

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, SEPTEMBER 9, 2013**

**7:00 P.M.**  
**Lincoln Center**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – August 26, 2013 A – 3

**B. SUPERINTENDENT’S REPORT – PART I**

- 1) Teacher of the Year Presentation – Linda Mason

**C. CONSENT CALENDAR**

- 1) Personnel Actions C – 1
- 2) Transfer of Funds C – 2
- 3) Establish an increase in appropriation in the amount of \$169,999 for Manchester Head Start bringing the total appropriation to \$1,093,278. C – 3
- 4) Establish an appropriation for FY13-14 for the Manchester Head Start State Dept. of Education Link Grant in the amount of \$28,808. C – 4
- 5) Establish an appropriation for FY13-14 for the Enfield Head Start, State Dept. of Education Services Grant in the amount of \$2,850. C – 5
- 6) Establish an appropriation for FY13-14 for the Enfield Head Start, State Dept. of Education Enhancement Grant in the amount of \$92,137. C – 6
- 7) Establish an appropriation for FY13-14 for the Enfield Head Start, State Dept. of Education Link Grant in the amount of \$39,988. C – 7
- 8) Permission to apply for Bilingual Education Program Grant for FY 13-14 in the amount of \$8,101. C – 8
- 9) Permission to apply for a REACT Banking Program Grant for the Manchester Adult Education Program in the amount of \$150,000 per fiscal quarter for the 2014 calendar year (Jan. – Dec.) C – 9

**D. PUBLIC COMMENTS (any item before the board)**

**E. SUPERINTENDENT’S REPORT – PART II**

- 1) Alliance Grant 2013-2014 – Update E – 1
- 2) Organizational Efficiency Effectiveness Study – Update E – 2

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

- 1) Superintendent Search Committee Report & Recommendations

**H. COMMUNICATIONS**

**I. COMMITTEE REPORT**

- 1) Building & Sites Committee I – 1
- 2) Personnel & Finance Committee Minutes 8-26-13 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 the Public Comment session(s):*

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

**PERSONNEL ACTION****RESIGNATIONS**

Barbette Warren, Language Arts teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective August 22, 2013. Ms. Warren has been with Manchester Public Schools since August 24, 2004. It is recommended that her request be approved.

Chaya Lemkin, District-wide Speech & Language Pathologist, has submitted a letter of resignation for personal reasons effective September 6, 2013. Ms. Lemkin has been with Manchester Public Schools since August 30, 2006. It is recommended that her request be approved.

Rebecca Kowalczyk, Special Education teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective September 6, 2013. Ms. Kowalczyk has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

**APPOINTMENTS**

Confirming the appointment of Uyi Osunde, Assistant Principal at Illing Middle School, (11-month Secondary Assistant Principals (220 days) Step 1, \$107,588); Mr. Osunde received a Sixth Year Certificate in Educational Leadership at Southern Connecticut State University and a Master of Arts in Educational Psychology Counseling degree at University of Connecticut. Mr. Osunde resides in Meriden.

Aimee Pont to be a Kindergarten teacher at Highland Park Elementary School. Ms. Pont received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Pont resides in Newington. It is recommended that her appointment be approved effective August 27, 2013 (MA/Step 1 \$46,228).

Megan Murray-Cabral to be a .8 FTE Head Start teacher at Manchester Pre-school Center. Ms. Murray-Cabral received a Master of Arts in Early Childhood Education degree at University of Hartford. Ms. Murray-Cabral resides in New Britain. It is recommended that her appointment be approved effective August 28, 2013 (MA/Step 1 \$46,228) pro-rated.

Christina Gammons to be a Kindergarten teacher at Washington Elementary School. Ms. Gammons received a Master of Arts in Teaching degree at Northeastern University. Ms. Gammons resides in Farmington. It is recommended that her appointment be approved effective September 4, 2013 (MA/Step 1 \$46,228).

**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:** September 4, 2013

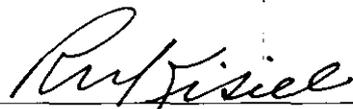
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2013-2014 Budget.

**Discussion/Analysis:** Transfer from Manchester High School Medical Supplies to Manchester High School Printing/Advertising accounts. A transfer of \$15,550 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 2013-2014 Budget.



Dr. Richard W. Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
September 9, 2013

Manchester Public Schools  
Manchester, Connecticut

OK  
8/30/13  
DC

To: Accounting Department

School: Kennedy Education Center

Date: 8/29/2013

Principal's Sign: Suzanne Valade

Date of Approval: \_\_\_\_\_

**JUSTIFICATION (Required Field) :**

**Move money from Medical Supplies to Printing/Advertising to cover printed form expense from Manchester High Copy Center.**

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

**DECREASE In whole dollars only:**

\$15,550 Account # 31299210 5650 Description: Medical Supplies

\$ \_\_\_\_\_ Account # \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Account # \_\_\_\_\_ Description: \_\_\_\_\_

\$15,550 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$15,550 Account # 31299201 5540 Description: Printing/Advertising

\$ \_\_\_\_\_ Account # \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Account # \_\_\_\_\_ Description: \_\_\_\_\_

\$15,550 **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 Increase in Appropriation Head Start FY 13-14  
**Date:** July 30, 2013

**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 award is for the period 3/1/13 – 2/28/14 but the total amount has been reduced by 5.27%. Eighty per cent was previously appropriated.

**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 increase the Manchester Head Start appropriation for the fiscal year 2013-2014 in the amount of \$169,999 bringing the total appropriation to \$1,093,278.

**Attachments:** None



Richard W. Kisiel, Ed. D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
August 26, 2013

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Item for Appropriation FY 13/14 Manchester Head Start Link Grant  
**Date:** September 3, 2013

**Background:** Manchester Head Start received a grant from the State Department of Education for the expansion of its services to low-income families.

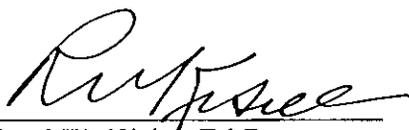
**Discussion/Analysis:** These funds will be used to extend the school day of its Squire Village district students from part-time to a full day of six hours. This expansion will increase learning opportunities in the development of language, literacy, social and emotional and math and science concepts.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program expansion.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Manchester Head Start, State Department of Education Link grant appropriation, in the amount of \$28,088.

**Attachments:** Award letter and budget.



Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
September 9, 2013

Man 79214



STATE OF CONNECTICUT  
Office of Early Childhood

GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE  
Statute: P.A.07-1 (JSS)  
CFDA #: None  
Project Code: OEC000000000002

Grant Number: 077-000 11000-16202-2014-82079-170003

2 Grant Title

HEAD START - EARLY CHILDHOOD LINK

5 Award Period

7/1/2013 - 6/30/2014

3 Staff

Program Manager:

Andrea Brinnel 860-713-6771

Payment & Expenditure Inquiries:

Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$28,088

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2013 and June 30, 2014 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2014. For grants awarded for two-year periods beginning July 1, 2013, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2015. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

6/30/2013

Dr. Myra Jones-Taylor  
Executive Director  
Office of Early Childhood

cc J Reisman, G Gaudette  
town  
audit

# BUDGET FORM

Created On: 6/30/2013

## ED 114

Fiscal Year: 2014  
Grantee Name: MANCHESTER Grantee: 077-000  
Grant Title: HEAD START - EARLY CHILDHOOD LINK  
Project Title: COMPETITIVE GRANT  
Fund: 11000 SPID: 16202 Year: 2014 PROG: 82079 CF1: 170003 CF2:  
Grant Period: 7/1/2013 - 6/30/2014 Authorized Amount: \$28,088  
Project Code: OBC000000000002

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$28,088

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHER	26,092
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	1,996
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$28,088

Original Request Date: 6/28/2013

This budget was approved by Andrea Brinnel on 6/28/2013.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Item for Appropriation FY 13/14 Enfield Head Start Services Grant  
**Date:** September 3, 2013

**Background:** Enfield Head Start has received a grant from the State Department of Education for the augmentation of its services to low-income families.

**Discussion/Analysis:** These funds are used for program quality enhancement in the area of literacy.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this services program.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$2,850 to the Enfield Head Start, State Department of Education Services Grant.

**Attachments:** Award letter and budget.



Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
September 9, 2013



STATE OF CONNECTICUT  
Office of Early Childhood

Enf  
79114

GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE  
Statute: C.G.S. 10-16n  
CFDA #: None  
Project Code: OEC000000000002

Grant Number: 077-000 11000-16101-2014-82079

2 Grant Title

HEAD START SERVICES

5 Award Period

7/1/2013 - 6/30/2014

3 Staff

Program Manager:  
Andrea Brinnel 860-713-6771

Payment & Expenditure Inquiries:  
Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$2,850

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2013 and June 30, 2014 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2014. For grants awarded for two-year periods beginning July 1, 2013, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2015. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

6/30/2013

Dr. Myra Jones-Taylor  
Executive Director  
Office of Early Childhood

cc D Clement P West  
town  
audit

# BUDGET FORM

Created On: 6/30/2013

## ED 114

Fiscal Year: 2014  
Grantee Name: MANCHESTER  
Grant Title: HEAD START SERVICES  
Project Title:  
Fund: 11000 SPID: 16101 Year: 2014  
Grant Period: 7/1/2013 - 6/30/2014  
Project Code: OEC000000000002

Funding Status: Final  
Vendor ID: 00077

Grantee: 077-000

PROG: 82079 CF1:  
CF2:  
Authorized Amount: \$2,850

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$2,850

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHER	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	1,755
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	1,095
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$2,850

Original Request Date: 6/28/2013

This budget was approved by Andrea Brinnel on 6/28/2013.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools

**Subject:** Item for Appropriation FY 13/14 Enfield Head Start Enhancement Grant

**Date:** September 3, 2013

**Background:** Enfield Head Start receives an annual grant from the State Department of Education for the enhancement of its services to low-income families.

**Discussion/Analysis:** These funds are used to enhance services for preschoolers, for our extended day full year program and continuation summer program.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program enhancement.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Enfield Head Start, State Department of Education enhancement grant appropriation, in the amount of \$92,137.

**Attachments:** Award letter and budget.



Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
September 9, 2013



Enf 79014

**STATE OF CONNECTICUT**  
*Office of Early Childhood*

GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE  
Statute: "C.G.S.10-16n"  
CFDA #: None  
Project Code: OEC000000000002

Grant Number: 077-000 11000-16106-2014-82079

2 Grant Title

HEAD START ENHANCEMENT

5 Award Period

7/1/2013 - 6/30/2014

3 Staff

Program Manager:  
Andrea Brinnel 860-713-6771

Payment & Expenditure Inquiries:  
Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$92,137

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2013 and June 30, 2014 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2014. For grants awarded for two-year periods beginning July 1, 2013, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2015. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

6/30/2013

Dr. Myra Jones-Taylor  
Executive Director  
Office of Early Childhood

cc: D Clement, P West  
town  
audit

# BUDGET FORM

Created On: 6/30/2013

## ED 114

Fiscal Year: 2014  
Grantee Name: MANCHESTER  
Grant Title: HEAD START ENHANCEMENT  
Project Title:  
Fund: 11000 SPID: 16106 Year: 2014 PROG: 82079 CF1:  
Grant Period: 7/1/2013 - 6/30/2014 CF2:  
Project Code: OEC000000000002 Authorized Amount: \$92,137

Funding Status: Final  
Vendor ID: 00077

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$92,137

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	4,518
111B	TEACHERS	37,200
112A	EDUCATION AIDES	20,165
112B	CLERICAL	1,670
119	OTHER	25,879
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	100
330	OTHER PROFESSIONAL TECHNICAL SERVICES	2,000
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	605
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	TOTAL	\$92,137

Original Request Date: 6/28/2013

---

This budget was approved by Andrea Brinnel on 6/28/2013.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Item for Appropriation FY 13/14 Enfield Head Start Link Grant  
**Date:** September 3, 2013

**Background:** Enfield Head Start has received a grant from the State Department of Education to provide additional direct services to students in the areas of language and literacy.

**Discussion/Analysis:** These funds will be used to hire three part-time literacy facilitators and to purchase instructional supplies. The facilitators will work with students individually and in small groups to strengthen literacy and language skills. They will also promote family literacy and parent involvement.

**Financial Impact:** Grant funds cover 100% of the cost of implementation for this program enhancement.

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to create the Enfield Head Start, State Department of Education Link grant appropriation, in the amount of \$39,988.

**Attachments:** Award letter and budget.



Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
September 9, 2013

Enf 79314



STATE OF CONNECTICUT  
Office of Early Childhood

GRANT AWARD NOTIFICATION

1 Grant Recipient

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

4 Award Information

Grant Type: STATE  
Statute: P.A. 07-1 (JSS)  
CFDA #: None  
Project Code: OEC000000000002

Grant Number: 077-000 11000-16202-2014-82079-170003-SDE00005

2 Grant Title

HEAD START - EARLY CHILDHOOD LINK

5 Award Period

7/1/2013 - 6/30/2014

3 Staff

Program Manager:  
Andrea Brinnel 860-713-6771

Payment & Expenditure Inquiries:  
Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: \$39,988

Funding Status: Final

7 Terms and Conditions of Award

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

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2013 and June 30, 2014 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2014. For grants awarded for two-year periods beginning July 1, 2013, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2015. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

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

This grant has been approved.

6/30/2013

Dr. Myra Jones-Taylor  
Executive Director  
Office of Early Childhood

cc D Clement P West  
town  
audit

79314

### BUDGET FORM

Created On: 6/30/2013

#### ED 114

**Fiscal Year:** 2014 **Funding Status:** Final  
**Grantee Name:** MANCHESTER **Vendor ID:** 00077  
**Grant Title:** HEAD START - EARLY CHILDHOOD LINK  
**Project Title:** COMPETITIVE GRANT  
**Fund:** 11000 **SPID:** 16202 **Year:** 2014 **PROG:** 82079 **CF1:** 170003 **CF2:** SDE00005  
**Grant Period:** 7/1/2013 - 6/30/2014 **Authorized Amount:** \$39,988  
**Project Code:** OBC000000000002

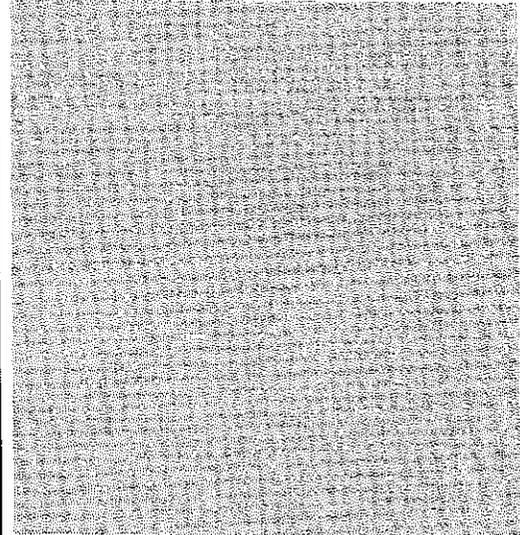
#### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$39,988

CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	23,795
112B	CLERICAL	
119	OTHER	14,530
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	1,458
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	205
612	ADMINISTRATIVE SUPPLIES	
690	OTHER SUPPLIES	
700	PROPERTY	
890	OTHER OBJECTS	
940	INDIRECT COSTS	
	<b>TOTAL</b>	<b>\$39,988</b>



Original Request Date: 6/28/2013

This budget was approved by Andrea Brinnel on 6/28/2013.

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Dr. Richard Kisiel, Interim Superintendent of Schools  
**Subject:** Permission to apply for the Bilingual Education Program Grant  
**Date:** September 9, 2013

**Background:**

This grant application will be used to support children identified as English Language Learners (ELL) in our schools where 20 or more of such children are of the same language group. Monies will be used to enhance parent connections and strengthen English language development.

**Discussion/Analysis:**

Funds will be used to:

- Provide materials for student support in Core Curriculum in Spanish.
- Support parental activities for ELL students and families.
- Purchase instructional supplies for student learning.

**Financial Impact:** None to the Board of Education

**Other Board/Commission Action:** None

**Recommendations:**

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Bilingual Education Program Grant, for school year 2013-2014 in the amount of \$8,101.



Richard Kisiel, Ed.D., Interim Superintendent of Schools  
September 9, 2013

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Dr. Richard Kisiel, Interim Superintendent of Schools  
**Subject:** Permission to apply for a REACT Banking Program Grant  
**Date:** September 9, 2013

**Background:**

The grant application proposes to address the needs of a group of 50 students per fiscal quarter (2014). These students have attained a high school diploma or its equivalent and require intensive postsecondary developmental education that will allow them to enroll directly in a credit bearing program of higher learning at the community college level. Students will be selected based on the Accuplacer score that places them in the existing equivalent developmental course levels. The academic component of this program is based upon MA&CE's very successful REACT program, which has been funded by the State Legislators for the past two years and present school year.

In addition, a Retail Banking CSR Certificate Program has been added to the above REACT component and designed for interested adults for immediate careers in banking and finance. Our intent is to provide a certificate program for Retail Customer Service Representatives/Tellers (CSR). The curriculum for this certificate program will be comprised of 5 core components... **Introduction to Retail Banking, The CSR Vocational Module, Communication/Presentation/Customer Service Skills, Problem Solving and Decision Making Skills, Externship.** The curriculum will be taught by experienced bankers.

**Discussion/Analysis:**

Funds will be used to:

- Provide instructional and support staff.
- Support teaching and learning activities.
- Purchase instructional supplies and equipment for student learning.

**Financial Impact:** None to the Board of Education

**Other Board/Commission Action:** None

**Recommendations:**

The Superintendent of Schools recommends that the Board of Education approve the filing of an application(s) for a REACT Banking Program Grant for the Manchester Adult and Continuing Education Program in the amount of \$150,000 per fiscal quarter for the 2014 calendar year (January-December).



---

Richard Kisiel, Ed.D.,  
Interim Superintendent of Schools  
September 9, 2013

**MANCHESTER PUBLIC SCHOOLS**  
**ALLIANCE GRANT PRIORITIES AND STRATEGIES**

**2013-14**

**Priority 1: Implement early intervention, and instructional interventions and curriculum aligned to the Common Core to close the achievement gap.**

**Strategy 1:**

Implement the summer “Jump Start” program

**Strategy 2:**

Implement the S.A.A.M. program

**Strategy 3:**

(1) Increase ELL teachers (2.0 FTE) to provide direct instruction to student and training for teachers and tutors

(2) Provide extended school day academic support for English Language Learner students

**Strategy 3:**

Expand the pilot extended school day enrichment program to two schools for students who are not achieving at the grade level standard

**Strategy 4:**

Maintain funding for the district’s online benchmark assessment program

**Strategy 5:**

Implement the Lexia Reading program in grades K-5 as a Tier 1 classroom center intervention.

**Strategy 6:**

Coordinate early childhood programming with the Town of Manchester

**Priority 2: Implement talent development strategies to improve teacher and administrator effectiveness and leadership**

**Strategy 1:** Provide administrators with training in the implementation of the teacher evaluation and administrator evaluation programs

**Strategy 2:** Provide teachers with training in the implementation of the teacher evaluation program

**Strategy 3:** Continue training in school based instructional rounds through the Connecticut Center for School Change.

**Strategy 4:** Provide school-based professional teacher training by the school's curriculum coaches in the implementation of the Common Core

**Priority 3: Expand collaboration of school and community program and service opportunities focused on improving student achievement, graduation rates and school attendance, and reducing the number of suspensions, disruptive behaviors, and school based arrests.**

**Strategy 1:** Implement additional programming to reduce school based arrests, exclusionary discipline, disruptive behaviors, chronic absenteeism, and family/school, community connections

**Strategy 2:** Increase substances abuse assessment and educational programming

**Priority 4: Increase the level of college and career readiness of secondary level students, particularly those in underperforming subgroups, by personalizing learning through innovative approaches, and individualized supports and interventions.**

**Strategy 1:** Implement the “One to One” program at Manchester High School to create a collaborative learning environment to support teachers and students in implementing transformative uses of technology and engaging students with their learning.

**Strategy 2:** Implement smaller learning communities (academies) at Manchester High Schools

**Strategy 3:** Improve the Internet connectivity at Iling Middle School in anticipation of expanding the “One to One” program at the middle school.

**Organizational, Efficiency, and Effectiveness Study**

**Final Report**

**September 9, 2013**

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/weekly communication with BOE and staff during the school year; need for Board goal and district resources to improve communication with 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 CABE; Board requests for information channeled through the Board chair; Board retreat held in summer of 2012; five year district goals approved
3.6 Implement a yearly self-evaluation by the Board of Education.	√			Board of Education	Board should discuss at its first retreat after the appointment of 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); joint meetings held on budget issues; and joint meeting called on ad hoc basis.
3.7 b Conduct regular meetings between the General Manager and Superintendent.		√		Superintendent	Regular meetings currently with the interim superintendent; good professional relationship established.
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; all critical policy revisions completed; policy revision on going.
3.9 Ensure, as the policy manual is revised, that CABE "required" policies are included in the updated Policy Manual and that CABE "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	School level and district office climate committees designed to strengthen relations; creation weekly newsletter
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's routine weekly 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; Implemented weekly news bulletin sent to BOE and entire staff; other communication sent as needed.

**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	The Office of Curriculum & Instruction reorganized under new leadership; trainer positions eliminated; coaching staff appointed in all schools; additional Director of Teaching and learning need to support curriculum implementation and evaluation.
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	Completed in May of 2012
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)**

<b>Major Recommendations</b>  <b>Business Services: Organization and Management</b>	<b>Action to Date</b>			<b>Person(s) Responsible For Action</b>	<b>Comments</b>
	<b>In Progress</b>	<b>Completed</b>	<b>Rejected</b>		
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 up-to-date. Training is ongoing.
4.2 Assign consistent titles to mid-managers and delegate authority to the designated mid-managers, commensurate with their roles and responsibilities.		√		Mrs. Brooks	Additional staff hired to handle management function related to payroll, accounts payable; and human resources.
4.3 Designate someone with knowledge of the Town of Manchester and the streets to serve as backup for the Transportation Coordinator.		√		Mrs. Brooks	Two back-up district office staff members trained and assigned.
<b>Business Services – Financial Management</b>					
<b>Major Recommendations</b>  <b>Financial Management</b>	<b>Action to Date</b>			<b>Person(s) Responsible For Action</b>	<b>Comments</b>
	<b>In Progress</b>	<b>Completed</b>	<b>Rejected</b>		
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 completed
4.6 Centralize all grant reporting, monitoring, and claiming functions under a Grants and Special Revenue Specialist.		√		Mrs. Brooks	Personnel assigned specific responsibility for coordinating this work
<b>Business Services – Purchasing, Contracting and Accounts Payable</b>					
<b>Major Recommendations</b>  <b>Purchasing, Contracting, and Accounts Payable</b>	<b>Action to Date</b>			<b>Person(s) Responsible For Action</b>	<b>Comments</b>
	<b>In Progress</b>	<b>Completed</b>	<b>Rejected</b>		
4-7a Immediately requires all employees to use the Kelly System.		√		Mrs. Brooks	All Except for custodian union, which is unwilling, all others have agreed.
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	Human Resource specialists in place;
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	IT staff relocated in the building; HR occupies space now handicap accessible.
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	Job descriptions updated; job descriptions updated as needed.
4.13 Ensure that all evaluation guidelines and instruments are current and being used according to guidelines.		√		Superintendent Mrs. Brooks All Administrators	Teacher and administrator evaluation guidelines approved by the State Department of Education; all non-certified personnel evaluations systems up-to-date.
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	More resources and effort needed to recruit minority teaching candidates; 18% of new certified staff appointed in 2013 represented minority groups
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)**

<b>Major Recommendations Facilities Management</b>	<b>Action to Date</b>			<b>Person(s) Responsible For Action</b>	<b>Comments</b>
	<b>In Progress</b>	<b>Completed</b>	<b>Rejected</b>		
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; joint meetings called as needed; working relationships improved
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 completed.
4-20 Eliminate the Assistant Head Custodian at the high school and create a 2 <sup>nd</sup> 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**

<b>Major Recommendations Facilities Management: Vehicles</b>	<b>Action to Date</b>			<b>Person(s) Responsible For Action</b>	<b>Comments</b>
	<b>In Progress</b>	<b>Completed</b>	<b>Rejected</b>		
4.34 Create a complete vehicle and equipment inventory, and a vehicle replacement and disposal schedule.		√			Completed and made public during budget deliberations
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, consultation with a Munis representative advised that this goal was 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	Webmaster hired for 2013-14; new district website currently being created

**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 through food service.
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.		√			Breakfast participation has increased, but it 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.		√			Procedures for handling cash receipt completed; schools need to increase participation to keep pace with expenses.

**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	Actions on the recommendations removed the school of its warning status; gas lines installed in science labs
5.2 Eliminate one high school assistant principal position in Manchester Public Schools.		√		Superintendent	The Director of the Bentley Alternative Program position eliminated; responsibilities assigned to an assistant principal
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	The principal has reorganized his administrative and instructional support staff to achieve this goal.
5.3b Establish consistency in the contracts for instructional leaders – in terms of stipends, frees periods, and duties.		√		Superintendent Mr. Geary Mrs. Brooks	New contract language has clarified this recommendation and corrected any discrepancies
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 further negotiations during next round of contract deliberations.
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	Department facilitator positions created along with the team organization/structure

**Manchester Board of Education  
Personnel & Finance Committee Report  
August 28, 2013**

Attendees: Mike Crockett, Neal Leon, Chris Pattacini, Deb Hagenow, Dr. Kisiel, Amy Radikas, Pat Brooks

Dr. Kisiel reviewed his Central Office reorganization plan, the elimination of the SRBI and Science Trainer positions and the creation of an additional Director of Teaching & Learning position. Dr. Kisiel stated that the efficiency study determined that there was a need to implement changes in mid-management positions under the Assistant Superintendent for Curriculum and Instruction. This reorganization plan addresses this recommendation.

The need for two Directors of Teaching & Learning, one Elementary K-5 and one Secondary 6-12, was addressed during budget workshops and funding was to come from the Alliance Grant, however, the Alliance Grant could not support the additional position. The reassignment of the SRBI and Science Trainers has created an opportunity to provide the funding for this position. Mrs. Radikas and Dr. Ratchford will determine the needs of the department and the assignment of duties for both positions. At this time, it appears that the position will probably be filled mid-year.

The next meeting will be a budget workshop on September 18, 2013, at 5:30 p.m., in the Board Room at Central Office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia F. Brooks". The signature is written in a cursive, flowing style.

Patricia F. Brooks  
Assistant to the Superintendent  
Finance and Management