

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JULY 14, 2014

7:00 P.M.

Lincoln Center – Hearing Room

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – June 23, 2014 A – 3

B. CONSENT CALENDAR

- 1) Personnel Information B – 1
- 2) Establish an appropriation in the amount of \$200,000 for the State of Connecticut, Department of Social Services, for the Medicaid Grant for FY14/15 B – 2
- 3) Establish an appropriation in the amount of \$40,000 for the Summer School program, funded by tuition payments for FY14/15 B – 3
- 4) Establish an appropriation in the amount of \$771,780 for the State Teachers' Retirement Grant for FY14/15 B – 4
- 5) State of Connecticut, Authorized Signature Change Form, Authorized Signatures of the ED099 Form Agreement for Child Nutrition Programs. B – 5

C. PUBLIC COMMENTS (any item before the board)

D. SUPERINTENDENT'S REPORT

- 1) Update on Close of School and Summer Work
- 2) Update on Summer Programs
- 3) Superintendent's Entry Plan

E. UNFINISHED BUSINESS

- 1) Board Bylaws #9000: Section 13 – Committees E – 1
Recommended Motion: Move to approve the proposed changes in Section 13 Committees – Board of Education Bylaws #9000 as proposed by the Policy Committee.
- 2) Policy 4118: Alcohol, Tobacco, and Drugs in the workplace E – 2
Recommended Motion: Move to approve the proposed changes in Policy 4118: Alcohol, Tobacco, and Drugs in the workplace as proposed by the Policy Committee

F. NEW BUSINESS

- 1) None

G. COMMUNICATIONS

- 1) None

H. COMMITTEE REPORTS

- 1) Curriculum & Instruction Minutes 6-23-14

H – 1

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

Confirming the appointment of Vonetta Romeo-Rivers from Assistant Principal at Manchester High School to Director of Performance, Evaluation, and Talent Development effective July 8, 2014, (Director of Performance, Evaluation, and Talent Development (220 days) Step 5, \$135,568.

Confirming the appointment of Idelisa Torres from Social Studies teacher at Manchester High School to Assistant Principal at Manchester High School, effective July 8, 2014, (11-month Secondary Assistant Principals & Coordinator of Vocational Services (220 days) Step 1 \$109,202.

Confirming the appointment of Roy Roberts from .6 FTE Guidance Counselor, and .4 FTE Assistant Principal at Manchester High School to Assistant Principal at Manchester High School, effective July 8, 2014, (11-month Secondary Assistant Principals & Coordinator of Vocational Services (220 days) Step 2 \$113,627.

Confirming the appointment of Hassan Robinson, Assistant Principal at Bennet Academy, (Bennet Assistant Principal (220 days) Step 1, \$109,202); Mr. Robinson received a Sixth Year Diploma in Educational Leadership at Central Connecticut State University and a Master of Education in Elementary Education degree at University of Hartford. Mr. Robinson resides in East Hartford.

Steven Moore to be a Mathematics teacher at Illing Middle School. Mr. Moore received a Bachelor of Arts in Mathematics degree at Central Connecticut State University. Mr. Moore resides in Middletown. It is recommended that his appointment be approved effective August 25, 2014 (BA+30/Step 2 \$47,536).

Dr. Michael LaPointe to be a Physics teacher at Manchester High School. Dr. LaPointe received a Doctor of Philosophy in Physics degree at University of Wisconsin-Madison. Dr. LaPointe resides in Hamden. It is recommended that his appointment be approved effective August 25, 2014 (Doctorate/Step 5 \$65,418).

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

Janel Wilson to be a Grade 4 teacher at Verplanck Elementary School. Ms. Wilson received a Bachelor of Science in Elementary Education degree at Central Connecticut State University. Ms. Wilson resides in New Britain. It is recommended that her appointment be approved effective August 25, 2014 (BA/Step 3 \$46,228).

Heather Garcia to be a Grade 4 teacher at Bowers Elementary School. Ms. Garcia received a Bachelor of Science in Mathematics/Elementary Education degree at Central Connecticut State University. Ms. Garcia resides in Wethersfield. It is recommended that her appointment be approved effective August 25, 2014 (BA+30/Step 2 \$47,536).

Jennifer Leveille to be a Biology teacher at Manchester High School. Ms. Leveille received a Master of Science for Teachers in Biology degree at Pace University. Ms. Leveille resides in New York. It is recommended that her appointment be approved effective August 25, 2014 (MA/Step 7 \$57,130).

Sarah Patrylak to be a Grade 1 teacher at Buckley Elementary School. Ms. Patrylak received a Bachelor of Science in Education degree at Central Connecticut State University. Ms. Patrylak resides in Brooklyn. It is recommended that her appointment be approved effective August 25, 2014 (BA/Step 1 \$43,611).

Jeanette Ruff to be a Grade 1 teacher at Highland Park Elementary School. Ms. Ruff received a Master of Science in Education degree at Walden University. Ms. Ruff resides in Manchester. It is recommended that her appointment be approved effective August 25, 2014 (MA/Step 2 \$47,536).

Michael Rizzo to be a Grade 4 teacher at Highland Park Elementary School. Mr. Rizzo received a Master of Science in Education degree at University of New Haven and a Master of Public Administration degree at George Washington University. Mr. Rizzo resides in Manchester. It is recommended that his appointment be approved effective August 25, 2014 (MA+30/Step 1 \$50,589).

Mhari-Kate McKeegan to be a Special Education teacher at Illing Middle School. Ms. McKeegan received a Master of Arts in Special Education degree at University of Saint Joseph. Ms. McKeegan resides in Tolland. It is recommended that her appointment be approved effective August 25, 2014 (MA/Step 1 \$46,228).

Christopher Bradbury to be a Grade 3 teacher at Verplanck Elementary School. Mr. Bradbury received a Master of Science in Education degree at University of New Haven. Mr. Bradbury resides in Southington. It is recommended that his appointment be approved effective August 25, 2014 (MA/Step 2 \$47,536).

RESIGNATIONS

Amanda Holden, Special Education teacher at Bennet Academy has submitted a letter of resignation for personal reasons effective the end of business on July 31, 2014. Ms. Holden has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

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

Sara Smith, District-wide Elementary Music teacher has submitted a letter of resignation for personal reasons effective the end of business on June 30 2014. Ms. Smith has been with Manchester Public Schools since August 30, 2012. It is recommended that her request be approved.

Marra Whaley, Grade 3 teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on August 8, 2014. Ms. Whaley has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Re: Item for Appropriation for FY 14/15
Date: June 30, 2014

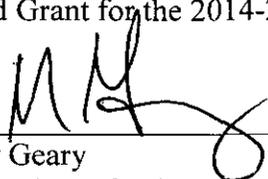
Background: The Manchester Board of Education receives funds from The State of Connecticut, Department of Social Services, for Medicaid eligible Special Education and related services.

Discussion/Analysis: The Board of Education is currently incurring costs under the School Based Child Health Program (Medicaid). The State of Connecticut, Department of Social Services, reimburses the Board for these expenditures in accordance with C.G.S. Section 10-76d(a)(6).

Financial Impact: The anticipated payment of Medicaid funds is calculated as part of the Special Education budget.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$200,000 for the Medicaid Grant for the 2014-2015 fiscal year.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 14, 2014

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Fiscal Year FY 14-15
Date: June 30, 2014

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.

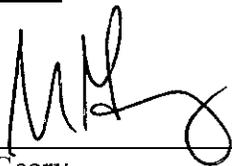
Discussion/Analysis: The school district places tuition into this account and summer school bills are paid using the tuition money. This request for appropriation is in the amount of \$40,000.

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 \$40,000 for the summer school program, funded by tuition payments for the 2014-2015 fiscal year.

Attachments: None



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 14, 2014

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Re: Item for Appropriation FY 14-15 State Teachers' Retirement
Date: June 30, 2014

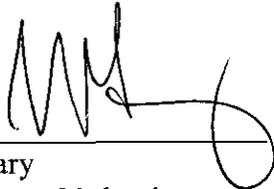
Background: Each year the Manchester Board of Education receives grant funds from The State Teachers' Retirement Board to subsidize health insurance premiums for retirees.

Discussion/Analysis: Retired Teachers and Administrators can elect to continue health insurance coverage through Manchester Public Schools. When they do, the Manchester Board of Education receives the subsidy.

Financial Impact: The Board's cost of retirees health insurance is offset by this subsidy. Connecticut Teachers' Retirement Board issues a quarterly subsidy payment equal to \$110 monthly for individual coverage and up to \$220 monthly for member/spouse coverage.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$771,780 for the State Teachers' Retirement Grant for the 2014-2015 fiscal year.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
July 14, 2014

Rev. 6/11

CONNECTICUT STATE DEPARTMENT OF EDUCATION
 BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES AND ADULT EDUCATION
 25 INDUSTRIAL PARK ROAD
 MIDDLETOWN, CONNECTICUT 06457-1543

**INSTRUCTIONS TO COMPLETE THE
 AUTHORIZED SIGNATURES CHANGE FORM**

The *ED-099 Agreement for Child Nutrition Programs* is the formal agreement between a sponsoring organization and the Connecticut State Department of Education to operate one or more of the Child Nutrition Programs. When the *Agreement* was approved, one of the two originals, signed by the sponsoring organization and the Department, was returned for your files.

Page 4 of the *Agreement* designates representatives authorized to enter into an agreement with the Department and to sign the claim for reimbursement. The *Agreement* is permanent and amended as changes occur. It is expected that one or both of the authorized signers will change periodically. The *Authorized Signatures Change Form* must be executed whenever one of the two authorized signers changes. Claims for reimbursement are valid only when signed by authorized signers on file with Child Nutrition. It is necessary to arrange for Board action for the form to be signed and submitted in order to avoid delay of reimbursement.

Instructions:

1. *Date* of the board meeting is when the governing body of the sponsoring organization took action to change one or both of the authorized signer(s).
2. *Signature #1* is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g. the chief officer elected or appointed to assume legal responsibility for the organization (Superintendent of Schools, Mayor, Selectman, Corporate President, Chairperson of the Board, Pastor or Commissioner).
3. *Signature #2* is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner).
4. *Signature #3* certifies the Board action and is not authorized to sign the claim. It must be a person different from signatures #1 and #2 (Secretary of the Board, Town Clerk or Secretary of the Corporation).
5. Mail the original Authorized Signature Change form to the attention of Avis Kelly, Child Nutrition Programs, 25 Industrial Park Road, Middletown, CT 06457.

Questions may be directed to:

<i>COUNTIES</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
Hartford and Windham	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
Litchfield, Middlesex and Tolland	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2129
Fairfield and New London	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
New Haven (Towns/Cities beginning with A - M)	Jackie Schipke	jackie.schipke@ct.gov	860-807-2079
New Haven (Towns/Cities beginning with N - W)	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2123

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health/Nutrition, Family Services and
Adult Education
25 Industrial Park Road
Middletown, Connecticut 06457-1543

FOR STATE USE ONLY	
Effective Date:	_____
AGREEMENT NUMBERS:	
School Programs	_____
Child Day Care Centers	_____
Adult Day Care Centers	_____
Day Care Homes	_____
Summer Food Service	_____

AUTHORIZED SIGNATURES CHANGE FORM

Read the enclosed instructions before completing the form.

This is to certify that on July 14, 2014, as shown in the minutes of
(Date)

Manchester Public School District

(Name of Corporation, Board of Education or Governing Body)

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs.**

1. *The person designated below is authorized to sign this agreement and to sign claims for reimbursement.*

Signature

Superintendent of Schools
Title (Superintendent of Schools, Mayor, Selectman, President
or Chairperson of the Board, Pastor or Commissioner)

Matthew Geary
Printed Name

July 14, 2014
Date

2. *In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.*

Signature

Asst. to the Superintendent/Finance
Title (Assistant Superintendent, Business Official, Principal,
Headmaster, City or Town Manager, Executive Director
or Deputy Commissioner)

Patricia F. Brooks
Printed Name

July 14, 2014
Date

& Management

3. *The signature below certifies the above action.*

Signature

Board of Education Secretary
Title (Secretary of Corporation, Town Clerk, Secretary
of the Board)

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

Curriculum and Instruction Committee

June 23, 2014

Present: Deborah Hagenow, Jason Scappaticci, Carl Stafford, and Amy Radikas

Also present: Matt Geary, Santosha Oliver, and Scott Ratchford

Absent: Mary-Jane Pazda

Branding

In preparation for the 2014-2015 school year a marketing consultant has been hired to assist the Manchester Public Schools with refreshing its look for both for faculty and students, but also within the community of Manchester as a whole.

Looking at establishing a community and a sense of belonging to something larger unites people.

The goal is to unite the faculty and students to a strong theme, tagline and everyday behaviors that are consistent in all 15 schools and across the district to various stakeholders.

Google Summit 2014

Manchester has been chosen as one of the sites for the 2014 Google Summit platform. A Google Summit is typically a two-day event with educators teaching other educators in a hands-on workshop style. The summits are focused on giving you skills and tools you can put to work in your classrooms/schools.

Beginner, intermediate and advanced sessions on the core Google Apps for Education like Gmail, Calendar, Drive and Sites are usually part of the extensive session option.