

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, APRIL 23, 2012**

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

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – April 9, 2012

B. SUPERINTENDENT'S REPORT – PART I

- 1) Verplanck Elementary School Highlight – Mr. Michael Saimond
- 2) Recognize Student Representative – Ashley Mills
- 3) Introduce New Student Representative – Anna Manser

C. CONSENT CALENDAR

- 1) Personnel Actions - Resignations C - 1
- 2) Transfer of Funds C - 2
- 3) Appropriation for FY 2012/13 to provide operating funds for its delegate, the Enfield Head Start in the amount of \$802,662. C - 3
- 4) Appropriation for FY 2012/13 to provide operating funds for its delegate, the Enfield Board of Education's Head Start Training & Technical Assistance activities in the amount of \$11,137. C - 4
- 5) Appropriation for FY 2012/13 to provide operating funds for the Manchester Head Start Program in the amount of \$1,138,349. C - 5
- 6) Appropriation for FY 2012/13 to provide operating funds for the Manchester Head Start Program's Training & Technical Assistance activities in the amount of \$15,150. C - 6
- 7) Manchester High School Graduation Date
- 8) Bennet Academy – Extended Field Trip Request – University of Indiana – Future Problem Solving – June 7, 2012 – June 10, 2012 C - 7
- 9) Iling Middle School – Extended Field Trip Request – University of Ames, Ohio - Odyssey of the Mind World Finals – May 23, 2012 – May 27 or May 21, 2012 – May 28, 2012 C - 8

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT'S REPORT - Part II

- 1) Adult Education Update – Ms. Diane Kearney
- 2) High School Graduation Rates – Mr. David Stetson

F. UNFINISHED BUSINESS

- 1) Textbook Adoption – Social Studies (MHS) – *The Earth and Its Peoples* – Dr. Ann Richardson

G. NEW BUSINESS -

- 1) Personnel Actions – Non-Renewals due to Budgetary Reductions – Mrs. Patricia Brooks G – 1a

H. COMMUNICATIONS

I. COMMITTEE REPORT

- 1) Building & Sites Committee I - 1
2) Curriculum & Instruction Committee
3) CREC Report
4) SMARTR Committee

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.*

RESIGNATIONS

Robbin Golden, Bentley Alternative Education Director, has submitted a letter of resignation for retirement purposes effective the end of business on August 30, 2012. Ms. Golden has been with Manchester Public Schools since August 15, 2007. It is recommended that her request be approved.

Karen Kirby, Math teacher, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Ms. Kirby has been with Manchester Public Schools since December 12, 2011. It is recommended that her request be approved.

Nicholas Takacs, Grade 6 teacher, has submitted a letter of resignation for personal reasons effective the end of business on May 11, 2012. Mr. Takacs has been with Manchester Public Schools since August 23, 2005. It is recommended that his request be approved.

April 23, 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: April 9, 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 Administration Postage to Illing Middle School Administration General Supplies/Materials account. A transfer of \$3,000.00 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 23, 2012

RECEIVED

APR 10 2012

Manchester Public Schools
Manchester, Connecticut

Initial: _____

To: Accounting Department

School: Illing Middle School

Date: 4/9/12

Principal's Sign: [Signature]

Date of Approval: 4/9/12

JUSTIFICATION:

Need copy paper for the faculty in the building.

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

DECREASE:

\$ 3,000 Account #: 42353240 5541 Description: Postage

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ _____ TOTAL DECREASE

INCREASE:

\$ 3,000 Account #: 42353240 5610 Description: General Sup. & Maint

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 3,000 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: March 27, 2012

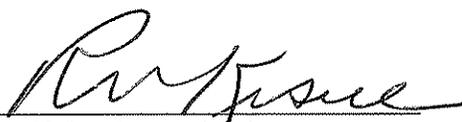
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Bowers School Administration Professional Development to Bowers Contracted Kelly Substitute Professional Development account. A transfer of \$1,500.00 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

Manchester Public Schools
Manchester, Connecticut

RECEIVED

APR 02 2012

To: Accounting Department

School: Bowers

Initial: _____

Date: March 27, 2012

Principal's Sign: *Mayhew*

Date of Approval: _____

JUSTIFICATION (Required Field) :

Professional development funds are needed to pay for substitute teachers so that classroom teachers may attend workshops.

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

DECREASE In whole dollars only:

\$1500.00 Account # 4230-1221-5320 Description: Professional Development

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$1500.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$1500.00 Account # 4230-1221-5432 Description: Kelly Substitutes

\$ _____ Account # _____ Description: _____

\$ _____ Account # _____ Description: _____

\$1500.00 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
2012 APR -9 AM 9:23

**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 9, 2012

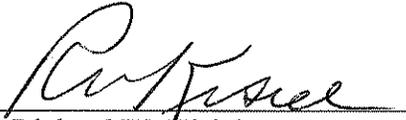
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Illing Middle School Administration Postage to Illing Middle School Administration General Supplies/Materials account. A transfer of \$3,000.00 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 23, 2012

RECEIVED

APR 10 2012

Manchester Public Schools
Manchester, Connecticut

Initial: _____

To: Accounting Department

School: Illing Middle School

Date: 4/9/12

Principal's Sign: [Signature]

Date of Approval: 4/9/12

JUSTIFICATION:

Need copy paper for the faculty in the building.

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

DECREASE:

\$ 3,000 Account #: 42353240 5541 Description: Postage

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ _____ TOTAL DECREASE

INCREASE:

\$ 3,000 Account #: 42353240 5610 Description: General Sup. & Mat

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 3,000 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: 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

Manchester Public Schools
Manchester, Connecticut

Initial: _____

To: Accounting Department

School: Manchester High School

Date: 3-26-2012

Principal's Sign: Doreen Grogan

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: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Item for Appropriation Enfield Head Start FYE 12-13
Date: April 5, 2012

Background: The Manchester Board of Education receives an annual grant from the federal government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Program. This new award will be for the period 3/1/12-2/28/13.

Discussion/Analysis: These funds are used to prepare three and four-year-old students for kindergarten.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Enfield Board of Education, in the form of real dollars and in-kind services.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create an Enfield Head Start appropriation, in the amount of \$802,662.

Attachments: None



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
April 23, 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 Enfield Head Start Training FYE 12-13
Date: April 5, 2012

Background: The Manchester Board of Education receives an annual grant from the federal government in order to provide operating funds for its delegate, the Enfield Board of Education's Head Start Training and Technical Assistance activities. This new award will be for the period 3/1/12- 2/28/13.

Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create an Enfield Head Start Training and Technical Assistance appropriation in the amount of \$11,137.

Attachments: None



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
April 23, 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 Head Start FYE 12-13
Date: April 5, 2012

Background: The Manchester Board of Education receives an annual grant from the federal government in order to provide operating funds for the Manchester Head Start program. This new award will be for the period 3/1/12 – 2/28/13.

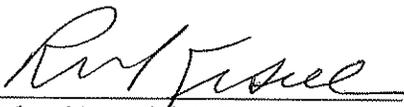
Discussion/Analysis: These funds are used to prepare three and four-year old students for kindergarten.

Financial Impact: Grant funds cover 80% of the cost of the implementation for this program, with the remaining 20% coming from the Board of Education, in the form of real dollars and in-kind services.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create a Manchester Head Start appropriation in the amount of \$1,138,349.

Attachments: None



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
April 23, 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 Head Start Training FYE 12-13
Date: April 5, 2012

Background: The Manchester Board of Education receives an annual grant from the federal government in order to provide operating funds for the Manchester Head Start program's Training and Technical Assistance activities. This new award will be for the period 3/1/12 - 2/28/13.

Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

Financial Impact: Without these supplemental funds, Head Start would be forced to take already scarce funds from its program operating budget.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to create a Manchester Head Start Training and Technical Assistance appropriation, in the amount of \$15,150.

Attachments: None



Richard W. Kisiel, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
April 23, 2012

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: Bennet Academy **Date of Request:** April 11, 2012

Name of Club or Activity: Future Problem Solving

Trip to: University of Indiana **Purpose:** To compete in the Future Problem Solving

International Competition

Number of students participating: 6 **From:** 6/7/12 **To:** 6/10/12

Number of school days missed: 2

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

a. Samantha Randazzo, CORE Program Teacher, Bennet Academy b. _____

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

Others: _____

Transportation: Bus Train Plane Car Other _____

Are fund-raising activities planned? Yes No **If so, describe:** Parent and PTA organized events and raffle

How will funds be allocated to students participating?* _____

Lodging: Hotel/Motel Camp Private Home

If known, give specifics of room assignments: Dormitory on College Campus, 2 students per room

Cost per teacher and/or chaperone: \$1,200 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$1,000 (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: \$?

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. Sanditz Travel Management

98 Washington Street

Middletown, CT 06457

Phone: (860) 346-5511 Fax: (860) 346-4267

\$484.00 per person, round trip airfare plus \$50.00 group booking fee

b. _____

c. _____

d. _____

Name of teacher making request:

Signature: *Samantha Randazzo*

Typed: Samantha Randazzo

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: *Way East*

Date: 4.13.12

Approved by Principal:

Signature: *[Signature]*

Date: 4/11/12

Approved by Superintendent or designee:

Signature: *Rubicee*

Date: 4/16/2012

Attachments: Quotations
Itinerary

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

To: Dr. Richard Kisiel
From: Nancy Eastlake 
Date: April 13, 2012
RE: Odyssey of the Mind International Competition
Illing Middle School

The attached "Extended Field Trip Request Form" reflects the most recent information and decision making on the part of David Lee, Head Coach for OM, his team of coaches and parents. Final decisions concerning transportation have not been made due to the wait time for receiving quotes from different companies. Currently airfare and bus charter costs are being compared.

The parents are extremely supportive at this time and working very hard on the fundraising front to ensure that their children will have this opportunity.

EXTENDED FIELD TRIP REQUEST FORM

Name of School: Illing Middle School Date of Request: 04/12/12

Name of Club or Activity: Odyssey of the Mind

Trip to: Iowa State University in Ames, Iowa

Purpose: Competing in the Odyssey of the Mind World Finals

Number of students participating: 21 From: 05/23/12 To: 05/27/12 or 5/21/12 to 5/28/12

Number of school days missed: 3 or 4 (depends on transportation decision)

Teachers and Chaperones:

David Lee- Illing Enrichment Teacher; Odyssey of the Mind Advisor

Ryan Parker- Illing Language Arts Teacher; Odyssey of the Mind Advisor

Kathryn Grimshaw- Illing Language Arts Teacher

Melanie Brown- Illing Science Teacher

*NOTE:
Three teacher
chaperones paid
by BOE*

Transportation: still getting quotes: either plane, bus, or train

Are fundraising activities planned: Yes. Fundraising activities will include donation-soliciting, selling Odyssey of the Mind pins, putting on events/dinners

How will funds be allocated to students participating: Funds will be pooled together and paid in group installments.

Lodging: campus of Iowa State University

If known, give specific room assignments: still organizing room assignments; students will be in dorm rooms of 2-4 students together

Cost per teacher and/or chaperone: app. \$1155

Total cost per student: app. \$1280

Cost per student after fundraising: app. \$700 unless enough fundraising is done to cover entire cost

If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form: No travel agencies are being used.

Projected Trip Itinerary:

If flying:

Fly out to Iowa State University on Wednesday, May 23, 2012

Opening ceremonies on evening of May 23, 2012

Stay on campus and compete in World Finals competition: May 24, 25, 26

Closing ceremonies: evening of May 26, 2012

Fly out of Iowa to Connecticut on Sunday, May 27, 2012

If taking charter bus or train:

Leave Connecticut on evening of Monday, May 21, 2012

Arrive in Iowa on afternoon of May 22, 2012

Spend first night in dorm rooms on evening of May 22, 2012

Opening ceremonies on evening of May 23, 2012

Stay on campus and compete in World Finals competition: May 24, 25, 26

Closing ceremonies: evening of May 26, 2012

Leave Iowa on morning of Sunday, May 27, 2012

Arrive in Manchester on morning of Monday, May 28, 2012

1. Meals and Lodging

Meal and Lodging Plan Options: (all estimates cover 21 students and 4 chaperones)

Plan 2A (Wednesday dinner thru Sunday breakfast; lodging start Wednesday evening):

\$13275 (\$531 per plan)

Or

Plan 1A (Tuesday dinner thru Sunday breakfast; lodging starts Tuesday evening):

\$13875 (\$555 per plan)

Payment due by Friday, April 27, 2012.

2. T-shirts and Pins

CTOM World Finals T-Shirts- \$200

Pins- Option 1:

~~20 complete sets plus 20 "knots" and 20 "babies": \$4830~~

Pins- Option 2:

20 complete sets plus 10 "knots" and 10 "babies": \$4095

Orders due to Mitchell Forman by April 12, 2012.

Payment due when orders are picked up- probably Sunday, May 12, 2012.

3. Transportation/Prop Travel

Waiting on charter bus estimate for 2 drivers from Mark and Nil

Estimate for one driver: \$14000

Flying: can't find anything under \$450 round trip

Waiting on moving truck estimate for prop truck from Mark and Nil (\$900 at this point?)

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: David C. Lee Typed: David C. Lee

~~(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)~~

Approved by Department Chair at secondary level:

Signature: Greg Eastlake Date: 4/13/12

Approved by Principal:

Signature: [Signature] Date: 4/13/12

Approved by Superintendent or designee:

Signature: [Signature] Date: 4/13/12

Attachments: Quotations
Itinerary

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

NON-RENEWAL OF TEACHERS

Due to budgetary reductions, the Superintendent recommends that certain teachers, as listed in Exhibit A (to be distributed the night of April 23, 2012), be non-renewed for the next school year.

**MANCHESTER PUBLIC SCHOOLS
BUILDING & SITES COMMITTEE MEETING**

Thursday, April 12, 2012

5:30 p.m. at Central Office

Agenda

- | | |
|---|-----------------------|
| 1. Martin Elementary – Proposed Memorial Garden | Catherine Colavecchio |
| 2. Highland Park – Project Update & Storm Cleanup | Rich Ziegler |
| 3. Nathan Hale – Date of BOE turn over to DPW | Rich Ziegler |
| 4. Verplanck Elementary – Carpet Removal Project Update | Rich Ziegler |
| 5. MHS – Proposed Indoor Athletic Facility | Rich Ziegler |
| 6. Proposed meeting schedule 2012-2013 | Rich Ziegler |

Next Meeting: Thursday May 3, 2012 at 5:30 pm at Central Office

“The Board of Education welcomes the public to attend its committee meeting as observers. Public comments will not be recognized, however, written comments may be submitted to the committee chairs on items on the committee’s agenda.”

**Manchester Board of Education
Building and Sites Committee
April 12, 2012**

Attendees: Michael Crockett, Deborah Hagenow, Neal Leon, Kelly Luxenberg, Rich Ziegler,

Guests: Catherine Colavecchio, Sue Skoog, Shirley Kociu

Catherine Colavecchio, Sue Skoog, and Shirley Kociu presented a proposal for a memorial garden at Martin Elementary. The garden, in memory of Lisa Hoagland, will include the planting of a birch tree, perennial flowers, and a bench with a memorial plaque. The committee approved the proposed garden 4-0. Buildings and Grounds will assist with the location and installation of the memorial garden which is scheduled to be completed prior to the summer vacation.

Rich Ziegler outlined the progress of the Highland Park construction, all windows are installed, and the roof installation, interior ceiling grid, and flooring are in progress. There are no changes to the scheduled completion date at this time. Tree damage from storm Alfred is extensive and cleanup is in progress. Cleanup must be completed prior to exterior tasks that will limit access of the tree crews. DPW has hired Asplundh Tree Service and according to Mark Carlino, Director of Public Works the cost of the work will be the responsibility of the Board of Education. Estimated cost of the project is \$14,000 - \$18,000.

Rich asked the committee to consider a date that we turn over Nathan Hale to DPW. The committee recommends that we keep Nathan Hale until Highland Park opens. It is understood that operating costs will be limited to electrical costs while the building is being emptied.

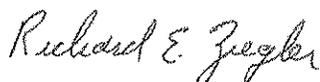
Rich updated the status of the Verplanck carpet project; we will go out to bid as soon as we receive approval from the state. Work to begin on June 18th.

Rich advised the committee that we have received a request to hear the proposal of MHS Proposed Indoor Athletic Facility. The committee will be meeting with the Indoor Athletic Facility Project Team for an update on the proposal including an estimate of the ongoing operating expenses.

The meeting schedule for Building and Sites for 2012-2013 is attached.

Next meeting will be held on May 3, 2012 at 5:30p.m. At Central Office.

Respectfully Submitted,



Richard E Ziegler
Facilities Manager

**Manchester Board of Education
Building and Sites Committee
Meeting Schedule 2012-2013**

**July 5, 2012
August 2, 2012
September 6, 2012
October 4, 2012
November 1, 2012
December 6, 2012
January 3, 2013
February 7, 2013
March 7, 2013
April 4, 2013
May 2, 2013
June 6, 2013**

All meetings will be held at 5:30pm at Central Office

**TOWN OF MANCHESTER BUILDING COMMITTEE
MINUTES OF APRIL 2, 2012**

The April 2, 2012 meeting of the Manchester Building Committee was held in the Manchester Room at Town Hall.

Manchester Building Committee Members present were: John Abbott, Peggy Hackett, Peter LaBelle, Brian Murphy, Charlie Sabia, and Dave Sombric.

Also in attendance: Christopher Till – Facilities Project Manager; Lisa O’Neill – Secretary, Board of Directors; Richard Ziegler – Facilities Manager (BOE); Chuck Cadman – Building and Grounds (BOE); Hugh Pearson and John Guinan – Moser Pilon Nelson; and Marcus Brennan and John Parrinello– Gilbane Construction.

Brian Murphy, Chairman, called the meeting to order at 7:09 p.m.

There was no public comment.

A motion was made by Peggy Hackett which was seconded by Charlie Sabia to approve the minutes of the March 19th meeting. The motion was approved unanimously.

Project Review:

Highland Park Elementary School Renovation

Hugh Pearson reviewed the MPN memo dated April 2, 2012 (attached).

PHASE 3 STATUS – Ordered or advertised furniture for public bid (due April 18th). The technical equipment PO’s were issued and public bid to occur mid-April thru early May.

Brian Murphy inquired about the due dates for the furniture delivery, teacher move-in and setup of classrooms and if this is acceptable to the BOE staff.

Rich Ziegler confirmed that the proposed schedule is acceptable to the BOE staff.

Peter LaBelle asked if the Phase 4 design includes provisions for underdrain and filter fabric.

Hugh Pearson confirmed that the Phase 4 design includes provisions for underdrain and filter fabric. This is Alternate #1.

Marcus Brennan reviewed his report dated April 2, 2012 (attached) and gave an update as follows:

Construction Update

Summary of work completed:

- Concrete

- Concrete Slabs at Mechanical/Electric Rooms and old stair infill
- Masonry
 - Classroom and Media Center additions veneer
- Steel
 - Elevator addition steel and decking
- Roofing
 - Classroom and Media Center additions
 - Elevator addition
 - 1965 Building
- Glass & Glazing
 - 1928 Building windows
 - Start of windows at classroom addition
 - Start of windows at 1965 building
- Carpentry
 - Drywall in 1928 building
 - Wood blocking at 1928 windows
 - Parapet framing and sheathing at 1965 Building and Additions
 - Acoustical Ceiling Grid Started in 1928 Building, 2nd floor
- Painting
 - Prime and 1st coat of finish in 1928 building – second floor completed
 - Block fill on new masonry in 1965 building
- MEP
 - Overhead and in-wall rough in – 1965 Building and Additions
 - In-wall rough in Media Center
 - Overhead/Wall Electrical Wire mold Rough – 2nd floor

Brian Murphy inquired about the status of the Cherry Hill contract resolution. Christopher Till indicated that the final accounting was nearly completed and a recommendation for final payment would be made at the next Building Committee meeting.

The site was toured last week by Brian Murphy, Peggy Hackett, and Richard Ziegler. Brian noted the progress is going very well and moving quickly. The man hours logged in March were more than double any other month.

Schedule Update - The schedule has been updated and we are eight days from the original schedule. The temporary CO will be issued on August 3rd with the final CO for August 31st.

Safety – No recordable lost time incidents – 167 safe work days to date.

Budget – Project currently has exceeded the contingency of \$526,034, there is a deficit of \$4,576 based on the value of approved and anticipated costs.

Changes

CCA34 – 14 of the light pole bases have conflict with bedrock in front and behind the 1928 building. Cost estimate of \$9,750 for two days of rock hammering and removal. Hugh Pearson stated that alternate locations were being investigated and possible reductions were being considered.

Brian Murphy asked if there were any remaining underground utilities.

Marcus Brennan stated that there is no rock where the fire line was installed. The underground chilled water pipe was installed in an area that was already blasted.

Brian Murphy inquired if there was any possibility that hammering will not achieve the desired depth, and if it needed to be done, when it would start.

Marcus Brennan stated that the bases require a four foot depth. It is possible that the bedrock removal could be a problem, but field adjustments can be made if necessary to achieve the desired result. Installation are scheduled to start in roughly two weeks.

John Abbott motioned to approve and Charlie Sabia seconded an agreement to pay for this project by reducing the Construction Contingency Amount (CCA) from \$25,000 to \$15,000. The motion passed unanimously.

Marcus Brennan spoke about the driveway to the upper playground. It is underlain by bedrock. The design change is to leave the existing grade and repave.

There was an application for payment to the Trade Contractors in the amount of \$1,423,895 for March 2012. Peter LaBelle motioned to approve and Dave Sombric seconded. The motion was approved unanimously.

A motion was made by Charlie Sabia for application of payment to Gilbane Construction in the amount of \$21,973.69 which was seconded by Peter LaBelle. The motion was passed by a 5-0-1 vote (John Abbott abstained).

A motion was made by John Abbott for application of payment to Moser Pilon Nelson in the amount of \$9,000 which was seconded by Dave Sombric. The motion passed unanimously.

Verplanck Asbestos Removal – (see attached presentation)

Chuck Cadman gave an introduction and an overview of the project which include pictures and a project schedule. The budget for the project is \$300,000, however, it is estimated that it will cost closer to \$368,000. Peggy Hackett motioned to approve the plans and specifications which was seconded by John Abbott. The motion passed unanimously.

A subcommittee was formed to oversee the Verplanck project. John Abbott, Charlie Sabia, and Dave Sombric will serve on this subcommittee.

The next Building Committee meeting is scheduled for Tuesday, April 17, 2012 at 5:30 p.m. in the Law Library at Town Hall.

A motion was made by Peggy Hackett which was seconded by Peter LaBelle to adjourn. The motion passed unanimously and the meeting adjourned at 8:27 p.m.

END OF MINUTES



**MOSER
PILON
NELSON**
ARCHITECTS

April 2, 2012

MEMO

**To: Brian Murphy, Building Committee Chair
Chris Till, Facilities Project Manager
Manchester Building Committee
Marcus Brennan, Gilbane Construction**

Re: Highland Park Elementary School

**From: Hugh D. Pearson, John Guinan
Moser Pilon Nelson/Architects**

Phase 3: FF&E Furniture, Technology Equipment

- All of the Purchase orders for the procurement of FF&E (furniture) have been finalized.
- Furniture Categories A, E, H, I (classroom & Administration area) are out to bid. Bids are due on April 18, 2PM. The budget with Alt #1 is \$180,200. We anticipate a short addendum to clarify dates of installation as follows: begin install on July 23rd with completion by August 10th.
- The remainder of Phase 3, \$408,323 technology equipment, requires some bidding and State contract procurement through the DAS. Final adjustments through Dr Pease are in process, followed by confirmation of State DAS values, and final preparations for bidding specific items not available on the DAS contract. Bidding and procurement should occur in April to avoid any delay. Technology Equipment installation will be scheduled beginning July 30th with completion by August 17th. This will be written into the bid spec, and incorporated into the Purchase orders for equipment acquired off the DAS system.

Phase 4: Playscapes

- The BOE approved the design for submission to the BSF at their meeting of 3-12-12. The Phase 4 budget is \$85,904. The approved scope is estimated at \$85,976 plus (3) alternates, totaling an estimated \$155,637.
- We are coordinating efforts with Henry Thomas (LRC) and Landscape Structures (Vendor) for detailing the Play Areas and preparing the BSF checklists for submission at the PCT on May 1st.

Highland Park Elementary School

**State Project No. 077-0224 RNV/E
Gilbane Project No. 11-5135-000**

Project Monthly Report Period from March 5, 2012 to April 2, 2012

**Prepared by:
Marcus Brennan
Gilbane Building Company**

**Distribution:
Manchester Building Committee
Christopher Till
John Parrinello
Hugh Pearson
John Guinan
Shawn Buckley**

Highland Park Elementary School

Project Monthly Report

April 2, 2012

Construction Progress

Summary of work completed:

- Concrete
 - Concrete Slabs at Mechanical/Electric Rooms & Old Stair Infill
- Masonry
 - Classroom & Media Center Additions Veneer
- Steel
 - Elevator Addition Steel & Decking
- Roofing
 - Classroom & Media Center Additions
 - Elevator Addition
 - 1965 Building
- Glass & Glazing
 - 1928 Building Windows
 - Start of Windows at Classroom Addition
 - Start of Windows at 1965 Building
- Carpentry
 - Drywall in 1928 building
 - Wood Blocking at 1928 Windows
 - Parapet Framing and Sheathing at 1965 Building and Additions
 - Acoustical Ceiling Grid Started in 1928 Building 2nd floor
- Painting
 - Prime and 1st coat of finish in 1928 building
 - Block fill on new masonry in 1965 building.
- MEP
 - Overhead & In wall Rough In – 1965 building and Additions
 - In wall rough in Media Center
 - Overhead/Wall Electrical Wire mold Rough – 2nd floor

Forecasted work through next month:

- Completion of Masonry
- Completion of Window Installation
- Completion of Roofing
- Concrete Slabs at Elevator addition
- Cement Underlayment throughout existing buildings
- Interior Drywall in 1965 Building and Additions
- Prime Painting in 1965 building.
- Ceiling Grid in 1928 & 1965 building
- MEP above ceiling grid rough in
- Start of flooring in 1928 building
- Start of Millwork in 1928 building.
- Boiler Room and Electrical Room Fit Out

Schedule Narrative

The latest schedule update was performed on March 29, 2012. Since the last update the schedule is reflecting a gain of 0 days from what was previously reported resulting in an overall slippage in the certificate of occupancy date by 8 working days consistent with what was reported last month. This results in an anticipated August 3, 2012 substantial completion with certificate of occupancy on August 31, 2012.

Similar to last month the critical path is being driven by the completion of the Classroom and Media Center Additions exterior walls (windows - now that the veneer has just completed), which is tied to and driving the drywall at the Media Center 1st floor, which is driving the ceiling grid at the Media Center and Classroom Additions, the second of two ceiling grid activities related to the 1st floor, which is driving MEP drops at the grid particularly the light fixture installation. The update is showing a forecasted loss of 4 days with respect to the ceiling grid at the Media Center and Classroom Additions, but the loss of 4 days was mitigated by deleting a tie with its successor, the light fixtures. Previously the light fixture activity was tied to the Media Center and Classroom Additions ceiling grid with a start-to-start +5 day lag and a finish-to-finish +5 day lag. The start-to-start +5 day lag was deleted being that light fixtures can be started after the start of the first of the two ceiling grid activities (activity 4245 – Ceiling Grid Initial Areas – 1st Floor). The second of the two ceiling grid activities is driving other MEP drops, specifically the radiant ceiling panels and the chilled beams, which is driving the ceiling tile installation, which is tied conservatively with a finish-to-start +10 day lag with the intent that an above ceiling inspection would not take place until 2 weeks from when the MEP drops would be completed. Ceiling tile installation is then driving other finishes such as final painting, which is driving electrical finish plates, which then drive the RCL activity.

At this point completion of the project for a start of school August 31, 2012 appears realistic, pending any issues behind the control of the project team.

Safety

There have been no recordable or lost time incidents. The project has accumulated 167 safe work days thus far.

Budget

The total project budget and funding remains at \$13,681,363 as reported last month.

The budgeted project contingency is \$526,034 of which a short fall of <\$4,576> is showing based on a value of approved and anticipated costs totaling \$447,003 and VE reductions of \$83,577. A current change and budget summary are attached.

Changes

The following changes require the approval of the Building Committee. These costs have been deducted from the contingency report above.

- CCA 34, CR 68 – Allowance for time and material rock removal work as required to complete the installation of the site lighting. Test pits have been completed for all the light pole bases and it was determined that 14 of them are located in areas of existing bedrock. Rock removal also needs to occur between the bases to allow for the underground power feeding the light poles to be installed. The requested allowance amount is \$9,750.

Applications for Payment

Trade contractor applications for payment in the gross amount of **\$1,423,895** for the month of March 2012 are recommended for approval. A summary of the applications is attached to this report.

This summary was compiled to provide a status of the Highland Park Elementary School project for the period of February 6, 2012 through March 5, 2012. The data provided in this report represents the most accurate information known at the time of preparation. If there are any questions or concerns, please contact me at 860-625-4312.

Gilbane Building Company
Marcus Brennan
Project Manager

Manchester Public Schools



Verplanck Elementary School

Carpet Removal & Asbestos Tile Abatement

Prepared by:
Department of Building and Grounds

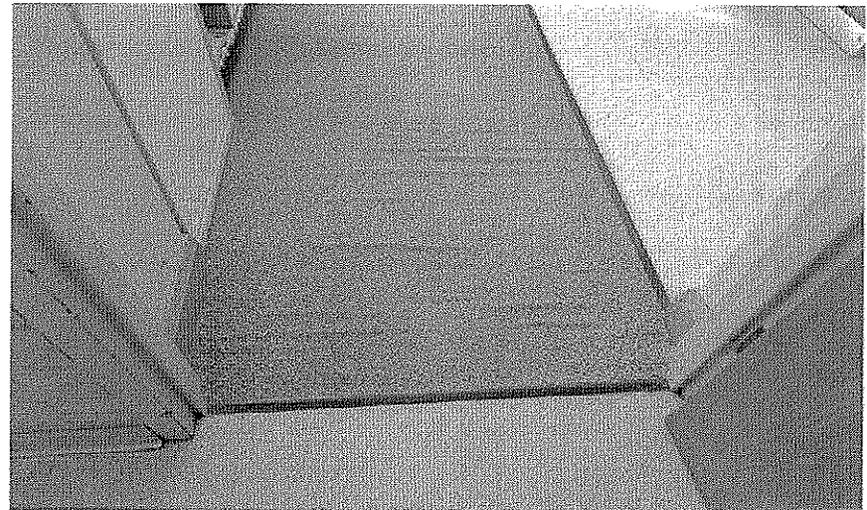
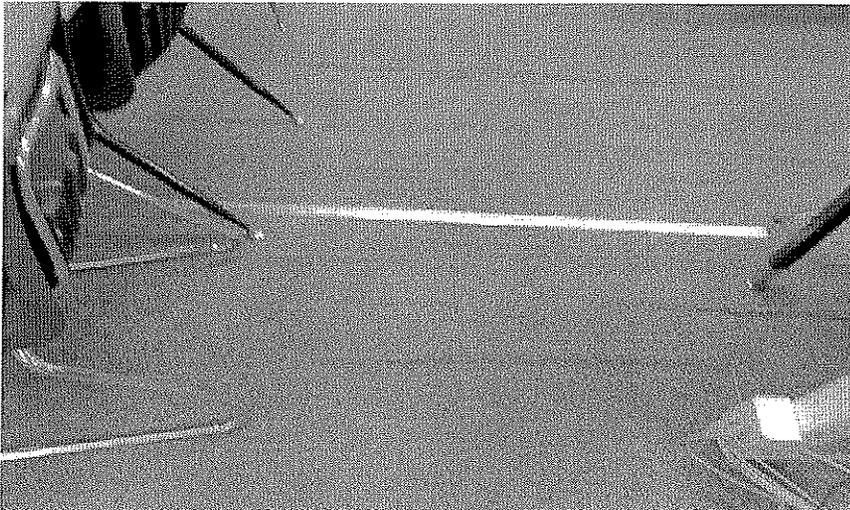
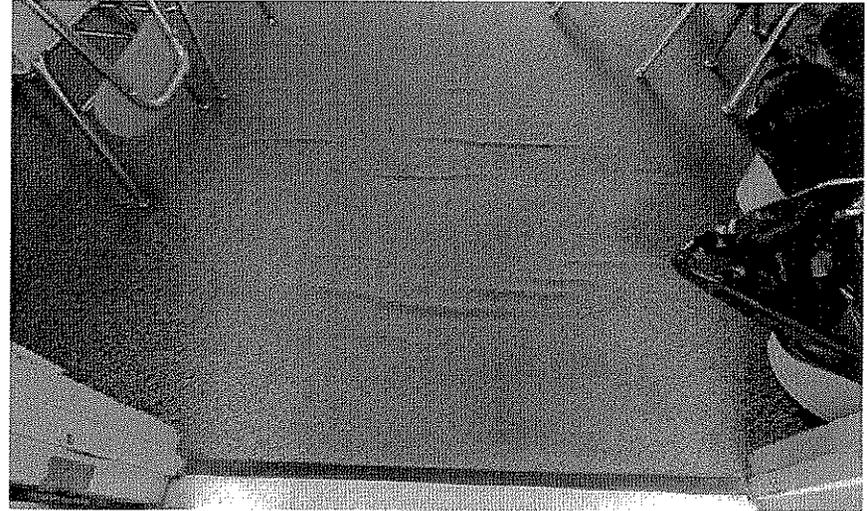
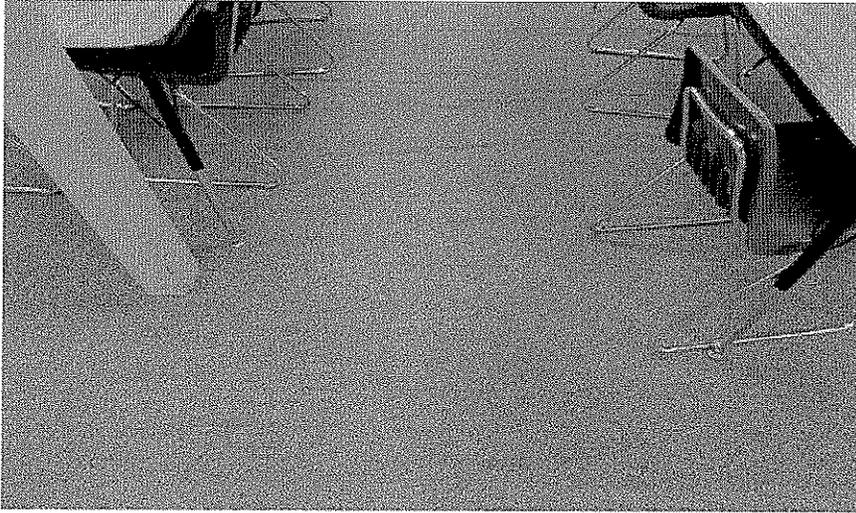
April 2, 2012

Introduction

- Carpet backing throughout the school has deteriorated causing ripples in the carpet.
- The Fire Marshall has required that the carpet to be removed due to safety hazard.
- Carpet is glued over asbestos floor tile and abatement is required for removal.
- Carpet removal must be completed this summer before school can open September 5th.
- The school must remain vacant during project.
- Capital budget funds for oil tanks replacement for this year will be allocated for this project.
- Abatement consultation and specifications provided by TRC.
- Project Budget is \$300,000.

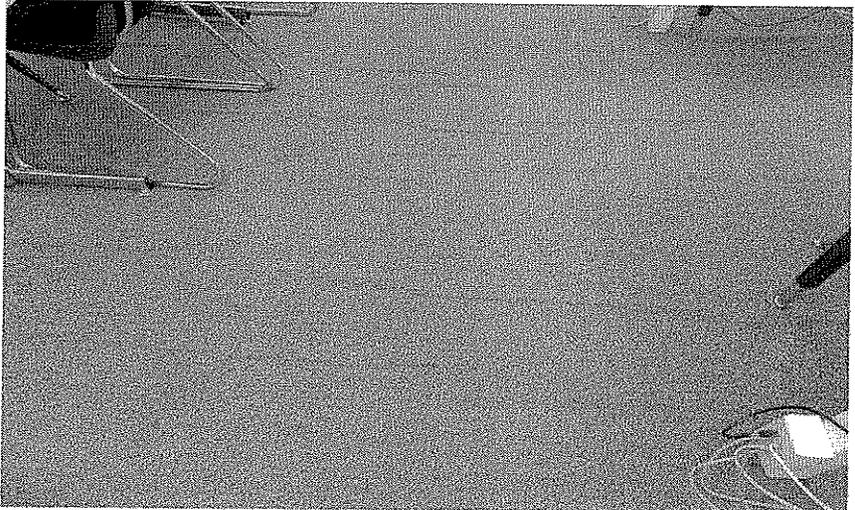
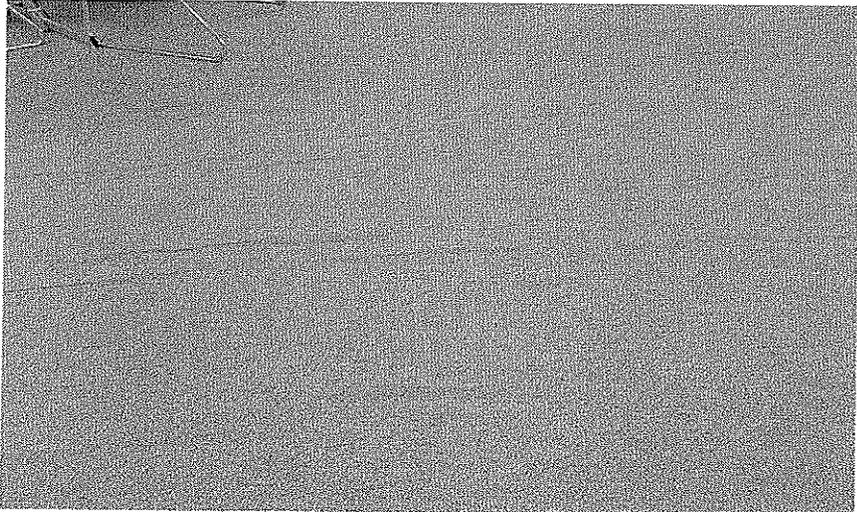
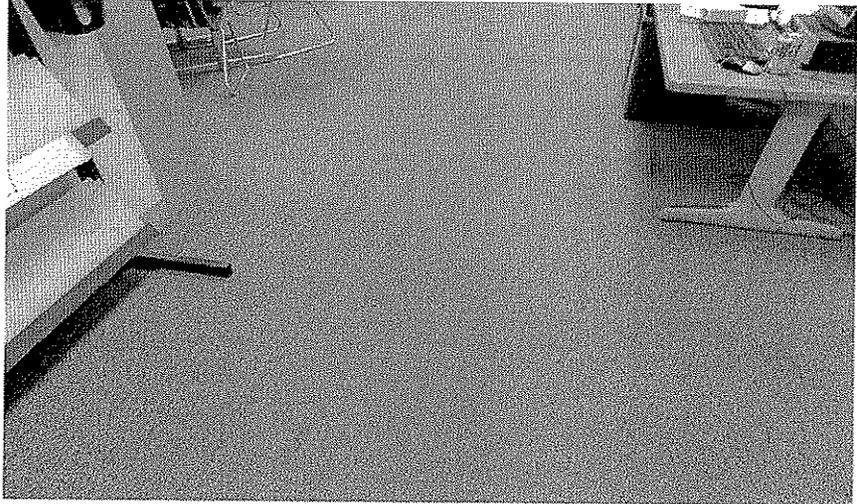
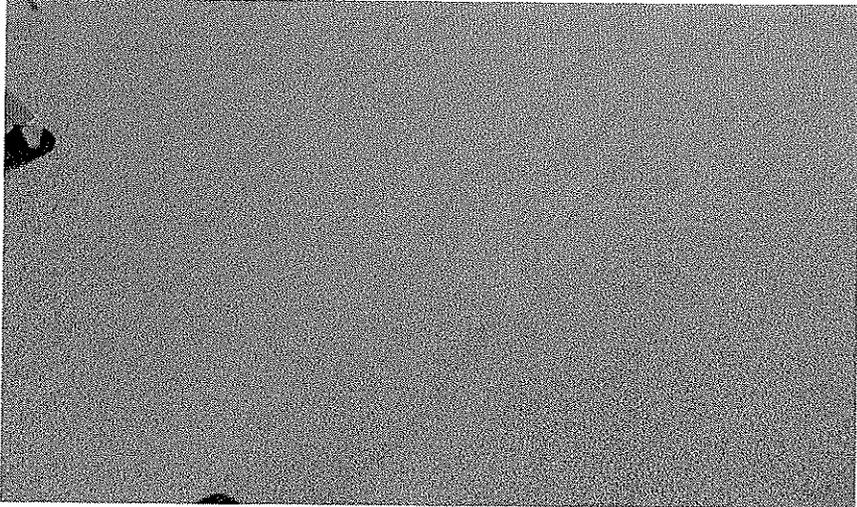
Verplanck

Carpet Removal/Vinyl Floor Tile Replacement



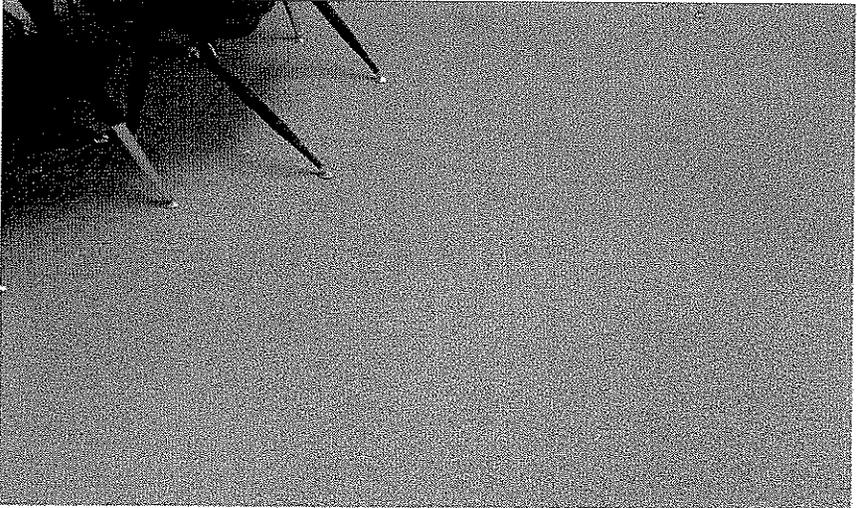
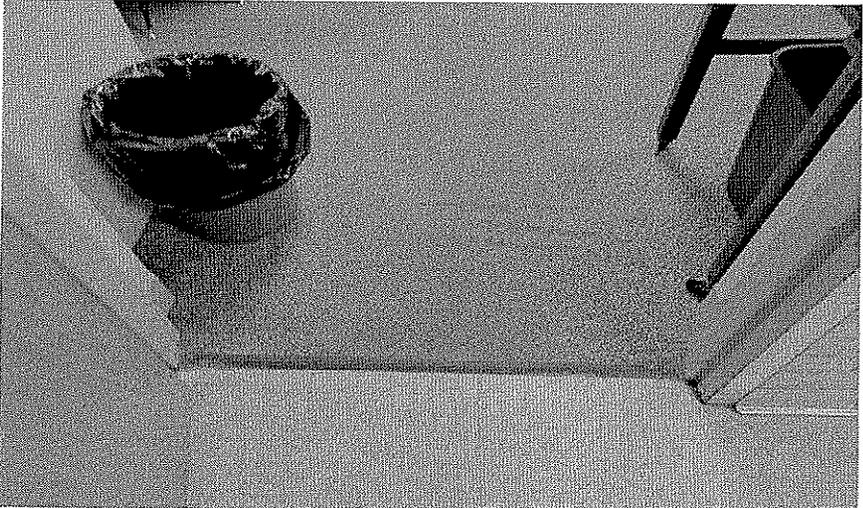
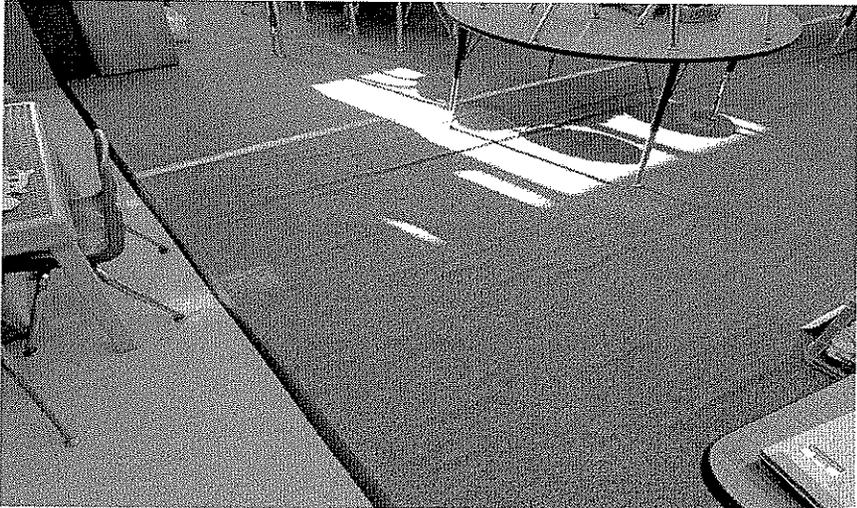
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Carpet Removal/Vinyl Floor Tile Replacement



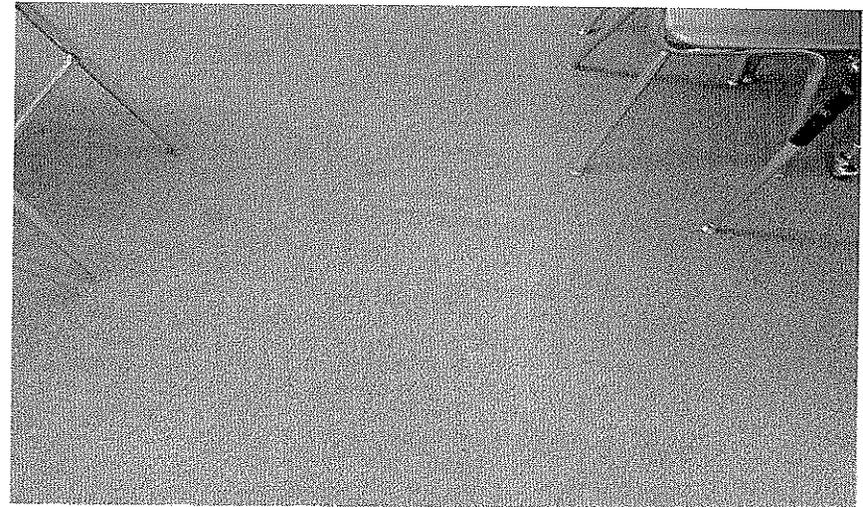
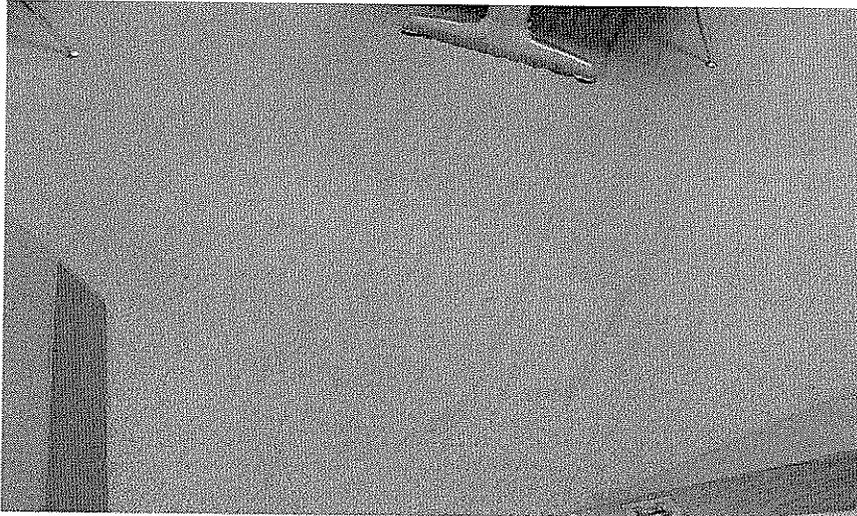
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Carpet Removal/Vinyl Floor Tile Replacement



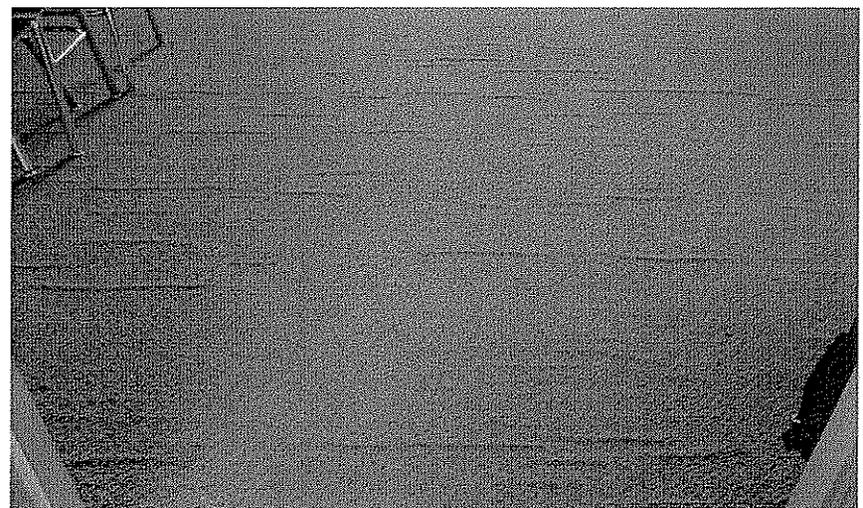
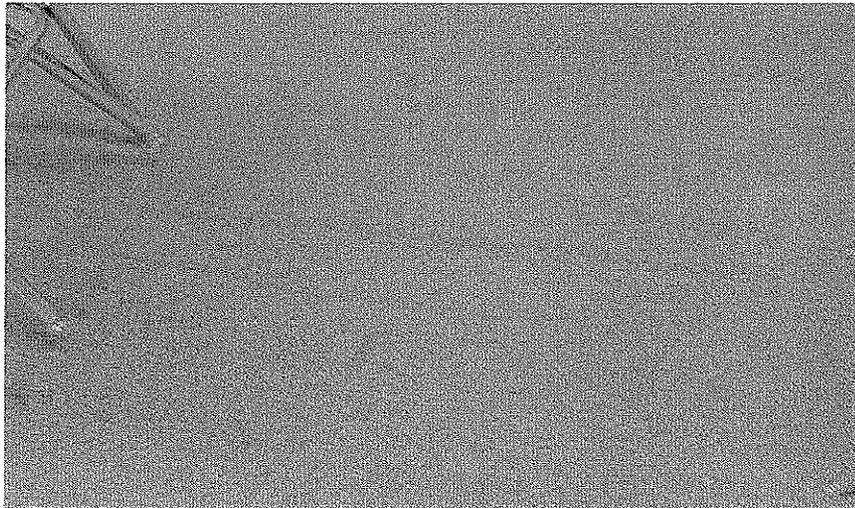
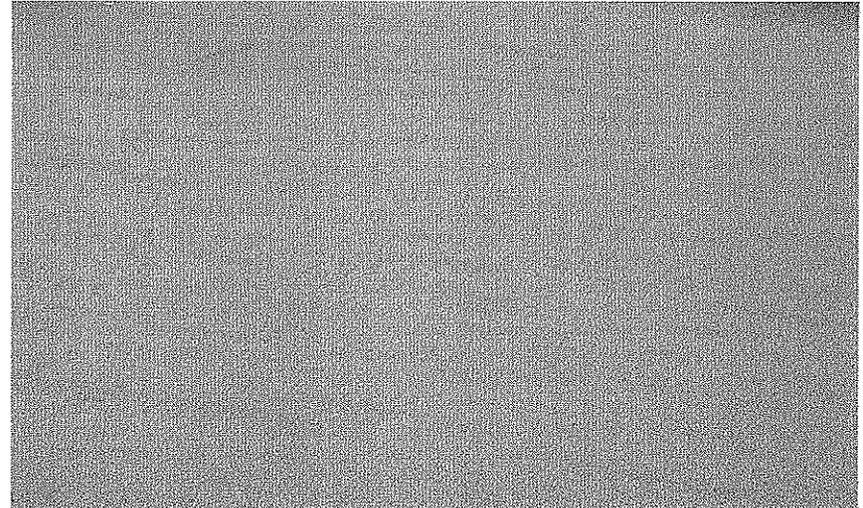
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Carpet Removal/Vinyl Floor Tile Replacement



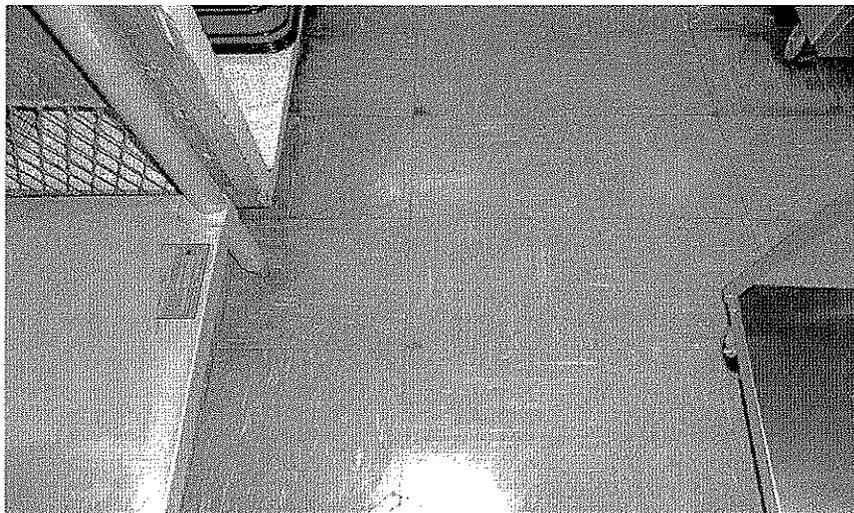
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Carpet Removal/Vinyl Floor Tile Replacement



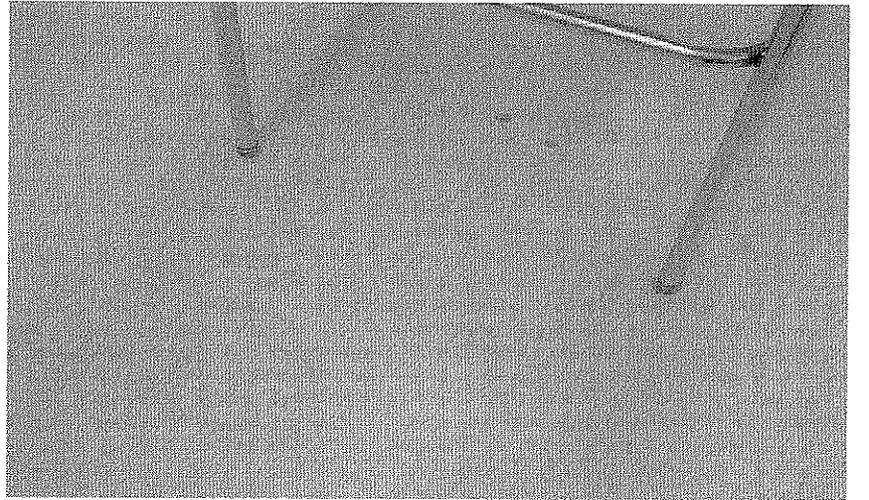
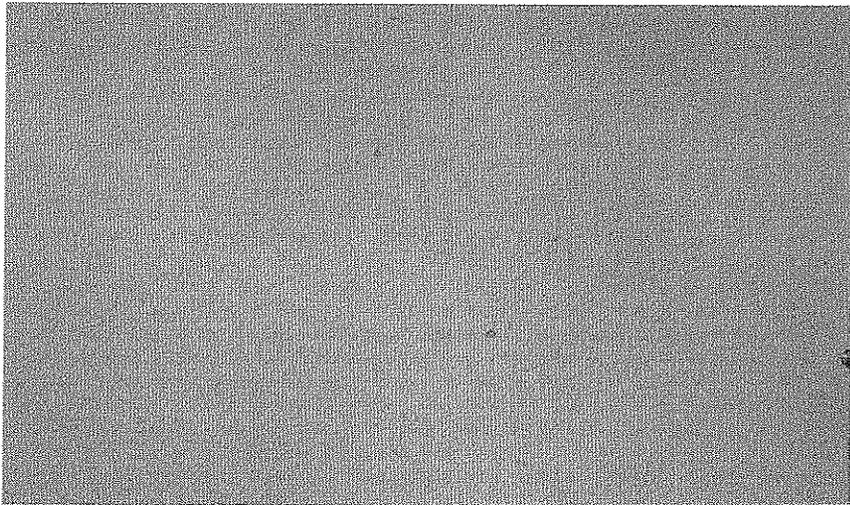
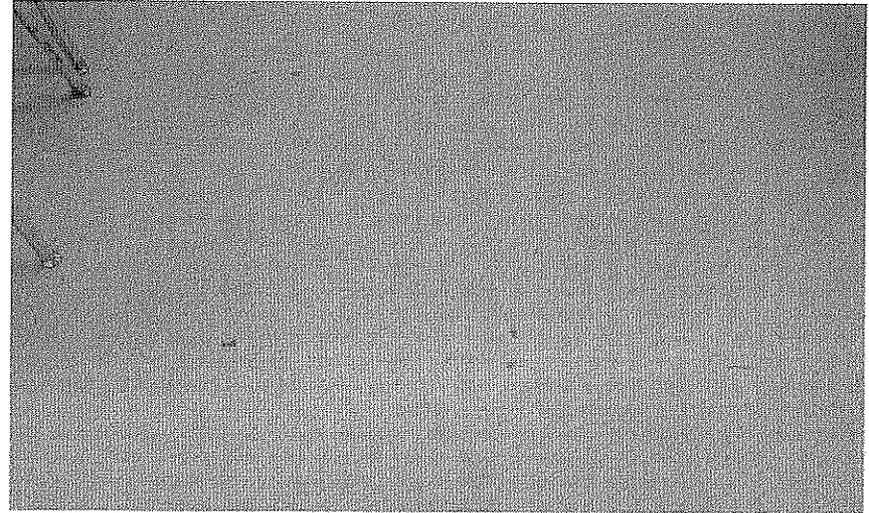
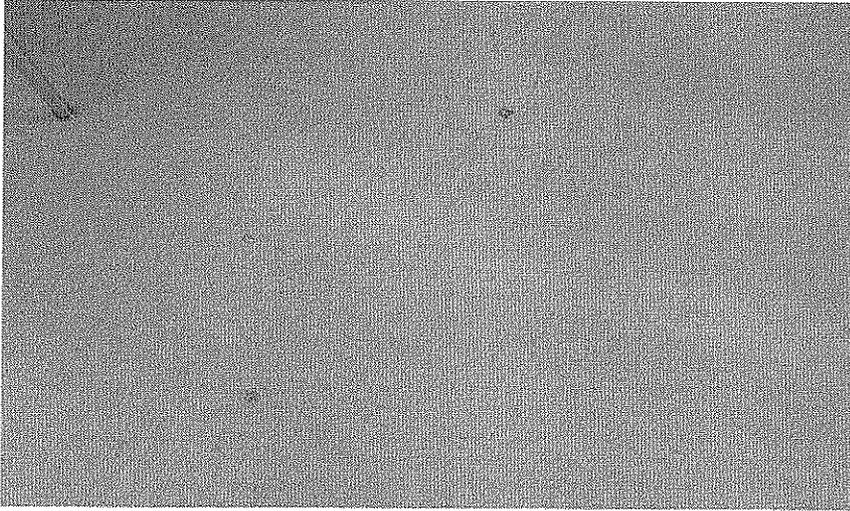
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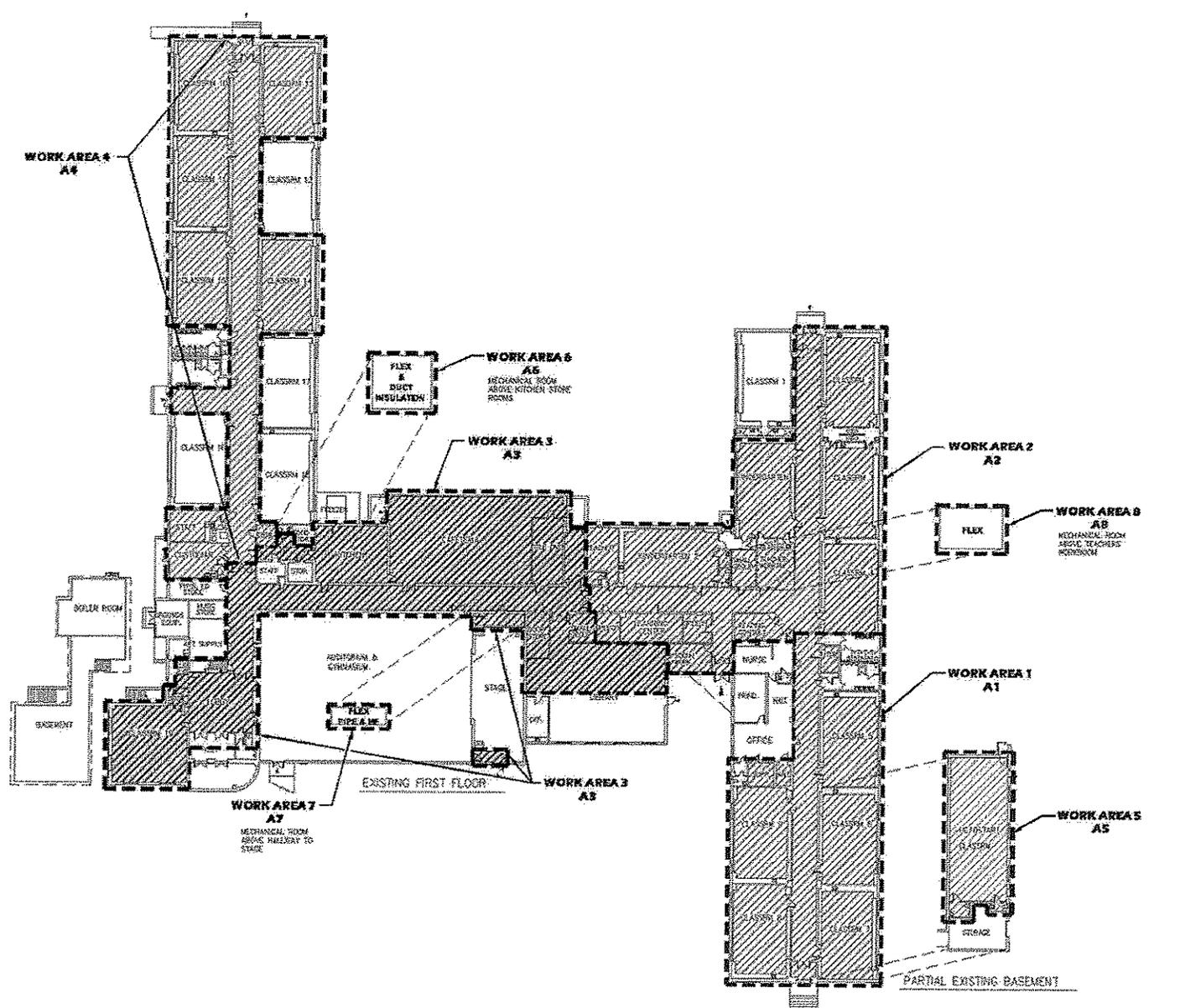
Carpet Removal/Vinyl Floor Tile Replacement



Verplanck

Carpet Removal/Vinyl Floor Tile Replacement





- NOTES
1. **WORK AREA A4**
Remove A4C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 2. **WORK AREA A5**
Remove A5C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 3. **WORK AREA A6**
Remove A6C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 4. **WORK AREA A7**
Remove A7C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 5. **WORK AREA A8**
Remove A8C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 6. **WORK AREA A9**
Remove A9C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 7. **WORK AREA A1**
Remove A1C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 8. **WORK AREA A2**
Remove A2C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 9. **WORK AREA A3**
Remove A3C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 10. **WORK AREA A10**
Remove A10C to be done
*FLEX and ductwork
under conditions of work a process of different asbestos abatement procedures apply. To these procedures in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 11. The Work Area A10 shall be done in conjunction with the removal of the pipe in the boiler room and shall be done in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 12. The Work Area A10 shall be done in conjunction with the removal of the pipe in the boiler room and shall be done in accordance with the approved AAPP from the State of Connecticut Department of Public Health.
 13. The Work Area A10 shall be done in conjunction with the removal of the pipe in the boiler room and shall be done in accordance with the approved AAPP from the State of Connecticut Department of Public Health.

LEGEND OF SYMBOLS	
	WAT AND MASTIC
	FLEXIBLE DUCT CONNECTORS
	DUCT INSULATION
	PIPE INSULATION
	FIXED FITNESS

NO.	REVISIONS	DATE	APPROVAL
VERPLANCK SCHOOL 126 OLD CITY STREET HARTFORD, CT 06103			
ASBESTOS ABATEMENT FIRST FLOOR, BASEMENT			 1100 Main Street Hartford, CT 06103 (860) 234-1100
DESIGN	REV	02/20/11	
DRAWING	REV	02/20/11	
CONSTRUCTION	REV	02/20/11	
SCALE	1"=10'-0"		
PROJECT	VERPLANCK SCHOOL - ASBESTOS ABATEMENT		
DATE	02/20/11		
ASB-1			



**Verplanck Elementary School
 Asbestos Abatement**

Estimate of Probable Costs

Abatement of VAT and Flex Connectors

<u>Item Description</u>	<u>Abatement</u>			<u>Re-covering</u>		<u>Total</u>
	<u>Quantity/Unit</u>	<u>Unit Cost</u>	<u>Subtotal</u>	<u>Unit Cost</u>	<u>Subtotal</u>	
Floor tile & mastic - Areas A1 & A2	14,705.0 sf	\$5.00	\$73,525.00	\$5.00	\$73,525.00	\$147,050.00
Floor tile & mastic - Area A3	9,285.0 sf	\$5.00	46,425.00	\$5.00	46,425.00	92,850.00
Floor tile & mastic - Area A4	7,600.0 sf	\$5.00	38,000.00	\$5.00	38,000.00	76,000.00
Floor tile & mastic - Area A5	1,500.0 sf	\$5.00	7,500.00	\$5.00	7,500.00	15,000.00
Flex Connectors & Duct insulation - Area A6	40.0 sf	\$70.00	2,800.00	\$70.00/sf	2,800.00	5,600.00
Flex Connectors & Duct insulation - Area A7	20.0 sf	\$100.00/sf	2,000.00	\$100.00/sf	2,000.00	4,000.00
Flex Connectors - Area A8	4 ea	100.00 ea	400.00	100.00 ea	400.00	800.00
Consultant Services			<u>26,796.00</u>			<u>26,796.00</u>
TOTAL			\$197,446.00	\$168,650.00		<u>\$368,096.00</u>

Projected Schedule

- Paper work to be submitted to the state for approval to qualify for reimbursement. (early April)
- Upon approval from the State begin bid process. (mid to late May)
- Receive Bids and award contracts. (mid to late June)
- Six week abatement project begins. (late June)
- Six week tile replacement project begins. (early July)
- Project completion August 2012.