

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, March 26, 2012**

**Executive Session – Negotiations – AFSCME Council 4, Local 818-49
Discussion of Buildings & Grounds Supervisor’s Contract
Directors Room - 6:00 p.m.**

**7:00 p.m.
Lincoln Center**

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – March 12, 2012

B. SUPERINTENDENT’S REPORT – PART I

- 1) Washington Elementary School Highlight – Mrs. Karen Gray, Principal
- 2) Student Representative – Ashley Mills
- 3) Relay for Life – Youth Community Spirit Awards for 2011 Relay – Ms. Grace DeAngelis
- 4) Student Recognition – Manchester High School Video Awards – Mr. Eric Larson & Mr. Charles Vouden
- 5) CABE – Board of Education Member Appreciation Month – Dr. Richard Kisiel

C. CONSENT CALENDAR

- | | |
|--|-------|
| 1) Personnel Actions | C - 1 |
| 2) Appropriation to establish for FY 2011-2012 in the amount of \$9,000 for the (SPDG) State Personnel Development Grant | C - 2 |
| 3) Appropriation to establish for FY 2011-2012 in the amount of \$1,000 for (CSH) Coordinated School Health Leadership Project | C - 3 |
| 4) Transfer of Funds | C - 4 |
| 5) Buildings & Grounds Supervisors Contract – AFSCME Council 4, Local 818-49 | |
| 6) Board of Education Meeting Schedule 2012-2013 | C - 6 |
| 7) Request Board of Directors to waive bid process to implement IEP Direct | C - 7 |

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT’S REPORT - Part II

- 1) Illing Middle School Pilot Dress Policy – Dr. Troy Monroe
- 2) Efficiency/Effectiveness Study Report – Update E - 2

F. NEW BUSINESS -

- 1) Bus Contract – Mrs. Patricia Brooks

G. COMMUNICATIONS

- 1) Superintendent Search
- 2) Public Hearing Relocation Plan – Nathan Hale

H. COMMITTEE REPORTS

- 1) Personnel and Finance Committee
- 2) CREC Report

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 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 submitted 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

Claudia Kuehl, Language Arts Teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2012. Ms. Kuehl has been with Manchester Public Schools since August 22, 2008. It is recommended that her request be approved.

Matthew Jurkiewicz, Language Arts Teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2012. Mr. Jurkiewicz has been with Manchester Public Schools since August 29, 2011. It is recommended that his request be approved.

Judith Wry, Grade 4 Teacher, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2012. Mrs. Wry has been with Manchester Public Schools since August 26, 1991. It is recommended that her request be approved.

Donald Woods, Special Education Teacher, has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2012. Mr. Woods has been with Manchester Public Schools since September 4, 1963. It is recommended that his request be approved.

March 26, 2012

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Item for Appropriation SPDG (Connecticut State Personnel Development Grant) FY 11/12
Date: March 13, 2012

Background: Three Manchester Schools (Early Childhood Education Program/Head Start, Verplanck and Bowers) were selected to be one of the twenty schools chosen in the 2011-2014 Cohort for Connecticut's State Personnel Development Grant (SPDG). Membership in the 2011-2014 Cohort minimally involves a three-year commitment.

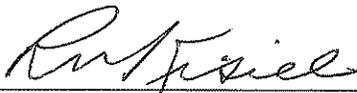
Discussion/Analysis: Using Connecticut's SRBI (Scientific Research-Based Interventions) Framework, this integrated model of literacy instruction and behavior supports will promote the improved achievement of all learners, particularly students with disabilities, students of color, and students acquiring English. A stipend of \$3,000 will be given for each school which will be used to defray the cost of substitute coverage, data collection systems and instructional materials. In addition they will be given seven days of professional development, six days of on-site, job-embedded technical assistance and coaching support, which will be tailored to meet the needs of each individual school, annual use of School-Wide Information Systems and regular facilitated self-assessment of implementation.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Interim Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY 11/12 in the amount of \$9,000 for the State Personnel Development Grant.

Attachments: None.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
March 26, 2012

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Richard W. Kisiel, Ed.D. Interim Superintendent of Schools
Subject: Item for Appropriation
Date: March 16, 2012

Background:

The Connecticut State Department of Education has awarded 2011-2012 funding under the Coordinated School Health (CSH) Leadership Project. The CSH Leadership Project provides a coordinated approach to school health to provide the framework for families, community-based partners and schools to work together to improve student achievement.

Discussion/Analysis:

The Coordinated School Health Leadership Project will develop, implement and evaluate plans to create and sustain district-level leadership and support for schools in promoting a coordinated approach to school health. Funding will be used for to pay for the cost of substitutes allowing committee members to attend meetings to finalize Action Plans for the final State Coordinated School Health Report.

Financial Impact:

The District has been granted \$1,000

Other Board/Commission Action:

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$1,000 under the 2011/2012 Coordinated School Health Leadership Project, to be funded by the Connecticut State Department of Education.

Attachments:



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
March 26, 2012

**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: March 1, 2012

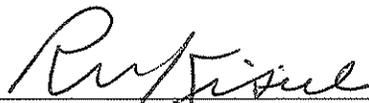
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Illing Middle School Art Repair to Illing Middle School Art Computer Supplies/Materials account. A transfer of \$330.00 is being requested.

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 2011-2012 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
March 26, 2012

MANCHESTER PUBLIC SCHOOLS

Manchester Public Schools
Manchester, Connecticut

2012 MAR -7 AM 10: 22

To: Accounting Department

School: Illing Middle School

Date: 3/1/12

Principal's Sign: [Signature]

Date of Approval: 3/1/12

JUSTIFICATION:

In order to purchase the ink cartridges for our new printer we must combine what funds we have left in several different accounts.

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

DECREASE:

\$ 330.00 Account #: 10453100 5435 Description: Repair of Equipment

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 330.00 TOTAL DECREASE

INCREASE:

\$ 330.00 Account #: 10453100 5612 Description: Computer Sup. & Mat.

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 330.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

MAR 05 2012

Manchester Public Schools
Manchester, Connecticut

(initial)

To: Accounting Department

School: Illing Middle School

Date: 3/1/12

Principal's Sign: [Signature]

Date of Approval: 3/1/12

JUSTIFICATION:

In order to purchase the ink cartridges for our new printer we must combine what funds we have left in several different accounts.

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

DECREASE:

\$ 330.00 Account #: 10453100 5435 Description: Repair of Equipment

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 330.00 TOTAL DECREASE

INCREASE:

\$ 330.00 Account #: 10453100 5612 Description: Computer Sup. & Maint.

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 330.00 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: March 6, 2012

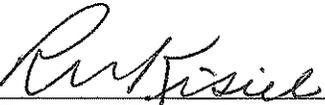
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Nathan Hale School Social Studies Instructional Supplies/Materials to Nathan Hale School Social Studies Field Trip account. A transfer of \$262.00 is being requested.

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 2011-2012 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
March 26, 2012

RECEIVED

MAR 08 2012

Manchester Public Schools
Manchester, Connecticut

MANCHESTER PUBLIC SCHOOLS
2012 MAR -9 AM 8:23

To: Accounting Department

School: Nathan Hale School

Date: 3/6/12

Principal's Sign: [Signature]

Date of Approval: 3/6/12

JUSTIFICATION (Required Field):

SS. money needed for field trip expenses
for 5th gr Soc. Studies to Sturbridge Village.

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

DECREASE In whole dollars only:

\$ 262 Account # 142091005011

Description: S.S. Inst 5+m

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 262 TOTAL DECREASE

INCREASE In whole dollars only:

\$ 262 Account # 142091005512

Description: SS Field Trips

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ 262 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: March 7, 2012

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 2011-2012 Budget.

Discussion/Analysis: Transfer from Bennet Middle School Curriculum & Instruction Field/Athletics Trip to Bennet Middle School Administration General Supplies/Materials account. A transfer of \$4,000.00 is being requested.

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 2011-2012 Budget.

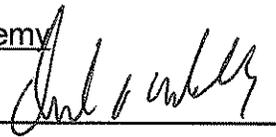


Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
March 26, 2012

Manchester Public Schools
Manchester, Connecticut
MANCHESTER PUBLIC SCHOOLS

To: Accounting Department 2012 MAR -9 PM 1:13 School: Bennet Academy

Date: 3/7/2012

Principal's Sign: 

Date of Approval: _____

JUSTIFICATION (Required Field) :

Need to Transfer funds To fund new curricular initiative materials to reflect new Ct State common core. Support the formation of new student success plans and material necessary for support of new Instructional Rounds initiative.

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

DECREASE In whole dollars only:

\$4000.00 Account# 11051100 5512 Description: BMS Field Trip

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ _____ **TOTAL DECREASE**

INCREASE In whole dollars only:

\$4000.00 Account #42351240 5610 Description: General Supplies

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$ _____ **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: March 15, 2012

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 2011-2012 Budget.

Discussion/Analysis: Transfer from Martin School Administration Printing/Advertising account to Martin School Administration In-service account. A transfer of \$250.00 is being requested.

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 2011-2012 Budget.



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
March 26, 2012

RECEIVED

Manchester Public Schools
Manchester, Connecticut

MAR 16 2012

To: Accounting Department

School: Martin School

Date: 3/15/12

Principal's Sign: [Signature]

Date of Approval: _____

JUSTIFICATION (Required Field) :

Add'l. funds needed for the end-of-the-year professional development program.

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

DECREASE In whole dollars only:

\$ <u>250.</u>	Account # <u>42316100-5540</u>	Description: <u>Printing/Advertising</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 250. **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ <u>250.</u>	Account # <u>42316221-5322</u>	Description: <u>Admin. In-Service</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 250. **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes No

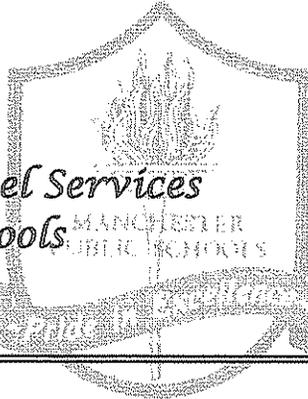
Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

REVISED

MANCHESTER BOARD OF EDUCATION
MEETING SCHEDULE 2012-2013
Board of Education Meetings begin at 7:00 p.m.

Monday, July 9, 2012		Lincoln Center
<u>Monday, August 27, 2012</u>		<u>Lincoln Center</u>
Monday, September 10, 2012		Lincoln Center
Monday, September 24, 2012		Lincoln Center
Wednesday, October 10, 2012		Lincoln Center
(note: Monday is Columbus Day)		
Monday, October 22, 2012		Lincoln Center
Wednesday, November 14, 2012		Lincoln Center
(note: Monday is Veteran's Day)		
Monday, November 26, 2012		Lincoln Center
Monday, December 10, 2012		Lincoln Center
(note: 17 th P&Z, 24 th Christmas Eve, 31 st New Years Eve)		
Wednesday, January 9, 2013	Budget Workshop 6 pm	MHS – Room 293
Monday, January 14, 2013		Lincoln Center
Wednesday, January 16, 2013	Budget Workshop 6 pm	MHS – Room 293
Monday, January 28, 2013		Lincoln Center
Wednesday, January 30, 2013	Budget Workshop 6 pm (Snow Date Wed. February 6, 2013)	MHS – Room 293
Monday, February 11, 2013		Lincoln Center
Monday, February 25, 2013		Lincoln Center
Monday, March 11, 2013		Lincoln Center
Wednesday, March 20, 2013	Elementary Student Awards 6 pm	Bailey Auditorium
Monday, March 25, 2013		Lincoln Center
Monday, April 8, 2013		Lincoln Center
Monday, April 22, 2013		Lincoln Center
Monday, April 29, 2013	Secondary Student Awards 6:30 pm	Bailey Auditorium
Wednesday, May 1, 2013	Budget Workshop 6 pm	MHS – Room 293
Wednesday, May 8, 2013	Budget Workshop 6 pm	MHS – Room 293
Monday, May 13, 2013		Lincoln Center
Wednesday, May 16, 2013	Budget Workshop 6 pm	MHS – Room 293
Wednesday, May 29, 2013		Lincoln Center
(note: Monday is Memorial Day)		
Monday, June 10, 2013		Lincoln Center
Monday, June 24, 2013		Lincoln Center
<u>Monday, July 29, 2013</u>		<u>Lincoln Center</u>
<u>Monday, August 26, 2013</u>		<u>Lincoln Center</u>



Office of Pupil Personnel Services

Manchester Public Schools

45 North School Street

Manchester, CT 06042

860-647-342 phone

860-647-5058 fax

DATE: March 20, 2012

TO: Dr. Richard Kisiel, Interim Superintendent of Schools

FROM: Shelly Matfess, Director of Pupil Personnel Services

PC: Patricia F. Brooks, Assistant to the Superintendent
Robert Pease, Technology Supervisor

RE: Implementing IEP Direct for the 2012-2013 School Year

For the 2012-2013 school year, the department of Pupil Personnel Services would like to implement IEP Direct as the computer based software application for writing Individualized Education Programs. We currently use IEPplus and there have been insurmountable complications with the current program, which have resulted in countless hours of attempts to remediate errors.

I have met with two other major software companies and, as a result, IEP Direct appears to be the best fit to meet the needs of our district. There are built in accountability and state reporting features that are incomparable to our current program and the other program that was previewed. Centris Group is the name of the company and currently 132 districts in Connecticut use this program. I am writing to request that you apply to the Board of Education for a waiver, thereby bypassing the bid process.

If a change is to be made for the 2012-2013 school year, it is imperative that we move forward as soon as possible to lock in conversion and training dates. Attached you will find the proposal that has been sent to me. The pricing, minus the conversion process, is similar to what we are currently incurring. Thank you for your consideration

Pricing Proposal – Manchester School District

Estimated Startup Date:

July 2012

Special education students (based on most recent published state reporting):

1,014

Total student population (based on most recent published state reporting):

6,526

YEAR 1 COST:

Initial Software Purchase Price

IEP Direct - Base Purchase @ \$5,000.	\$5,000.00
IEP Direct - Per Student (Special Ed.) Purchase @ \$25.	\$25,350.00
Centris Sync – Set-Up Fee @ \$750.	\$750.00
Total Purchase Fee	\$31,100.00

Annual License (Support and Maintenance) Price

IEP Direct - Base Support/Maintenance @ \$8,100	\$8,100.00
IEP Direct - Per Student (Special Ed.) Support/Maintenance @ \$7.25	\$7,351.50
Centris Sync – Per Student (TI Enrolled) Maintenance @ \$0.20 (\$350 min)	\$1,305.20
Total Support/Maintenance	\$16,756.70
Year 1 Total Cost	\$47,856.70

SUBSEQUENT YEARS ANNUAL COST:

Annual License (Support and Maintenance) Price

IEP Direct - Base Support/Maintenance @ \$8,100.	\$8,100.00
IEP Direct - Per Student (Special Ed.) Support/Maintenance @ \$7.25	\$7,351.50
Centris Sync – Per Student (TI Enrolled) Maintenance @ \$0.20 (\$350 min)	\$1,305.20
Subsequent Years Annual Total Cost	\$16,756.70

Year one costs are based upon an estimated startup in July 2012, and services through June 2013. Should your district desire *further* product training *beyond* the five and one-half (5-½) days of training that are included in this proposal at no cost, Centris Group would be pleased to provide those services at a rate \$1,000. per half-day or \$1,250. per full-day (additional product training prices include travel expenses).

IEP Direct includes all the following at NO ADDITIONAL COST:

- ✓ **Training:** NO additional costs for training days and implementation services. We train your staff on-site.
- ✓ **Unlimited Help Desk:** NO additional costs for help desk support. We provide unlimited support for central office staff.
- ✓ **Data Conversion:** NO additional cost for current year data conversion.
- ✓ **Application Hosting:** NO additional technology infrastructure costs. NO technology set-up. NO technology maintenance. We arrange for full professional web-hosting of the application.

This proposal dated January 25, 2012 is subject to change until such time as a formal contract is executed
 Confidential and Proprietary to Centris Group LLC



Annual Return On Investment Analysis

IEP Direct has a proven record of success in web-based Special Education applications and a track record of delivering measurable results in the management of Special Education programs. IEP Direct has clearly demonstrated the ability to improve compliance, increase efficiency, and return time to teaching. In a recent survey, districts using IEP Direct reported real time savings of 20% to 51% or more. These time savings translate into meaningful annual returns on investment (ROI) -- and hours returned to teaching in your district.

ANNUAL ESTIMATED RETURN ON INVESTMENT & TIME RETURNED TO TEACHING	
	Time Returned To Teaching (HOURS ANNUALLY)
TOTAL Annual Time Savings (IEP Development and Special Ed Administration)	6,211 Hours

Based On:
 Number Special Education students: 1,014
 35% Time Savings in IEP development, meetings and administration by using IEP Direct. Source: IEP Direct Customer Survey.
 17.5 Hours per student/per year in IEP development, meetings and admin before using IEP Direct. Source: IEP Direct Customer Survey
 Average staff cost \$25 per hour. Source: Case Study Example.

ORGANIZATION AND MANAGEMENT (page 1)

Major Recommendations Organization and Management	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
3.1 Expand the online agendas to include handouts and related documents that are provided to the Board of Education.		√		Superintendent	Implemented as of January 23, 2012
3.2 Modify the cover sheet for background materials and ensure sufficient documentation is included in the Board information package.		√		Superintendent	Implemented as of January 23, 2012
3.3 Improve Board member attendance at regular Board and Committee meetings.	√			Board of Education Chair	Attendance at board and committee meetings nearly 100% since November 2011
3.4 Work on strengthening the relationship between the Manchester Board of Education and Manchester employees regarding the Board of Education's important role in governance and leadership.	√			Superintendent And Board of Education	Superintendent has implemented routine communication with BOE and staff; need for Board goal and district resources to improve communication with employees and the community
3.5 Curtail micromanagement and special assignments by the Board of Education members of the Superintendent and staff.	√			Superintendent And Board of Education	New Board member training at CAFE; Board requests for information channeled through the Board chair; Board retreat planned for the future
3.6 Implement a yearly self-evaluation by the Board of Education.	√			Board of Education	Board to discuss at its first retreat with its new superintendent.
3.7 a Conduct regular meetings between the Board of Education and Town Board of Directors	√			Board of Education	The formation of the joint committee on school facilities (SMARTR)
3.7 b Conduct regular meetings between the General Manager and Superintendent.	√			Superintendent	Regular meetings currently with the interim superintendent; expectation for the new superintendent
3.8 Conduct a comprehensive review of all policies of the Manchester Board of Education.	√			Superintendent Board of Education	Policy Committee and superintendent currently reviewing all policies.
3.9 Ensure, as the policy manual is revised, that CAFE "required" policies are included in the updated Policy Manual and that CAFE "recommended" policies are considered.		√		Superintendent Board of Education	All required policies adopted as of February 13
3.10 Develop a comprehensive Administrative Procedures Manual that contains administrative procedures, and which can be used by school and central office administrators to ensure consistency among staff.			√	Superintendent Board of Education	The policy manual currently includes both policy statements and accompanying administrative guidelines or regulations
3.11 Improve and build more collaborative relationships with the Town and community.	√			Superintendent Board of Education	Community survey needed to determine community satisfaction with schools and suggestions for developing a collaborative relationship
3.12 Create a District Advisory Teachers Council to improve relations between the central office and schools.	√			Superintendent	The formation of a secondary and elementary advisory committees under consideration
3.13 Work on strengthening the relationship between school administrators and the central office regarding the central office administration and management.	√			Superintendent	Superintendent created an Administrative Council that meets bi-weekly; principals more involved with curriculum committees; Superintendent routine visits to schools.
3.14 Submit updates to Board of Education members on a weekly basis – preferably the same day each week.		√		Superintendent	Implemented as of November 6, 2011

ORGANIZATION AND MANAGEMENT (page 2)

Major Recommendations Organization and Management	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
3.15 Provide minutes, as well as a follow-up and monitoring system, as additional component parts of the Leadership Team process.		√		Superintendent	Implemented as of October 26, 2012
3.16 Implement changes in mid-management positions under the Assistant Superintendent for Curriculum and Instruction.			√	Superintendent Assistant Superintendent	Current trainers provide direct instructional support to teachers; creation of curriculum coordinators will require additional funding; the equity trainer critical to school district
3.17 Reduce mid-management supervisors in Pupil Personnel Services by a minimum of 1.5 positions.			√	Superintendent Director of Pupil Services	The consultant failed to understand that 1.0 of a supervisors salary was a short term agreement made between the Board and a former employee.
3.18 Expedite plans to develop a new, comprehensive Strategic Plan, which includes the District Improvement Plan and Equity Plan as component parts.	√			Superintendent Board of Education	Major responsibility and initiative of the Board and new superintendent
3.19 In concert with Recommendation 4-25, develop a Communication and Public Relations Plan for Manchester Public Schools.	√			Superintendent Board of Education	Major responsibility and initiative of the Board and new superintendent

BUSINESS SERVICES (page 3)

Major Recommendations Business Services: Organization and Management	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4.1 Document desk procedures for key tasks, and train and cross-train Business Services employees to assume their assigned roles and responsibilities.	√			Mrs. Brooks	Job descriptions are currently under review and revision. Training elements and desk procedures will follow as the next step.
4.2 Assign consistent titles to mid-managers and delegate authority to the designated mid-managers, commensurate with their roles and responsibilities.		√		Mrs. Brooks	
4.3 Designate someone with knowledge of the Town of Manchester and the streets to serve as backup for the Transportation Coordinator.	√			Mrs. Brooks	A coordinating position is being considered within existing resources.

Business Services – Financial Management

Major Recommendations Financial Management	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4.4 Renegotiate all agreements with the Town and ensure that all new agreements are signed and dated.	√			Mrs. Brooks Board of Education Superintendent	A joint committee of Town and school district administrators need to meet to review and change, as necessary, any agreements.
4.5 Designate and train MUNIS and KRONOS Super Users for the district, and invest time and training dollars to ensure that the system capabilities are maximized.	√			Mrs. Brooks	Training underway
4.6 Centralize all grant reporting, monitoring, and claiming functions under a Grants and Special Revenue Specialist.		√		Mrs. Brooks	

Business Services – Purchasing, Contracting and Accounts Payable

Major Recommendations Purchasing, Contracting, and Accounts Payable	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4-7a Immediately requires all employees to use the Kelly System.	√			Mrs. Brooks	Currently being negotiated with some unions
4.7b Discontinue the practice of allowing Buildings and Grounds and Food & Nutrition Services to enter payroll data directly into MUNIS			√	Mrs. Brooks	Payroll data entered is verified by payroll staff
4.8 Immediately discontinue the paper approval of all requisitions and begin using the automated MUNIS system capabilities for approval and monitoring purposes.	√			Mrs. Brooks	Not a high priority, but worth exploring in the future. Need to involved a MUNIS representative to assist with the planning of this recommendation
4.9 Work with the Town to determine if processing Payroll and Accounts Payable on alternating weeks would more evenly distribute the workload.			√	Mrs. Brooks	Town informs districts when to print checks

HUMAN RESOURCES (page 4)

Major Recommendations Human Resources	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4.10 Realign the human resources functions to distribute the workload more efficiently, and delegate appropriate levels of responsibility and authority to the Human Resource Specialist and Generalist.	√			Superintendent Mrs. Brooks	
4.11 Relocate the Human Resources Office to a single suite of offices, and provide adequate office and confidential meeting space commensurate with a professional Human Resources Office.	√			Mrs. Books	Under consideration is moving the IT staff and location to another building would provide the needed space in the district office.
4.12 Immediately compile a catalog of all job descriptions, add the last known revision date to each description, and establish a three-year review cycle.	√			Mrs. Brooks	One half of all job descriptions updated
4.13 Ensure that all evaluation guidelines and instruments are current and being used according to guidelines.		√		Superintendent Mrs. Brooks All Administrators	
4.14 Develop a comprehensive recruitment program, in collaboration with department heads and principals that targets minority and hard-to-fill vacancies and validates Manchester Public Schools as an employer of choice to potential applicants.	√			Superintendent Mrs. Brooks All Administrators	Committee formed.
4.15 Post all teaching vacancies on an ongoing basis (unless a general or selective hiring freeze is imposed by the Board of Education), and implement aggressive procedures for early posting of growth-related positions.			√	Superintendent Mrs. Brooks	Job postings for the following year delayed until budget is approved; bumping and bidding obligations prevent job posting for the following year rely on approved budget; job openings during the year posted in a timely manner.

FACILITIES AND MANAGEMENT (page 5)

Major Recommendations Facilities Management	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4-16 Create an on-call schedule for Buildings and Grounds supervisors, and publish a single number for all stakeholders to use in case of an after-hour emergency.		√		Mrs. Brooks	Resolved in negotiations
4-17 Eliminate the position of Project Coordinator.			√	Mrs. Brooks	District continues to need a project coordinator for projects not overseen by the Town
4-18 Establish open lines of communication between and among the Town, district staff, and the committees of the Boards that addresses the areas of concern in facilities planning and construction, and strategically plan for ways to ensure a better working relationship.		√		Board of Education Superintendent	The Board of Education and the Board of Directors have established a joint team (SMARTR) for the purpose of facilities planning and capital improvements for schools
4-19 Reassess the cleaning assignments for all custodians based on NCES guidelines, and reduce staff accordingly.	√			Mrs. Brooks Mr. Zeigler	NCES standards do not apply to schools; cleaning assignments currently under review
4-20 Eliminate the Assistant Head Custodian at the high school and create a 2 nd Shift Custodial Supervisor to improve the span of control.		√		Mrs. Books Mr. Zeigler	Maintenance supervisor reassigned to a night supervisor position
4-21 Critically examine each of the maintenance functions to determine if some or all of the services can be delivered at a higher quality and lower cost by an outside contractor.			√	Mrs. Brooks Mr. Zeigler	Each project evaluated separately to take advantage of lower costs and bid advantages

Facilities and Management – Vehicles

Major Recommendations Facilities Management: Vehicles	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4.34 Create a complete vehicle and equipment inventory, and a vehicle replacement and disposal schedule.		√			
2) Establish mileage reimbursement and mileage stipend guidelines.			√		District applies federal rates and/or otherwise stipulated in an employment contract or agreement

INFORMATION TECHNOLOGY (page 6)

Major Recommendations Technology	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4.22 Reconstitute the District Technology Committee and establish building plans to ensure that Committee operates as originally intended.		√		Dr. Pease	The district committee is reconstituted and is currently developing the 2012-15 educational technology plan
4.23 Clearly define the expectations for campus-based support staff and ensure that campus staff and administrators are using these individuals as intended.	√			Dr. Pease	The writing of IT job descriptions is in progress.
4.24 Create a Committee to identify and review concerns with the MUNIS system and recommend solutions.	√			Dr. Pease	A committee may not be feasible or necessary, but consulting with a Munis representative to advise the district of this goal is needed.
4.25 Hire a Webmaster to write procedures and guidelines for and work with the campus-based webmasters and to serve in a public relations function.	√			Dr. Pease	The position was recommended, but not included in the Superintendent's proposed budget. A need exists to explore the adoption and funding of a content management system.

FOOD & NUTRITION SERVICES (page 7)

Major Recommendations	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
4.26 Annually charge all appropriate and eligible expenditures to the Food & Nutrition Fund, and record the actual amount of district contributions necessary to balance the fund deficit.			√		The district budget supports the operating costs associated with the program
4.27 Immediately migrate all Food & Nutrition accounting to the MUNIS system, and include the budget and periodic budget to actual reports as a component to the reports provided for General Operations.	√				This project is a long-term goal
4-28 Purchase and install small safes in the kitchen area of schools without safes.		√			
4.29 Negotiate and establish a more appropriate span of control for the Food & Nutrition Services operation.	√				Will require negotiations
4.30 Create a policy of maintaining the rounded full-priced meal prices at the secondary level at or near the federal reimbursement rate, with all other pricing levels being incrementally adjusted accordingly.			√		High school meal program at the federal rate; maintain the elementary and middle school rates as low as possible; district has no interest in increasing a revenue stream.
4.31 Establish meals per labor hour standards for each school, and annually adjust staffing hours to achieve those standards.		√			
4.32 Explore ways to increase breakfast participation, particularly at those schools with increasing percentages of children who are eligible for a free or reduced price meal.	√				Increasing breakfast participation is an on-going effort.
4.33 Ensure that the meal services provided to the parochial schools are provided at no cost to Manchester taxpayers, and that adequate participatory cash handling controls are written into future agreements.	√				Currently working with parochial schools to establish procedures to monitor cash handling.

SCHOOL-BASED ISSUES (page 8)

Major Recommendations	Action to Date			Person(s) Responsible For Action	Comments
	In Progress	Completed	Rejected		
5.1a Immediately fill the position of principal at Manchester High School.		√		Superintendent	
5.1b Fully implement NEASC recommendations.	√			Mr. Geary	New principals responsibility to oversee the response to the recommendations
5.2 Eliminate one high school assistant principal position in Manchester Public Schools.		√		Superintendent	
5.3a Implement changes to the Department Head/Instructional Supervisor structure at Manchester Public School by reducing the number of leaders from 12 to 8, including separate department heads for the core subject areas of Math, English, Science and Social Studies.	√			Superintendent Mr. Geary Mrs. Brooks	Will require negotiations
5.3b Establish consistency in the contracts for instructional leaders – in terms of stipends, frees periods, and duties.	√			Superintendent Mr. Geary Mrs. Brooks	Will require negotiations
5.3c Since instructional leaders do not evaluate (since they are not 092 certified), negotiate for either a stipend or free period, but not both in the next contract negotiation.	√			Superintendent Mr. Geary Mrs. Brooks	Will require negotiations
5.4 Consolidate the Department Facilitator positions at the Illing Middle School into the same eight subject area categories for the high school as called for in Recommendation 5-3.	√			Superintendent Mrs. Geary Mrs. Brooks	Will require negotiations

**Manchester Board of Education
Personnel & Finance Committee Report
March 21, 2012**

Attendees: Neal Leon, Michael Crockett, Deborah Hagenow, Patricia Brooks, Terri Smith, Nilsa Reyes-Dorsey

Mrs. Brooks shared with the Committee a request, from a vendor, to perform a cost analysis of contracted custodial/maintenance services for the district. After a discussion, the Committee determined they would not be interested in contracting these services at this time.

Mrs. Brooks informed the Committee that it has become very difficult to purchase items for the district on-line without the use of a District credit card. The Committee recommended that Mrs. Brooks investigate and secure a District credit card for these types of purchases.

The Committee reviewed P. A. 10-248a, unexpended education funds account. Any unexpended funds from the prior fiscal year could be deposited into this nonlapsing account as long as it did not exceed one percent of the total budgeted appropriation for education. At this time, it was determined, that due to the current budget situation, this type of an account would not be necessary.

Mrs. Brooks shared that she met with representatives from Redflex Student Guardian, regarding a 90-day pilot program that would place cameras on school buses to record and issue citations based on license plate information from those vehicles that fail to stop for a school bus. Redflex would provide all of the equipment, installation and access needed to administrate this pilot. The pilot would be free and a cost for the system would be determined based on the data collected. After the meeting with Mrs. Brooks, the representatives were to meet with the police department to obtain their acceptance of the system since they would be responsible for the collection of the fines from the citations issued. The Committee approved the pilot and determined that this would be a great program as long as there was no cost to the District.

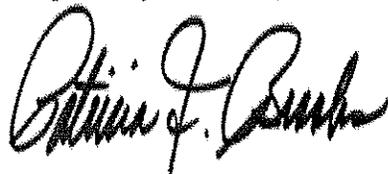
Mrs. Brooks shared the mid-year Kelly Education Staffing report. The Committee requested that Kelly Services provide a full-year update to the entire Board in either July or August.

Mrs. Brooks reviewed the 5 year transportation bids received for student transportation for the period 2013-2017. The District participated in a collaborative bid with the towns of Somers, Ellington and Vernon with the assistance of Capital Regional Education Council (CREC). The District received bids for participation in the collaborative bid as well as if the District contracts alone. All bids received were higher than expected, but the collaborative bids did have a cost savings beyond the District contracting alone. The Committee supported Mrs. Brooks recommending to the Board of Education that the First Student collaborative bid be accepted and a collaborative contract be signed with First Student, Inc.

Mrs. Brooks shared the favorable end-of-year, June 30, 2011, auditor's report on school year grant data reported to the State Department of Education.

The next meeting will be held on Wednesday, April 11, 2012 at 5:30 p.m. in the Central Office Board Room.

Respectfully submitted,



Patricia F. Brooks
Assistant to the Superintendent
Finance and Management