

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JUNE 23, 2014

Curriculum & Instruction
Committee Mtg. – Director’s Room 5:30 p.m.

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

- A. OPENING**
- 1) Call to order
 - 2) Pledge of Allegiance
 - 3) Board of Education Minutes – June 9, 2014 A – 3
- B. CONSENT CALENDAR**
- 1) Personnel Information B – 1
 - 2) Permission to apply for the Carl D. Perkins Career & Technical Education Secondary Basic Grant for the FY14/15 in the amount of \$92,223. B – 2
 - 3) Award Substitute Teacher Services Contract Kelly Educational Staffing Services for July 1, 2014 through June 30, 2016.
- C. PUBLIC COMMENTS (any item before the board)**
- D. SUPERINTENDENT’S REPORT**
- 1) Student Board Representative – Joseph Coyne
 - 2) “Power Hour” at Manchester High School – Mr. Matthew Geary
 - 3) NWEA – Spring Test Results – Dr. Amy Radikas D – 3
 - 4) Summary of Meeting with Board of Directors regarding school projects, critical facility repairs, and security funding.
- E. UNFINISHED BUSINESS**
- 1) Board Bylaws #9000: Section 13 – Committees E – 1
Discussion of proposed changes in Section 13 of Board Bylaws related to Board committees and committee responsibilities.
- F. NEW BUSINESS**
- 1) Policy 4118 F – 1
Discussion proposed revised Policy #4118: Alcohol, Tobacco, and Drugs in the workplace.
 - 2) Swing Space F – 2
Discussion of potential options for creating swing space during the construction of Waddell and Verplanck schools

G. COMMUNICATIONS

None

H. COMMITTEE REPORTS

1) Policy Committee Minutes – June 9, 2014

H – 1

2) Personnel & Finance Committee Minutes – June 10, 2014

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 INFORMATION

APPOINTMENTS

John Graziano to be a Special Education teacher at Manchester High School. Mr. Graziano received a Master of Arts in Special Education degree at University of Connecticut. Mr. Graziano resides in Bristol. It is recommended that his appointment be approved effective August 25, 2014 (MA/Step 1 \$46,228).

Jessica Cusimano to be a Mathematics teacher at Manchester High School. Ms. Cusimano received a Bachelor of Science in Mathematics degree at University of Saint Joseph. Ms. Cusimano resides in Glastonbury. It is recommended that her appointment be approved effective August 25, 2014 (BA/Step 1 \$43,611).

Gregory Sember, Jr. to be a Chemistry teacher at Manchester High School. Mr. Sember received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Mr. Sember resides in Bristol. It is recommended that his appointment be approved effective August 25, 2014 (MA/Step 1 \$46,228).

RESIGNATIONS

Nikki Strong, Special Education teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Strong has been with Manchester Public Schools since October 9, 2008. It is recommended that her request be approved.

Jill Miller, Biology teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Miller has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

Christina Rodrigues, Grade 2 teacher at Waddell Elementary School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Rodrigues has been with Manchester Public Schools since August 24, 2001. It is recommended that her request be approved.

Jean Graham, Mathematics teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Graham has been with Manchester Public Schools since August 30, 2006. It is recommended that her request be approved.

Savannah Shiever, Grade 1 teacher at Washington Elementary School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Shiever has been with Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

RESIGNATIONS - continued

Margaret Pelchat, Mathematics teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Pelchat has been with Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

Kasey Dunn, Social Studies teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Dunn has been with Manchester Public Schools since August 27, 2009. It is recommended that her request be approved.

Kerin Jones, School Psychologist at Robertson Elementary School, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2014. Ms. Jones has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

June 23, 2014

**Town of Manchester
Board of Education**

B - 2

To: The Manchester Board of Education
From: Richard W. Kisiel, Interim Superintendent of Schools
Subject: Permission to apply for The Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2014-2015 school year.
Date: June 10, 2014

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state and national standards in Career Services, Technology, Family and Consumer Sciences, Business Education, and Health departments.
2. Provide professional development opportunities and instructional programs to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional supplies, programs and equipment for grades 9-12 in the aforementioned areas.

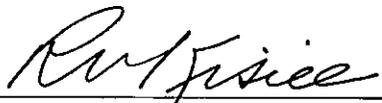
Financial Impact: None to the Board of Education

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors give permission to apply for \$92,223 for the Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut.

Attachments: None.



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
June 23, 2014

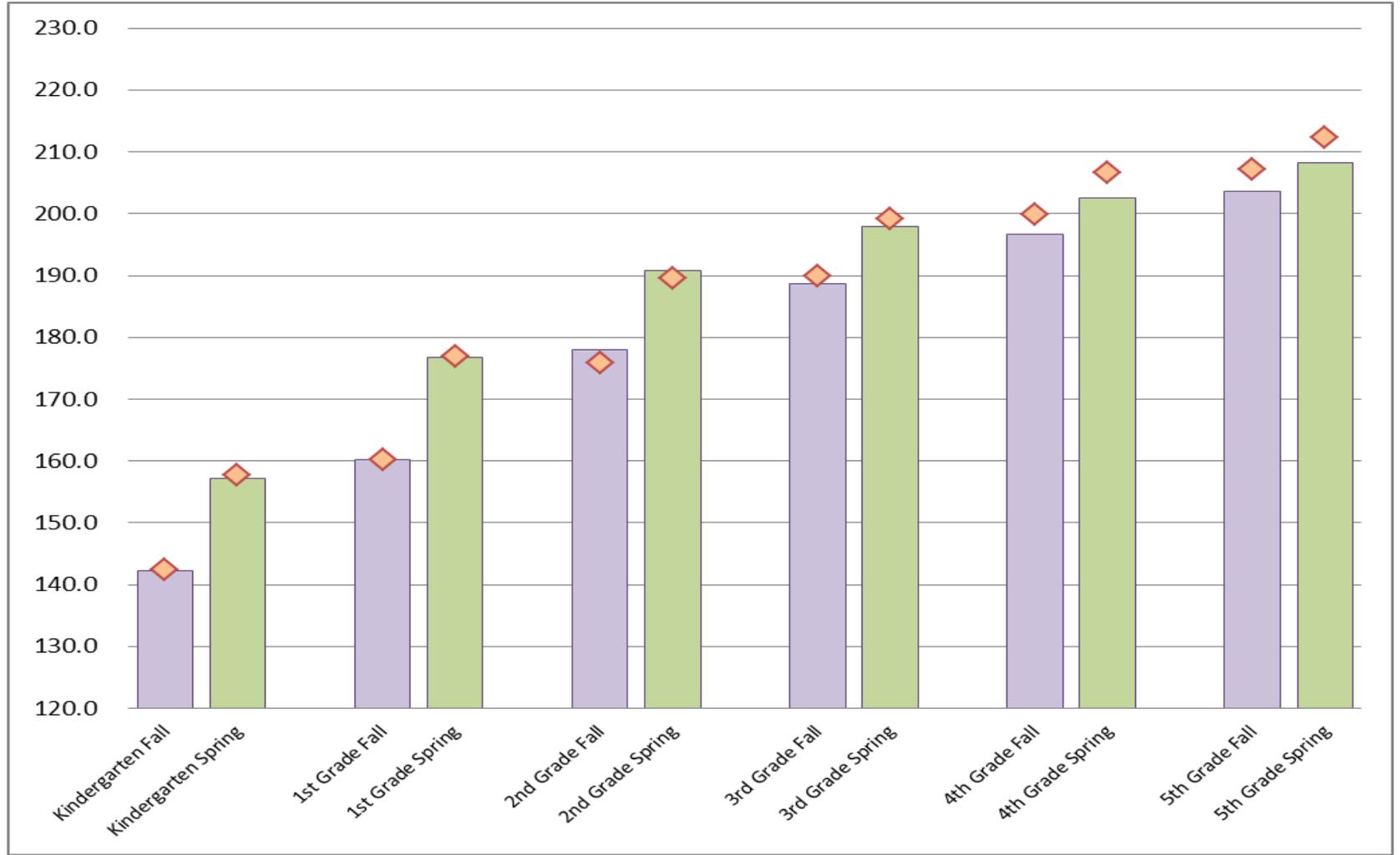
MPS NWEA Results 2013-2014



Kindergarten - Grade 5

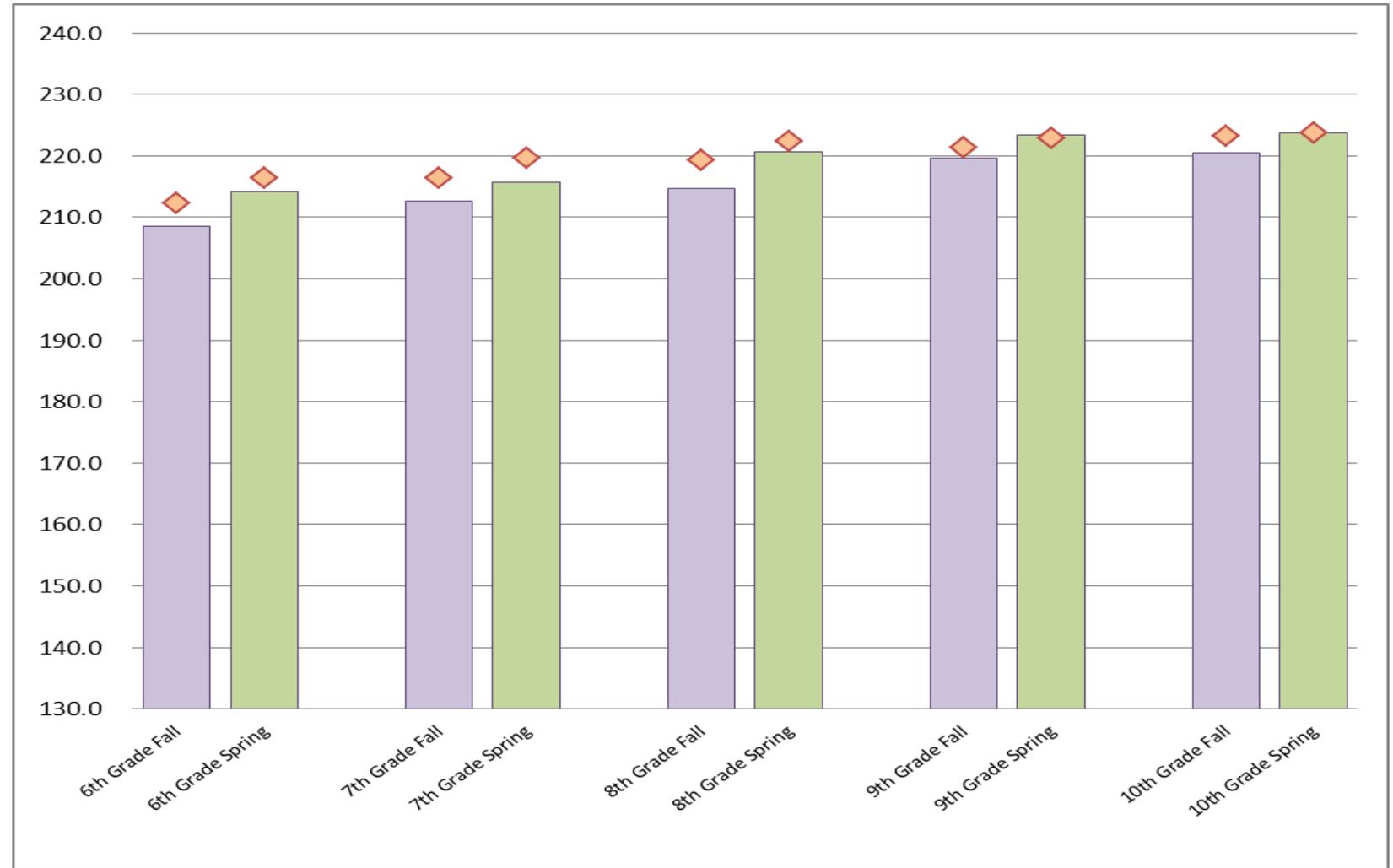
Manchester NWEA Reading Grade Level to Norms

NWEA
Reading
Fall 2013 –
Spring 2014



Grade 6 - Grade 10

Manchester NWEA Reading Grade Level to Norms



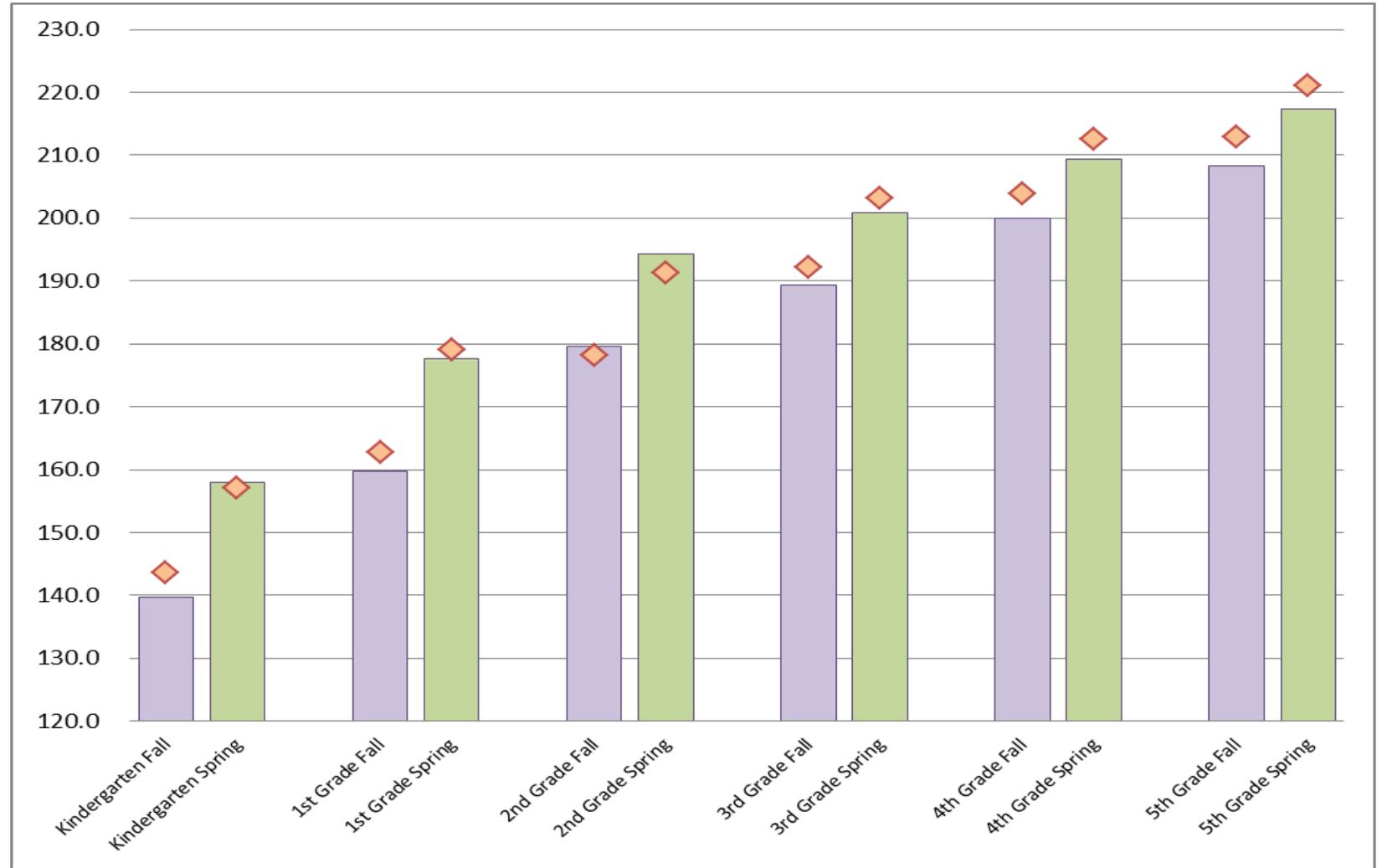
NWEA
Reading

Fall 2013 –
Spring 2014



Kindergarten - Grade 5

Manchester NWEA Math Grade Level to Norms



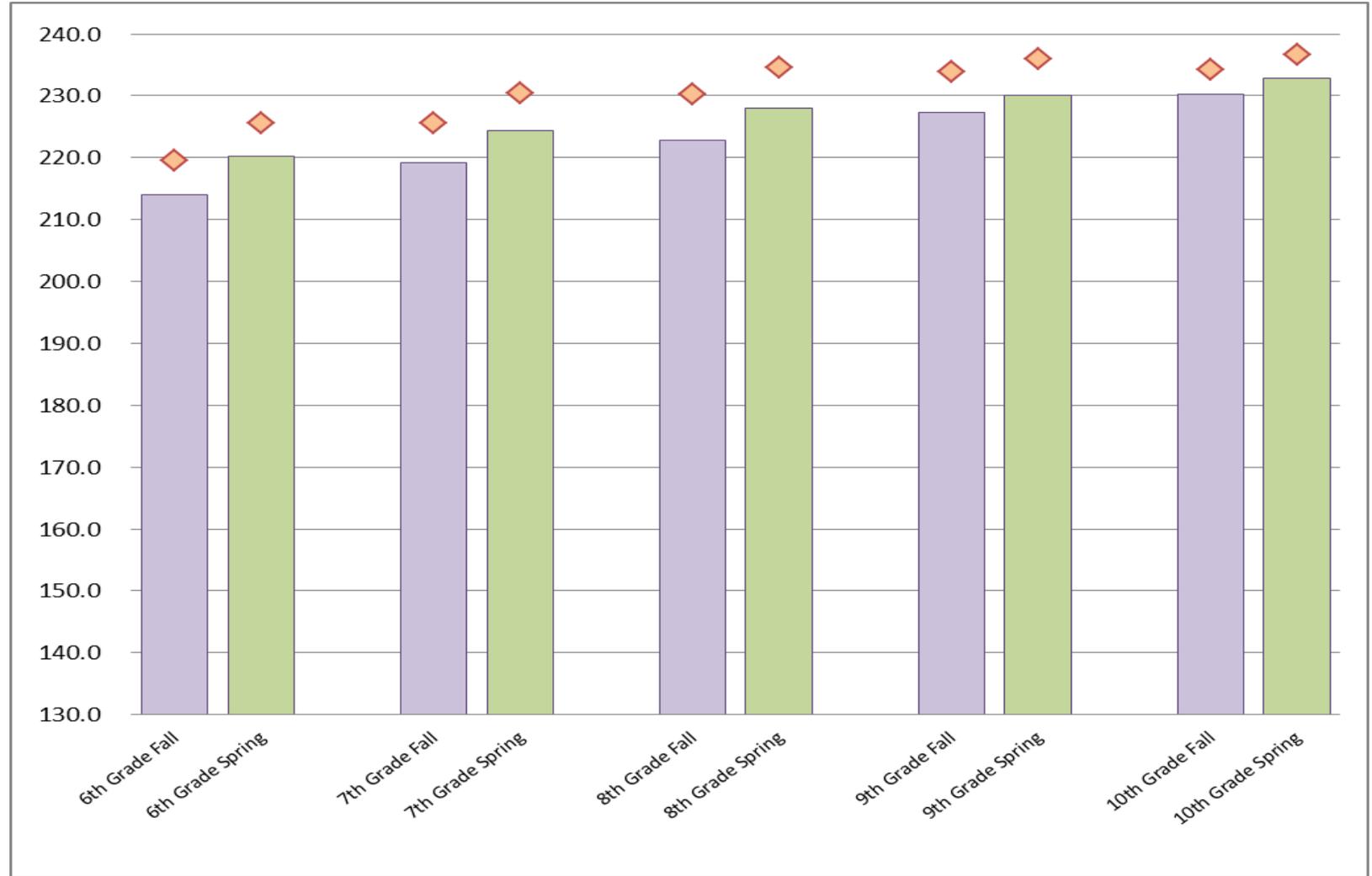
NWEA Math

Fall 2013 – Spring 2014



Grade 6 – Grade 10

Manchester NWEA Math Grade Level to Norms



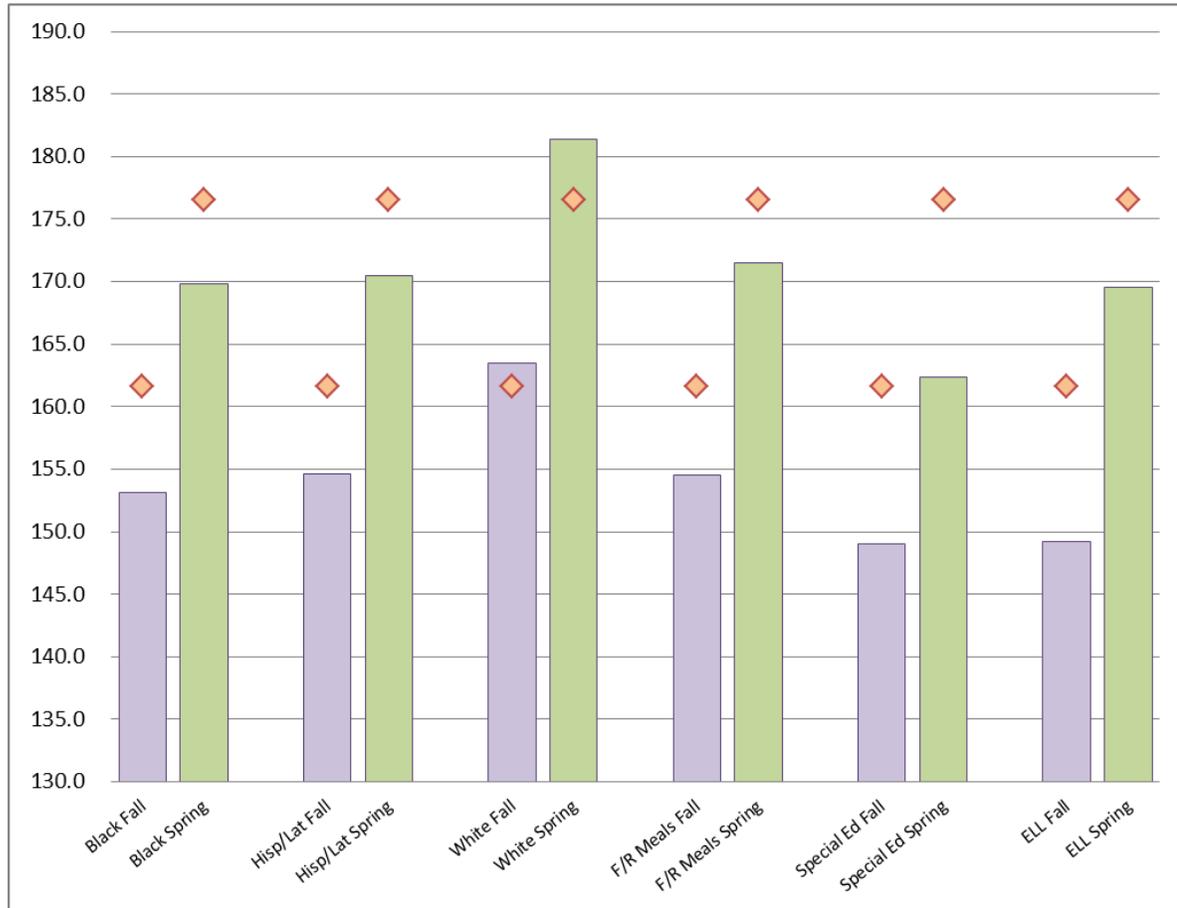
NWEA Math

Fall 2013 – Spring 2014

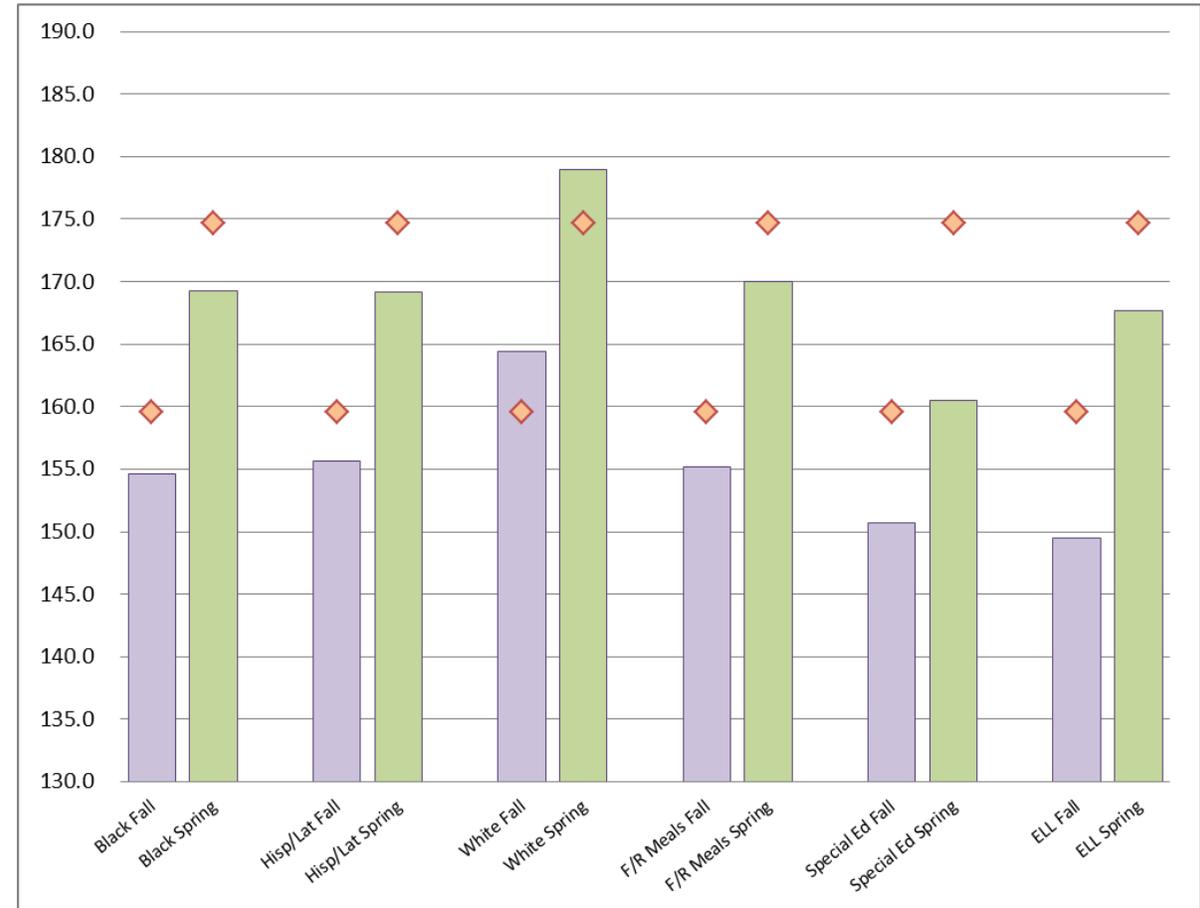


NWEA Grades K-2 Sub Group Data Fall 2013 – Spring 2014

NWEA Reading Grade Level to Norms



NWEA Math Grade Level to Norms



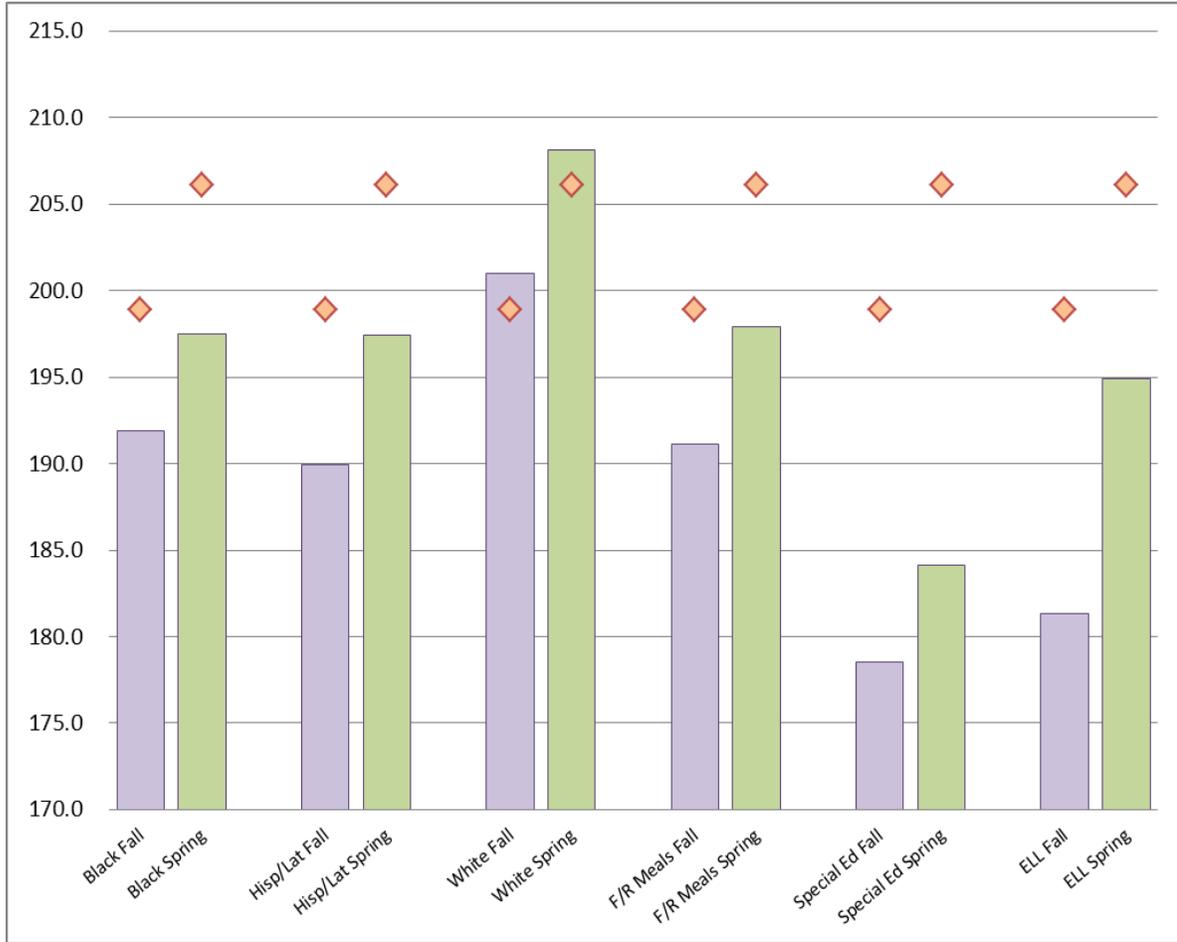
	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Reading	332	409	580	727	70	154
Spring Reading	329	439	583	881	96	171

	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Math	331	405	579	725	71	154
Spring Math	328	439	580	879	96	172

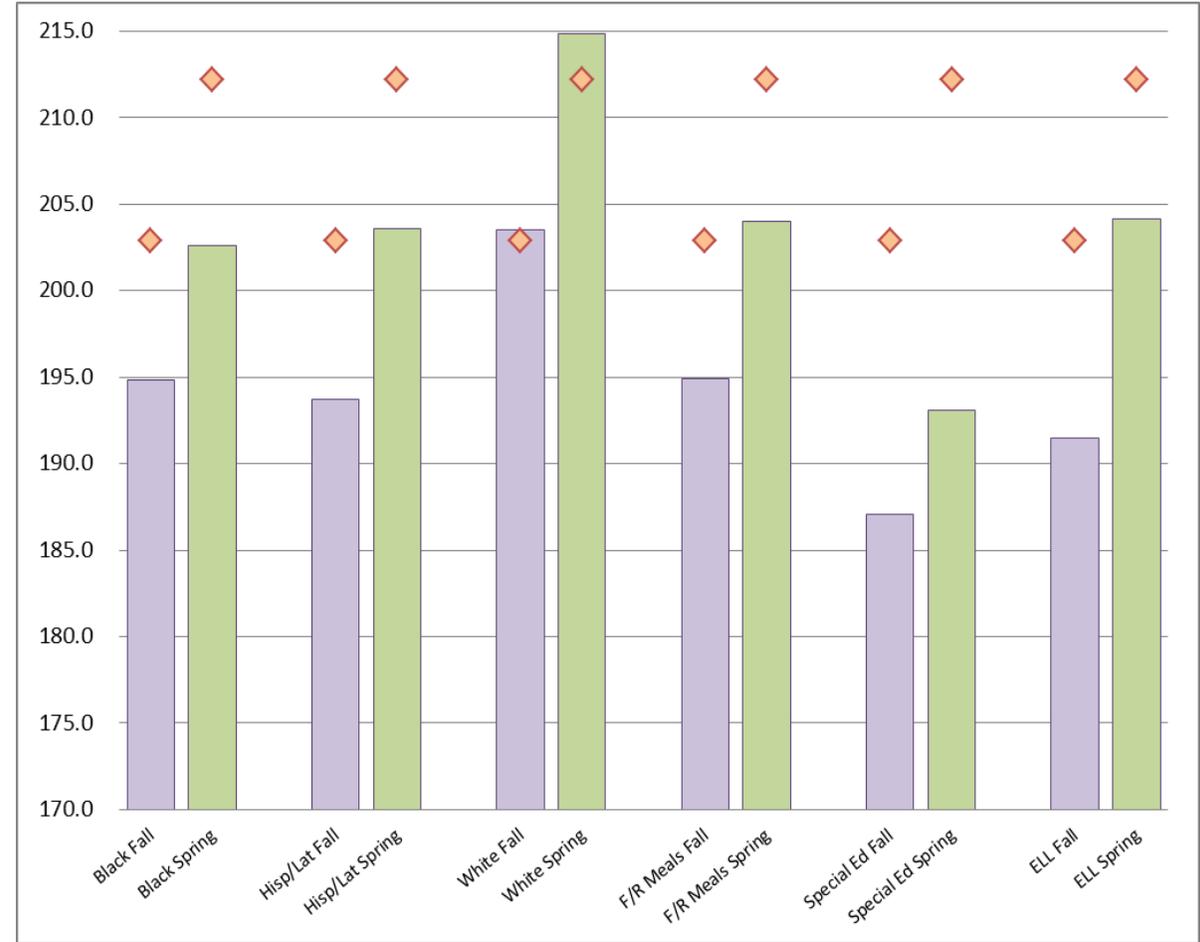


NWEA Grades 3-5 Sub Group Data Fall 2013 – Spring 2014

NWEA Reading Grade Level to Norms



NWEA Math Grade Level to Norms



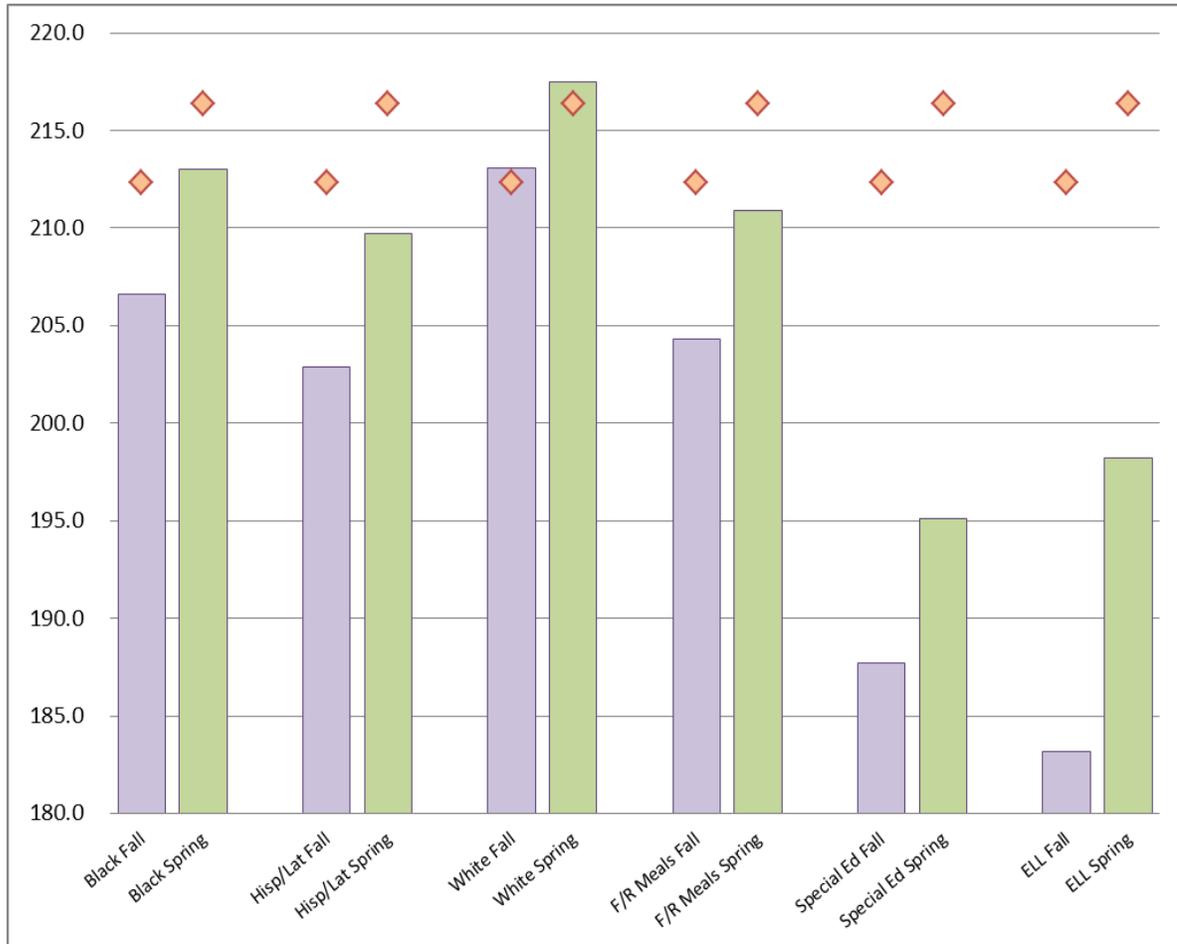
	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Reading	308	356	572	654	175	75
Spring Reading	313	374	562	824	182	119

	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Math	306	353	567	647	176	74
Spring Math	311	373	563	821	182	116

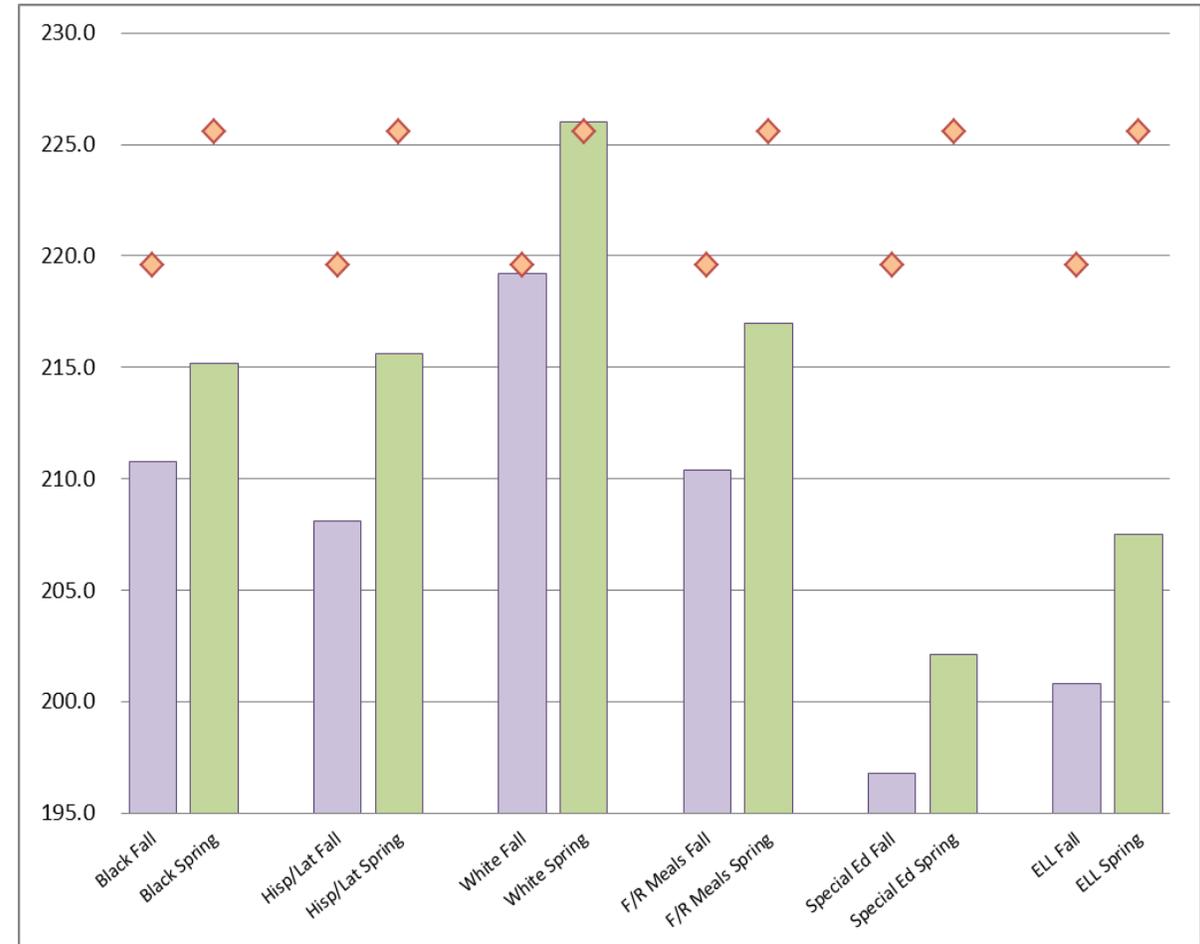


NWEA Grade 6 Sub Group Data Fall 2013 – Spring 2014

NWEA Reading Grade Level to Norms



NWEA Math Grade Level to Norms



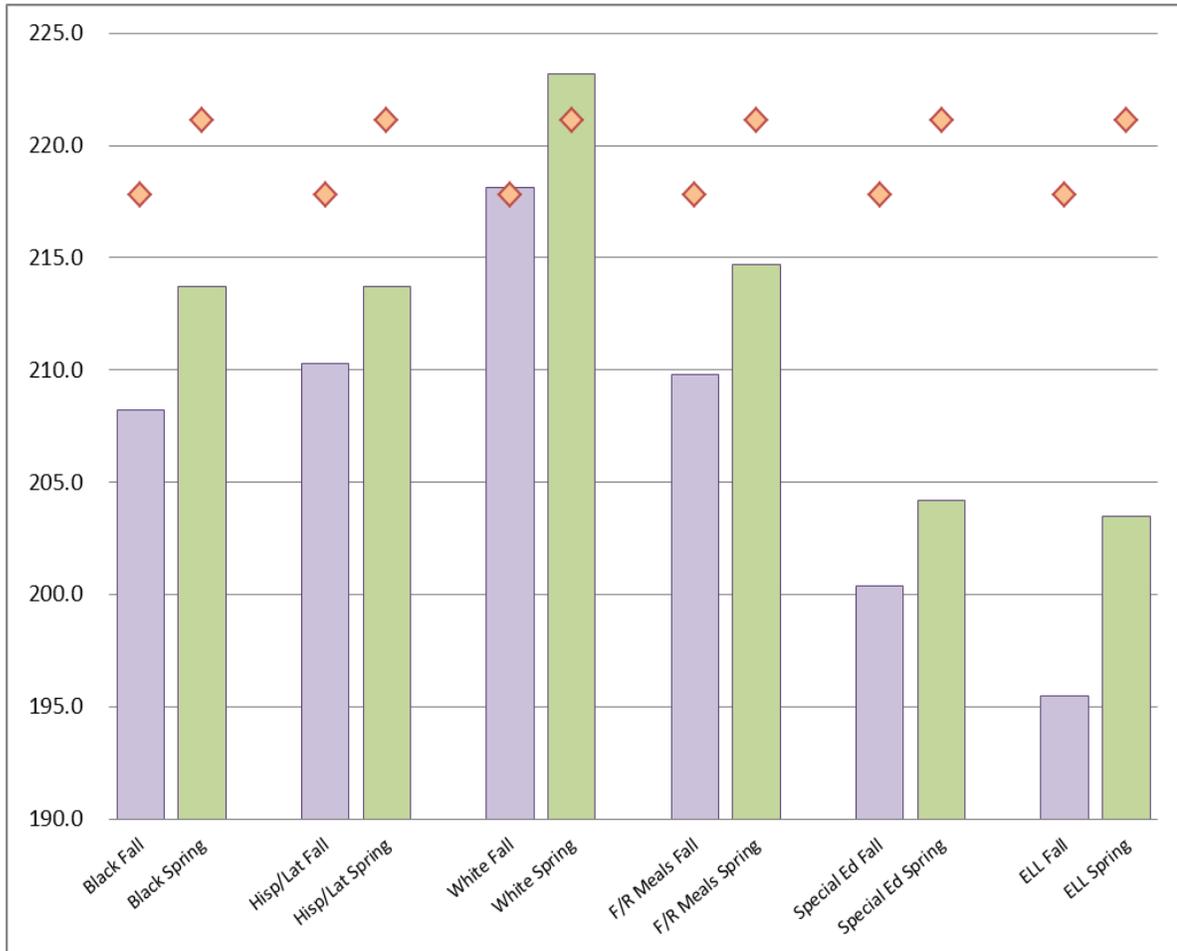
	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Reading	89	109	133	189	62	13
Spring Reading	90	109	130	24	58	22

	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Math	88	105	131	186	59	13
Spring Math	89	109	129	239	56	23

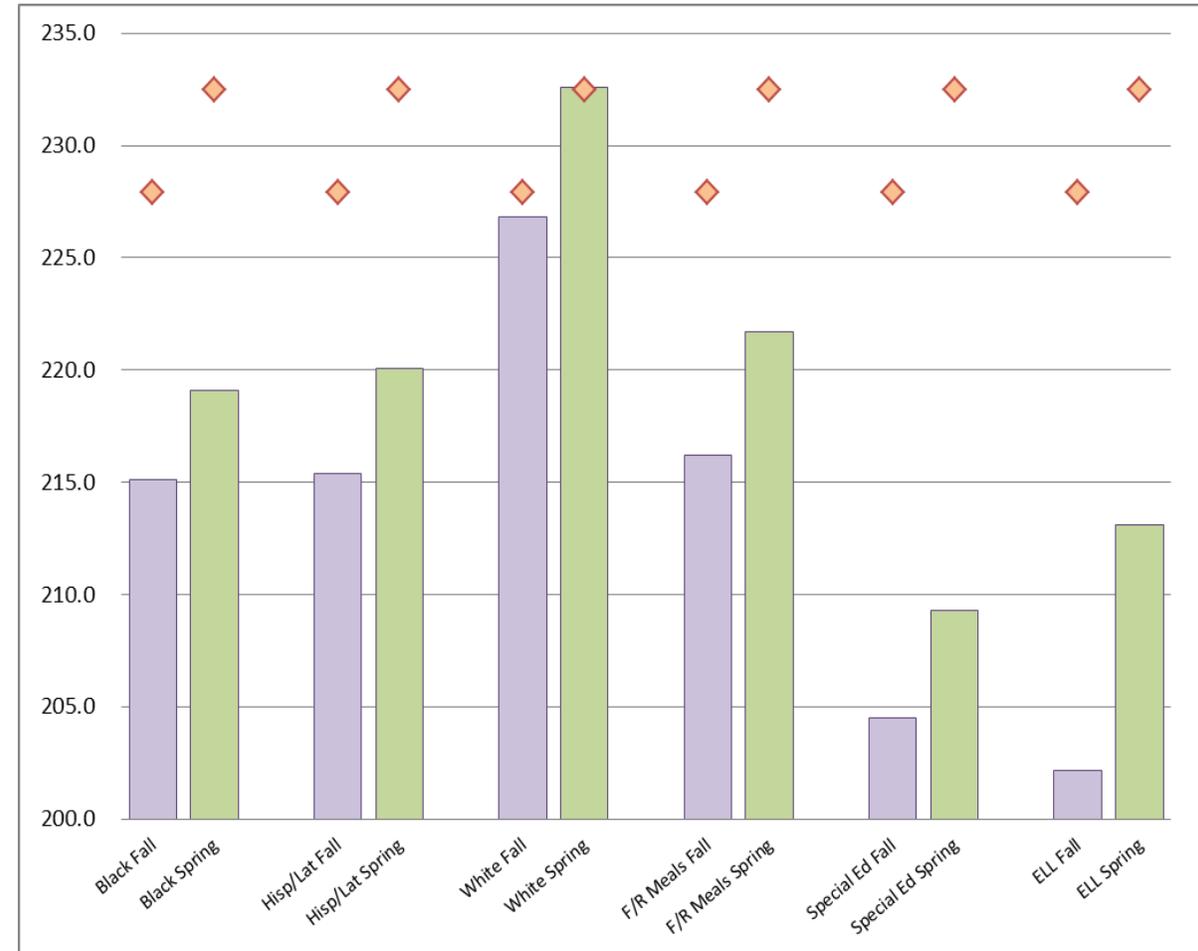


NWEA Grades 7-8 Sub Group Data Fall 2013 – Spring 2014

NWEA Reading Grade Level to Norms



NWEA Math Grade Level to Norms



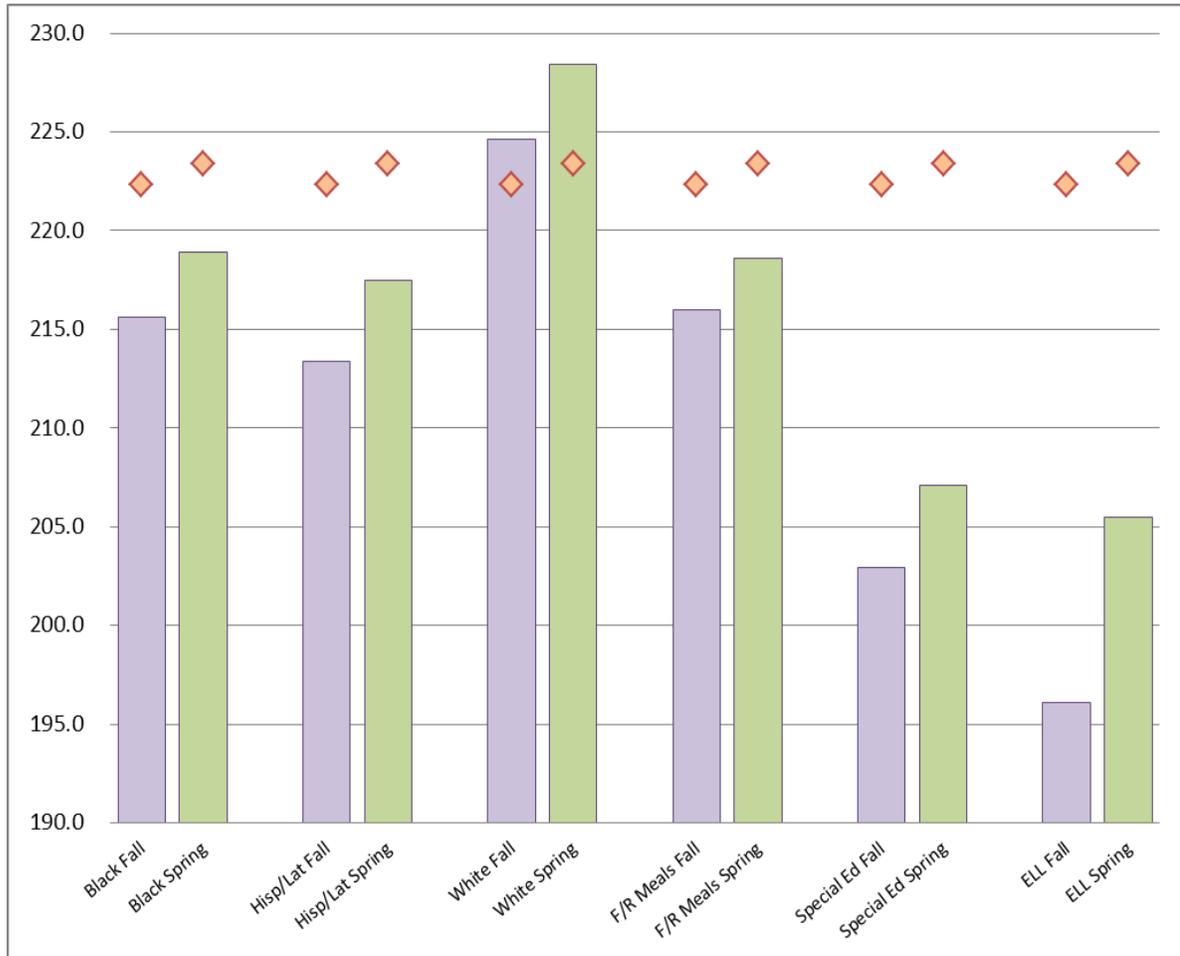
	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Reading	175	204	309	385	108	39
Spring Reading	181	210	303	475	99	58

	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Math	175	202	310	383	102	37
Spring Math	181	210	305	476	101	58

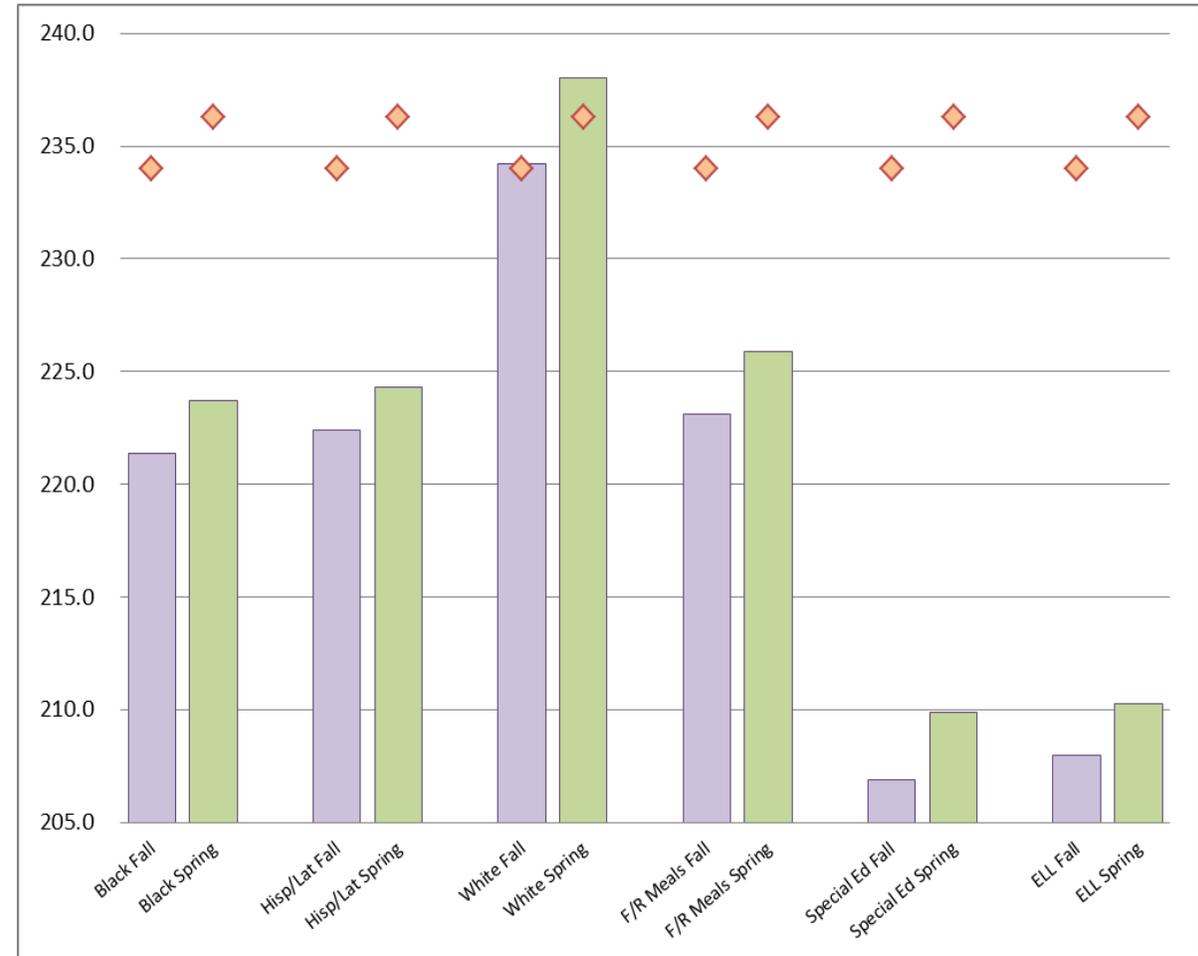


NWEA Grades 9-10 Sub Group Data Fall 2013 – Spring 2014

NWEA Reading Grade Level to Norms



NWEA Math Grade Level to Norms



	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Reading	145	163	306	283	79	26
Spring Reading	152	186	311	388	93	36

	Black	Hispanic	White	F/R Meals	Special Ed	ELL
Fall Math	157	163	315	300	80	28
Spring Math	147	177	296	374	93	32



NWEA 2013- 2014

Summary, Challenges and What's Next

- Grade level scores, although not on target, show catch up growth from fall to spring.
- Our Special Education, F/R Meals, and ELL populations are areas of concern, however the numbers fluctuate significantly throughout the year making it difficult to analyze the data.
- The achievement gap between our ethnic groups remains an issue that requires attention.



NWEA 2013- 2014

Summary, Challenges and What's Next

- To address these challenges, the Manchester Public Schools will:
 - support Tier I with content interventionists and Reading Consultants,
 - create regular data feedback loops between schools and district,
 - continue to provide job-embedded professional development,
 - and reevaluate ELL and other services.



Section 13 - Committees

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board. Any committee created by the Board shall be subject to the provisions of the Freedom of Information Act.

(a) Standing Committees.

The Board may authorize committees to be convened and direct them to carry out purposes so designated by the Board.

Standing committees may include, but shall not be limited to, those listed below. At or promptly after the annual organizational meeting, the Chair shall appoint two (2) or four (4) members to the standing committees.

The appointments shall be made in a manner that assures equal minority party representation on each standing committee. ~~The Chair shall also designate the committee chairs or co-chairs.~~ The Chair will solicit Board member interest in serving on a standing committee before the Chair makes appointments.

The standing committees are:

- 1) Buildings and Sites
- 2) Community Relations
- 3) Curriculum and Instruction
- 4) Personnel and Finance
- 5) Policy
- 6) Transportation and Residency

Building and Sites Committee

This committee has responsibility for the oversight of the maintenance and operation of all school buildings and school building sites.

Specific responsibilities of this committee include:

- Develops and recommends to the Board a maintenance schedule for buildings and grounds;
- Reviews needed repairs and maintenance based on the administration's inspection of school facilities;
- Assists with the planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Recommends to the full Board additions, deletions, or changes to school facilities needed to support school programs;
- Conducts periodic inspection of school facilities and reports to the Board at least annually; and

- Working through the administration, conducts studies and otherwise works with the administration on matters related to security, space, and community use of the school buildings and grounds.

Community Relations Committee

This committee works to ensure that the Board builds strong and strategic relationships with the community and maintain a positive image of the school district within the community.

Specific responsibilities of this committee include:

- Works with administration to develop a community relations plan that identifies formal and informal mechanisms to engage in dialogue with the community;
- Works with administration to develop key messages articulated to the community;
- Assists the administration in creating marketing efforts that support school district's mission and goals; and
- Evaluates the Board's stakeholder relationships

Curriculum and Instruction Committee

This committee reviews major areas of curriculum development, regular and special education services and programs, student assessment, long term curriculum review and revisions.

Specific responsibilities of this committee include:

- Periodically reports to the Board on the status of curriculum implementation and monitors areas in need of study or improvement;
- Periodically reviews, evaluates and reports to the Board on student progress and results on standardized test results;
- Studies and recommends textbook usage; and
- Recommends budget changes required to support curriculum and instruction.

Personnel and Finance Committee

This committee has responsibility with the preparation of the budget and periodic reviews of expenditures and oversees the policies and practices associated with the employment of school district personnel.

Specific responsibilities of this committee include:

- Reviews and reports to the Board on accounting and purchasing procedures;
- Recommends the annual budget to the full Board;
- Represents the Board during various stages of budget development;
- Reviews and recommends to the Board evaluation system for school employees and the superintendent;
- Assists, as requested by the superintendent, in determining the creation and elimination of district positions; and
- Provides the administration with feedback on new or revised job descriptions.

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

- Works with the superintendent to review, update, create, or update district policies and required regulations;
- Evaluates suggestions for board policy that come from Board members, the public, and the administration; and
- Presents proposed policy changes to the full Board for discussion (First Reading) and tentative action (Second Reading).

Transportation and Residency Committee

This committee will conduct hearings at the request of the administration or parent/guardian regarding transport transportation requests and complaints, and residency and school attendance zone matters.

Standing committees will meet at the request of the Board. Each committee will report to the Board at the directive and discretion of the Board.

b) Special Committees. With the consent of the Board, the Chair may appoint a special committee of the Board to deal with any topic or matter not within the jurisdiction of a standing committee. **The Chair will solicit Board member interest and appoint Board members to serve on negotiating committees for administrator and teacher contracts.** Only Board members shall serve on a special committee.

c) Advisory Committees. With the consent of the Board, the Chair may appoint advisory committees to provide advice or recommendations to the Board on any matter within the jurisdiction of the Board. An advisory committee may include Board members, staff and community members, as deemed appropriate.

d) Committee Authority. Committees may advise the Board and do not determine or interpret policy. A standing or special committee may exercise the authority of the Board to the extent explicitly provided by these bylaws.

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

PURPOSE

The purpose of this policy is to establish a workplace which is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Superintendent or his/her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business, to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction, within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system, and the use of tobacco products on school property or at any school-sponsored activity.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

“School property” means any land and all temporary and permanent structures comprising the district’s elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

“School-sponsored activity” means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

An employee who feels he or she has developed an addiction to, dependence upon or other problem with alcohol or drugs, is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

- Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)
- Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

United States Code:

- Safe and Drug-Free Schools and Community Act, 41 U.S.C. Section 7101 et seq.
- Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

ADOPTED: _____
REVISED: _____

5/3/2014

TO: Board of Education

**FROM: Richard Kisiel
Interim Superintendent of Schools**

DATE: June 19, 2014

RE: Possible Options for Swing Space

At the June 10 meeting of the Board of Directors, the Directors discussed their views on constructing a new or like-new Verplanck Elementary School. The discussion led to a request for the Board of Education to identify possible swing space options if the Directors chose to support the like-new renovation at the school.

This memorandum summarizes the administration's view on possible swing space scenarios.

Scenario #1: Use the Cheney building as swing space

- After the completion of the grade 5-6 school, relocate Waddell students in grades 1-5 to Cheney – Bennet building while Waddell School is under construction. Relocate grade K to available classroom space throughout the district or lease available space in a daycare / preschool center.
- With the completion of Waddell School and the relocation of grade 5 students to Bennet Academy, redistrict the Robertson students to Waddell and other schools as planned allowing Robertson School to be used as swing space during the construction of Verplanck Elementary School and the remaining four elementary schools.

The anticipated costs for this scenario associated with increases costs for busing within the Board of Education's operating budget and possible school site leasing costs.

Scenario #2: Create swing space within the school building while under construction

With the completion of the grade 5-6 school, use available space in Verplanck or Waddell schools vacated by grade 5 and any new classrooms as swing space during construction. Students remain in the building during construction and relocated within the building to available existing or new classroom space.

The anticipated costs for this scenario associated with possible delays in the construction due to working around existing classrooms and space use.

Scenario #3: Create swing space in a vacant building

Invest several million dollars in improvements/repairs to Nathan Hale School (heating system, ventilation and electrical upgrades, windows, and safety/security

upgrades). Allocate the funds such that the building could later be used for adult education or other purposes deemed appropriate by town.

The anticipated costs for this scenario require a non-reimbursable capital expenditure and increase costs for bus transportation in the Board of Education's operating budget.

Scenario #4 Create swing space by using available classrooms throughout the district

With the completion of the grade 5-6, relocate students from Verplanck or Waddell school in available classroom space throughout the district. (The Highland Park School plan).

The anticipated costs for this scenario associated with increases costs for busing within the Board of Education's operating budget.

**Manchester Public Schools
Board of Education
Policy Committee
Meeting minutes
June 9, 2014
5:30 p.m.
Director’s Room at Lincoln Center**

Present: Jason Scappaticci, Mary Jane Pazda, Maris Cruz, and Deborah Hagenow
Others: Richard Kisiel, Interim Superintendent, Matthew Geary

The meeting came to order at 5:35 p.m.

The committee discussed proposed changes to policy #4118: Alcohol, Tobacco, and Drug Free Workplace. Dr. Kisiel suggested revisions to conform with recent legislative action and prompted by recent personnel events in the district. The Board’s legal counsel reviewed the proposed policy and recommended its endorsement. After some discussion, the committee agreed to move the policy to the full Board for its consideration and review.

The committee reviewed further revisions to Board Bylaws Section 13: Committees. The proposed revisions were based on the feedback received from Board members at the previous Board of Education meeting. These specifically included: the process for assigning Board members to standing committees, the responsibilities of the communications and transportation/residency committee, and the formation of negotiations committees. The committee reviewed and discussed the proposed changes and agreed to move the revisions to the full Board for its consideration.

The committee concluded its business at 6:25 p.m.

Respectfully Submitted,

Richard Kisiel
Interim Superintendent

**Manchester Board of Education
Personnel & Finance Committee Report
June 10, 2014**

Attendees: Neal Leon, Deb Hagenow, Chris Pattacini, Matt Geary, Pat Brooks

Mr. Geary shared with the Committee that the 2013-2014 Alliance Grant carry-over balance will be used to fund positions that were eliminated from the original 2014-2015 Alliance Grant proposal. It was a consensus of the Committee to use the carry-over funds for this purpose.

Mrs. Brooks shared the proposals received for Substitute Teacher Services. The District received 2 proposals, Source 4 Teachers Educational Staffing Solutions, Cherry Hill, New Jersey and Kelly Educational Staffing Solution, Hartford, CT. An analysis was done based on experience, references, and competitiveness of price. The Committee reviewed the analysis of the proposals. It was a consensus of the Committee to recommend Kelly Educational Staffing Solution, Hartford, CT to the full Board at the next regular meeting.

The Committee entered into Executive Session to discuss contract negotiations. At 6:35 p.m., the Committee returned to open session.

The next meeting will be on September 17, 2014, at 5:30 p.m., in the Board Room at Central Office.

Respectfully submitted,



Patricia F. Brooks
Assistant to the Superintendent
Finance and Management