

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, APRIL 9, 2012**

**NON-MEETING MEETING – SUPERINTENDENT SEARCH 6:00 P.M.
(Manchester Rm., Town Hall)**

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

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – March 26, 2012

B. SUPERINTENDENT'S REPORT – PART I

- 1) Martin Elementary School Highlights – Mrs. Catherine Colavecchio, Principal

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2) Transfer of Funds C - 2
- 3) Extended Field Trip Request – Manchester High School – VEX Robotics World
Championship – Anaheim, CA. April 18, 2012 – April 23, 2012 C - 3

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT'S REPORT - Part II

F. UNFINISHED BUSINESS

- 1) Illing Middle School Pilot Program Dress Policy – Dr. Troy Monroe
- 2) Nathan Hale Student Relocation Plan

G. NEW BUSINESS -

- 1) Textbook Adoption – Social Studies (MHS) – *The Earth and Its Peoples*
– Dr. Ann Richardson G - 1
- 2) Head Start Policy Committee – Mrs. Maria Cruz

H. COMMUNICATIONS

- 1) Manchester High School Dress Code – Mr. Greg Ziogas & Dr. Richard Kisiel

I. COMMITTEE REPORTS

J. PUBLIC COMMENTS (comments limited to items on tonight's agenda)

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 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

Theodore Brindamour, Math Teacher, has submitted a letter of resignation for retirement purposes effective the end of business on June 29, 2012. Mr. Brindamour has been with Manchester Public Schools since August 24, 2004. It is recommended that his request be approved.

APPOINTMENTS

Joan Charnas to be Interim Principal at Washington Elementary School. Ms. Charnas received Master of Social Work at University of Connecticut. Ms. Charnas resides in Glastonbury. It is recommended that her appointment be approved effective March 26, 2012, (\$520.82 per diem).

LEAVE OF ABSENCE

Debra Hardick, teacher at Illing Middle School, has requested a personal leave of absence for the 2012/2013 school year. Ms. Hardick has been with Manchester Public Schools since September 11, 1998. She intends to return in September, 2013 and will be assigned to a position, if one is available. It is recommended that her request be approved.

TENURE

The following certified staff members have successfully completed the required length of service to receive tenure as indicated in CT General Statute Sec. 151:

Laura Barbash, Illing Middle School.

**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 21, 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 System Library/Media Equipment Repair to System Library/Media Professional Development account. A transfer of \$275.00 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
April 9, 2012

RECEIVED

Manchester Public Schools
Manchester, Connecticut

MAR 22 2012

To: Accounting Department

School: District Media

Date: March 21, 2012

Principal's Sign: [Signature]

Date of Approval: 3/21/12

JUSTIFICATION (Required Field) For 5 media specialists to attend a workshop in New York, Book Expo America, for one day: either June 6th or June 7th, 2012.

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

DECREASE In whole dollars only:

\$ 275.00	Account # <u>318 99 222 5435</u>	Description: <u>equipment repair</u>
\$	Account #	Description

\$ 275.00 - TOTAL DECREASE

INCREASE In whole dollars only:

\$ 275.00	Account # <u>318 99 222 5320</u>	Description: <u>professional development</u>
\$	Account #	Description:
\$	Account #	Description:

\$ 275.00 - 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 26, 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 Manchester High School Library/Media Equipment Repair to Manchester High School Library/Media Audio Visual Supplies/Materials account. A transfer of \$1,000.00 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
April 9, 2012

RECEIVED

MAR 30 2012

Initial: _____

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Manchester High School

Date: 3-26-2012

Principal's Sign: Duggan [Signature]

Date of Approval: _____

JUSTIFICATION:

DO NOT ANTICIPATE REPAIRS THIS FISCAL YR. MONIES CAN BE MUCH BETTER USED TO UPGRADE EQUIPMENT FOR TV STUDIO.

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

DECREASE:

\$ 1000 Account #: 31861222 5435 Description: Equipment Repair

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 1000.⁰⁰ TOTAL DECREASE

INCREASE:

\$ 1000.⁰⁰ Account #: 31861222 5614 Description: AV Supplies

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 1000.⁰⁰ 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:** 3/01/2012

Name of Club or Activity: MHS Robotics - Geared Up

Trip to: Anahiem, CA **Purpose:** VEX Robotics World Championship

Number of students participating: 10 **From:** ~~3/18/12~~ **To:** ~~3/23/12~~

Number of school days missed: 3

4/18/12 4/23/12

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

- a. Chris Prytko b. Linda Lippo
 c. Joe Kerr d. Eillen Muller
 e. Mike Morgan f. _____
 g. _____ h. _____
 Others: _____

Transportation: Bus Train Plane Car Other _____

Are fund-raising activities planned? Yes No If so, describe: Flapijack fundraisers, Candy Sales... donations

How will funds be allocated to students participating?* paid directly to airline or hotel

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: _____

Cost per teacher and/or chaperone: \$approx \$750 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$approx \$750 (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: \$it depends on how much they raise.

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: Chris Prytko Typed: Chris Prytko

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: Chris Conroy Date: 3/1/12

Approved by Principal:

Signature: Dusky Zayas Date: 3/20/12

Approved by Superintendent or designee:

Signature: Paul Fessel Date: 3-27-12

Attachments: Quotations
Itinerary

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

MANCHESTER PUBLIC SCHOOLS
TEXTBOOK EVALUATION RATING FORM

Directions: This completed form should be forwarded to the Office of Curriculum and Instruction prior to the adoption by the Board of Education.

Title *The Earth and Its Peoples* Author: Bulliet, R., and others
 Publisher Wadsworth Cengage Learning ~~Paceper student text~~ Copyright 2011
 Course AP World History Grade 10 Level (high school) AP

A. OVERVIEW

- | | Yes | No | NA |
|---|-----|----|----|
| 1. The material is compatible with the Manchester Public School's curriculum as described in guides and course syllabi. | X | | |
| 2. The material has significant value for instructional use. | X | | |
| 3. The book closely supports the objectives of the curriculum. | X | | |
| 4. This book is the best title reviewed to meet the curriculum objectives. | X | | |

B. CONTENT

- | | | | |
|--|---|--|--|
| 5. Content of lessons, activities, and supporting materials is age-appropriate. | X | | |
| 6. Lessons and activities provide challenges for students of varying abilities. | X | | |
| 7. Content and illustrations are: | X | | |
| | X | | |
| | X | | |
| | X | | |
| 8. The text is equitably balance in its coverage of controversial issues. | X | | |
| 9. Student reasoning and thinking are stimulated. | X | | |
| 10. The book reflects recent findings in the teaching of the subject area. | X | | |
| 11. The text, both pictorial and written, reflects the pluralistic, multiethnic nature of our society, past and present. | X | | |

C. ORGANIZATION

12. Instruction in skill areas is sustained, and tests come at appropriate, regular intervals.

Yes	No	NA
X		

13. Ancillary materials provide:

- a. background material/information
- b. suggestions for motivation
- c. suggestions for modifying materials to meet individual needs of students
- d. suggestions for the integration of technology
- e. suggestions for appropriate activities

X		
X		
X		
X		
X		

D. LANGUAGE ARTS BOOKS

14. The content of this textbook:

a. presents a multicultural theme

Please Check

Please Indicate

Culture(s)

b. conforms to grade level genre

Grade:

Genre:

c. is a recommended selection (K-8)

Silver Burdett & Ginn

Harcourt, Brace & Co.

d. should be integrated into:

Social Studies

Topic:

Science

Topic:

Other

Topic:

E. BASED ON YOUR EVALUATION, CHECK ONE OF THE STATEMENTS BELOW:

Instructional material should be adopted.

Instructional material should be adopted with these restrictions as to its use:

F. _____
Teacher Requesting Materials

Department Head/Curriculum Chairperson/Date

Principal/Date

Assistant Superintendent for Curriculum & Instruction