professional development

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE: \_\_\_\_\_

\$ 5,500 Account #: 402 99100 5641 Description: Textbooks

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

\_\_\_\_\_ Account #: \_\_\_\_\_ Description: \_\_\_\_\_

INCREASE: \_\_\_\_\_

\$ 5,500 Account #: 402 99210 5320 Description: Prof. Dev.

\$ \_\_\_\_\_ 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:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** May 12, 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 System-wide Math Contracted Substitutes to System-wide Math Professional Development account. A transfer of \$1,434 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  
May 12, 2014

5/1/14  
DC OK.

**TRANSFER**

Manchester Public Schools  
Manchester, Connecticut

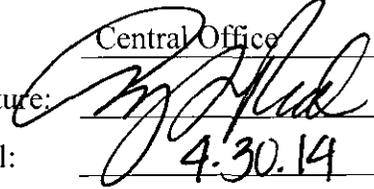
**RECEIVED**  
APR 30 2014  
**BY ACCOUNTS PAYABLE**

To: Accounting Department

School:

Central Office

Approval Signature:



Date: April 30, 2014

Date of Approval:

4.30.14

JUSTIFICATION:  
Transfer to purchase instructional supplies

SUBJECT: Math

DECREASE:

\$ 1434.00 Account #: 13099100 5432 Description: Kelly Subs

\$ Account #: Description:

Account #: Description:

INCREASE: Math

\$ 1434.00 Account #: 13099221 5320 Description: Professional Development

\$ 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:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** May 12, 2014

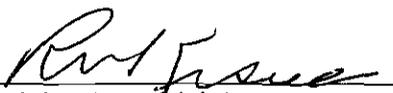
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

**Discussion/Analysis:** Transfer from Elementary K-8 PE Contracted Services to Elementary K-8 PE Professional Development account. A transfer of \$1500 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  
May 12, 2014

OK  
4/22  
DR

**TRANSFER**

Manchester Public Schools  
Manchester, Connecticut

**RECEIVED**  
APR 22 2014

BY ACCOUNTS PAYABLE  
Central Office

To: Accounting Department

School:

Approval Signature:

*[Signature]*  
4.21.14

Date: April 21, 2014

Date of Approval:

JUSTIFICATION:  
Transfer to purchase Professional Development services

SUBJECT: \_\_\_\_\_

DECREASE: \_\_\_\_\_

\$	Account #:	Description:	Contracted Services
1500	13420100 5430		

INCREASE: \_\_\_\_\_

\$	Account #:	Description:	Professional Development
1500	13420221 5320		

Accounting Department Only

Board Approval Needed:  Yes  No

Date of Board Approval: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Name: \_\_\_\_\_

**MANCHESTER BOARD OF EDUCATION MEETINGS****2014-2015****(ALL MEETINGS WILL BE HELD AT 7:00 P.M. LINCOLN CENTER, HEARING ROOM  
BUDGET WORKSHOPS ARE HELD AT 6:00 P.M. AT MHS ROOM 293**

Monday, July 14, 2014		Lincoln Center
Monday, August 25, 2014		Lincoln Center
Monday, September 8, 2014		Lincoln Center
Monday, September 22, 2014		Lincoln Center
Wednesday, October 15, 2014	(Mon. Columbus day/Tues. BOD Mtg)	Lincoln Center
Monday, October 27, 2014		Lincoln Center
Monday, November 10, 2014		Lincoln Center
Monday, November 24, 2014		Lincoln Center
Monday, December 8, 2014		Lincoln Center
Monday, December 22, 2014		Lincoln Center
Wednesday, January 7, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Monday, January 12, 2015		Lincoln Center
Wednesday, January 14, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Wednesday, January 21, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
	(SNOW DATE: WEDNESDAY, JANUARY 28, 2015)	
Monday, January 26, 2015		Lincoln Center
Monday, February 9, 2015		Lincoln Center
Monday, February 23, 2015		Lincoln Center
Monday, March 9, 2015		Lincoln Center
Monday, March 23, 2015		Lincoln Center
Monday, April 27, 2015		Lincoln Center
Wednesday, May 6, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Monday, May 11, 2015		Lincoln Center
Wednesday, May 13, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Wednesday, May 20, 2015	(Budget Workshop; 6:00 p.m.)	MHS Room 293
Tuesday, May 26, 2015	(Memorial day is Monday)	Lincoln Center
Monday, June 8, 2015		Lincoln Center
Monday, June 22, 2015		Lincoln Center
Monday, July 13, 2015		Lincoln Center
Monday, August 24, 2015		Lincoln Center

**Manchester Public Schools  
Facilities Critical Assessment**

**May 9, 2014**

School	Priority	Project	Estimated Cost Priority 1	Estimated Cost Priority 2	Estimated Cost Priority 3	Estimated Cost Total	Most Critical Repairs
<b>MHS</b>							
	1	ADA Compliance - Voluntary Corrective Action Plan	\$ 100,000.00				
	1	ADA Architectural/Engineering Study	\$ 40,000.00				
	1	Heating Steam Piping & Radiation Repairs	\$ 440,000.00				
	1	Main Office HVAC - Ventilation System Repairs	\$ 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	Restroom Tile Restoration	\$ 20,000.00				
	1	K Wing Parapet Wall Repairs	\$ 25,000.00				
	1	Door Replacement	\$ 10,000.00				
	1	Locker Rooms Renovations	\$ 1,200,000.00				\$ 1,200,000.00
	1	Weight Room HVAC Repairs	\$ 45,000.00				\$ 45,000.00
	1	Reconfigure front of library	\$ 35,000.00				
	1	Synthetic Turf Field & Track	\$ 2,000,000.00				\$ 2,000,000.00
	2	Synthetic Turf Soccer Field		\$ 1,000,000.00			
	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			
		<b>MHS Total</b>	<b>\$ 4,595,000.00</b>	<b>\$ 6,400,000.00</b>		<b>\$ 10,995,000.00</b>	
<b>Waddell</b>							
	1	Oil Tank Replacement	\$ 120,000.00				\$ 120,000.00
	1	Brick & Mortar Repairs	\$ 375,000.00				
	1	Replace PA/Clock System	\$ 20,000.00				
	1	Electrical switchgear Upgrade	\$ 275,000.00				
	2	Window Replacement		\$ 320,000.00			
	3	HVAC Controls Upgrade			\$ 230,000.00		
		<b>Waddell Total</b>	<b>\$ 790,000.00</b>	<b>\$ 320,000.00</b>	<b>\$ 230,000.00</b>	<b>\$ 1,340,000.00</b>	

**Manchester Public Schools  
Facilities Critical Assessment**

May 9, 2014

School	Priority	Project	Estimated Cost Priority 1	Estimated Cost Priority 2	Estimated Cost Priority 3	Estimated Cost Total	Most Critical Repairs
<b>Bowers</b>							
	1	Fencing alongside woods adjacent to playground	\$ 10,000.00				
	1	Pavement of area by playground staircase	\$ 10,000.00				
	1	Replace PA/Clock System	\$ 20,000.00				
	1	Replace Bathroom stall walls in all bathrooms	\$ 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		
		<b>Bowers Total</b>	<b>\$ 80,000.00</b>	<b>\$ 320,000.00</b>	<b>\$ 555,000.00</b>	<b>\$ 955,000.00</b>	
<b>Martin</b>							
	1	Replace PA/Clock System	\$ 30,000.00				
	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				
	1	Wheelchair lift Stage	\$ 50,000.00				\$ 50,000.00
	2	Replace interior Black backdrop Stage Curtain		\$ 5,000.00			
	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		
		<b>Martin Total</b>	<b>\$ 165,000.00</b>	<b>\$ 530,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 805,000.00</b>	
<b>Illing</b>							
	1	Parking Lot Repairs	\$ 600,000.00				\$ 600,000.00
	1	Restroom Tile Restoration	\$ 20,000.00				
	2	Chimney Repairs		\$ 50,000.00			
	2	Refinish Lockers in Hallway		\$ 24,000.00			
	2	Vinyl Asbestos Tile Replacement		\$ 600,000.00			
		<b>Illing Total</b>	<b>\$ 620,000.00</b>	<b>\$ 674,000.00</b>		<b>\$ 1,294,000.00</b>	

**Manchester Public Schools  
Facilities Critical Assessment**

**May 9, 2014**

School	Priority	Project	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Most Critical Repairs
			Priority 1	Priority 2	Priority 3	Total	
<b>Verplanck</b>							
	1	Roof Replacement	\$ 1,200,000.00				
	1	Tunnel abatement	\$ 440,000.00				
	1	Pipe covering new insulation	\$ 60,000.00				
	1	Oil Tank Replacement	\$ 120,000.00				\$ 120,000.00
	1	Brick & Mortar Repairs	\$ 400,000.00				
	1	Replace PA/Clock System	\$ 40,000.00				
	2	HVAC - Ventilation Make up Air		\$ 250,000.00			
	2	HVAC Controls Upgrade		\$ 120,000.00			
		<b>Verplanck Total</b>	<b>\$ 2,260,000.00</b>	<b>\$ 370,000.00</b>		<b>\$ 2,630,000.00</b>	
<b>Keeney</b>							
	1	Window Replacement	\$ 385,000.00				
	1	HVAC - Ventilation Make up Air	\$ 275,000.00				
	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		
		<b>Keeney Total</b>	<b>\$ 690,000.00</b>	<b>\$ 80,000.00</b>	<b>\$ 595,000.00</b>	<b>\$ 1,365,000.00</b>	
<b>Washington</b>							
	1	Electrical Distribution Upgrade	\$ 250,000.00				
	1	Remove Carpet, VAT Abatement	\$ 100,000.00				
	1	Replacement Floor Tile	\$ 75,000.00				
	1	Pipe covering abatement	\$ 40,000.00				
	1	Pipe covering new insulation	\$ 40,000.00				
	1	Brick & Mortar Repairs	\$ 250,000.00				
	1	Gym Divider Replacement	\$ 10,000.00				
	1	Replace PA/Clock System	\$ 40,000.00				
	1	Repair Front steps	\$ 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		
		<b>Washington Total</b>	<b>\$ 835,000.00</b>	<b>\$ 185,000.00</b>	<b>\$ 660,000.00</b>	<b>\$ 1,680,000.00</b>	

**Manchester Public Schools  
Facilities Critical Assessment**

**May 9, 2014**

School	Priority	Project	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Most Critical Repairs
			Priority 1	Priority 2	Priority 3	Total	
<b>Buckley</b>							
	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		
		<b>Buckley Total</b>	<b>\$ 60,000.00</b>	<b>\$ 1,265,000.00</b>	<b>\$ 425,000.00</b>	<b>\$ 1,750,000.00</b>	
<b>Robertson</b>							
	1	Electrical Switchgear Upgrade	\$ 250,000.00				
	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	Oil Fat Separator	\$ 10,000.00				\$ 10,000.00
	2	Window Replacement		\$ 275,000.00			
	2	Replace PA/Clock System		\$ 40,000.00			
	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		
		<b>Robertson Total</b>	<b>\$ 925,000.00</b>	<b>\$ 595,000.00</b>	<b>\$ 605,000.00</b>	<b>\$ 2,125,000.00</b>	

**Manchester Public Schools  
Facilities Critical Assessment**

**May 9, 2014**

School	Priority	Project	Estimated Cost			Estimated Cost Total	Most Critical Repairs
			Priority 1	Priority 2	Priority 3		
<b>MRA</b>							
	1	Parking Lot Repairs	\$ 120,000.00				
	1	Restroom Tile Restoration	\$ 10,000.00				
	1	Paint Ceilings in Shops	\$ 14,000.00				
	2	Replace PA/Clock System		\$ 30,000.00			
	2	Install Classroom Suspended Ceiling		\$ 10,000.00			
		<b>MRA Total</b>	<b>\$ 144,000.00</b>	<b>\$ 40,000.00</b>		<b>\$ 184,000.00</b>	
<b>Central Office</b>							
	1	Brick Repointing	\$ 140,000.00				\$ 140,000.00
	1	Elevator/ADA Compliance	\$ 440,000.00				
	1	Air Conditioning Upgrade	\$ 60,000.00				
	1	Fire Protection - Sprinkler System	\$ 330,000.00				
	2	Pipe covering new insulation		\$ 20,000.00			
	2	Vinyl Asbestos Tile Abatement		\$ 120,000.00			
	2	Vinyl Asbestos Tile Replacement		\$ 100,000.00			
		<b>Central Office Total</b>	<b>\$ 970,000.00</b>	<b>\$ 240,000.00</b>		<b>\$ 1,210,000.00</b>	
<b>Buildings &amp; Grounds</b>							
	1	Roof Replacement	\$ 25,000.00				
	1	Windows and Siding Repairs	\$ 50,000.00				
	1	Chimney Repairs	\$ 20,000.00				
	1	Restroom Renovations	\$ 15,000.00				
		<b>Buildings &amp; Grounds Total</b>	<b>\$ 110,000.00</b>			<b>\$ 110,000.00</b>	
		<b>Total</b>	<b>\$ 12,244,000.00</b>	<b>\$ 11,019,000.00</b>	<b>\$ 3,180,000.00</b>	<b>\$ 26,443,000.00</b>	<b>\$4,495,000.00</b>

## Superintendent's Proposed Budget Reductions to Meet the Board of Director's Adopted Board of Education Budget for 2014-15

Board of Education Recommended Budget	\$107,404,541
Board of Director's Adopted Budget	\$105,506,279
Total Budget Reduction	\$898,262

### Budget Adjustments

Town Paid Cost of Martin School Oil Tank Replacement	-\$100,000
Town Paid Cost of New Vehicle	-\$150,000
Additional Funding for Pension Increase	+\$ 15,083
Additional Cost for I.T. Shared Services	+\$ 15,746
Additional Funding for Capital Repairs	+\$ 100,000
<b>Total Required Budget Reductions</b>	<b>\$ 779,091</b>

### Recommended Reductions

<b>Staff Reductions (Salary Accounts)</b>	<b>\$ 572,919</b>
2.38 English Language Learner Teachers	
1.0 New Library/Media Specialist – Illing	
1.0 New Hall Monitor – Illing	
1.0 Social Studies Teacher – High School	
1.0 Guidance Counselor – High School	
.4 Assistant Principal	
Reduction in New Hire Salaries to Masters Step 1	
<b>Other Reductions</b>	
I.T. Shared Services	-\$ 71,250
Technology	-\$ 134,922
<b>Total Recommended Budget Reductions</b>	<b>-\$ 779,091</b>

**Manchester Board of Education  
Personnel & Finance Committee Report  
April 23, 2014**

Attendees: Mike Crockett, Deb Hagenow, Neal Leon (via telephone), Chris Pattacini (via telephone), Pat Brooks

Visitors: Nilsa Dorsey, Human Resources Specialist, Certified Employees; Terri Smith, Human Resources Specialist, Non-Certified Employees

The Committee entered into Executive Session to discuss contract negotiations. At 5:55 p.m., the Committee returned to open session.

Mrs. Brooks provided the Committee with the March 31, 2014, FY2013-2014, budget projection.

The next meeting will be a budget workshop on May 14, 2014, at 6:00 p.m., in Room 293 at Manchester High School.

Respectfully submitted,



Patricia F. Brooks  
Assistant to the Superintendent  
Finance and Management

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

**Meeting May 1, 2014**

**Attendees:** Carl Stafford, Rich Ziegler

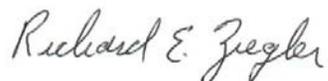
The committee was updated on the interior renovations at Illing Middle School and the electrical upgrades At Buckley and Keeney Elementary Schools.

The Illing project is out to bid and bids are due on May 5<sup>th</sup>.

The Buckley and Keeney projects work began during the April vacation. Conduits were installed from the main electrical room to the new panel locations in the classroom wings.

**Next Meeting: Thursday, June 5, 2014 at 6:00 p.m. at Central Office**

Respectfully Submitted,



Richard E Ziegler  
Facilities Manager