

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, AUGUST 26, 2013

7:00 P.M.
Lincoln Center

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) New Board Member Appointment – Mr. Darryl Thames, Sr.
- 4) Board of Education Minutes – July 8, 2013 A – 4

B. SUPERINTENDENT’S REPORT – PART I

- 1) Introduction: Dr. Scott Ratchford, Director of Teaching & Learning

C. CONSENT CALENDAR

- 1) Personnel Actions C – 1
- 2) Transfer of Funds C – 2
- 3) Establish an appropriation in the amount of \$200,000 for FY13-14 C – 3
the State of CT, Dept. of Social Services, Medicaid funds
- 4) Establish an increase in the Enfield Head Start Training and Technical C – 4
Assistance appropriation for the FY 13-14 in the amount of \$2,228 bringing
the total award to \$11,137.
- 5) Establish an appropriation in the amount of \$771,780 for the State Teachers’ C – 5
Retirement Grant for FY 13-14
- 6) Establish an increase in the Manchester Head Start Training and Technical C – 6
Assistance appropriation for the FY 13-14 in the amount of \$3,062 bringing
the total to \$15,312.
- 7) Establish an increase in the Enfield Head Start appropriation for FY 13-14 C – 7
In the amount of \$118,232 bringing the total award to \$760,362
- 8) Establish an appropriation for FY 1314 in the amount of \$25,448.92 to be C – 8
placed in the Community Use of Schools account and made available to
cover repair and maintenance costs to Bailey Auditorium
- 9) Extended Field Trip – Illing Middle School – 8th Grade Class Trip – C – 9
Washington, DC – May 14, 2014 – May 16, 2014 – approx. 250 students –
Teacher and Parent Chaperones will be present.

D. PUBLIC COMMENTS (any item before the board)

E. SUPERINTENDENT'S REPORT – PART II

- 1) Opening of School Report

F. UNFINISHED BUSINESS

- 1) Policy Revisions
 - a. Policy #3110 – Budget
 - b. Policy #6141.3 - Acceptable Use of Technology

F – 1

G. NEW BUSINESS

H. COMMUNICATIONS

I. COMMITTEE REPORT

- 1) SMARTR Committee Update
- 2) Buildings & Sites

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**

Katherine McFadden, Math teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective July 2, 2013. Ms. McFadden has been with Manchester Public Schools since November 28, 2011. It is recommended that her request be approved.

Marissa Ives, Language Arts teacher at Illing Middle School, has submitted a letter of resignation for personal reasons effective July 22, 2013. Ms. Ives has been with Manchester Public Schools since August 30, 2012. It is recommended that her request be approved.

Daniella Paiva, Speech & Language Pathologist at Keeney Elementary School, has submitted a letter of resignation for personal reasons effective July 18, 2013. Ms. Paiva has been with Manchester Public Schools since August 29, 2011. It is recommended that her request be approved.

Sherri Pereira, Curriculum Coach Numeracy at Illing Middle School, has submitted a letter of resignation for personal reasons effective July 30, 2013. Ms. Pereira has been with Manchester Public Schools since August 30, 2012. It is recommended that her request be approved.

Marc Pfalzgraf, Special Education teacher at Manchester High School, has submitted a letter of resignation for personal reasons effective the end of business on August 26, 2013. Mr. Pfalzgraf has been with Manchester Public Schools since August 27, 2009. It is recommended that his request be approved.

APPOINTMENTS

Confirming the appointment of Dr. Scott Ratchford, Director of Teaching & Learning, (Director of Teaching & Learning (220 days) Step 5, \$133,565); Dr. Ratchford received a Doctor of Philosophy degree and a Sixth Year Diploma in Professional Education at University of Connecticut. Dr. Ratchford resides in West Hartford.

Gregory Morsbach to be a Language Arts teacher at Illing Middle School. Mr. Morsbach received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Mr. Morsbach resides in Broad Brook. It is recommended that his appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Mindy Burke to be a .8 Pre-Kindergarten teacher at Manchester Preschool Center. Ms. Burke received a Master of Science in Elementary Education degree at Central Connecticut State University. Ms. Burke resides in Manchester. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 4 \$51,025 pro-rated).

Erika Bentsen to be a Math teacher at Manchester High School. Ms. Bentsen received a Bachelor of Science in Mathematics degree at Southern Connecticut State University. Ms. Bentsen resides in New York. It is recommended that her appointment be approved effective August 26, 2013 (BA/Step 1 \$43,611).

Christopher Murphy to be a Grade 3 teacher at Buckley Elementary School. Mr. Murphy received a Bachelor of Arts degree at University of Connecticut. Mr. Murphy resides in Coventry. It is recommended that his appointment be approved effective August 26, 2013 (BA+30/Step 1 \$46,228).

Sarah Zalewski to be a Guidance Counselor at Illing Middle School. Ms. Zalewski received a Master of Arts in Counselor Education degree at Central Connecticut State University. Ms. Zalewski resides in Bolton. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Alicia Dignazio-Drost to be a District-wide School Psychologist. Ms. Dignazio-Drost received a Sixth Year Certificate and a Master of Science in School Psychology degree at University of Hartford. Ms. Dignazio-Drost resides in New Britain. It is recommended that her appointment be approved effective August 26, 2013 (MA+30/Step 1 \$50,589).

Linda Rushlow to be a .8 Pre-Kindergarten teacher at Manchester Preschool Center. Ms. Rushlow received a Master of Arts in Early Childhood/Special Education degree at University of Saint Joseph. Ms. Rushlow resides in Bristol. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 4 \$51,025 pro-rated).

Scott Trungadi to be a Grade 4 teacher at Keeney Elementary School. Mr. Trungadi received a Master of Arts in Elementary Education degree at Sacred Heart University. Mr. Trungadi resides in Oxford. It is recommended that his appointment be approved effective August 26, 2013 (MA/Step 3 \$49,280).

Michelle Ignatowicz to be a .74 District-wide Art teacher. Ms. Ignatowicz received a Bachelor of Science in Art Education degree at Central Connecticut State University. Ms. Ignatowicz resides in West Hartford. It is recommended that her appointment be approved effective August 26, 2013 (BA/Step 3 \$46,228 (pro-rated)).

Melissa Silva to be a School Social Worker at Waddell Elementary School. Ms. Silva received a Master of Social Work degree at University of Connecticut. Ms. Silva resides in Wethersfield. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 2 \$47,536).

Megan Fenerty to be a Grade 5 teacher at Washington Elementary School. Ms. Fenerty received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Fenerty resides in Portland. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Kate Kantrow to be a Grade 1 teacher at Washington Elementary School. Ms. Kantrow received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Kantrow resides in Hamden. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Heather Zemke to be a District-wide Speech & Language Pathologist. Ms. Zemke received a Master of Science in Communication Disorders degree at Southern Connecticut State University. Ms. Zemke resides in Wallingford. It is recommended that her appointment be approved effective August 26, 2013 (MA+30/Step 3 \$53,641).

Sarah Burdacki to be a Language Arts teacher at Illing Middle School. Ms. Burdacki received a Master of Arts in Curriculum and Instruction degree at University of Connecticut. Ms. Burdacki resides in Meriden. It is recommended that her appointment be approved effective August 26, 2013 (MA/Step 1 \$46,228).

Gary Cesca to be a School Social Worker at Manchester High School. Mr. Cesca received a Master of Social Work degree at University of Connecticut. Mr. Cesca resides in Manchester. It is recommended that his appointment be approved effective August 26, 2013 (MA/Step 13 \$79,869).

Lisa Miner to be a Curriculum Coach Numeracy at Buckley Elementary School. Ms. Miner received a Master of Educational Management degree at University of La Verne. Ms. Miner resides in Tolland. It is recommended that her appointment be approved effective August 26, 2013 (MA+30/Step 11 \$73,268).



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TOWN OF MANCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2013 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
100 GENERAL FUND							
5110 CERTIFIED ADMINISTRATORS	3,907,182	19,635	3,926,817	3,926,817.03	.00	.00	100.0%
5111 CERTIFIED SALARIES	38,473,831	160,165	38,633,996	38,524,029.68	.00	109,966.47	99.7%
5112 NON-CERTIFIED SALARIES	9,654,909	0	9,654,909	9,377,059.70	.00	277,849.30	97.1%
5113 GRANT DATA SPECIALIST	0	9,416	9,416	9,416.00	.00	.00	100.0%
5114 GRANT FACILITATORS	0	41,848	41,848	41,848.40	.00	.00	100.0%
5115 HOURLY EMPLOYEES	1,993,525	-433,766	1,559,759	1,481,926.83	.00	77,831.91	95.0%
5117 TUTORS	724,887	-37,642	687,245	687,244.85	.00	.00	100.0%
5118 PARAPROFESSIONALS	2,641,167	400,564	3,041,731	3,041,731.15	.00	.00	100.0%
5119 SPED 1:1 PARAPROFESSIONAL	705,727	-401,021	304,706	225,433.99	.00	79,271.67	74.0%
5120 STUDY HALL MONITORS	148,828	-9,604	139,224	139,223.66	.00	.00	100.0%
5122 CERTIFIED SUBSTITUTES	126,929	118,772	245,701	245,701.47	.00	.00	100.0%
5124 CERT. DEGREE CHANGES	75,000	11,779	86,779	86,778.65	.00	.00	100.0%
5126 WORKPLACE ED/BUSINESS COOR	0	13,468	13,468	13,467.50	.00	.00	100.0%
5129 TECH/ON-LINE LEANING COORD	0	12,183	12,183	12,183.00	.00	.00	100.0%
5130 OVERTIME	208,615	94,204	302,819	302,818.74	.00	.00	100.0%
5210 LIFE INSURANCE	90,156	13,353	103,509	103,508.80	.00	.00	100.0%
5220 SOCIAL SECURITY	1,862,816	-144,996	1,717,820	1,717,819.79	.00	.00	100.0%
5230 TOWN PENSION	2,054,870	-9,806	2,045,064	2,045,064.26	.00	.00	100.0%
5235 DEFINED CONTRIBUTION	76,058	92,187	168,245	168,245.35	.00	.00	100.0%
5240 TUITION REIMBURSEMENT	6,000	-6,000	0	.00	.00	.00	.0%
5250 UNEMPLOYMENT COMP.	100,000	32,000	132,000	189,078.64	.00	-57,078.64	143.2%
5270 HEALTH & MAJ. MED.	16,657,465	8,669	16,666,134	16,666,134.00	.00	.00	100.0%
5280 MAN. SELF INS. PROG. MSIP	995,033	0	995,033	1,177,310.00	.00	-182,277.00	118.3%
5290 CERTIFIED-ACCUM. SICK	400,000	-29,397	370,603	370,602.93	.00	.00	100.0%
5291 NON-CERT. ACCUM. SICK	80,000	33,653	113,653	160,293.35	.00	-46,640.75	141.0%
5292 CERTIFIED LONGEVITY	36,496	4,932	41,428	41,427.92	.00	.00	100.0%
5293 NON-CERT. LONGEVITY	47,550	5,405	52,955	52,955.35	.00	.00	100.0%
5320 PROFESSIONAL DEVELOP.	156,853	-47,015	109,838	109,018.17	820.00	.00	100.0%
5322 WORKSHOPS/INSERVICE	59,333	-17,706	41,627	41,627.15	.00	.00	100.0%
5330 CONSULTANTS	290,560	4,335	294,895	226,531.66	85,188.70	-16,825.82	105.7%
5335 LEGAL FEES	130,000	693	130,693	167,306.18	.00	-36,613.21	128.0%
5341 SPORTS OFFICIALS	47,400	4,686	52,086	52,086.17	.00	.00	100.0%
5342 ASSISTANTS OTHER EVENTS	700	-700	0	.00	.00	.00	.0%
5421 DISPOSAL SERVICES	136,000	-6,956	129,044	129,043.96	.00	.00	100.0%
5430 CONTRACTED SERVICES	1,385,167	74,080	1,459,247	1,337,239.97	122,006.99	.00	100.0%
5432 CONTRACTED KELLY SUBS	616,251	17,540	633,791	786,748.85	.00	-152,958.15	124.1%
5435 REPAIR OF EQUIPMENT	142,132	1,991	144,123	137,980.92	6,141.98	.00	100.0%
5440 RENTALS	333,563	-69,513	264,050	264,050.48	.00	.00	100.0%
5450 SHORT TERM LEASES	103,837	-20,344	83,493	83,493.00	.00	.00	100.0%
5510 REGULAR TRANSPORTATION	2,283,465	41,869	2,325,334	2,325,333.83	.00	.00	100.0%



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TOWN OF MANCHESTER
YEAR-TO-DATE BUDGET REPORT

FOR 2013 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5511 SPECIAL TRANSPORTATION	1,937,250	-52,347	1,884,903	1,884,902.53	.00	.00	100.0%
5512 FIELD & ATHLETIC TRIPS	162,640	-38,972	123,668	123,668.47	.00	.00	100.0%
5513 HOMELESS TRANSPORTATION	50,000	16,535	66,535	66,535.12	.00	.00	100.0%
5529 INTERSCHOLASTIC INSURANCE	20,000	-430	19,570	19,570.00	.00	.00	100.0%
5530 TELEPHONE/COMMUN.	73,200	-47,007	26,193	26,192.83	.00	.00	100.0%
5540 PRINTING/ADVERTISING	109,937	-37,225	72,712	68,581.74	4,130.00	.00	100.0%
5541 POSTAGE	86,210	-35,657	50,553	50,553.47	.00	.00	100.0%
5550 SCHOOL FOCUS	250	-250	0	.00	.00	.00	.0%
5561 TUITION-CT. DISTRICTS	2,698,021	8,678	2,706,699	2,706,698.82	.00	.00	100.0%
5563 TUITION-PRIVATE	2,078,641	87,316	2,165,957	2,167,691.03	.00	-1,734.00	100.1%
5580 TRAVEL/LODGING	67,245	286	67,531	67,531.45	.00	.00	100.0%
5590 OTHER PURCHASED SERV.	296,711	50,189	346,900	315,699.93	8,811.79	22,387.99	93.5%
5608 CAPITAL REPAIR	251,627	487	252,114	195,998.76	56,114.85	.00	100.0%
5610 GENERAL SUP. & MAT.	121,851	97,611	219,462	132,963.17	86,499.22	.00	100.0%
5611 INSTRUCTIONAL SUP. & MAT.	871,039	32,325	903,364	764,912.52	138,451.01	.00	100.0%
5612 COMPUTER SUP. & MAT.	240,205	192,638	432,843	239,985.18	198,651.05	-5,793.07	101.3%
5613 MAINTENANCE SUPPLIES	396,203	1,420	397,623	389,242.29	8,380.42	.00	100.0%
5614 AV SUPPLIES & MAT	42,617	-6,756	35,861	35,811.44	49.50	.00	100.0%
5615 TESTING	23,000	-4,504	18,496	18,496.06	.00	.00	100.0%
5616 ATHLETIC SUPPLIES	17,000	7,281	24,281	24,280.50	.00	.00	100.0%
5617 CUSTODIAL SUP. & MAT.	330,170	-474	329,696	323,928.62	5,767.78	.00	100.0%
5621 HEAT ENERGY	643,873	-104,845	539,028	539,027.81	.00	.00	100.0%
5622 ELECTRICITY	1,373,716	-140,538	1,233,178	1,233,177.68	.00	.00	100.0%
5623 WATER	89,865	-8,896	80,969	80,969.41	.00	.00	100.0%
5626 GASOLINE	420,429	-25,962	394,467	394,466.99	.00	.00	100.0%
5641 TEXTBOOKS	213,331	-146,840	66,491	64,084.58	2,405.94	.00	100.0%
5642 LIBRARY BOOKS	54,004	70,385	124,389	47,406.92	76,981.68	.00	100.0%
5643 PERIODICALS	39,118	-11,391	27,727	27,455.71	271.70	.00	100.0%
5650 MEDICAL SUPPLIES	43,350	-13,274	30,076	15,154.85	14,921.55	.00	100.0%
5680 OFFICE SUPPLIES	152,429	125,950	278,379	158,755.88	119,623.00	.00	100.0%
5730 REPLACE EQUIPMENT	24,100	-2,620	21,480	21,479.90	.00	.00	100.0%
5731 NEW EQUIPMENT	25,000	0	25,000	19,394.92	5,605.08	.00	100.0%
5732 VEHICLES	28,000	0	28,000	27,843.07	25,900.44	-25,743.51	191.9%
5734 COMPUTER EQUIP.	510,881	2,695	513,576	485,548.70	104,452.20	-76,424.89	114.9%
5735 CAPITAL PROJECTS	301,952	-75	301,877	182,885.58	118,991.51	.00	100.0%
5810 DUES & FEES	100,665	1,308	101,973	67,191.30	.00	34,781.70	65.9%
TOTAL GENERAL FUND	100,646,835	0	100,646,835	99,456,668.61	1,190,166.39	.00	100.0%
GRAND TOTAL	100,646,835	0	100,646,835	99,456,668.61	1,190,166.39	.00	100.0%

** END OF REPORT - Generated by Doreen Caron **

**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: August 26, 2013

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

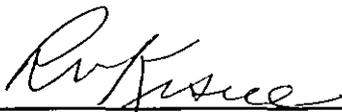
Discussion/Analysis: Transfer from Manchester High School, Professional Development to Manchester High School, Other Purchased Services. A transfer of \$399 is being requested.

Financial Impact: None

Other Board/

Commission Action: None

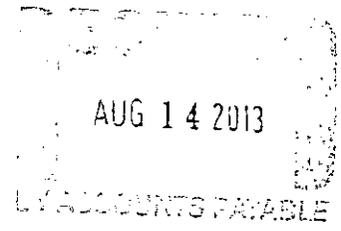
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2013-2014 Budget.



Dr. Richard Kisiel
Interim Superintendent of Schools
August 26, 2013

5-8/14 @

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: Manchester High School

Date: 8/12/2013

Principal's Sign: MM

Date of Approval: 8/12/2013

JUSTIFICATION: To fund CT and Federal background checks for security personnel for certification.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE:

\$ 399- Account #: 11061221 5320 Description: Prof Development

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 399- TOTAL DECREASE

INCREASE:

\$ 399- Account #: 11061100 5590 Description: Other Purchased Services

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 399- 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: August 26, 2013

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

Discussion/Analysis: Transfer from Bentley Alternative Education, Printing to Bentley Alternative Education, Instructional Supplies. A transfer of \$1,561 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 Kisiel
Interim Superintendent of Schools
August 26, 2013

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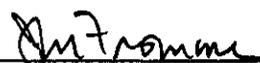
Manchester Public Schools
Manchester, Connecticut

AUG 08 2013

To: Accounting Department

School: Bentley Alternative Education

Date: 8-6-13

Principal's Sign: 

Date of Approval: 8-6-13

JUSTIFICATION (Required Field) :

Please take \$1561. From printing 100-54-80-102-065-100 5540 and add to instructional 100-54-80-102-065-100 5611 – as we do not anticipate using printing line.

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

DECREASE In whole dollars only: 1026500

\$1561. Account #100-54-80-102-065-100-5540 Description: printing

\$ _____ Account # _____ Description: _____

\$1561 TOTAL DECREASE

INCREASE In whole dollars only: 1026500

\$1561. Account #100-54-80-102-065-100-5611 Description: instructional

\$ _____ Account # _____ Description: _____

\$1561 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: August 26, 2013

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

Discussion/Analysis: Transfer from Bentley Alternative Education, Printing to Bentley Alternative Education, Dues and Fees. A transfer of \$39 is being requested.

Financial Impact: None

Other Board/

Commission Action: None

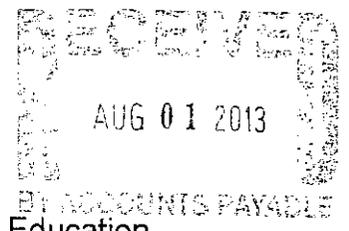
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2013-2014 Budget.



Dr. Richard Kisiel
Interim Superintendent of Schools
August 26, 2013

S- 8/1 22

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School : Bentley Alternative Education

Date: 7-31-13

Principal's Sign: Jm Fromme

Date of Approval: 7/31/13

JUSTIFICATION (Required Field) :

Need to transfer \$39 from printing line 100-54-80-102-065-100 5540 to dues and fees line 100-54-80-102-065-100-5810 for ASCD membership.

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

DECREASE In whole dollars only:

\$39.00	Account # <u>5540</u>	Description: <u>Printing</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$39.00 TOTAL DECREASE

INCREASE In whole dollars only:

\$39.00	Account # <u>5810</u>	Description: <u>Dues and Fees</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$39.00 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: August 26, 2013

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

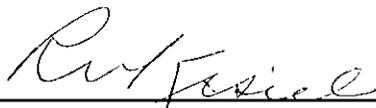
Discussion/Analysis: Transfer from Manchester High School, Business Computer Supplies to Manchester High School, Guidance Travel/Lodging. A transfer of \$2,353 is being requested.

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 Kisiel
Interim Superintendent of Schools
August 26, 2013

Manchester Public Schools
Manchester, Connecticut

RECEIVED OR
JUL 23 2013
DC
7/29/13
DFA ACCOUNTS PAYABLE

To: Accounting Department

School: Manchester High School

Date: 7/16/2013

Principal's Sign: [Signature]

Date of Approval: 7/16/2013

JUSTIFICATION: To pay unanticipated, emergency expenses associated with delayed return travel from FBLA Conference. (One advisor, three students)

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE:

\$ 2353 Account #: 10661100 5612 Description: Business Computer Supplies

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 2353 TOTAL DECREASE

INCREASE:

\$ 2353 Account #: 31061210 5580 Description: Guidance Travel/ Lodging

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 2353 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: August 26, 2013

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

Discussion/Analysis: Transfer from Manchester High School, Language Arts Computer Supplies, Instructional Supplies and Math Textbooks to Manchester High School, Contracted Kelly Substitutes. A transfer of \$7,000 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 Kisiel
Interim Superintendent of Schools
August 26, 2013

Manchester Public Schools
Manchester, Connecticut

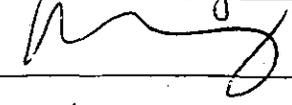
JUL 19 2013

OK
7/29/13
AC

To: Accounting Department

School: Manchester High School

Date: 7/17/2013

Principal's Sign: 

Date of Approval: 7/17/2013

JUSTIFICATION: To fund Kelly Subs for coverage for teachers who are absent for Professional Development.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE:		
\$ <u>3000-</u>	Account #: <u>12861100 5612</u>	Description: <u>LA-Comp Supp/Mat</u>
\$ <u>2000-</u>	Account #: <u>12861100 5611</u>	Description: <u>LA-Inst Supplies</u>
\$ <u>2000-</u>	Account #: <u>13061100 5641</u>	Description: <u>Math Textbooks</u>
\$ <u>7000-</u>	TOTAL DECREASE	
INCREASE:		
\$ <u>7000</u>	Account #: <u>42361221 5432</u>	Description: <u>Kelly Subs</u>
\$ _____	Account #: _____	Description: _____
\$ _____	Account #: _____	Description: _____
\$ <u>7000</u>	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: August 26, 2013

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

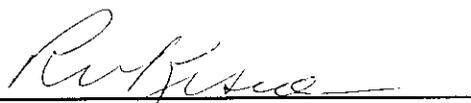
Discussion/Analysis: Transfer from Manchester High School, Art Professional Development to Manchester High School, Art Instructional Supplies. A transfer of \$200 is being requested.

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 Kisiel
Interim Superintendent of Schools
August 26, 2013

OK
7/29/13

JUL 19 2013

Manchester Public Schools
Manchester, Connecticut

To: Accounting Department

School: Manchester High School

Date: 7/18/2013

Principal's Sign: [Signature]

Date of Approval: 7/18/2013

JUSTIFICATION: To fund art supplies for students.

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE:

\$ 200- Account #: 10461100 5320 Description: Art-Prof Dev

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 200- TOTAL DECREASE

INCREASE:

\$ 200- Account #: 10461100 5611 Description: Art-Unst. Supplies

\$ _____ Account #: _____ Description: _____

\$ _____ Account #: _____ Description: _____

\$ 200- 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
Manchester Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Re: Item for Appropriation for FY 13/14
Date: August 6, 2013

Background: The Manchester Board of Education receives funds from The State of Connecticut, Department of Social Services, for Medicaid eligible Special Education and related services.

Discussion/Analysis: The Board of Education is currently incurring costs under the School Based Child Health Program (Medicaid). The State of Connecticut, Department of Social Services, reimburses the Board for these expenditures in accordance with C.G.S. Section 10-76d(a)(6).

Financial Impact: The anticipated payment of Medicaid funds is calculated as part of the Special Education budget.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$200,000 for the Medicaid Grant for the 2013-2014 fiscal year.



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 Increase in Appropriation Enfield Head Start Training 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 its delegate, the Enfield Board of Education's Head Start Training and Technical Assistance activities. This award is for the period 3/1/13 - 2/28/14; however, partial funds (eighty percent of this award) were previously appropriated and released. The additional 20% balance of the award has been released.

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

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

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors increase the Enfield Head Start Training and Technical Assistance appropriation for the fiscal year 2013-2014 in the amount of \$2,228 bringing the total award to \$11,137.

Attachments: None


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

**Town of Manchester
Manchester Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Re: Item for Appropriation FY 13-14 State Teachers' Retirement
Date: August 6, 2013

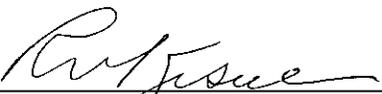
Background: Each year the Manchester Board of Education receives grant funds from The State Teachers' Retirement Board to subsidize health insurance premiums for retirees.

Discussion/Analysis: Retired Teachers and Administrators can elect to continue health insurance coverage through Manchester Public Schools. When they do, the Manchester Board of Education receives the subsidy.

Financial Impact: The Board's cost of retirees health insurance is offset by this subsidy. Connecticut Teachers' Retirement Board issues a quarterly subsidy payment equal to \$110 monthly for individual coverage and up to \$220 monthly for member/spouse coverage.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors appropriate \$771,780 for the State Teachers' Retirement Grant for the 2013-2014 fiscal year.


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 Increase in Appropriation Head Start Training 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's Training and Technical Assistance activities. This award is for the period 3/1/13 - 2/28/14, and the additional twenty per cent balance of the funds have been released.

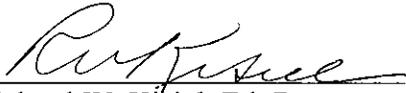
Discussion/Analysis: These funds are used to pay for the various training activities for all certified and non-certified staff.

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

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors increase the Manchester Head Start Training and Technical Assistance appropriation for the fiscal year 2013-2014 in the amount of \$3,062 bringing the total to \$15,312.

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 Increase in Appropriation Enfield 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 its delegate, the Enfield Board of Education's Head Start Program. This award is for the period 3/1/13- 2/28/14; however, only partial funds (eighty percent of this award) were previously released. The final award was reduced by 5.27% and the rest of the funds have been released.

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

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

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors increase the Enfield Head Start appropriation for fiscal year 2013-2014 in the amount of \$118,232 bringing the total award to \$760,362.

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 – Board of Education
Community Use of Schools – Bailey Auditorium

Date: August 12, 2013

Background: The Manchester Public Schools' Buildings and Grounds Department bill public and private groups a maintenance fee for the use of Bailey Auditorium at Manchester High School. These funds are collected to cover the costs to repair and maintain the auditorium. The total amount of funds in the Town revenue account is \$25,448.92.

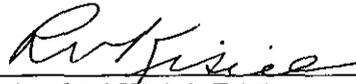
Discussion/Analysis: The funds are designated to cover auditorium maintenance and repair due to community use.

Financial Impact: The funds will be used to cover the cost of repair and maintenance to Bailey Auditorium.

Other Board/Commission Action: None

Recommendations: The Interim Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation of \$25,448.92 to be placed in the Community Use of Schools account and made available to cover repair and maintenance costs to Bailey Auditorium.

Attachments: None


Richard W Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
November 2, 2011

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 TYPED information must be forwarded to the Superintendent in TRIPLICATE 30 days (4 months for international trips) prior to the Board meeting, which antedates the trip.

Name of School Illing Middle School Date of Request: August 6, 2013

Name of Club or Activity 8th Grade Class Trip

Trip to Washington, DC

Purpose: This trip is an excellent example of an interdisciplinary approach to education and the power of "hands-on" learning for middle school students. It is a tradition in numerous leading school districts throughout Connecticut and the United States. Allowing students to explore their areas of academic interest, while ensuring a common core of knowledge for all who attend, this initiative directly supports numerous themes in the 8th grade curriculum for U.S. History, Language Arts and Science. For instance, the visits to Arlington National Cemetery and the Vietnam Memorial become the cornerstone for discussions about the human costs associated with warfare. The visit to the National Archives supports the move towards using primary source documents to learn, as well as emphasizing the importance of writing in the formation of our government.

Number of students participating: Approximately 250 students

Dates of Trip: From: May 14, 2014 To: May 16, 2014

Number and names of teachers and chaperones:

(Give ages of chaperones under 25 and list relationship of all chaperones to system or staff.)

- a. Dan Bebyn
- b. Seanna Francoeur
- c. Illing Assistant Principial
- d. Illing Staff to be Determined
- e. Parent Chaperones as needed

Transportation: Bus X Train Plane Car Other:

Are fund-raising activities planned? Yes

Fund Raising Activities: After approval by the Board of Education, a fundraising committee begins to plan and organize a variety of activities that have proven to be very successful. These activities may include, but are not limited to: a letter to town businesses to request scholarship funds, car wash, can & bottle drive, candy sales, lasagna dinner, restaurant nights, and a staff silent auction, and a Soup Off.

How will funds be allocated to students participating? Students will be able to request partial financial aid through a confidential process. A committee of teachers and support staff will allocate funds based upon need, availability, and student desire--as evidenced by a student plan to provide some portion of the trip cost, a written essay/application and participation in fundraising activities.

Lodging: Hotel/Motel x Camp Private Home

If known, please give specifics of room assignments: Students make selection with parental approval in Feb/March

Insurance Arrangements for Staff and Students: All companies carry insurance. (Destinations Unlimited offers additional trip cancellation coverage and insurance to individuals who wish to purchase it.)

Cost per Teacher and/or Chaperone: Illing staff chaperones accompany us at no cost. It is traditional for all staff chaperones to make contributions to the scholarship fund) Parent chaperone cost is approximately \$600 based on double occupancy. We look to offset parent cost through fundraising.

Explain how the above sum is paid: Once a need for parent chaperones is established, parents will make payment. Parents will make payment arrangements..

Cost per Student: Approximately \$570.00 this based on quad occupancy.

Total Cost of Substitute Teachers Needed: Not known at this time

If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form:

Bids for this trip went through the RFP where bids were requested through advertisements in local publications. Also formal requests were sent out through the office of Mrs. Patricia Brooks. The following companies were sent formal requests.

A. **Destinations Unlimited-**

B. **World Strides Inc.**

C. **Explorica Travel**

D. **Brightspark Student Travel**

E. **Durham School Travel Services National Express**

At the end of this process only one tour company submitted a bid (Destinations Unlimited). This company has planned thirteen successful trips to Washington, DC for Manchester Middle School students. In addition, Destinations Unlimited is also the choice of some Manchester High School and Illing Middle School performance groups. We are confident that Manchester students will receive a safe, educationally sound experience using this vendor. Here are some other points to be considered based on our years of experience with Destinations Unlimited:

- Destination puts the safety and well-being of our students and staff as their highest priority.
- President/Owner of the Destinations Unlimited accompanies our group to Washington.
- Direct assistance and involvement by the owner of Destinations is always professionally provided for staff dealing with all matters concerning the trip.
- Destinations have been extremely flexible in accepting alternate payment plans and have a good understanding of our population and of the current economic times.
- The owner always makes himself available to parents to address any problems or answer questions.
- Company tour directors know our students well and request to accompany Illing to DC. They are competent to step in and help out with our students at all times. It is like having additional chaperones on the trip accessible 24 hours a day for three days.
- Destinations have always been extremely flexible in planning our trip and makes on the spot accommodations when opportunities present themselves, weather situations occur or an availability of a location changes. They have thoughtfully planned for everything.

- When we plan this trip – we pride ourselves in planning for every possible situation. Destinations Unlimited mirrors that same philosophy.

Signature of teachers making request:

Daniel R. Bebyn
Type Name: Daniel R. Bebyn

Seanna Francoeur
Type Name: Seanna Francoeur

Approved by Department Head at: _____

Secondary Level: _____ Date: _____

Approved by Administrator: *[Signature]* Date: 8/8/13

Authorized by Superintendent or Designee: *[Signature]* Date: 8/12/13

Attachments: Quotations
Itinerary

BUSINESS

3110

BUDGETFunction of the Board

The Board of Education recognizes that finances and financial management are critical to the community's support of public education in Manchester. To help ensure that this support remains strong, the Board will:

1. Encourage advance planning using thorough and well thought out budget procedures.
2. Guide the expenditure of funds so as to extract the greatest educational returns.
3. Explore all practical sources of financial support.
4. Maintain a level of expenditure needed to provide high quality education within the ability of the community of Manchester to pay.
5. Establish sound and efficient accounting and reporting procedures.

Function of the Superintendent

1. Maintain appropriate and customary management, control, and accounting functions for all budget expenditures as outlined in the Town Charter, State Statutes accepted practices and policies.
2. Elicit a wide range of input in the development of the annual budget.
3. Prepare a yearly budget estimate for the Board of Education and Board of Directors as outlined in the Town Charter and Statutes.
4. Submit quarterly reports to the Board of Education projecting the fiscal health of the budget.
5. Regularly disseminate budget information to the community, parents, staff and students.
6. Maintain appropriate purchasing procedures to insure the highest quality of instructional supplies, materials and services for the lowest price.
7. Seek economies whenever and wherever possible.

Establishing Budget Priorities

Before developing and adopting a recommended budget, the Board of Education will study educational programs in relation to the present and future student, parent and community needs. Based on those needs, it will establish budget priorities for each fiscal year.

Budget Planning Process

Budget planning is a year-round process that includes specifying measurable objectives, evaluating programs in relation to those objectives and formulating budget requests to support them. To make the budget a comprehensive reflection of the needs of students, parents and the community, the Board and the Superintendent will take appropriate steps to ensure the involvement of professional and administrative staff in the budget development process and to ensure there is ample opportunity for community input.

Budget Evaluation Process

The Board will study the Superintendent's recommended budget to determine that budget line items meet the present and future needs of the students, the parents and the community, as outlined in the Board of Education's adopted criteria, including budget priorities, its strategic plan, technology plan and any and all other documents approved by the Board. The budget evaluation process is organized into three phases, with a workshop or series of workshops in each phase.

Phase One

The initial workshop will be scheduled for the Superintendent to deliver an overall budget presentation. This workshop will include, but not be limited to, a review of how new budget initiatives and present spending levels meet the Board's adopted criteria. During phase one, the Board will not entertain nor request additions/reductions to the Superintendent's recommended budget until the Board has reviewed the budget in its entirety.

Phase Two

When the Superintendent has completed his/her review, phase two of the budget evaluation process will begin. The Board will conduct a detailed financial review of the Superintendent's recommended budget. This review may include an examination of the following:

- any adjustments the Superintendent may wish to make in his/her initial recommendation,

- additions/reductions to the Superintendent's recommended budget to achieve economies,
- any necessary technical additions and/or reductions.

Phase Three

Once the Board of Directors has approved an appropriation for Manchester's schools, a phase three workshop may be held. At this workshop, the Board, in consultation with the Superintendent, will make such adjustments in the budget as are necessary to conform the budget to the appropriation.

Budget Adoption Process

The Superintendent will present the Board with a detailed recommended budget request not later than the first regular meeting of the Board in January of each year. Not later than February 1 of each year, the Board of Education will adopt a request for an appropriation and forward that request to the General Manager of the Town by February 14. The request for an appropriation filed by the Board of Education with the General Manager shall be accompanied by a copy thereof for each member of the Board of Directors, within three (3) days after said filing the request for an appropriation, the Chair of the Board of Education may submit a letter to the General Manager requesting joint meeting of the two (2) Boards for the purpose of discussing the appropriation request of the Board of Education and the recommendations of the General Manager. If the Chair of the Board of Education requests this initial joint meeting, the joint meeting shall be held no later than five (5) days before the General Manager submits his tentative budget to the Board of Directors. Following the submittal of the General Manager's tentative budget, but not later than seven (7) days before the adoption of the final budget, a mandatory joint meeting of the two (2) Boards shall be held for the purpose of presenting and discussing the appropriation request of the Board of Education. The Chairman of the Board of Education may, at any time, sign and file with the General Manager a written waiver dispensing with said adjourned joint meeting. Once the Board of Directors has approved an appropriation for Manchester's schools, the Board of Education will conduct phase three of the budget evaluation process and will adopt a final budget on or before June 30.

Adopted: September 10, 2001

INSTRUCTION
Migrant Students

6141.3

Statement

The Superintendent will develop and implement a program to address the needs of migrant children in the school district.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.
6. Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.
7. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Migratory Child/Student Definition

A “**migratory child**” means a child who:

1. is a migratory agricultural worker or a migratory fisher; or
 2. in the preceding 36 months, in order to accompany a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher has moved from one school district.
- B. Move or Moved** means a change from one residence to another residence that occurs due to economic necessity.
- C. Migratory Agricultural Worker** means a person has moved from one school district to another in order to obtain temporary employment or seasonal employment in agricultural work, including dairy work.

D. Migratory Fisher means a person who, in the preceding 36 months has moved from one district or another in order to obtain temporary employment or seasonal employment in fishing work.

Legal Reference: No Child Left Behind Act of 2001, §1301 et seq., 20 U.S.C. §6391 et seq.,
34 C.F.R. §200.40 - 200.45.

Federal Register – July 29, 2008 – Final Rule
34 C.F.R. Part 2000

Adopted:

Programs for Migrant Students - Family Interview Form

To be completed by Building Principal or designee: (please print)

Child 1 Name	Birth Date	Grade	School
Child 2 Name	Birth Date	Grade	School
Child 3 Name	Birth Date	Grade	School

Name of Parent/Guardian	Language(s)
Telephone Number or other contact information	Today's Date

Needs Assessment

Please check response

1. Do any of your children have health problems that interfere with their ability to learn? Explain: Yes No _____

2. In what areas might your child(ren) need additional help in school?

	Reading	Math	Language	Other (specify)
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

3. Are your child(rens)' immunizations up to date? Yes No Don't know

4. Do you have immunization records? Yes No Don't know

5. Have you established a source of primary healthcare? Yes No Don't know

If not, would you be interested in information on primary healthcare? Yes No Don't know

Resources and Referrals

Please circle/check response

1. Would you be interested in information on:

- | | | | |
|---------------------|------------------------------|-----------------------------|-----------------------------------|
| Head Start | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| District Preschool | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| Parents as Teachers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| GED/ESL Classes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |

2. Would you be interested in information on:

- | | | |
|-----------------------------|------------------------------|-----------------------------|
| Public/County Health Dept. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Division of Family Services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. May we share your name and address with these agencies?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

4. When is the best time to reach you at home?

- | | |
|-----------------------------|-----------------------------|
| <input type="checkbox"/> AM | <input type="checkbox"/> PM |
|-----------------------------|-----------------------------|

Days of the week:

- | | | | | |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|

Name of Person Completing Form

Name of Person Being Interviewed and
His/Her Relationship to Family/Children

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

**Thursday, August 1, 2013
6:00 p.m. at Central Office**

Agenda

1. Referendum Projects Update

Rich Ziegler

Next Meeting: Thursday, September 5, 2013 at 6:00 p.m. at Bowers Elementary School

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

**Manchester Board of Education
Building and Sites Committee**

Meeting August 1, 2013

Attendees: Michael Crockett, Rich Ziegler

The committee met to discuss the status of the Referendum Projects:

Roofs

Status Update

Waddell Verplanck	Roof replacement completion scheduled for 8/26/13
Bowers	Roof replacement completion scheduled for 8/26/13.
Verplanck	On Hold

Electrical Service Upgrades

Keeney	Delayed to 2014 due to lead time of design and material delivery.
Buckley	Delayed to 2014 due to lead time of design and material delivery.
Robertson	On Hold until status of Robertson is determined.
Washington	On hold until status of Washington is determined.

Science Room Gas Piping

MHS	Gas Piping completion scheduled for 8/24/13.
-----	--

Elevator Repairs

MHS	Cancelled as a result of consultant's review of current conditions.
-----	---

Remove Carpet

Washington	Abatement completed 7/13/13, Floor tile completion scheduled for 8/20/13.
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Brick Repointing

Waddell	To be determined.
Central Office	To be determined.
Washington	On Hold until status of Washington is determined.

Additions

lling Additions

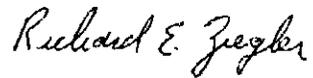
Construction to divide rooms 130 and 136 completion scheduled for 8/24/13.

lling Portable Demo

Demolition of three portables completion scheduled for 8/13/13.

Next Meeting: Thursday, September 5, 2013 at 6:00 p.m. at Bowers Elementary School

Respectfully Submitted,



Richard E Ziegler
Facilities Manager