

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, OCTOBER 24, 2016
LINCOLN CENTER – HEARING ROOM

Policy Committee Meeting
Board of Education Meeting

5:30 P.M. – Director’s Room
7:00 P.M. – Hearing Room

- A. OPENING**
- 1) Call to order
 - 2) Pledge of Allegiance
 - 3) Board of Education Minutes 10-11-16 A – 3
 - 4) Recognition of Mr. Carl Stafford for his service to the Manchester Board of Education
- B. COMMITTEE REPORTS – None**
- C. CONSENT CALENDAR**
- 1) Personnel Information C – 1
 - 2) Transfer of Funds C – 2
 - 3) Extended Field Trip Request Form – MHS – MHS Broadcast Journalism Class C – 3
Anaheim, CA, STN Convention – March 27, 2017 – April 1, 2017 – 30 students
4 Teacher Chaperones
 - 4) Establish an appropriation for FY16/17 for the Alliance District Grant in the amount C – 4
of \$4,071,324
- D. REPORT FROM STUDENT REPRESENTATIVE -
Shania Stanton and Nabila Hoor Un Ein**
- E. PUBLIC COMMENTS (any item before the board)**
- F. SUPERINTENDENT’S REPORT**
- 1) Fall Data Report Update – Mr. Matthew Geary – Superintendent of Schools
 - 2) SAAM Update – Dr. Amy Radikas, Deputy Superintendent, Curriculum & F – 2
Special Services
- G. UNFINISHED BUSINESS – None**
- H. NEW BUSINESS – None**
- I. PUBLIC COMMENTS (comments limited to items on tonight’s agenda)**
- J. COMMUNICATIONS - None**
- K. ITEMS FOR FUTURE AGENDAS**
- L. ADJOURNMENT**

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

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

PERSONNEL ACTION**APPOINTMENTS**

Ashley Soltoski to be a .6FTE School Social Worker at Waddell Elementary School. Ms. Soltoski received a Master of Social Work degree at Salem State University. Ms. Soltoski resides in Ellington. It is recommended that her appointment be approved effective October 25, 2016 (MA/Step 1, \$49,280 pro-rated).

Omar Rosario to be a School Social Worker at Illing Middle School. Mr. Rosario received a Master of Social Work degree at Charter Oak State College. Mr. Rosario resides in Willimantic. It is recommended that his appointment be approved effective October 27, 2016 (MA/Step 1, \$49,280).

David Pelaggi to be a Music teacher at Keeney Elementary School. Mr. Pelaggi received a Bachelor of Arts in Music Education degree at Western Connecticut State University. Mr. Pelaggi resides in New Britain. It is recommended that his appointment be approved effective November 7, 2016 (BA/Step 1, \$46,228).

RESIGNATIONS

Christine Gay, Math teacher at Illing Middle School has submitted a letter of resignation for personal reasons effective the end of business on November 11, 2016. Ms. Gay has been with Manchester Public Schools since October 25, 2010. It is recommended that her request be approved.

Deborah Marocchini, Grade 4 teacher at Buckley Elementary School has submitted a letter of resignation for retirement purposes effective the end of business on January 31, 2017. Ms. Marocchini has been with Manchester Public Schools since December 16, 1996. It is recommended that her request be approved.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: October 17, 2016

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 2016-2017 Budget.

Discussion/Analysis: Transfer from Enrichment Program Transportation Field Trips in the amount of \$3,350 and transfer to Enrichment Program Dues & Fees in the amount of \$3,350.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2016-2017 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 24, 2016

5-10/17/16

**Manchester Public Schools
Manchester, Connecticut**

RECEIVED
OCT 17 2016

To: **Accounting Department**

School: Kennedy Education Center NTS PAYABLE

Date: 10/17/2016

Principal's Sign:

Date of Approval: 10/17/16

JUSTIFICATION (Required Field) : Move money from Enrichment Program Transportation Field/Athletics to Dues & Fees account to cover the FPSP of CT 2016-17 registration for Bennet Academy.

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

DECREASE In whole dollars only:

\$ <u>3,350.00</u>	Account # <u>17020270 5512</u>	Description: Transportation Field/Athletics
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$3,350.00TOTAL DECREASE

INCREASE In whole dollars only:

\$ <u>3,350.00</u>	Account # <u>17020100 5810</u>	Description: Dues & Fees
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 3,350.00TOTAL 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: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: October 17, 2016

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 2016-2017 Budget.

Discussion/Analysis: Transfer from Illing Family and Consumer Science Instructional Supplies/ Materials for \$250 to Illing Family and Consumer Science Equipment Repair for \$250. Transfer from Illing Music Instructional Supplies/ Materials for \$110 to Illing Music Dues and Fees for \$110.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2016-2017 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 24, 2016

S - 10/18/16
@DC
10/26/16

Manchester Public Schools
Manchester, Connecticut

RECEIVED
OCT 18 2016
BY ACCOUNTS PAYABLE

To: Accounting Department

School: ILLING MIDDLE SCHOOL

Date: 10-17-16

Principal's Sign: *B. H. [Signature]*

Date of Approval: 10-17-16

JUSTIFICATION (Required Field) : Transfer needed to cover cost of repairs to sewing machines in FCS room and also entrance fee for Music competition

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

DECREASE In whole dollars only:

\$250.00	Account # <u>12053100-5611</u>	Description: FCS <u>Instructional supplies</u>
\$110.00	Account # <u>13253100-5611</u>	Description: Music <u>Instructional supplies</u>
\$ _____	Account # _____	Description: _____

\$360. TOTAL DECREASE

INCREASE In whole dollars only:

\$250.00	Account # <u>12053100-5435</u>	Description: FCS <u>Equipment repair</u>
\$110.00	Account # <u>13253100-5810</u>	Description: Music <u>Dues and Fees</u>
\$ _____	Account # _____	Description: _____

\$360. TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040**

EXTENDED FIELD TRIP REQUEST FORM

In accordance with Board of Education Policy titled "Instruction-6153" all extended field trips must be approved by the Superintendent of Schools. The following information must be forwarded to the Superintendent 30 days (four months for international trips) prior to the Board meeting which antedates the trips.

Name of School: Manchester High School **Date of Request:** 10-12-16

Name of Club or Activity: MHS Broadcast Journalism Class

Trip to: Anaheim, CA **Purpose:** STN Convention

Number of students participating: 30 **From:** 3/27/17 **To:** 4/01/17

Number of school days missed: 5

Number and names of teachers and chaperones: Give ages of chaperones under 25 and list relationship to system or staff.

a. Eric Larson b. Ryan Jones
c. Traci Feshler d. Paula Hurley
e. _____ f. _____
g. _____ h. _____
Others: _____

Transportation: Bus Train Plane Car Other _____

Are fund-raising activities planned? Yes No If so, describe: Panckae Breakfast, Paint Nite, Rentschler Field Concessions

How will funds be allocated to students participating?* Total fundraising will be divided among chaperones, and students.

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: UP to 4 per room

Cost per teacher and/or chaperone: \$See attached (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$See attached (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$See attached

If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form. For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

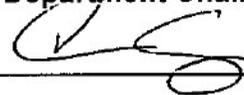
a. _____ b. _____
c. _____ d. _____

Name of teacher making request:

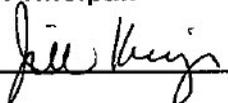
Signature:  Typed: Eric R. Larson

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature:  Date: 10/13/16

Approved by Principal:

Signature:  Date: 10/13/16

Approved by Superintendent or designee:

Signature: _____ Date: _____

Attachments: Quotations
Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.

2017 Costs



Student Television Network
Manchester HS Broadcast Journalism Trip

Per Student Costs for Conference, Contests, Accommodations and Transportation

Registration	\$ 100
<u>Hotel</u> (per night/taxes incl.) 5 nights/4 per room	\$ 275
1 Contest	\$ 15
Crazy 8s	\$ 10
Airfare <i>approx.</i>	\$ 500
Shuttle	\$ 30
<u>Disneyland</u>	<u>\$ 110</u>
TOTAL	\$ 940

*Students will be responsible for their cost of food: assume approximately \$200.00
(\$40.00 per day/5 days)

*Other incidentals/souvenirs: \$50.00

2017 Costs



Student Television Network
Manchester HS Broadcast Journalism Trip

Total Costs for Conference, Contests, Accommodations and Transportation

Registration \$ 100.00 x 34 =	\$ 3,400
<u>Hotel</u> - 11 rooms x 5 nights @ \$200 per night =	\$11,000
30 Contests @ \$15 ea. =	\$ 450
Crazy 8s Contest =	\$ 115
Airfare \$ 500.00 approx. x 34 =	\$17,000
Shuttle \$ 30.00 x 34 =	\$ 1,020
<u>Disneyland \$ 110.00 x 34 =</u>	<u>\$ 3,740</u>
TOTAL	\$ 36,725

Tentative Schedule



(Subject to change)

Monday March 27th

Arrive in Anaheim

Tuesday, March 28th

7:30AM Crazy 8s Contest

8:00PM Opening Ceremony

Wednesday, March 29th

8:00AM-6:00PM On-Site contests

8:00AM-5:00PM Exhibit Booths

8:00AM-6:00PM Professional

Sessions

8:00PM Broadcast Excellence/Film

Excellence Awards

Thursday, March 30th

8:00AM-6:00PM On-Site contests

3:00 PM- 5: 00 PM College Fair

8:00AM-5:00PM Exhibit Booths

Open

8:00AM-6:00PM Professional

Sessions

8:00PM-10:00PM STN Party

Friday, March 31st, 2017

10:00AM Closing Ceremony and

Awards

Saturday, April 1

Return to Connecticut

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Alliance District Grant FY16/17
Date: October 14, 2016

Background: Public Act 12-116 created the Alliance District program with the goal of providing new resources by increasing Educational Cost Sharing funding to the districts with the greatest need, providing they incorporate key reforms which would raise student performance and assist in closing the achievement gap.

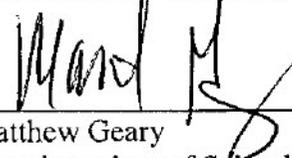
Discussion/Analysis: This grant began July 1, 2016 and runs through June 30, 2017. This grant shall run for a renewable five year term (we are in year 5) so long as the CSDE approves the district's specific multi-year objectives and performance targets are met.

Financial Impact: None

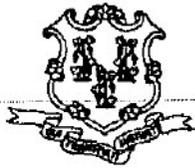
Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY16/17 for the Alliance District grant in the amount of \$4,071,324.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 24, 2016



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: STATE
Statute: C.G.S. 10-262k
CFDA #: None
SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17041-2017-82164-170002-SDE00005

2 Grant Title

ECS - ALLIANCE DISTRICT FUNDING

5 Award Period

7/1/2016 - 6/30/2017

3 Education Staff

Program Manager:
Michael Kent

Payment & Expenditure Inquiries:
Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$4,071,324

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2018. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

2016-17 Alliance District Grant

This grant has been approved.

10/6/2016

Desi Nesmith

BUDGET FORM

Created On: 10/6/2016

ED 114

Fiscal Year: 2017
Grantee Name: MANCHESTER
Grant Title: ECS - ALLIANCE DISTRICT FUNDING
Project Title: ALLIANCE DISTRICT FUNDING
Fund: 11000
Grant Period: 7/1/2016 - 6/30/2017
Project Code: SDE000000000002

Grantee: 077-000
Year: 2017
PROG: 82164
SPID: 17041

Funding Status: Final
Vendor ID: 00077
CF1: 170002
CF2: SDE00005
Authorized Amount: \$4,071,324

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$4,071,324

CODES	DESCRIPTIONS	BUDGET
100	PERSONAL SERVICES - SALARIES	3,524,880
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	100,000
300	PURCHASED PROF/TECH SERVICES	20,000
400	PURCHASED PROPERTY SERVICES	108,074
500	OTHER PURCHASED SERVICES	233,250
600	SUPPLIES	85,120
700	PROPERTY	
800	MISCELLANEOUS	
	TOTAL	\$4,071,324

Original Request Date: 10/6/2016

This budget was approved by Michael Kent on 10/6/2016.

Manchester's SAAM Data 2016



Overview of SAAM

- SAAM – Summer Advantage Academy of Manchester
- Limit impact of “summer slide”
- Acceleration
- One site:
 - Highland Park – Grades K(1), 1(2), 2(3)
- 20:2 pupil/teacher ratio



Acceleration

- Targeted instruction based on year end data and progress monitoring
- Consistent programming:
 - LLI Program – focus on reading
 - Additional books for in-class reading
 - Staffing
 - 2 teachers per class
 - 2 guidance counselors
 - 2 reading specialists
 - 3 behavior technicians



Overview of SAAM

NEEDS	Alliance Costs 14'-15'	Alliance Costs 15'-16' Weeks 2 - 5	BOE Costs 15'-16' Weeks 1 & 6	Alliance Costs 16' – 17'
Staffing	310,227.93	238,781.20		179,009.76
Transportation	76,543.86	37,481.60	5,300.00	46,281.60
Materials – books, paper, crayons...	10,394.95		11,200.00	4,034.55
Contracted services	180,993.58	150,237.20	67,281.00	149, 251
TOTAL	578,160.32	426,500.00	83,781.00	378,576.91



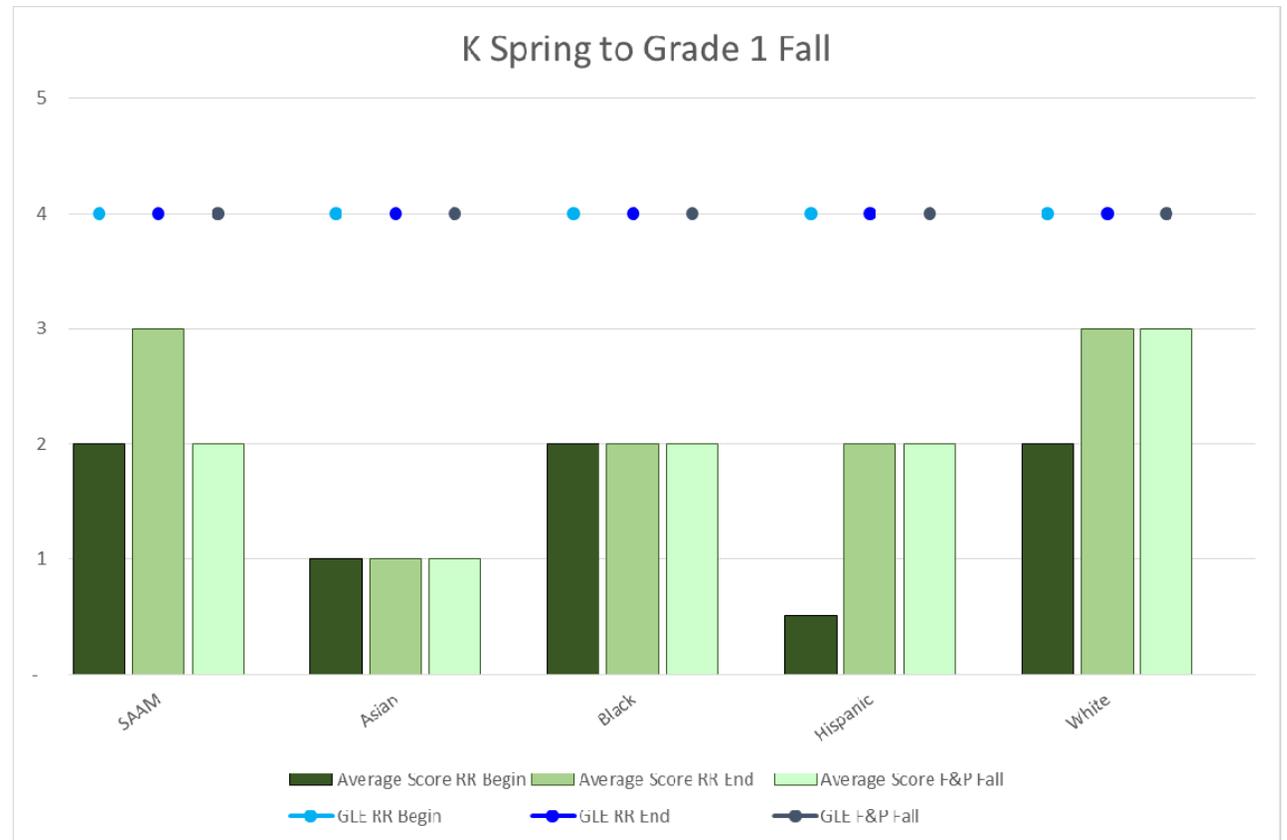
Overview of SAAM

	First Day 7/5/16	Last Day 8/5/16	Total Disenrolled	Total Disenrolled by Grade
Highland	310	268	42	K – 13
Grade K, 1 & 2				1 st – 19
				2 nd – 10
TOTALS	310	268	42	



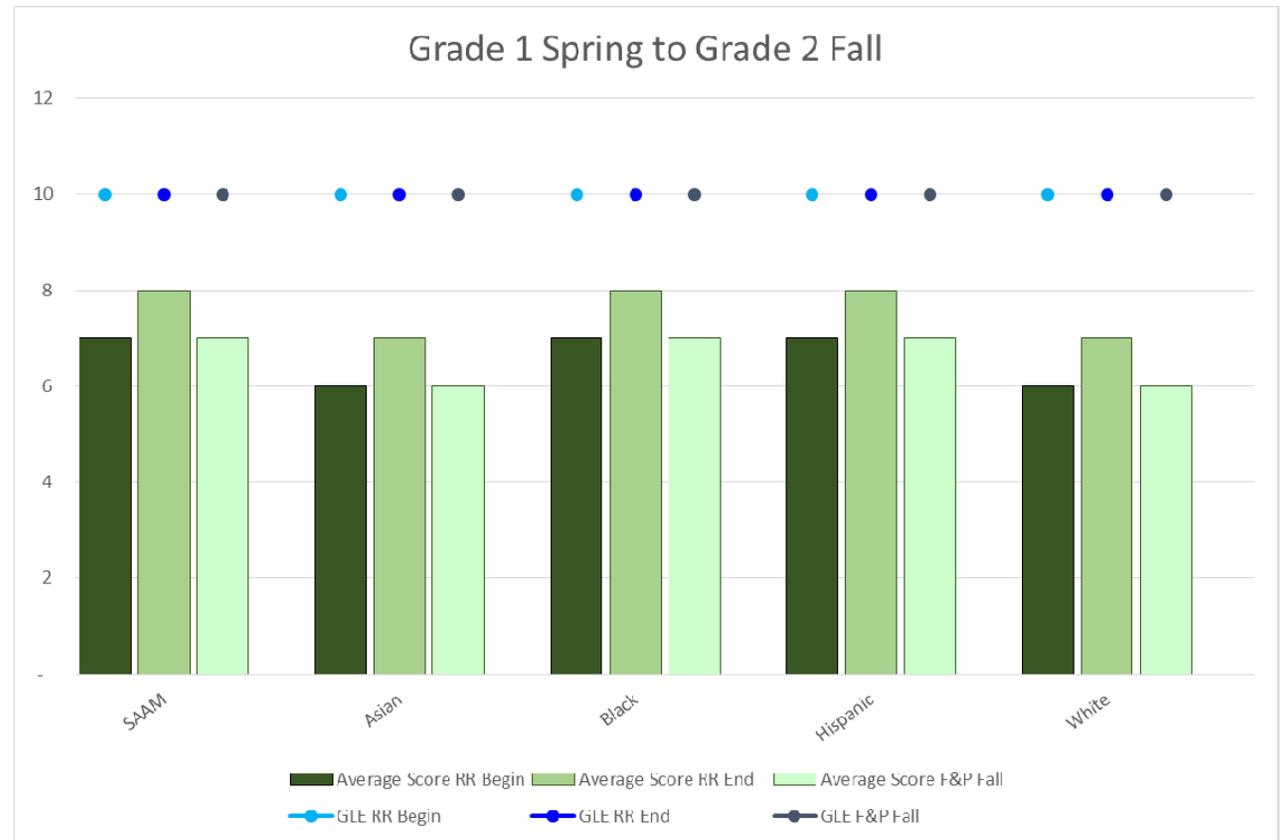
SAAM Kindergarten Spring to Grade 1 Fall

Grade K Spring/ Grade 1 Fall	Grand Total		
	Running Record Begin Program	Running Record End Program	F&P Fall
Grade Level Expectation	4	4	4
Average Score	2	3	2
Total Tested	80	78	75
Asian			
Grade Level Expectation	4	4	4
Average Score	1	1	1
Total Tested	7	7	6
Black			
Grade Level Expectation	4	4	4
Average Score	2	2	2
Total Tested	20	20	19
Hispanic			
Grade Level Expectation	4	4	4
Average Score	1	2	2
Total Tested	26	25	25
White			
Grade Level Expectation	4	4	4
Average Score	2	3	3
Total Tested	20	19	19



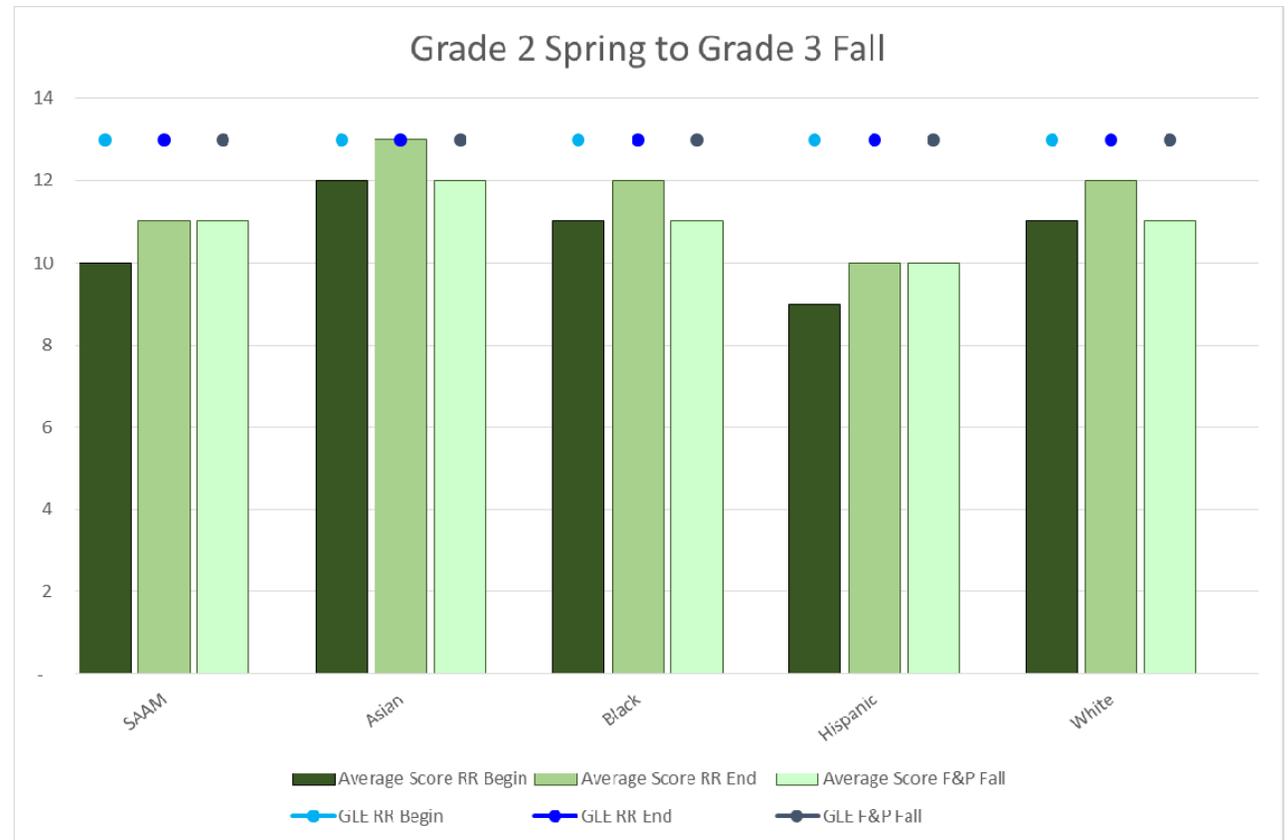
SAAM Grade 1 Spring to Grade 2 Fall

Grade 1 Spring/ Grade 2 Fall	Grand Total		
	Running Record Begin Program	Running Record End Program	F&P Fall
Grade Level Expectation	10	10	10
Average Score	7	8	7
Total Tested	90	88	83
Asian			
Grade Level Expectation	10	10	10
Average Score	6	7	6
Total Tested	5	5	5
Black			
Grade Level Expectation	10	10	10
Average Score	7	8	7
Total Tested	24	22	24
Hispanic			
Grade Level Expectation	10	10	10
Average Score	7	8	7
Total Tested	29	29	28
White			
Grade Level Expectation	10	10	10
Average Score	6	7	6
Total Tested	25	25	21

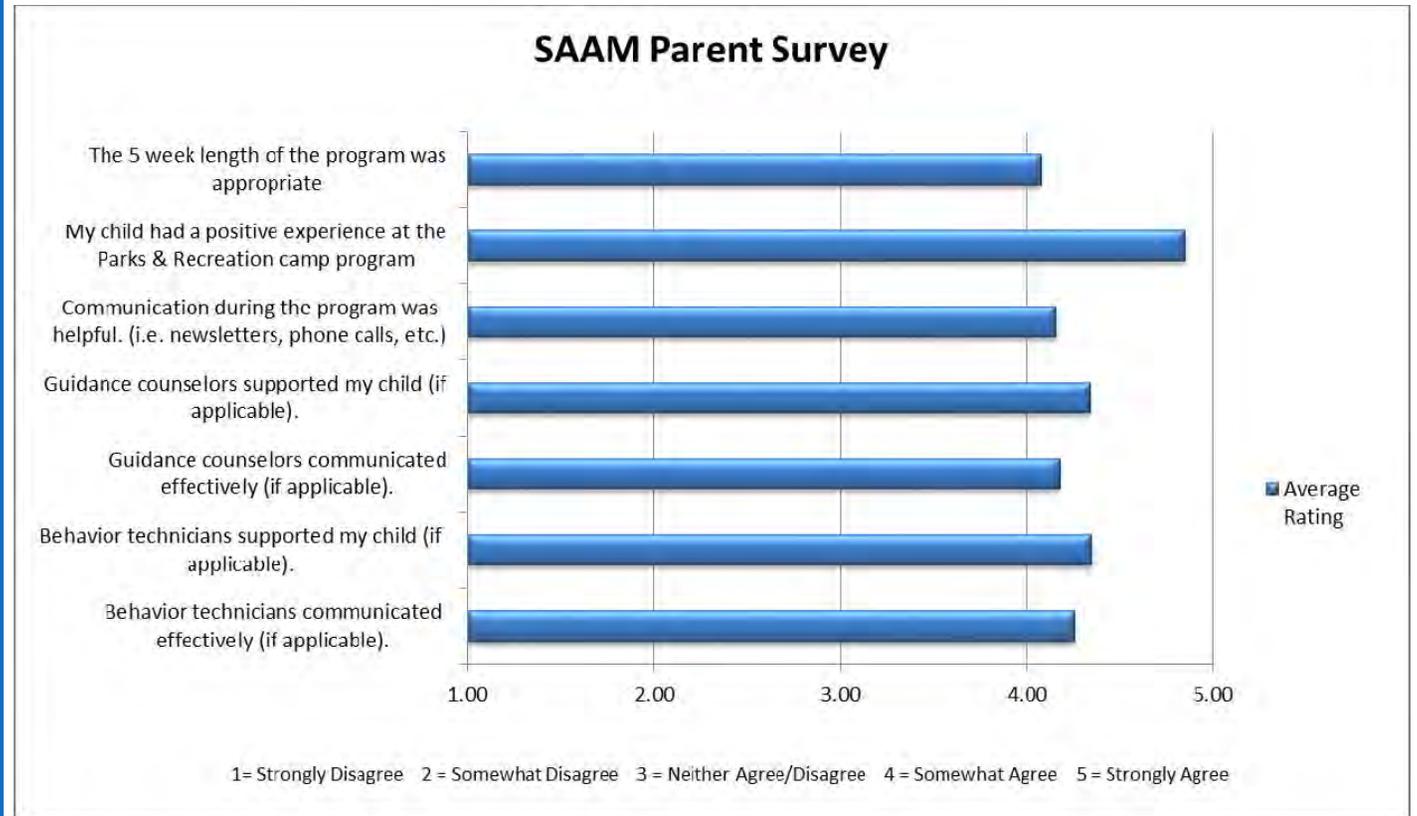


SAAM Grade 2 Spring to Grade 3 Fall

Grade 2 Spring/ Grade 3 Fall	Grand Total		
	Running Record Begin Program	Running Record End Program	F&P Fall
Grade Level Expectation	13	13	13
Average Score	10	11	11
Total Tested	100	100	94
Asian			
Grade Level Expectation	13	13	13
Average Score	12	13	12
Total Tested	9	9	8
Black			
Grade Level Expectation	13	13	13
Average Score	11	12	11
Total Tested	31	32	32
Hispanic			
Grade Level Expectation	13	13	13
Average Score	9	10	10
Total Tested	32	32	31
White			
Grade Level Expectation	13	13	13
Average Score	11	12	11
Total Tested	27	26	22

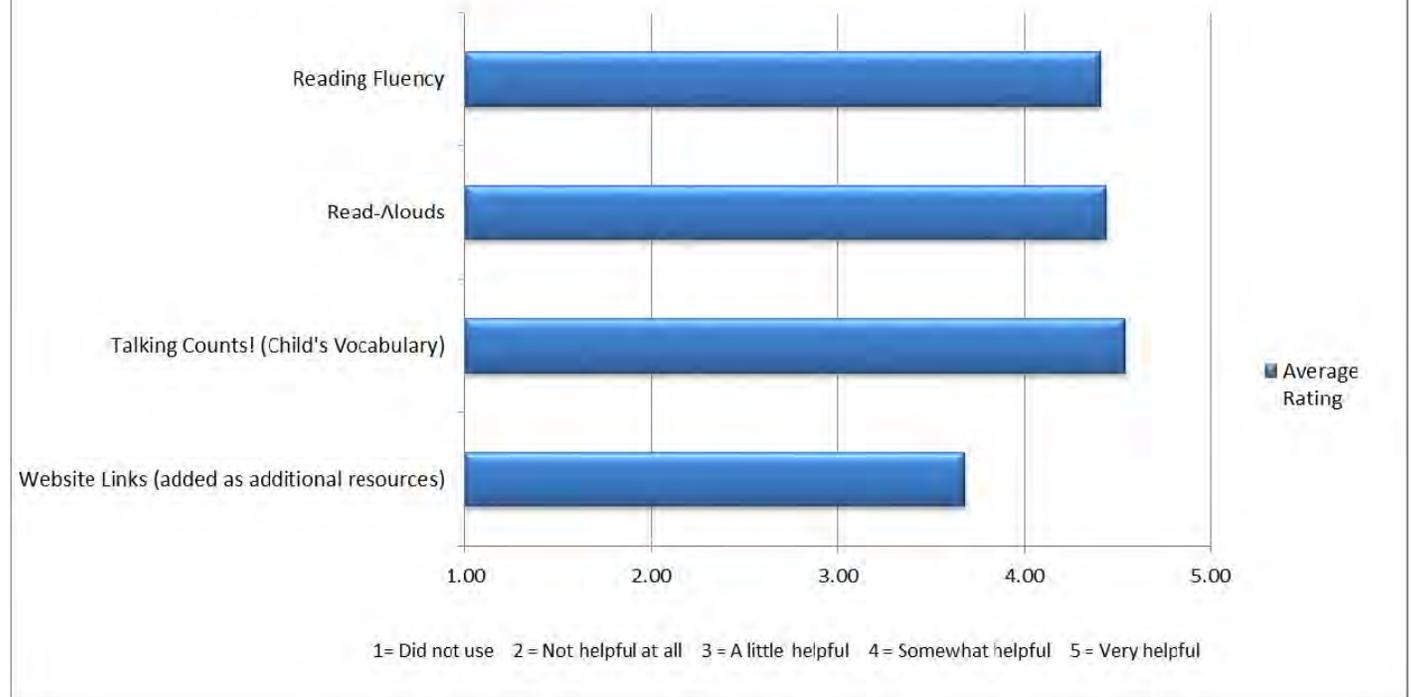


Overview of SAAM – Parent Survey



Overview of SAAM – Parent Survey

SAAM Parent Survey - Weekly Tips from Reading Consultants



Partnership Programming



Manchester Public Schools

Partnerships

Park and Recreation

Manchester Early Learning
Center (MELC)

Mary Cheney Library

- Research shows that providing a range of high quality summer and after school experiences can improve young people's chances of success in school and ultimately in life.



Manchester Public Schools

Partnerships

Mary Cheney Library

- Norma Nevers from Mary Cheney Library
- Open house: library cards & books
- Read- Alouds: Friday mornings – books to each classroom
- Take home books for each students and 1 year National Geographic for Kids subscriptions
- Funded 2 reading specialist positions



Manchester Public Schools

Parks and Recreation and MELC

Typical Afternoon

- 11:30am-11:45am - Transfer of SAAM students to camp sites
- 11:45am-12:45pm - Lunch
- 1:00pm-3:30pm - Activities

Cooperative games, arts and craft or nature, special guest, special event, or field trip.

- 3:45pm-4:10pm - Snack
- 4:15pm-6pm - Activities



Parks and Recreation

Field Trips and Special Events for 2016

- Swimming
- Bowling
- Nomads
- CAST Theater
- Camp Cup Event
- Camp Mixers



MELC

Field Trips and Special Events for 2016

- On site Girl Scouts
- Mary Cheney Library
- On site First Tee golf lessons
- Work with local artist
- New England Air & Space
- Dinosaur Park
- Shop Rite healthy eating



Considerations for SAAM 2017

- Continue program evaluation
- Open house / communication
- Work being sent home
- Schedule for library events



Questions and Discussion

