

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, APRIL 21, 2014

7:00 P.M.
Bailey Auditorium - MHS

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – March 24, 2014 A – 3
- 4) Public Forum Minutes – April 2, 2014 A – 4
- 5) Special Meeting Minutes – April 10, 2014 A – 5

B. CONSENT CALENDAR

- 1) Personnel Actions B – 1
- 2) Transfer of Funds B – 2
- 3) Permission to apply for Manchester Adult Education Grant for the
FY 2014-2015 school year in the amount of \$977,947 B – 3
- 4) Establish an appropriation in the amount of \$22,000 for FY13-14 for
the Heisman Scholars grant at Washington Elementary School B – 4

C. PUBLIC COMMENTS (any item before the board)

D. SUPERINTENDENT'S REPORT

- 1) Student Representatives Report – Joseph Coyne
- 2) State Department of Education, Compliance Report – Mrs. Matfess D – 2

E. NEW BUSINESS

- 1) High School Graduation Date
Recommended Action: Motion to establish the High School Graduation
date as June 19, 2014
- 2) Adjustment to School Lunch Pricing E – 2
Recommended Action: Motion to approve an increase in all lunch prices
by .10¢ for the 2014-2015 school year

F. UNFINISHED BUSINESS

- 1) Elementary School Facilities
 - Discussion regarding feedback from public hearing
 - Possible action on a recommendation to the Board of Directors regarding

G. COMMUNICATIONS

None

H. COMMITTEE REPORTS

- | | |
|---|-------|
| 1) Curriculum & Instruction 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**

Catherine Hunt, Biology teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective June 30, 2014. Ms. Hunt has been with Manchester Public Schools since January 25, 2012. It is recommended that her request be approved.

Marc Wesoly, Business Education teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective June 30, 2014. Mr. Wesoly has been with Manchester Public Schools since January 30, 2012. It is recommended that his request be approved.

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

Katelyn Clancy, Language Arts teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective June 30, 2014. Ms. Clancy has been with Manchester Public Schools since August 30, 2012. It is recommended that her request be approved.

Cynthia Hock, Math teacher at Illing Middle School, has submitted a letter of resignation for personal reasons effective April 25, 2014. Ms. Hock has been with Manchester Public Schools since November 19, 2007. It is recommended that her request be approved.

Kristina Riscassi-Klopfer, Special Education teacher at Illing Middle School, has submitted a letter of resignation for personal reasons effective April 25, 2014. Ms. Riscassi-Klopfer has been with Manchester Public Schools since August 28, 1997. It is recommended that her request be approved.

APPOINTMENTS

Ashley Okwuazi to be a Language Arts teacher at Illing Middle School. Ms. Okwuazi received a Bachelor of Science in English degree at Southern Connecticut State University. Ms. Okwuazi resides in Manchester. It is recommended that her appointment be approved effective February 24, 2014 (BA/Step 1 \$43,611).

**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: April 7, 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 Bentley Alternative Education General Supplies and Materials to Bentley Alternative Education Professional Development account. A transfer of \$400 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
April 7, 2014

3/24/14
AC OK

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School : Bentley Alternative Education

Date: 3-19-14

Principal's Sign: *JM Tranne*

Date of Approval: 3/19/14

JUSTIFICATION (Required Field) :

Need to transfer \$400 from general supplies line 100-54-80-102-065-100 5610 to professional development line 100-54-80-102-065-100-5320 for conferences and substitute coverage.

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

DECREASE In whole dollars only:

\$400.00 Account # 5610 Description: general supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$400.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$400.00 Account # 5320 Description: professional development

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$400.00 **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: April 7, 2014

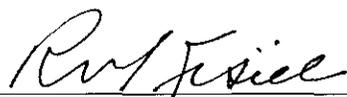
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from Manchester High School Social Studies Dues & Fees to Manchester High School Social Studies Textbooks account. A transfer of \$95 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
April 7, 2014

3/25/14
AC OK

**Manchester Public Schools
Manchester, Connecticut**

MAR 24 2014

To: **Accounting Department**

School: Manchester High School

Date: 03/20/2014

Principal's Sign: _____

Date of Approval: 03/20/2014

JUSTIFICATION (Required Field) : To purchase additional books needed for summer reading for academies.

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

DECREASE In whole dollars only:

\$95	Account # <u>14261100 5810</u>	Description: Social Studies Dues/Fees
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$95 TOTAL DECREASE

INCREASE In whole dollars only:

\$95	Account # <u>14261100 5641</u>	Description: Social Studies Textbooks _____
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$95 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: April 7, 2014

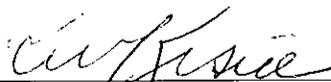
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from MHS Admin Contracted Services of \$12,680 to MHS Admin General Supplies and Materials (\$3,000) and MHS Admin Instructional Supplies and Materials (\$9,680) account.

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
April 7, 2014

DC
OK. 3/27/14

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 03/24/2014

Principal's Sign: _____

Date of Approval: 03/24/2014

JUSTIFICATION (Required Field) : To fund year-end unanticipated expenditures

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

DECREASE In whole dollars only:

\$12,680 Account # 42361100 5430 Description: MHS Contracted Services

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$12,680 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$3,000 Account # 42361240 5610 Description: Admin Gen S/M

\$ 9,680 Account # 42361100 5611 Description: Admin Inst S/M

\$ _____ Account # _____ Description: _____

\$12,680 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

MAR 27 2014

**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: April 7, 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 Library/Media Instructional Supplies and Materials to System-wide Library/Media Professional Development account. A transfer of \$170 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
April 7, 2014

DL
3/25/14
DL

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Library/Media Services

Date: 3/24/14

Principal's Sign: *Asia Plavin*

Date of Approval: 3/24/14

JUSTIFICATION (Required Field) :
Money to pay for Professional Development for Media Specialists.

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

DECREASE In whole dollars only:

\$170.00	Account # <u>31899222 5611</u>	Description: <u>Instructional Supplies</u>
\$	Account # _____	Description: _____
\$	Account # _____	Description: _____

\$170.00 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$170.00	Account # <u>31899222 5320</u>	Description: <u>Professional Development</u>
\$	Account # _____	Description: _____
\$	Account # _____	Description: _____

\$170.00 **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: April 7, 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 of \$1,016 from Keeney Printing and Advertising (\$600), Keeney Admin Professional Development (\$200) and Keeney Admin Dues and Fees (\$216) to Keeney Admin General Supplies and Materials (\$600) and Keeney Contracted Kelly Subs (\$416) accounts.

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
April 7, 2014

1 2 2016

**Manchester Public Schools
Manchester, Connecticut**

3/28/14
OC OK

To: **Accounting Department**

School: Keeney Street School

Date: 3/27/14

Principal's Sign: J. Martin - Bence

Date of Approval: _____

JUSTIFICATION (Required Field) :

Monies being transferred to increase the Administration Contracted Kelly Substitute account and to increase the Administration General Supply and Materials account.

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

DECREASE In whole dollars only:

\$ 600.	Account # 42306100-5540	Description: Printing and Advertising
\$ 200	Account # 42306221-5320	Description: Professional Development
\$ 216.	Account # 42306240-5810	Description: Dues and Fees
\$1016.	TOTAL DECREASE	

INCREASE In whole dollars only:

\$ 600.	Account # 42306240-5610	Description: Admin Gen. Supply & Materials
\$ 200.	Account # 42306221-5432	Description: Admin Kelly Substitute Account
\$ 216.	Account # 42306221-5432	Description: Admin Kelly Substitute Account
\$1016	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: April 21, 2014

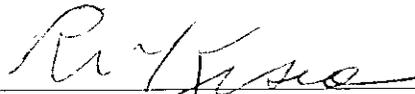
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from MHS Science Instructional Supplies and Materials to MHS Science and Athletic Trips 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
April 21, 2014

Manchester Public Schools
Manchester, Connecticut

OK 4/1/14
21

To: Accounting Department

School: Manchester High School

Date: 03/26/2014

Principal's Sign: _____

Date of Approval: 03/26/2014

JUSTIFICATION (Required Field) : To fund end of year field trips so students can get hands-on experience based on learning throughout the year

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

DECREASE In whole dollars only:

\$ 600 Account # 14061100 5611 Description: Science Inst S/M

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$600 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$600 Account # 14061100 5512 Description: Science Field Trip

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$600 **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: April 21, 2014

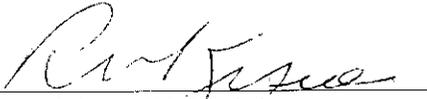
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from MHS Curriculum and Instruction Contracted Services to MHS Student Activities Field Trip account. A transfer of \$5000 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
April 21, 2014

CR. 3/11/14
AC.

**Manchester Public Schools
Manchester, Connecticut**

To: **Accounting Department**

School: Manchester High School

Date: 03/27/2014

Principal's Sign: [Signature]

Date of Approval: 03/27/2014

JUSTIFICATION (Required Field) : To cover expenditure for bus for field trips at year end

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

DECREASE In whole dollars only:

\$ 5000	Account # <u>11061221 5430</u>	Description: <u>MHS Contracted Services</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$5000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$5000	Account # <u>32861320 5512</u>	Description: <u>Student Activities Field Trips</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$5000 **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: April 21, 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 Washington Social Studies Field Trips (\$456), Admin Professional Development (\$1,000), and Admin Printing/Advertising (\$19) to Washington Language Arts Instructional Supplies and Materials account.

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
April 21, 2014

Manchester Public Schools
Manchester, Connecticut

C.K.
4/14/14
N. Carter

To: Accounting Department

School: Washington

Date: April 9, 2014

Principal's Sign: Karen Gray

Date of Approval: 4/10/14

JUSTIFICATION (Required Field) :
Transfer to purchase supplies to support instruction.

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

DECREASE In whole dollars only:

\$ <u>456</u>	Account # <u>14214005512</u>	Description: <u>Social Studies Field Trips</u>
\$ <u>1000</u>	Account # <u>423142215320</u>	Description: <u>Admin PD</u>
\$ <u>19</u>	Account # <u>423141005540</u>	Description: <u>Admin Printing</u>

\$ 1475 TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>1475</u>	Account # <u>128141005611</u>	Description: <u>Lang Arts Instructional Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1475 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: April 21, 2014

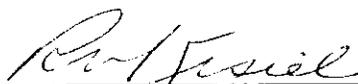
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

Discussion/Analysis: Transfer from System-wide Special Education Contracted Services (\$10,000), Consultants (\$8,000), and Other Purchased Services (\$12,000) to System-wide Special Education Computer Supplies and Materials (\$10,000) and Instructional Supplies and Materials (\$20,000) accounts.

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
April 21, 2014

Manchester Public Schools
Manchester, Connecticut

4/14/14
OK
Board

To: Accounting Department

School: Special Education

Date: 4/10/14

Principal's Sign: Shelly Mayes

Date of Approval: _____

JUSTIFICATION (Required Field) :

To replace iPads for students and Laptops for teachers and replenish Instructional Supplies line.

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

DECREASE In whole dollars only:

\$10,000	Account # <u>20899120 5430</u>	Description: <u>Contracted Services</u>
\$ 8,000	Account # <u>20899120 5330</u>	Description: <u>Consultants</u>
\$12,000	Account # <u>20899120 5590</u>	Description: <u>Other Purchased Services</u>

\$30,000 TOTAL DECREASE

INCREASE In whole dollars only:

\$10,000	Account # <u>20899120 5612</u>	Description: <u>Computer Supplies</u>
\$ 8,000	Account # <u>20899120 5611</u>	Description: <u>Instructional Supplies</u>
\$12,000	Account # <u>20899120 5611</u>	Description: <u>Instructional Supplies</u>

\$30,000 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: April 21, 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 Martin School Admin Professional Development to Martin School Admin Computer Supplies and Materials. 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.



Interim Superintendent of Schools
Manchester, Connecticut
April 21, 2014

4/15/14
CNC
OK

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: 4701

Date: 4/11/14

Principal's Sign: [Signature]

Date of Approval: 4/11/14

JUSTIFICATION (Required Field):

to be used for purchase of computer supplies.

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

DECREASE In whole dollars only:

\$ 500 Account # 4701-500 Description: Admin Fee

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 500 TOTAL DECREASE

INCREASE In whole dollars only:

\$ 500 Account # 4701-500 Description: Admin Fee

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ 500 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: The Manchester Board of Education

From: Dr. Richard W. Kisiel, Interim Superintendent of Schools

Subject: Permission to Apply for Manchester Adult Education Grant for FY14/15

Date: 3/29/2014

Background:

This grant application is for the amount of \$977,947.

Adult Education Mission: It is the mission of Manchester Adult Education to meet the educational needs of Manchester's adult learners and to prepare them for new technology and 21st century economic globalization. This will be attained through goal setting and successful literacy skill acquisition, English language acquisition, high school completion, transition to postsecondary education and training, and transition to employment. It is also the mission of adult education to encourage and facilitate learner persistence, defined as a continuous learning process that lasts until an adult learner meets his or her educational goals. Learners will be encouraged to engage in a lifetime of inquiry and learning.

Manchester Adult Vision: Manchester Adult Education will provide adult learners with the highest quality of adult education and literacy services. It will provide a comprehensive set of services in a consistent manner. It will be accountable for successful learner outcomes as measured by state and local standards. Adult Education will demonstrate success by designing and planning programs that help learners to achieve their educational, employment, family and community goals. Residents who participate in these programs will achieve learning gains, earn high school diplomas, enter postsecondary education/training and attain employment outcomes.

Discussion/Analysis:

Funds will be used to support all mandated programs for Manchester Adult Education for the 2014/2015 school year.

Financial Impact:

The Board of Education will be financially responsible for 48.93% of the grant. The State reimbursement rate for Manchester will be 51.07%.

Other Board/Commission Action:

None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Manchester Adult Education Grant, for the 2014/15 school year in the amount of \$977,947.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
April 7, 2014

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Dr. Richard W. Kisiel, Interim Superintendent of Schools

Subject: Item for Appropriation FY 13-14, Heisman Scholars-Achieving by Reading, Program Grant

Date: March 25, 2014

Background: Washington School has received a \$22,000 grant from Heisman Trophy to purchase books for all students. We will be mirroring the research stated in the article "Addressing Summer Reading Setback Among Economically Disadvantaged Elementary Students" by Richard Allington; which states that if you give children approximately 12 self selected books prior to the summer vacation then reading ability will more likely be sustained. In addition, we will purchase backpacks for each child to carry their books. Assessment and tracking data will be collected around student interest and reading levels.

Discussion/Analysis: The goal is to prevent the "reading slide" that often occurs during the summer hiatus from school.

Financial Impact: None.

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate an Heisman Scholars grant in the amount of \$22,000 for 2013-14.

Attachments: Copies of award letter and check.



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
April 7, 2014



HEISMAN TROPHY TRUST

March 13, 2014

Trustees:

William J. Dockery
President

Michael J. Comerford

James E. Coreoran

Anne F. Donahue

N. Richard Kalikow

Vasili Krishnamurti

Brian D. Obergfell

Carol A. Pisano

Sanford Wurmfeld

Honorable John E. Sprizzo
1934-2008

Rob Whalen
Executive Director

Tim Henning
Heisman Coordinator

Rudy Riska
Executive Director Emeritus

Washington School
94 Cedar Street
Manchester, CT 06040

Attention: Ms. Karen Grey, Principal

Dear Ms. Grey:

The Heisman Trophy Trust is pleased to contribute to the fine work of Manchester Public Schools. Enclosed you will find the Trust's donation in the amount of Twenty Two Thousand 00/100 (\$22,000) Dollars to be utilized for the Washington School "Lead to Read" program.

Very truly yours,

Heisman Trophy Trust

By: William J. Dockery

RECEIVED
MAR 25 2014
BY GRANTS

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

4922

Heisman Trophy Trust
111 Broadway, Suite 103A
New York, NY 10006
212.425.7000

SIGNATURE BANK
Private Client Group - 622
71 Broadway, NY, NY 10006
01-1357/260

03/18/2014

PAY TO THE ORDER OF

Manchester Public Schools, Washington Elementary

\$22,000.00

Twenty-two thousand and 00/100

DOLLARS

Manchester Public Schools
94 Cedar Street
Manchester, CT 06040



Authorized Signature
[Signature]
Authorized Signature
[Signature]

MEMO

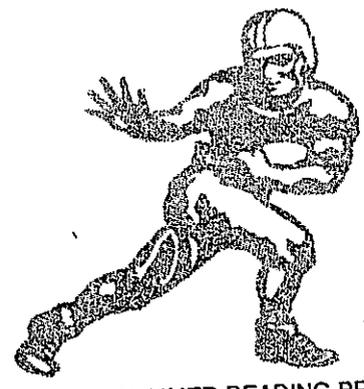
DONATION: Restricted for SUMMER READING PROG.

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Heisman Trophy Trust
03/18/2014

Manchester Public Schools, Washington Elementary
General Donation 2014

4922
22,000.00



RECEIVED
MAR 25 2014
BY GRANTS

Cash and Cash Equiv DONATION: Restricted for SUMMER READING PROG.

22,000.00

Department of Pupil Personnel Services Manchester Public Schools Compliance Review



Shelly Matfess
Assistant Superintendent
Pupil Personnel Services
45 North School Street, Manchester, Connecticut 06042
Phone: (860) 647-3448 Fax: (860)647-5058
email: smatfess@manchesterct.gov

October 1, 2013

Students Receiving Special Education & or Related Services	Students Identified With an Intellectual Disability	Black Students Identified With an Intellectual Disability
933	15	5

Actions Required....

- Convene PPTs for 3 students.
- The principal must be in attendance.
- Notify the team of the federal regulation for multiple disabilities prior to the meeting and state this in the summary section of the IEP.
- The IEPs must be sent to the parent no later than 5 days after the PPT's.

Actions Required....

- Review with administrators, the federal special education regulation; which explains that a group of qualified professionals and the parent of a child determine whether the child is a child with a disability.
- Revise the Planning and Placement Team meeting procedural manual to not include information about fiscal implications.
- Review with Pupil Personnel Services staff the federal special education regulation; which states a parent of a child with a disability must be afforded an opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child.

Actions Required....

- Review with administrators, the federal special education regulation; which provides for the prompt referral to a planning and placement team meeting of all children who have been suspended repeatedly or whose behavior, attendance, or progress in school is considered unsatisfactory or at a marginal level of acceptance.
- Review with all Pupil Personnel Services staff, the federal special education regulation; which requires a Local Education Agency identified as having a disproportionality to reserve 15% of IDEA funding to provide Coordinated Early Intervening Services to serve children in the district, particularly, but not exclusively in those groups that were significantly over identified.

Actions Required....

- Review with administrators, the federal special education regulation; which requires that the PPT for each child with a disability includes a representative of the public agency who is qualified to provide, supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities, knowledgeable about the general education curriculum, and knowledgeable about the availability of resources of the public agency.
- Review with all Pupil Personnel Services staff, the federal special education regulation; which requires a meeting notice be provided to parents and includes the proposed, time and location of the meeting and who will be in attendance.

MANCHESTER BOARD OF EDUCATION

TO: Dr. Richard W. Kisiel, Interim Superintendent of Schools

FROM: Mr. Nick Aldi, Director, Food & Nutrition Services

DATE: April 8, 2014

SUBJECT: 2014 Paid Lunch Equity

Attached please find a copy of the Operational Memorandum in regards to Paid Lunch Equity. After completing the Pricing Lunch Equity calculations, it has been determined that the program must have a weighted average price of \$2.10. My recommendation to meet this requirement is to propose a \$.10 cent increase district wide. With the proposed increase, we are still the most economically priced program within our district reference group. I've listed the proposed lunch price changes below.

Elementary K-5

2013-2014 2014-2015

\$1.85 \$1.95

Bennet/Illing 6-8

2013-2014 2014-2015

\$2.10 \$2.20

Manchester High 9-12

2013-2014 2014-2015

\$2.25 \$2.35



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: December 31, 2013

SUBJECT: **Operational Memorandum #9-14**
Paid Lunch Equity: School Year 2014-15 Calculations and Tool

According to 7 CFR 210.14(e) of the National School Lunch Program (NSLP) regulations, school food authorities (SFAs) participating in the NSLP are required to ensure that sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. Therefore, SFAs must annually review their paid lunch revenue to assure compliance with the paid lunch equity (PLE) requirement. When the SFA's average paid lunch price is less than the difference between the current free and paid Federal reimbursement rates, the SFA would be noncompliant and therefore would be required to determine how to meet the requirement.

According to the Food and Nutrition Service (FNS) there are two ways to meet this requirement:

1. Through the prices charged for "paid" meals.
2. Through other non-Federal sources provided to the nonprofit school food service account.

Those SFAs that choose to increase the average paid lunch price must increase the average paid lunch price by two percent plus the annual inflation rate. The inflation rate is based on the percentage change in the Consumer Price Index (CPI) for All Urban Consumers. The reimbursement rates for School Year (SY) 2013-14 were adjusted using the CPI for the 12-month period of May 2012 to May 2013. Due to the timing of calculating and issuing the reimbursement rates, the PLE calculations are based on the inflation rate used for the previous school year's reimbursement rates. The inflation rates used by SFAs to calculate their PLE requirements will change from year to year.

This memorandum provides guidance on the calculations SFAs must make in order to ensure they are in compliance with these requirements for SY 2014-15. In addition, the SY 2014-15 PLE tool is attached to this memorandum to assist SFAs as they make these required calculations. *Note that all SFAs that charge a price for paid lunches must annually assess their compliance with this regulation and this process must be on file for audit purposes.*

SY 2014-15 PLE Calculations

For SY 2014-15, SFAs which, on a weighted average, charged less than **\$2.65** for paid lunches in SY 2013-14 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.27 percent, or **4.27** percent total.

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 December 31, 2013
 Page 2

SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2013-14 when calculating the weighted average paid lunch price increase for SY 2014-15. For example, if the unrounded SY 2013-14 requirement was \$2.08 but the SFA opted to round down to \$2.05, the calculation of the SY 2014-15 requirement is based on the \$2.08 unrounded SY 2013-14 requirement.

If an SFA raised its weighted average paid lunch price above the required amount in SY 2013-14, that excess paid lunch price increase may be subtracted from the total SY 2014-15 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the average price calculations.

Additionally, if a SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2013-14, the shortfall must be added to the total SY 2014-15 paid lunch price adjustment requirement.

Use of Non-Federal Sources Calculation

SFAs that choose to contribute **non-Federal sources** to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies by the difference between the SY 2014-15 weighted average paid lunch price requirement and the SY 2013-14 weighted average paid lunch price.

Sources of Non-Federal Funds

For SY 2013-14, the Food and Nutrition Service (FNS) expanded the definition of a non-Federal source to include per-meal reimbursement for all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by States and locals to improve access to and participation in the School Breakfast Program. The FNS has received positive response to this flexibility. **Therefore, for SY 2014-15 SFAs may continue to count as a non-Federal source:**

1. Per-meal non-Federal reimbursement for *any paid* meal (breakfast, lunch, etc.).
2. Any funds provided by organizations for *any paid* meal.
3. Any proportion attributable to *paid meals* from direct payments made from school district funds to support lunch service.

Credit for Excess Non-Federal Funds

If a SFA's SY 2013-14 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2014-15 contribution requirement. Further, if the SY 2013-14 estimate was less than required, additional funds from non-Federal sources must be added. The PLE tool for determining the amount of non-Federal source contributions will allow for making these calculations using the same rationale as used for paid lunch prices - credit forward any extra funds contributed and account for any shortfalls when determining the amount of the non-Federal funds requirement for the next school year.

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SY 2014-15 PLE Tool

The first tab of the SY 2014-15 PLE tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions before attempting to complete the calculations.

To assist SFAs making these required PLE calculations, the attached SY 2014-15 PLE tool makes the following calculations:

- Weighted average paid lunch price for SY 2013-14;
- Required paid lunch price increase for SY 2014-2015; and
- Required non-Federal source contribution required for SY 2014-15.

The PLE tool also takes into account adjustments to paid lunch prices made by the SFA in SY 2013-14 to calculate any credit or shortfall the SFA may have accrued for SY 2014-15. For SFAs that opted to contribute non-Federal funds, the PLE tool also calculates credits and shortfalls for the SY 2014-15 required non-Federal source contribution.

The SY 2014-15 PLE tool includes a new feature that makes calculations for SFAs that wish to split the SY 2014-15 requirement by both raised prices and contributing a non-Federal source. This option may be attractive to SFAs that do not want to raise paid lunch prices the entire amount that they are required.

To use the attached SY 2014-15 PLE tool SFAs need the following information:

ALL SFAs need the following data to calculate the Weighted Average Price for SY 2014-15:

- SY 2010-11 Weighted Average Price;
- All paid lunch prices for October 2013; and
- Number of paid lunches served associated with each paid lunch price in October 2013.

SFAs that have opted to contribute non-Federal sources also need:

- total number of paid lunches served in SY 2012-13; and
- the total dollar amount of SY 2011-12 , SY 2012-13 and SY 2013-14 non-Federal contribution.

SFAs that wish to split the SY 2014-15 requirement by both raising paid lunch prices and contributing non-Federal sources, will need all of the above information.

Additionally, the PLE tool includes a report that SFAs can use to track the information they will need to make their SY 2015-16 calculations. SFAs can print the report and keep it in their records.

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 December 31, 2013
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Questions may be directed to:

COUNTY ASSIGNMENTS	CONSULTANT	E-MAIL AND PHONE
Fairfield County	Fionnuala Brown	fionnuala.brown@ct.gov 860-807-2129
Hartford County (towns/cities beginning with A-R)	Teri Dandeneau	teri.dandeneau@ct.gov 860-807-2079
Hartford County (towns/cities beginning with S-W) Windham County	Susan Alston	susan.alston@ct.gov 860-807-2081
Litchfield County	Allison Calhoun-White	allison.calhoun-white@ct.gov 860-807-2008
Middlesex County Tolland County	Andy Paul	andrew.paul@ct.gov 860-807-2048
New Haven County	Jackie Schipke	jackie.schipke@ct.gov 860-807-2123
New London County	Monica Pacheco	monica.pacheco@ct.gov 860-807-2073

JF:tdd

Attachment

Lunch Comparisons

2013-2014

	Elementary	Middle School	High School
Manchester	\$1.85	\$2.10	\$2.25
Killingly*	\$1.75	\$2.75	\$2.75
Putnam*	\$2.10	\$2.20	\$2.50
East Hartford	\$2.20	\$2.60	\$2.90
Vernon*	\$2.25	\$2.50	\$2.75
Torrington*	\$2.30	\$2.40	\$2.50
East Haven*	\$2.35	\$2.75	\$3.00
Stratford*	\$2.35	\$2.60	\$2.75
Plainfield*	\$2.40	\$2.75	\$2.75
Bolton	\$2.45	\$2.45	\$2.50
Hamden*	\$2.45	\$2.70	\$2.95
Naugatuck*	\$2.45	\$2.60	\$2.75
Bloomfield*	\$2.50	\$2.75	\$2.75
Groton*	\$2.50	\$2.80	\$2.80
Middletown*	\$2.50	\$2.75	\$3.00
South Windsor	\$2.75	\$2.85	\$3.00
Glastonbury	\$3.00	\$3.50	\$3.50
Bristol*	\$3.00	\$3.00	\$3.25

Proposed 2014-2015

	Elementary	Middle School	High School
Manchester	\$1.95	\$2.20	\$2.35
Killingly*	No Increase		
Putnam*	\$2.25	\$2.40	\$2.65
East Hartford	\$2.30	\$2.70	\$2.95
Vernon*			
Torrington*	Possible Increase		
East Haven*	\$2.35	\$2.75	\$3.00
Stratford*	No Increase		
Plainfield*	\$2.40	\$3.00	\$3.00
Bolton	\$2.50	\$2.50	\$2.55
Hamden*			
Naugatuck*	Possible Increase		
Bloomfield*			
Groton	No Increase		
Middletown*	No Increase		
South Windsor	No Increase		
Glastonbury	No Increase		
Bristol*			

*District Reference Group

Curriculum and Instruction Committee
March 25, 2014

Present: Deborah Hagenow, Mary-Jane Pazda, Jason Scappaticci, Amy Radikas

Also present: Dr. Santosha Oliver and Dr. Scott Ratchford

Absent: Darryl Thames, Sr.

Reviewed Summer Advantage Academy of Manchester (SAAM)

Shared winter NWEA data for students that completed vs. not completed the SAAM 2013 program.

A pattern in data were noted and discussed:

- Black and White students who completed SAAM have higher mean RIT scores than those who did not complete SAAM
- Grade 5 - Students who did not attend have higher mean RIT scores in math and reading
- Grade 6 - Students who did not attend have higher mean RIT scores in reading

Goal of SAAM 2013 was to deter the summer school slide. Goal noted by looking at spring 2013 NWEA data and comparing it to fall 2013 NWEA data.

Data for winter 2014 NWEA is promising, but it is difficult to determine if the results are a direct result of participation in SAAM, as several other external factors cannot be accounted for between SAAM participation and winter results.

Scientific Research Based Interventions (SRBI)

Current district-wide supports for tiered interventions were shared as well as modes of delivery.

NWEA data utilized to determine building level areas of need.

Utilizing data looking at increasing certified Reading Consultants and introducing Math Consultants at elementary level for 2014-2015 school year to assist with tiered interventions.

Upcoming Meetings

Director's Room at Lincoln Center beginning at 5:30 p.m. Light supper will be served.

May 27, 2014

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

Meeting April 3, 2014

Attendees: Michael Crockett, Carl Stafford, Dr. Kisiel, Matthew Geary, Rich Ziegler

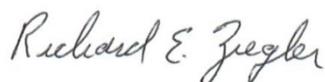
The committee reviewed the design of the interior renovations at Illing Middle School. Reconfiguration of the shops area will result in the addition of two new classrooms on the first floor. The open classroom areas on the first and second floors will be partitioned to provide individual classrooms in both areas. This will result in the addition of one new classroom on the second floor.

The design of the electrical upgrades for Buckley and Keeney Elementary Schools were reviewed. Dyna Electric has been awarded the contract and preparations are underway for completion during the summer break.

The Facilities Critical Assessment Report was reviewed, Security Modifications costs are estimated at \$4,151,600 and critical need items that must be done costs are estimated at \$5,140,000.

Next Meeting: Thursday, May 1, 2014 at 6:00 p.m. at Central Office

Respectfully Submitted,



Richard E Ziegler
Facilities Manager