

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**WEDNESDAY, MAY 29, 2013**

**Executive Session - Security – 6:00 p.m. Director’s Room**

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

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – May 13, 2013 A – 3

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

- 1) Student Representative Report – Anna Manser
- 2) PTA President Report – Mrs. Jackie Madore
- 3) Foundation for Manchester Public Schools – Mrs. Melissa Pattacini
- 4) Introduction of new Principals

**C. CONSENT CALENDAR**

- 1) Personnel Actions C – 1
- 2) Establish an appropriation for FY12-13 for the Heisman Scholars-Achieving by Reading Program Grant in the amount of \$20,000. C – 2
- 3) Increase the appropriation for MRA out-of-town tuition to provide services to special needs students ranging in age from 14 to 21 in the amount of \$88,867 for FY12-13 bringing to total appropriation to \$888,867. C – 3
- 4) Establish an appropriation for FY12/13 for the Nellie Mae Education Foundation, Inc. Grant in the amount of \$449,650. C – 4
- 5) Transfer of Funds C – 5
- 6) Permission to apply for \$98,001 for FY13-14 for the Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of CT. C – 6
- 7) Extended Field Trip – Manchester High School – Future Business Leaders of America - National Leadership Conference – Anaheim, CA – 6/27/13 to 7/2/13 – 3 students. C – 7

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

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

- 1) Replacement plan for the portable classrooms at Illing
- 2) Report from SMARTR Committee – Mr. Brian Murphy E – 2

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

**H. COMMUNICATIONS**

- 1) High School Accreditation Status H – 1

**I. COMMITTEE REPORT**

- 1) Curriculum & Instruction Committee

I – 1

**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**

Dr. Robert Pease, K-12 Instructional Technology Supervisor, has submitted a letter of resignation for retirement purposes effective June 30, 2013. Dr. Pease has been with Manchester Public Schools since October 29, 2007. It is recommended that his request be approved.

Laura Williams, Language Arts teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective June 30, 2013. Ms. Williams has been with Manchester Public Schools since August 20, 2003. It is recommended that her request be approved.

**APPOINTMENTS**

Confirming the appointment of Mr. Michael Moynihan, Principal of Waddell Elementary School (Elementary Principal (220 days) Step 1 \$111,613); Mr. Moynihan received a Sixth Year Diploma in Professional Education at University of Connecticut and a Master of Arts in Elementary Education degree at Cambridge College. Mr. Moynihan resides in Manchester.

Confirming the appointment of Mr. Nicolas Jones, Principal of Verplanck Elementary School (Elementary Principal (220 days) Step 5 \$127,857); Mr. Jones received a Sixth Year Diploma in Professional Education at University of Connecticut and a Master of Science in Elementary Education degree at University of New Haven. Mr. Jones resides in Bristol.

Adrienne Satin to be a Math teacher at Manchester High School. Ms. Satin received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Satin resides in South Windsor. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Lindsey Squire to be a Science teacher at Manchester High School. Ms. Squire received a Master of Science in Secondary Education degree at University of Connecticut. Ms. Squire resides in Somers. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Elizabeth Fanfarillo to be a Science teacher at Manchester High School. Ms. Fanfarillo received a Master in the Art of Teaching degree at Western Connecticut State University. Ms. Fanfarillo resides in Manchester. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Denise Batista to be a Guidance Counselor at Manchester High School. Ms. Batista received a Master of Arts in Educational Psychology degree at University of Connecticut. Ms. Batista resides in Trumbull. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Leilani Grayson to be a Social Studies teacher at Manchester High School. Ms. Grayson received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Grayson resides in Naugatuck. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 2 \$47,536).

Emily Fetko to be a Social Studies teacher at Manchester High School. Ms. Fetko received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Fetko resides in Ellington. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Colleen Booth to be a Science teacher at Manchester High School. Ms. Booth received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Booth resides in Portland. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Nelson Diaz to be a Language Arts teacher at Illing Middle School. Mr. Diaz received a Master of Arts in the Teaching of English degree at Teachers College, Columbia University. Mr. Diaz resides in Manchester. It is recommended that his appointment be approved effective August 26, 2013 (MA/Step 2 \$47,536).

Margaret Pelchat to be a Math teacher at Manchester High School. Ms. Pelchat received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Pelchat resides in Litchfield. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Samuel Warner to be a Biology teacher at Manchester High School. Mr. Warner received a Bachelor of Science in Natural Resources degree at University of Connecticut. Mr. Warner resides in Amston. It is recommended that his appointment be approved effective August 26, 2013 (BA+30/Step 1 \$46,228).

Teresa Norman to be a Special Education teacher at Manchester High School. Ms. Norman received a Master of Special Education degree at Saint Joseph College. Ms. Norman resides in Coventry. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Baileys Irizzary to be a World Language Spanish teacher at Manchester High School. Ms. Irizzary received a Master of Arts in Modern Languages degree at Central Connecticut State University. Ms. Irizzary resides in Windsor. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 13 \$79,869).

Jena Biondino to be a World Language Spanish teacher at Manchester High School. Ms. Biondino received a Master of Arts in Secondary Education degree at Quinnipiac University. Ms. Biondino resides in Meriden. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Karen Gray, Principal Washington School  
**Subject:** Heisman Scholars-Achieving by Reading Program Grant FY 12-13  
**Date:** May 13, 2013

**Background:** Washington School received a \$20,000 grant from Heisman 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. 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 Heisman Scholars appropriation, in the amount of \$20,000 for 2012-13.

**Attachments:** Copies of award letter and check.



Richard W. Kiesel, Ed. D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2012



# HEISMAN TROPHY TRUST

May 7, 2013

*Trustees:*

William J. Dockery  
*President*

Michael J. Comerford

James E. Corcoran

Anne F. Douthett

R. Richard Kalikow

Vasili Krishnamurti

Brian D. Obergfell

Carol A. Pisano

Sanford Wurmfeld

Honorable John E. Sprizzo  
*1934-2008*

Rob Whalen  
*Executive Director*

Tim Henning  
*Heisman Coordinator*

Rudy Risler  
*Executive Director Emeritus*

Washington School  
94 Cedar Street  
Manchester, CT 06040

Attention: Ms. Karen Grey, Principal

Dear Ms. Grey:

The Heisman 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 Twenty Thousand 00/100 (\$20,000) Dollars to be utilized for the Washington School "Lead to Read" program.

Very truly yours,

Heisman Trophy Trust

  
By: William J. Dockery

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**Heisman Trophy Trust**

111 Broadway, Suite 103A  
New York, NY 10006  
212.425.7000

**SIGNATURE BANK**  
Private Client Group - 622  
71 Broadway, NY, NY 10006  
01-1357/260

4636

04/18/2013

PAY TO THE  
ORDER OF

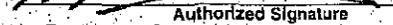
Manchester Public Schools, Washington Elementary

\$20,000.00

Twenty thousand and 00/100

DOLLARS

Manchester Public Schools  
94 Cedar Street  
Manchester, CT 06040

Authorized Signature  
  
Authorized Signature  


MEMO

DONATION: Funding Restricted for SUMMER READ

⑈004636⑈ ⑆026013576⑆ 1500257489⑈

Details on Back  
Intuitive CheckLock™ Secure Check

Heisman Trophy Trust

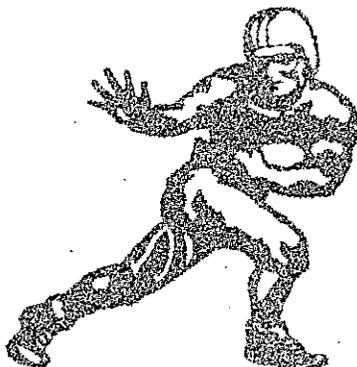
04/18/2013

Manchester Public Schools, Washington Elementary

4636

2013 Manchester Schools: Summer Reading Program

20,000.00



Cash and Cash Equiv DONATION: Funding Restricted for SUMMER READING PROG.

20,000.00

**Town of Manchester  
Manchester Board of Education**

**To:** Manchester Board of Education  
**From:** Dr. Richard W. Kisiel, Interim Superintendent of Schools  
**Re:** Item for Increase in Appropriation for FY 2012-2013  
**Date:** May 10, 2013

**Background:** MRA out-of town tuition is received to provide services to special needs students ranging in age from 14 to 21.

**Discussion/Analysis:** A projected increase in tuition is anticipated due to the number of tuition students in the program.

**Financial Impact:** None

**Other Board Action:** None

**Recommendation:** The Interim Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for MRA \$88,867 for FY12-13 bringing the total appropriation to \$888,867.

  
Richard W. Kisiel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

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

**Subject:** Item for Appropriation Nellie Mae Education Foundation, Inc. Grant  
FY 12/13

**Date:** May 17, 2013

**Background:** This 20 month grant was awarded to Manchester High School and will support early stage work to systemically meet Common Core State Standards (CCSS) expectations at the high school level through a student centered frame. Foundation funds will be used by Manchester Public Schools to engage in activities in three areas: Culture and Leadership, Teaching and Learning, and Public Awareness and Support.

**Discussion/Analysis:** This grant begins April 1, 2013 through November 30, 2014

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Interim Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY 12/13 for the Nellie Mae Education Foundation, Inc. grant in the amount of \$449,650.

**Attachments:** Copies of award letter and check.



Richard W. Kisel, Ed.D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013



May 7, 2013

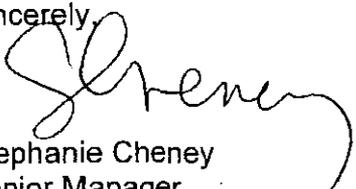
Mr. Matthew Geary, Principal  
Manchester Public Schools  
134 East Middle Turnpike  
Manchester, CT 06040

Dear Mr. Geary:

I am delighted to enclose a check in the amount of \$150,000.00 payable to Manchester Public Schools in support of the New Approaches in Urban Districts - Blended Learning.

On behalf of the Board of Directors of the Nellie Mae Education Foundation, I wish you continued success. If you have any questions about this grant or about the Nellie Mae Education Foundation, please do not hesitate to contact me at (781) 348-4240 or via email at [scheney@nmefoundation.org](mailto:scheney@nmefoundation.org).

Sincerely,



Stephanie Cheney  
Senior Manager  
Grants & Special Programs

Enclosure

THE NELLIE MAE EDUCATION FOUNDATION, INC.

23319

| OUR REF. NO. | YOUR INVOICE NO. | INVOICE DATE | INVOICE AMOUNT | AMOUNT PAID | DISCOUNT TAKEN | NET CHECK AMOUNT |
|--------------|------------------|--------------|----------------|-------------|----------------|------------------|
| 017880       | URBAN DISTRICTS  | 3/13/2013    | 449,650.00     | 150,000.00  | 0.00           | 150,000.00       |

THIS DOCUMENT CONTAINS MULTIPLE SECURITY FEATURES - SEE REVERSE SIDE FOR DETAILS

BANK OF AMERICA  
5-13-110

23319

THE NELLIE MAE EDUCATION FOUNDATION, INC.

1250 HANCOCK ST., SUITE 205N  
QUINCY, MA 02169  
781-348-4200

| CHECK DATE | CONTROL NUMBER | AMOUNT           |
|------------|----------------|------------------|
| 5/3/2013   | 023319         | \$****150,000.00 |

PAY One Hundred Fifty Thousand and 00/100----- Dollars

TO THE ORDER OF MANCHESTER PUBLIC SCHOOLS  
134 EAST MIDDLE TURNPIKE  
MANCHESTER, CT 06040

  
AUTHORIZED SIGNATURE

FD Security features. Details on back.

⑈023319⑈ ⑆011000138⑆ 000051515685⑈

**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 10, 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 2012-2013 Budget.

**Discussion/Analysis:** Transfer from Enrichment Professional Development to Enrichment Other Purchased Service accounts. A transfer of \$700.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013

5-510 @

Manchester Public Schools  
Manchester, Connecticut

**RECEIVED**  
MAY 10 2013  
BY ACCOUNTS PAYABLE

To: Accounting Department

School: CORE Enrichment \_\_\_\_\_

Date: May 10, 2013 \_\_\_\_\_

Principal's Sign: Dr. Nancy Fastlake  
CORE Enrichment Gardingston

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

**JUSTIFICATION (Required Field) :**

Pre-paid funding to support a visiting author at Illing Middle School, October 2013, full day workshop.

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

**DECREASE In whole dollars only:**

\$700.00 \_\_\_\_\_ Account # 17020100 5320 \_\_\_\_\_ Description: Professional Dev.  
Account \_\_\_\_\_

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

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

\$ \_\_\_\_\_ **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$700.00 \_\_\_\_\_ Account # 170201005590 \_\_\_\_\_ Description: Other Purchased  
Services \_\_\_\_\_

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

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

\$700.00 \_\_\_\_\_ **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:** May 16, 2013

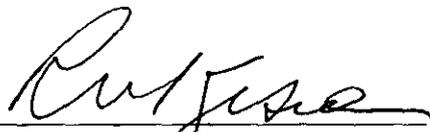
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2012-2013 Budget.

**Discussion/Analysis:** Transfer from Special Education Consultant to Special Education Office Supplies, Instructional Supplies and Computer Supplies/Materials accounts. A transfer of \$33,080.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013

Manchester Public Schools  
Manchester, Connecticut

OK  
5/15/13  
②C

To: Accounting Department

School: Special Education

Date: 5/15/13

Principal's Sign: Sherry Macfarlane

Date of Approval: 5-15-13

**JUSTIFICATION (Required Field) :**

Account adjustments for program improvement supplies.

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

**DECREASE In whole dollars only:**

\$33,080 Account # 20899120 5330 Description: Consultants

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

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

\$ \_\_\_\_\_ TOTAL DECREASE

**INCREASE In whole dollars only:**

\$11,800 Account # 20899120 5680 Description: Office supplies

\$16,500 Account # 20899120 5611 Description: Instructional supplies

\$4,780 Account # 20899120 5612 Description: Computer

\$ \_\_\_\_\_ 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:** May 16, 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 2012-2013 Budget.

**Discussion/Analysis:** Transfer from Keeney Elementary School Administrator Printing and Advertising and Keeney Elementary School Social Studies Field Trips to Keeney Elementary School Contracted Kelly Substitutes accounts. A transfer of \$981.00 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 2012-2013 Budget.



Dr. Richard W. Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013

Manchester Public Schools  
Manchester, Connecticut

OK  
(over)  
5/17/13

To: Accounting Department

School: Keeney Street School

Date: 5/16/13

Principal's Sign: J Martin - Barbee

Date of Approval: 5/14/13

**JUSTIFICATION (Required Field) :**

Money transferred to balance negative balance in Kelly Sub Account

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

**DECREASE In whole dollars only:**

\$181 Account # 42306100-5540 Description: Printing and Advertising

\$800 Account # 14206100-5512 Description: Field and Athletic Trips

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

**\$981 TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$981 Account# 42306221-5432 Description: Keeney Contracted Kelly Subs

\$ \_\_\_\_\_ 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:** May 14, 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 2012-2013 Budget.

**Discussion/Analysis:** Transfer from Illing Middle School Administrator In-service to Illing Middle School Contracted Kelly Services accounts. 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 2012-2013 Budget.



Dr. Richard W. Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013

OK  
D'Amico  
5/17/13

Manchester Public Schools  
Manchester, Connecticut

To: Accounting Department

School: Iling Middle School

Date: 5/14/13

Principal's Sign: \_\_\_\_\_

Date of Approval: [Signature] 5/14/13

JUSTIFICATION:

To pay for negative balance in the sub account for Kelly Service.

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

DECREASE:

\$ 1,000 Account #: 42353221 5322 Description: Workshops/Inservice

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

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

\$ \_\_\_\_\_ TOTAL DECREASE

INCREASE:

\$ 1,000 Account #: 42353221 5432 Description: Contr Kelly Subs

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

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

\$ 1,000 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:** May 14, 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 2012-2013 Budget.

**Discussion/Analysis:** Transfer from Elementary Art In-Service and Elementary Art Periodical to Elementary Art Instructional Supplies/Materials and Elementary Contracted Services accounts. A transfer of \$4,765.00 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 2012-2013 Budget.

  
Dr. Richard W. Kisiel  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013

OK  
5/17/13  
D. Carr

**Manchester Public Schools  
Manchester, Connecticut**

To: **Accounting Department**  
Date:

School: Art Dept  
Principal's Sign: [Signature]

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

**JUSTIFICATION (Required Field) :**

To cover cost of instructional supplies (5611) – taken from (5322)  
To cover negative in contracted services(5430) – taken from (5643)

|                |                           |                          |
|----------------|---------------------------|--------------------------|
| \$ 3000        | Account #104 20 221 5322  | Description: Workshop    |
| \$1765         | Account # 104 20 100 5643 | Description: Periodicals |
| \$             | Account #                 | Description:             |
| <b>\$ 4765</b> | <b>TOTAL DECREASE</b>     |                          |

**INCREASE in whole dollars only:**

|                |   |                              |
|----------------|---|------------------------------|
| \$ 3000        | Account # 104 20 100 5611                         | Description: Inst Supplies   |
| \$1765         | Account # 104 20 100 5430                         | Description: Contracted Serv |
| \$             | Account #   | Description:                 |
| <b>\$ 4765</b> | <b>TOTAL INCREASE (Must match total decrease)</b> |                              |

**Accounting Department Only**

Board Approval Needed: Yes  No

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

Date Transfer Completed \_\_\_\_\_ Name: \_\_\_\_\_

**Town of Manchester  
Board of Education**

**To:** The Manchester Board of Education  
**From:** Richard W. Kisiel, Interim Superintendent of Schools  
**Subject:** Permission to apply for The Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2013-2014 school year.  
**Date:** May 21, 2013

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state and national standards in Career Services, Technology, Family and Consumer Sciences, Business Education, and Health departments.
2. Provide professional development opportunities and instructional programs to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional supplies, programs and equipment for grades 9-12 in the aforementioned areas.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors give permission to apply for \$98,001 for the Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut.

Attachments: None.



Richard W. Kisiel, Ed. D.  
Interim Superintendent of Schools  
Manchester, Connecticut  
May 29, 2013

**INTENT TO APPLY FOR FUNDS  
UNDER THE CARL D. PERKINS CAREER AND TECHNICAL EDUCATION  
IMPROVEMENT ACT OF 2006, P.L. 109-270**

Name of School District: Manchester High School

Check one:

- Intends** to continue Perkins funds in 2013-14 (**Five-Year 2008-13 Application Continuing Resolution**)
- Does not intend** to utilize Perkins funds in 2013-14 and hereby releases such funds for redistribution to other eligible recipients.

If the school district **plans to join a consortium**, provide the name of the proposed lead/fiscal agency:

---

**Name of proposed lead/fiscal agency**

Fiscal agency, please list all the districts planning to join your consortium:

---

**Eligibility Requirements**

- All district high school career and technical education (CTE) programs supported by Carl D. Perkins funds must implement at least one career pathway/program of study and establish an additional career pathway to be eligible for Perkins funds.
- Each high school within a district must operate a minimum of three of the seven CTE program areas. At least one of the three program areas must generate student concentrators.
- A "concentrator" is any student who has received instruction in all of the competencies contained in the Connecticut State Performance Standards and Competencies (PS&C) (2011 version) in one of the 20 areas of concentration. Instruction of competencies may be taught in CTE and/or Academic courses.

A student may be a concentrator in more than one area of concentration in either the same school year or remaining school years, if that student continues to receive instruction in courses that include state competencies in one or more of the areas of concentration.

The definition of a concentrator in Agriculture is a student enrolled in a Regional Agricultural Science and Technology Education Center and is a senior who has completed the PS&C in one of the agriculture areas of concentration (Animal Science, Plant Science, Agriculture Mechanics, Natural Resources or Aquaculture) and has successfully met the performance elements of premier leadership, personal growth and career success through involvement in the National FFA Organization and a planned Supervised Agricultural Experience (SAE) project.

- A student must participate in the statewide CTE assessment to be classified a concentrator.

- School districts will use utilize 5 percent of the grant award for state and national state-approved professional development workshops and should be made available to ALL district CTE faculty.
- All districts will have a minimum of one Career and Technical Student Organization (CTSO) in operation to apply for Perkins funds in 2013-14. A maximum of \$1,500 annually can be utilized for district CTSO advisor stipends.
- It should be noted that Perkins funds will be used for secondary and postsecondary education programs.

**Check the CTE programs being offered:**

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Agriculture                           | <input checked="" type="checkbox"/> Business & Finance  | <input type="checkbox"/> CWE                        | <input checked="" type="checkbox"/> Technology Education |
| <input checked="" type="checkbox"/> Family & Consumer Sciences | <input checked="" type="checkbox"/> Marketing Education | <input checked="" type="checkbox"/> Medical Careers |  |

Signed: *R. P. Fissel* Date: 5/20/2013  
 Superintendent of Schools/Executive Director

**RETURN THIS FORM BY JUNE 5, 2013, to Eileen Williams on behalf of June Sanford, Perkins Program Manager, at the address listed below.**

Division of Standards, Curriculum and Instruction  
 165 Capitol Avenue, Room #215  
 Hartford, CT 06106

For related questions or additional information call:  
 June Sanford, Perkins Program Manager  
 Tel: 860-713-6765 Fax: 860-713-7049  
[june.sanford@ct.gov](mailto:june.sanford@ct.gov)

**MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06040**

**EXTENDED FIELD TRIP REQUEST FORM**

In accordance with Board of Education Policy titled "Instruction-6153" all extended field trips must be approved by the Superintendent of Schools. The following information must be forwarded to the Superintendent 30 days (four months for international trips) prior to the Board meeting which antedates the trips.

**Name of School:** Manchester High School **Date of Request:** 5/10/2013

**Name of Club or Activity:** Future Business Leaders of America

**Trip to:** Anaheim, CA **Purpose:** National Leadership Conference

**Number of students participating:** 3 **From:** 6/27/13 **To:** 7/21/13 *3/26*

**Number of school days missed:** 0

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

a. Patricia Gibbons b. \_\_\_\_\_

c. \_\_\_\_\_ d. \_\_\_\_\_

e. \_\_\_\_\_ f. \_\_\_\_\_

g. \_\_\_\_\_ h. \_\_\_\_\_

**Others:** \_\_\_\_\_

**Transportation:**  Bus  Train  Plane  Car  Other \_\_\_\_\_

**Are fund-raising activities planned?**  Yes  No **If so, describe:** Pizza Sales, Restaurant give back days, dress down days, donations

**How will funds be allocated to students participating?\*** Paid directly to hotel, airport transportation, conference registration

**Lodging:**  Hotel/Motel  Camp  Private Home

**If known, give specifics of room assignments:** 3 girls in quad room

**Cost per teacher and/or chaperone:** \$1,390 (approximately) (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

**Total cost per student:** \$915 (approximately) (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:** ???? Depends on fundraising efforts

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).

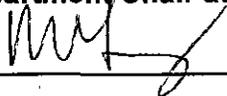
a. \_\_\_\_\_ b. \_\_\_\_\_  
c. \_\_\_\_\_ d. \_\_\_\_\_

Name of teacher making request:

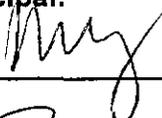
Signature:  Typed: Marc DiDominio

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature:  Date: 5/15/13

Approved by Principal:

Signature:  Date: 5/15/13

Approved by Superintendent or designee:

Signature:  Date: 5/28/13

Attachments: Quotations  
Itinerary

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

**TOWN OF MANCHESTER, CONNECTICUT  
GENERAL MANAGER'S OFFICE**

**DATE:** May 24, 2013

**TO:** Dr. Richard Kisiel, Interim Superintendent of Schools  
Members of the Board of Education

**FROM:** Scott Shanley, General Manager

**SUBJECT:** SMARTR Committee Resolution

I have been asked by the SMARTR Committee to forward to you a resolution crafted and approved at its last meeting to specifically request that the Board of Education determine a plan that would increase student enrollment numbers at both Washington and Robertson that would accomplish the objectives set forth in the resolution. It further requests that the Board of Education, when working with the architects in the schematic design phase, refine its education specifications with the same objectives within the SMARTR resolution.

The second attachment following the resolution illustrates the challenge and opportunities of balancing the various objectives to find the "sweet spot" for new or like new construction.

The final attachment is a graphic representation of overall elementary school space K-4 (assumes 5/6 Academy). It is important to note that existing school space as shown in the purple is not necessarily inefficiently used by the school department. Given the age of the facilities, the designs from those eras (50s, 60s, 70s) produced inherent inefficiencies. The graphic illustrates the SMARTR Committee's thinking that new or like new construction, creating space efficient for this century and optimizing the number of students with access to the new efficient space, will render significant opportunity for swing space and decommissioning of other elementary space.

A member of the SMARTR Committee has volunteered to attend one of your upcoming meetings to present the resolution and discuss SMARTR's recommendations.

Respectfully,

  
Scott Shanley  
General Manager

cc: Board of Directors

**Resolution Requesting Consideration and Review of Student Enrollment  
Numbers and District Assignments for Elementary Schools**

WHEREAS, for the last 14 months, the SMARTR Committee has researched, discussed, debated and sought consensus on a number of necessary objectives, sometimes conflicting, that our elementary school facilities must meet and the challenges presented by our new environment of school choice in the region; and

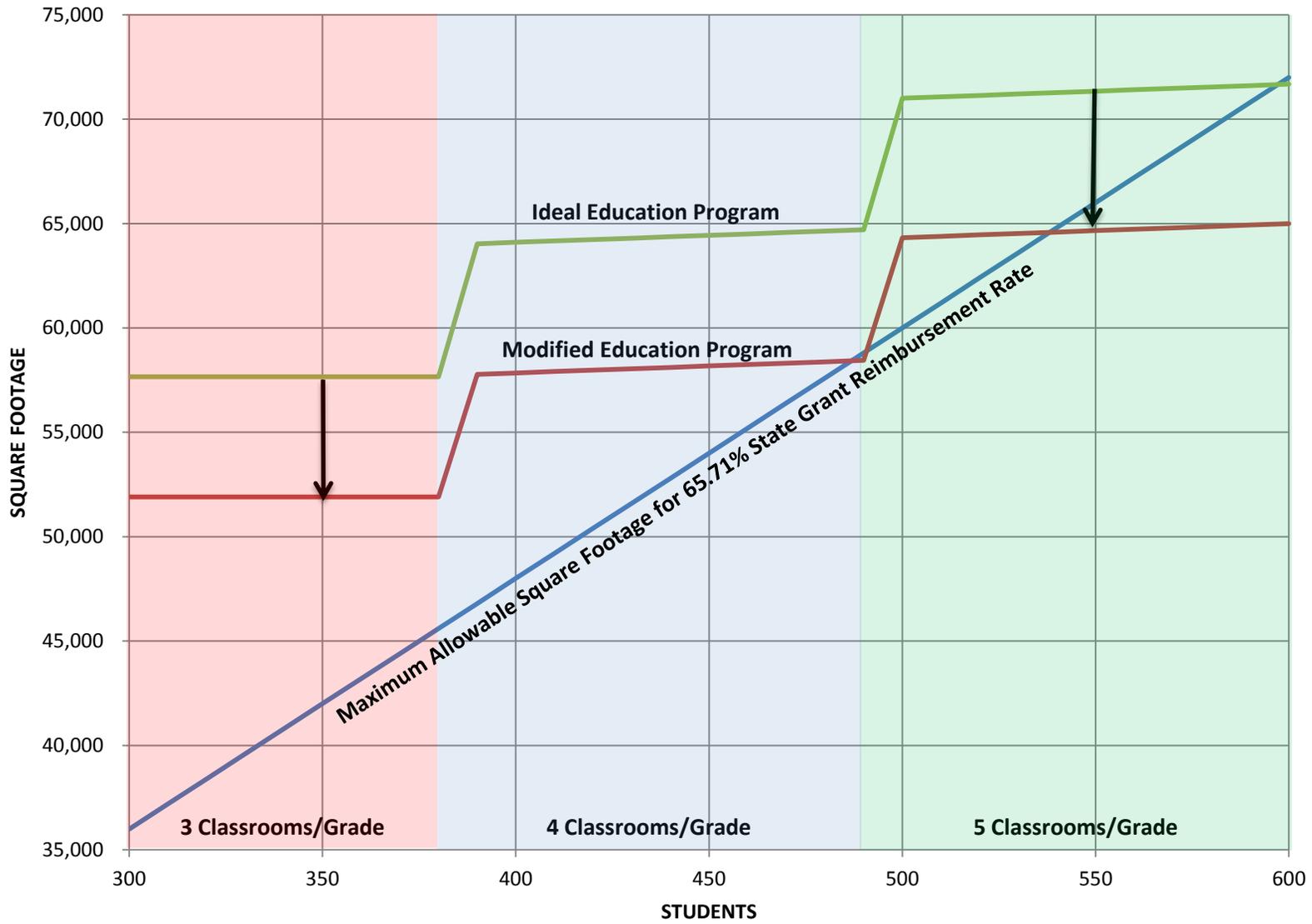
WHEREAS, among the objectives is to embrace a Grade 5/6 and K-4 elementary education model, respect the Board of Education's class size and classroom size policies, and to find the right size for new or like new schools which, at the same time, optimizes State reimbursement for construction; and, given the current condition of facilities and the very long planning timeframes necessary; to provide the opportunity to have a maximum feasible number of students access to new and contemporary school facilities and appropriate technology as soon as possible; and

WHEREAS, using the attached planning graphics as guides (Attachment I) and the hypothetical "right sized" school (Attachment II) as a broad example for review and adjustment, larger elementary schools under a 5/6 grade model will provide a significant surplus of current space (Attachment III) to allow for swing space and the further decommissioning of outdated and obsolete elementary school space saving operating cost over the long term; and

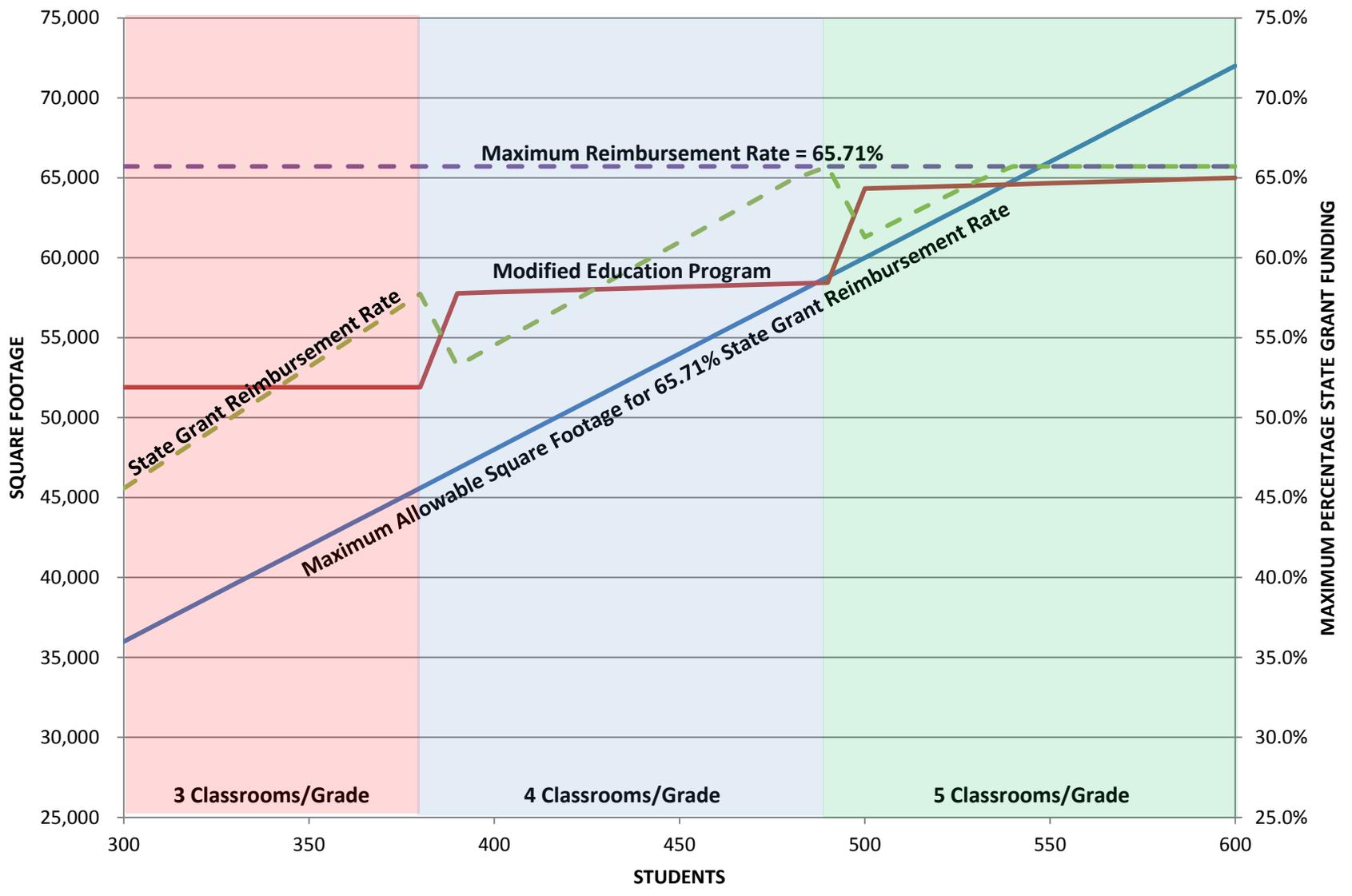
WHEREAS, only the Board of Education has the authority to properly redistrict to achieve these objectives as part of a submission to the State of Connecticut for school project approval.

BE IT RESOLVED, that the SMARTR Committee requests the Board of Education conduct the appropriate demographic study work and a subsequent districting plan to enable consideration of new/like new plans at Robertson and Washington that allows for maximum feasible amount of students access to modern space and technology as quickly as practical, reflecting the Board's class size requirements, education plan and optimizes State reimbursement.

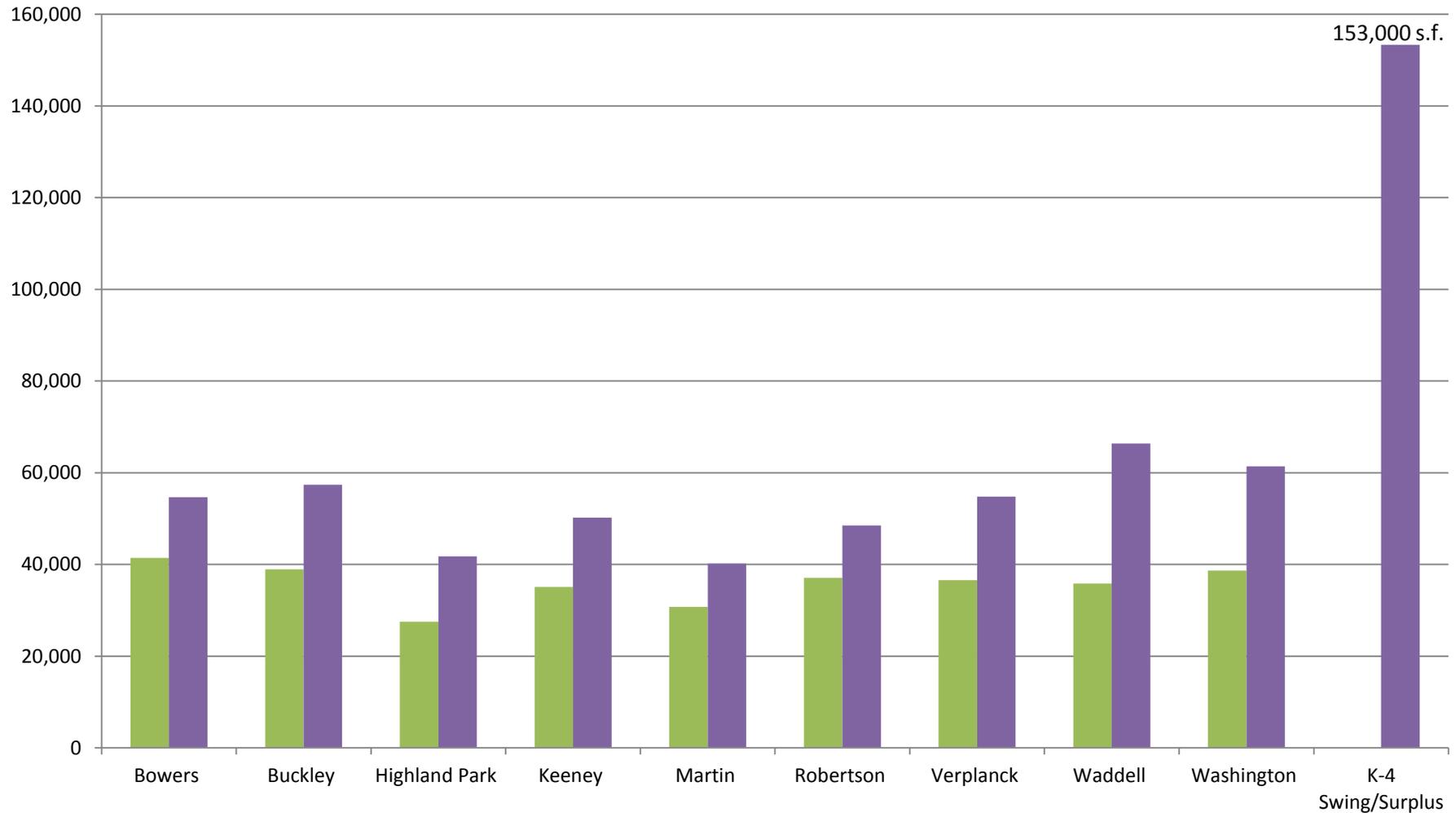
### ALLOWABLE SQUARE FOOTAGE VS. PROGRAM REQUIRED SQUARE FOOTAGE



### REIMBURSEMENT PERCENTAGE VS. SCHOOL SIZE



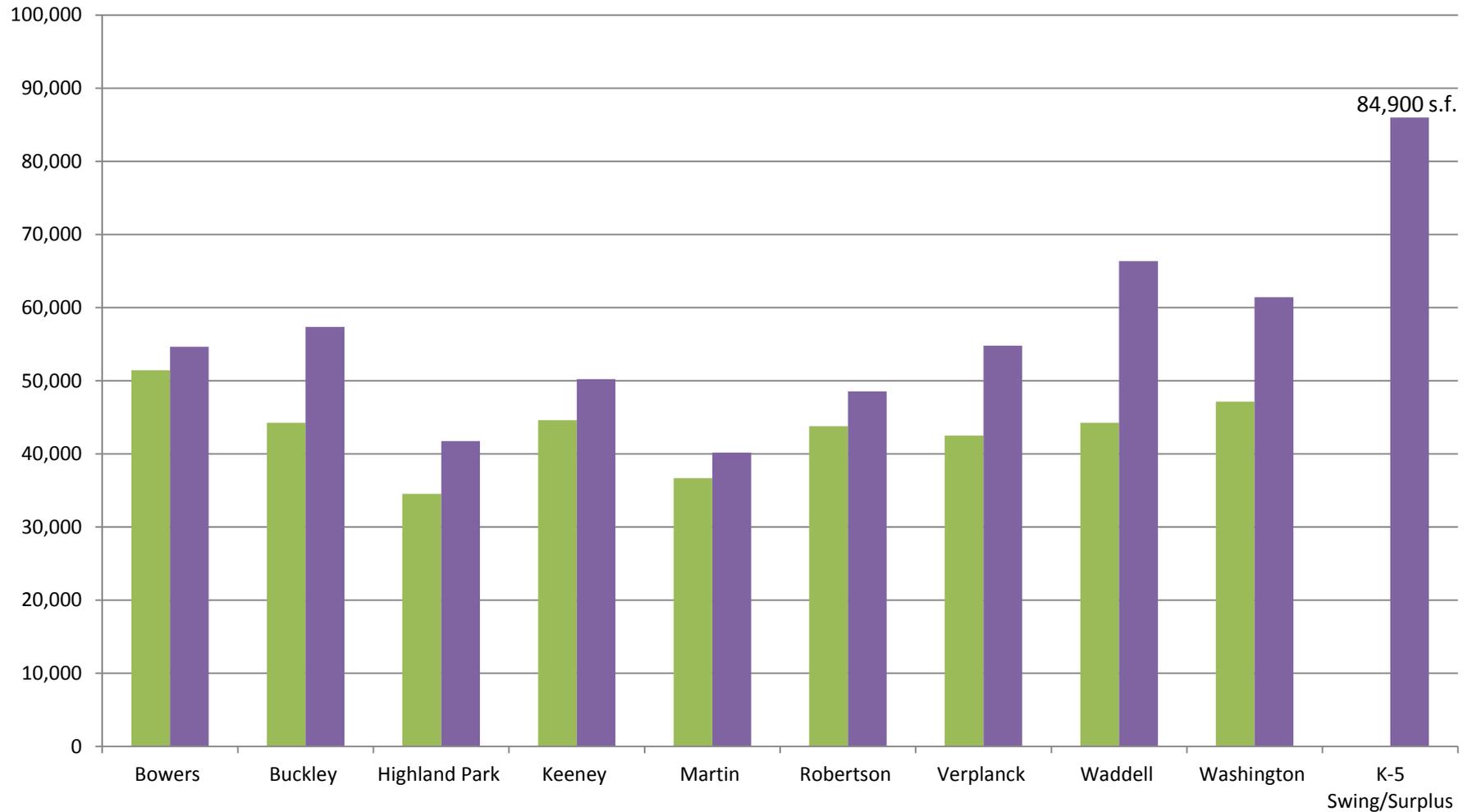
## K-4 ELEMENTARY SCHOOL SPACE ANALYSIS\*



\* - This graphic is intended to illustrate the building's inherent architectural inefficiencies that limit the BOE's ability to program the space efficiently in accordance with the current education model and curriculum needs  
 - BSF Allowable S.F. - Based on current school enrollments as of March 2013 with 5th grade population removed to Bennet

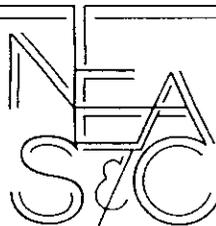
■ BSF Allowable Square Footage     
 ■ Existing Building Square Footage

## K-5 ELEMENTARY SCHOOL SPACE ANALYSIS\*



\* - This graphic is intended to illustrate the building's inherent architectural inefficiencies that limit the BOE's ability to program the space efficiently in accordance with the current education model and curriculum needs  
 - BSF Allowable S.F. - Based on current school enrollments as of March 2013 & BOE existing square footage data

■ BSF Allowable Square Footage     
 ■ Existing Building square footage



Founded in 1885

**RECEIVED**

MAY 16 2013

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.  
COMMISSION ON PUBLIC SCHOOLS  
COMMITTEE ON PUBLIC SECONDARY SCHOOLS

**Director**

JANET D. ALLISON  
direct line (781) 425-7718  
jallison@neasc.org

**Executive Assistant to the Director**

DONNA M. SPENCER-WILSON  
direct line (781) 425-7719  
dspencerwilson@neasc.org

May 14, 2013

Matthew Geary  
Principal  
Manchester High School  
134 East Middle Turnpike  
Manchester, CT 06040

Dear Mr. Geary:

The Committee on Public Secondary Schools, at its April 7-8, 2013 meeting, reviewed the Special Progress Report of Manchester High School, continued the school's accreditation, and removed the school from warning for the Standard for Accreditation on School Culture and Leadership (formerly Leadership and Organization) acknowledging significant progress to address cited deficiencies.

Specifically, the Committee was pleased to commend the following:

- the comprehensive five-year school improvement plan which includes the establishment of Professional Learning Communities, a focus on Tier 1 instructional practices, and a referral system for accessing tiered interventions
- the meaningful involvement of teachers, support staff, students, and parents in the development of the school improvement plan
- the myriad steps taken to address issues of respect in the school, including the development and use of the acronym, IMAGINE, that is posted throughout the building, surveys, school-wide professional training, the training of the school climate committee, the review of race relations, and the collective and collaborative work of the professional and support staffs
- the focus on improving students' daily and classroom attendance with improved results
- the adjustments to the school's advisory program which will be fully reintegrated in the upcoming school year
- the academic support program for freshmen
- the plans to transition into several Smaller Learning Communities
- the English department's revised curriculum that has essential questions and performance tasks designed to increase students' depth of understanding

**Deputy Director**

GEORGE H. EDWARDS  
direct line (781) 425-7735  
gedwards@neasc.org

**Associate Director**

EDWARD J. GALLAGHER, III  
direct line (781) 425-7722  
egallagher@neasc.org

**Associate Director**

ALYSON M. GEARY  
direct line (781) 425-7736  
ageary@neasc.org

Matthew Geary  
May 14, 2013  
Page Two

- the comprehensiveness of the report submitted under the leadership of the principal

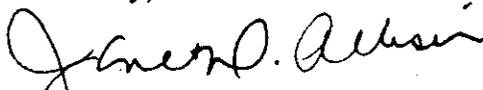
The Committee was equally pleased to acknowledge the following facilities improvements: major renovations to the weight room; the upgrades to the pool; the replacement of furniture in eight general classrooms; and the inclusion of additional facilities upgrades in the 2013-14 school year.

School officials are reminded the required Five-Year Progress Report is due March 1, 2014. The report should include, *in Section 1*, detailed responses to the three recommendations identified in the Committee's notification letter dated May 29, 2012. The report should also include detailed responses to the following highlighted recommendations resulting from the review of the Special Progress Report:

- submit the curriculum review/revision cycle for all departments confirming the alignment with the Common Core
- confirm the reintegration of the advisory program for all students including a description of the major changes made to more effectively meet the needs of the students
- confirm completion of the facilities upgrades scheduled for the 2103-14 school year funded through the capital improvement budget
- report progress made by the joint building committee related to future facilities improvements

The Committee will review the school's accreditation status when it considers the Five-Year Progress Report. Consistent with the Committee's follow-up procedures, the Five-Year Progress Report should include an electronic signature of the principal and chair of the Follow-Up Committee and be sent electronically to the Committee office at the following address: [cpsreports@neasc.org](mailto:cpsreports@neasc.org).

Sincerely,



Janet D. Allison

JDA/sb

cc: Richard Kisiel, Interim Superintendent, Manchester Public Schools  
Christopher Pattacini, Chairperson, Manchester Board of Education  
Robert E. Littlefield, Chair, Committee on Public Secondary Schools

**Manchester Public Schools  
Curriculum and Instruction Committee  
Meeting Minutes  
May 23, 2013**

**Present:** Jason Scappaticci, Ron Atwater, Deborah Hagenow

**Others Present:** Matthew Geary

Mr. Scappaticci called the meeting to order at 6:10 pm

1. Mr. Geary provided the Committee with information on a proposed Attitudes and Behaviors Survey to be given to students in grades 6-12 that will measure student access to 40 Developmental Assets (see attached). The Developmental Assets are considered the building blocks of development that help young people grow up healthy, caring, and responsible. The results of the survey will inform the development of programs, supports, and interventions for young people at the school and district level. The survey is completely anonymous.

A letter would be sent to parents / guardians from the Superintendent of Schools describing the survey, informing them that the survey is available for review in the school offices, and that parents/guardians have the option of opting their student out of taking the survey.

The survey would be administered in the schools during the school day for approximately one hour.

The results of the survey would be compiled and analyzed by Search Institute (the creators of the survey) and delivered to the district in approximately 6 – 8 weeks.

Once the results are delivered, they would be shared with Board of Education members, district and school staff, members of the MAPS collaborative, parents / guardians, and other stakeholders. Search Institute will provide technical assistance with the analysis and roll out of the data.

The town used a similar survey approximately five years ago as part of the development of the Children, Youth, and Family Master Plan.

Board members reviewed the survey and were supportive of it being given to students of the Manchester Public Schools.

Meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Matt Geary  
Principal, Manchester High School