

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, MAY 14,2012

Superintendent Search Committee Meeting
Director's Room-5:30 p.m.

Executive Session-AFSCME Council4, Local No.991
Discussion of Food Service Employee Contract
Director's Room-6:50p.m.

REVISED

7:00p.m.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes -April23, 2012

B. SUPERINTENDENT'S REPORT- PART I

- 1) Recognize Student Representative- Ashley Mills
- 2) Introduce New Student Representative- Anna Manser
- 3) Recognize Bennet Lunch Aide- Ms. AnnLinda Dustin-Bray
- 4) Foundation for Manchester Public Schools- Grant Presentations- Mrs. Melissa Pattacini

C. CONSENTCALENDAR

- 1) Personnel Actions - Resignations C - 1
- 2) Transfer of Funds C - 2
- 3) Appropriation to establish for FY 2011-2012 in the amount of\$36,000 from the Reisman Trophy grant for "Addressing Summer Reading Setback Among Economically Disadvantaged Elementary Students" C - 3
- 4) Food Service Employees Contract-AFSCME Council4, Local 991

D. PUBLIC COMMENTS (any item before the Board)

E. SUPERINTENDENT'S REPORT -Part II

- 1) District Technology Plan-Dr. Robert Pease

F. UNFINISHED BUSINESS

G. NEW BUSINESS -

- 1) Policy Proposals
 - a. Prohibition on Recommendations for Psychotropic Drugs
 - b. Confidentiality and access to Student Records
 - c. Board of Education issued credit card
 - d. Student Privacy
 - e. Social Networking

H. COMMUNICATIONS

- 1) Superintendent Search Committee Update

I. COMMITTEE REPORT

- 1) Building & Sites Committee
- 2) Curriculum & Instruction Committee
- 3) Policy Committee
- 4) SMARTR Committee

I- 2

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

Mary Luce, Principal, has submitted a letter of resignation for personal reasons effective the end of business on June 29, 2012. Mrs. Luce has been with Manchester Public Schools since July 1, 2001. It is recommended that her request be approved.

May 14,2012

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 20, 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 Repair of Equipment and Printing/Advertising to Bowers School General Supplies/Materials account. A transfer of \$976.00 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

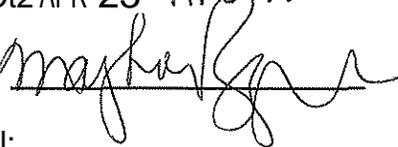
Manchester Public Schools
Manchester, Connecticut

ltM.JCP@JESTER PUBLIC SCH@LS

To: Accounting Department

School: Bower Ot2 APR 23 PM 3:44

Date: April 20, 201

Principal's Sign: 

Date of Approval: _____

JUSTIFICATION (Required Field):

Funds not encumbered for printing and repair of equipment are needed for general supplies for use through the remainder of the school year.

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

DECREASE In whole dollars only:

\$546.00	Account # 423011005435	Description: <u>Repair of equipment</u>
\$430.00	Account # 423011005540	Description: printing/advertising
\$_____	Account# _____	Description: _____

\$976.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$976.00	Account#423012405610	Description: <u>general supplies</u>
\$_____	Account# _____	Description: _____
\$_____	Account# _____	Description: _____

~~\$ TOTAL INCREASE (Must match total decrease)~~

RECEIVED

APR 23 2012

Initial: _____

ccounting Department Only

Board Approval Needed: Yes NoD

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: February 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 Systems Music Professional Development to Systems Music Hourly account. A transfer of \$400.00 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.


Kisiel

Rec'd 2/14/12

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2012 MAY -I PH 2:anchester Public Schools
Manchester, Connecticut

To: Accounting Department

school Mancheskr High School

Date: 11/11/11

Principal's Sign: [Signature]

Date of Approval: 11/11/11

JUSTIFICATION:
Professional Development Presenter Stipend's

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

DECREASE:

\$ 1-JDQ,60 Account#: 1))'.qgJ- 1-53 0 Description: ---IP D - - - -

\$ _____ Account#: - - - - - Description: - - - - -

\$ _____ Account#: - - - - - Description: - - - - -

\$ _____ TOTAL DECREASE

INCREASE:

\$ Y00,00 Account#: 1 >,,'-q-'a-'-'d,--'d-'-'-' Description: - - - - -

\$ _____ Account#: - - - - - Description: - - - - -

\$ _____ Account#: - - - - - Description: - - - - -

\$ 4,00,00 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: April30, 2012

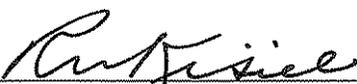
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2011-2012 Budget.

Discussion/Analysis: Transfer from Bowers School Administration Professional Development to Bowers School Administration Hourly account. A transfer of \$80.00 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
May 14,2012

Manchester Public Schools
Manchester, Connecticut

MANOHHS1U PUBLIC SCH@1

To: Accounting Department

School: Bowers _____

212 MAY -1 p t LJ

Date: April 30, 2012

Principal's Sign: _____

Date of Approval: LJ /3 o /t 2...

JUSTIFICATION (Required Field):

Funds needed to be removed from teacher workshop to teacher salary account to pay for teacher's stipend for presenting at February workshop

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

DECREASE In whole dollars only:

\$80.00. _____ Account# 4230-1221- 5320. _____ Description: professional development

\$. _____ Account# _____ Description: _____

\$. _____ Account# _____ Description: _____

\$80.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$80.00 Account #4230-1221-5115 Description: teacher salary account

\$. _____ 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: January 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 Bowers School Administration Professional Development to Bowers School Administration Hourly account. A transfer of \$266.00 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. R
Interim Superintendent of Schools
Manchester, Connecticut
May 14, 2012

Manchester Public Schools
Manchester, Connecticut
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 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 Waddell School Administration Professional Development to Waddell School Administration Hourly account. A transfer of \$400.00 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
May 14, 2012

Manchester Public Schools, J1 CHESTER PUBLIC SCHOOLS

Manchester, Conn.: : ;\$J (f 2:57 /

To: Acznting Department

Date: *2-7f F2-*

Principal's Sign:

d

Date of Approval: _____

JUSTIFICATION (Required Field):

Transfer of funds needed in order pay members Wadell Technology Team for workshop they presented 2-16-12

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

DECREASE In whole doliars only:

\$ *tjot>, _..* Account# *L{2 J_j 1221, s- 516*

\$ _____ Account# _____

Description: *Wed. Admin. P.D.*

Description: _____

\$ _____ Account# _____

Description: _____

\$ *if/J/* , TOTAL DECREASE

INCREASE In whole dollars only:

\$ *7t/V 1-1* Account# *1 h""J)J2 2 I,,,;"71 >*

\$ _____ Account# _____

Description: *11/C:ff."17*

Description: _____

\$ _____ Account# _____

Description: _____

\$ OTAL 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: May 2, 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 Administration Professional Development to Bennet Middle School Administration Hourly account. A transfer of \$480.00 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.

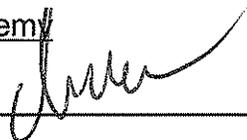
—
Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
May 14, 2012

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Bennet Academy

Date: 5/2/12

Principal's Sign: 

Date of Approval: _____

JUSTIFICATION (Required Field):

Funds needed to pay stipend for 3 staff teachers - Professional Development presentation.

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

DECREASE In whole dollars only:

\$480.00 Account# 42351221 5320 Description: Adm. Prof. Development

\$_____ Account# _____ Description: _____

\$_____ Account# _____ Description: _____

\$_____ TOTAL DECREASE

INCREASE In whole dollars only: 42351221 MS 5/7/12

\$480.00 Account# 5115 Description: Payroll

\$_____ 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: Joan Charnas, Interim Principal Washington School
Kate England, Principal Nathan Hale School

Subject: Reisman Scholars-Achieving by Reading Program Grant

Date: April23, 2012

Background: Nathan Hale and Washington Schools received a \$36,000 grant from Reisman Trophy to purchase books for all students. We will be mirroring the research stated in the article "Addressing Summer Reading Setback Among Economically Disadvantaged Elementary Students" by Richard Allington; which states that if you give children approximately 12 self selected books prior to the summer vacation then reading ability will more likely be sustained. In addition, we will purchase backpacks for each child to carry their books and a book crate for the students to store their books at home. Assessment and tracking data will be collected around student interest and reading levels.

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

Financial Impact: None.

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create an Reisman Scholars appropriation, in the amount of \$36,000.

Attachments: Copies of award letter and check.



Richard W. Kisicl, Ed. D.
Interim Superintendent of Schools
Manchester, Connecticut
May 14, 2012



HEISMAN • TROPHY • TRUST

April 16, 2012

Manchester Public Schools
160 Spruce Street
Manchester, CT 06040

Attention: Ms. Kathieen England
President

Dear Ms. England:

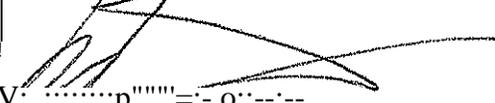
Michael J. Comerford
James E. Corcoran
Anne F. Donahut
N. Richard Knlikrm
Hrial D. Obergfell
Carol A. Pisano
SanfotdWunnfeid

The Reisman Trophy Trust is pleased to contribute to the fine work of Manchester Public Schools. Enclosed you will find the Trust's donation in the amount of Thirty Six Thousand 00/100 (\$36,000) Dollars to be utilized for the Nathan Hale and Washington Schools "Lead to Read" program.

Very trilly yours,

Rob Whalen
Executive Director
Rudy Riska
Ex wt'ive Director Emeritus

Heisman Trophy Trust


By: William J. Dockery

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Helsman Trophy Trust

111 Broadway, Suite 109A
New York, NY 10006
212.426.7000

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Private Client Group - 622
71 Broadway, NY, NY 10006
01-4357280

4298

04/16/2012

PAY TO THE
ORDER OF

Manchester Public School, Nathan Hale School

\$ **36,000.00

Thirty-six thousand and 00/100

DOLLARS

Manchester Public School, Nathan Hale School
160 Spruce Street
Manchester, CT 06040

Authorized Signature
[Signature]
Authorized Signature
[Signature]

MEMO

DONATION: Nathan Hale / Washington Schools SUM

⑈004298⑈ ⑆026013576⑆ 1500257489⑈

Helsman Trophy Trust

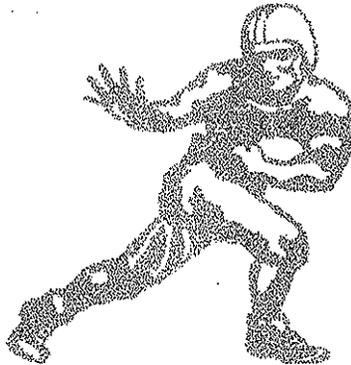
04/16/2012

Manchester Public School, Nathan Hale School

4298

2012 Manchester Schools: Summer Reading Program -

36,000.00



Cash and Cash Equv DONATION: Nathan Hale / Washington Schools SUMMER READING PR

36,000.00

Curriculum and Instruction

Minutes

May 7, 2012

Present: Ann Richardson, Merrill Kid, Maria Cruz

Also Present: Bruce Thorndike, Claudia Millette

Summer School Program- Mr. Bruce Thorndike

Mr. Thorndike reviewed the 2012 Summer School Program. A packet of materials was reviewed and discussed by the committee. The programs include:

- Primes- Remedial support for literacy
- Music Program - Enrichment Program
- Special Education -Extended Year Preschool through Middle School and Footsteps to Transition II
- Middle School Program – For students to avoid retention
- High School Program- Credit recovery

Also, Mr. Thorndike explained the eligibility for MHS students to enroll in the program. The students must have:

- Earned the minimum final course grade of 40%
- Attended class for a minimum of 60% of the course
- Taken the final exam

English language Arts (EIA) Curriculum- Ms. Claudia Millette

Ms. Millette reviewed the newly written Common Core English language Arts, Grades 7-8 Program. Ms. Millette and her committee have worked very hard to complete the final phase of the 7-8 EIA Curriculum Guide.

The next C&I Meeting is scheduled for Monday, June 4, 2012 at 6:00p.m. in Central Office

Manchester Public Schools
Summer School Programs
2012



Office of Curriculum & Instruction

Dr. Richard Kisiel -Interim Superintendent Dr.
Ann Richardson- Assistant Superintendent Mr.
Bruce Thorndike-Summer School Director

Manchester Public Schools-Summer School Program-2012

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Summer Program – Illing Program Information
2012

<i>WHO</i>	60 Illing Middle School students
	[Math, Science, Social Studies
	[July 31st
<i>WHERE</i>	uc""c' Academy
	Yes
<i>TRANSPORTATION</i>	No
	\$
<i>CONTACT</i>	Iris Gomero

Summer Program - PRIMES
Summer 2012

<i>WHO</i>	260 Current Grade 1-3 students
<i>WHAT</i>	Elementary Literacy and Reading Program
<i>WHEN</i>	July 2-July 26 / Mon -Thurs (No school on July 5 th) /8:00-11:30 AM
<i>WHERE</i>	Robertson Elementary School
<i>WHY</i>	Maintain/Increase literacy and reading comprehension
<i>STAFFING</i>	1 admin, 22 reg ed teachers, 2 SpEd teachers, 2 mentors, 1 nurse, 1 secretary, crossing guard
<i>BOECOST</i>	<i>\$67,527.33 (25,000 Title 1) Estimate</i>
<i>PARENT COST</i>	None
<i>SNACK</i>	U-MOGO< prOvided
<i>TRANSPORTATION</i>	First Student, some walkers
<i>'''</i>	BOE
<i>''''''''''</i>	Diane uuee,.au-uu'''' Work Phone: 860-647-3489

Summer Music Program Program Information

2012

WHO

As many students as possible in entering grades 5-9

WHAT

tuition : fee

: holiday on the 4th

if W...H:c-E''R''Eo:.....

[e<NAoK

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TRANSPORTATION

'=TNAtlcii!\$'

Band, Orchestra, and Chorus are \$50 separately, but we allow students to participate in band or orchestra and chorus for the \$50 price. Private lessons are \$25 for three half hour lessons and we give families with multiple children a discount for the second/third/etc. child. The total tuition paid by parents is subtracted from the total cost and the remainder is subsidized by the town-wide music department budget. Last year the program total cost was \$4290.06, we brought in \$2525.00, and the remaining \$1765.06 was paid

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from the music budget.

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Summer 2012
Extended Year Program- Preschool/Elementary

What	Selected preschoolers used on their IEPs, with a primary diagnosis of autism. (10 students)
Where	Manchester Preschool Center One classroom
Why	To maintain skills
Staffing	Director/Supervisor One Special Education Teacher One Part-time Occupational Therapist One Part-time Speech/Language Pathologist Support Personnel (Paraprofessionals) One Nurse on Site
BOE Cost	To be determined by the Board of Education
Parent Cost	None
Snack	Snack Provided
Funding	Board of Education/IDEA
Contact	Shelly Matfess (860) 647-3452 Mitchell Foote (860) 647-3471 Alexia Kalogianes (860) 647-3472 Julie Tjagvad (860) 647-5019 Sarah Burke (860) 647-5082

Summer 2012
 Extended Year Program • Elementary I
Special Education

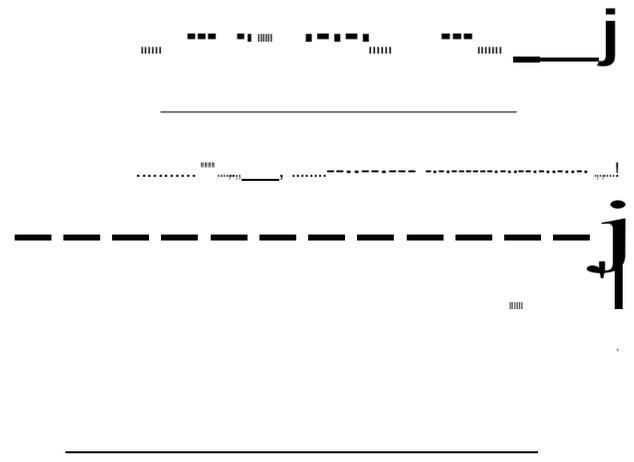
Who	Selected elementary students, based on their IEPs, in grades 1-5 with various special needs. (20 Students)
What	Intervention program for students with reading and writing difficulties.
When	July 2 nd through July 26 th (Monday - Thursday) 9:00am - 2:00pm
Where	Manchester Regional Academy
Why	To maintain academic and social skills
Staffing	Director/Supervisor Two Special Education Teachers One Part-time Occupational Therapist One Part-time Speech/Language Pathologist Support Personnel (Paraprofessionals) One Nurse on Site
BQE Cost	To be determined by the Board of Education
Funding	Board of Education/IDEA
Contact	Shelly Matfess (860) 647-3452 Michele Foote (860) 647-3471 Alexia Kajokianes (860) 647-3472 Julie Jagvad (860) 647-5019 Sarah Burke (860) 647-5082

Summer 2012
 Extended Year Program -Elementary II
 Special Education

Where	One classroom
BOE Cost	To be determined by the Board of Education
Parent Cost	None
Snack / Lunch Provided	
Funding	Board Allocation
Contact	Shelly Matfess (860) 647-3452 Mitchell Foote (860) 647-3471 Alexia Kalogianes (860) 647-3472 Julie Jagvad (860) 647-5019 Sarah Burke (860) 647-5082

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Contact i Mitchell Foote (860) 647-3471
: ~~Asa~~ Kalogianes (860) 647-3472
! Julie Jagvad (860) 647-5019
! Sarah Burke J]160) 647-5082



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Summer 2012
 Extended Year Program-Footsteps to Transition II

Why	To support those skills that students will need to acquire to transition to becoming young
Staffing	One Special Education Teacher One Part-time Occupational Therapist, One Part-time Speech/Language Pathologist Support Personnel (Paraprofessional)
BOE Cost	To be determined by the Board of Education
Parent Cost	None
Contact	Mitchell Foote (860) 647-3471 Alexia Kalogianes (860) 647-3472 Julie Tjagvad (860) 647-5019 (860) 647-5082