

MANCHESTER BOARD OF EDUCATION

Regular Meeting January 27, 2014 Lincoln Center

PRESENT: Crockett, Cruz, Hagenow, Leon, Pattacini, Pazda, Scappaticci, Stafford, Thames

ALSO PRESENT: Interim Superintendent of Schools Dr. Kisiel, Assistant to the Superintendent for Finance & Management Brooks, Assistant Superintendent for Pupil Personnel Services Matfess, Assistant Superintendent for Curriculum Radikas

ABSENT:

A. OPENING

A.1.& 2. Meeting Called to Order

The meeting was called to order at 7:01 p.m. by Chairperson Pattacini. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

A.3. Adoption of Minutes of Previous Meeting

ADOPTED – Minutes Regular Meeting of the Board of Education of January 13, 2014. Secretary Scappaticci moved and Mr. Crockett seconded the motion.

8/0/1 – Voted in favor. (Pazda abstained)

A.4. Approval of Minutes of Budget Meeting

APPROVED – Minutes Budget Workshop of the Board of Education of January 15, 2014. Secretary Scappaticci moved and Mr. Crockett seconded the motion.

8/0/1 – Voted in favor. (Pazda abstained)

B. SUPERINTENDENT'S REPORT – PART I

B.1. Introduction of Dr. Santosha Oliver, Director of Teaching & Learning

Dr. Kisiel introduced Dr. Oliver to the Board, noting her responsibilities include oversight and coordination of the district science, technology, engineering, and mathematics programs. Dr. Oliver comes to us from East Hartford, where she served as a building administrator and coordinator of evaluation and research. She previously taught science at East Hartford High School. She received her undergraduate degree at Morgan State University in Maryland and received her doctorate at UCONN. Her administrative certificate is from Sacred Heart University. She is a Manchester High School graduate. Dr. Oliver stated it is an honor to be here in her hometown of Manchester. She is excited to be here and continue the critical work that has already begun around closing the achievement gap.

Mr. Thames welcomed Dr. Oliver and stated he is sure she will have a successful journey.

Ms. Cruz welcomed Dr. Oliver and looks forward to working with her.

Mr. Pattacini offered his congratulations and welcomed Dr. Oliver.

C. CONSENT CALENDAR

Dr. Kisiel presented four items on the Consent Calendar for Board approval.

C.1. Personnel Action

Details had already been provided to the Board members with their agenda.

C.2. Transfer of Funds

Details had already been provided to the Board members in their agenda folders.

- Transfer from Manchester High School Guidance Professional Development to Manchester High School Guidance General Supplies and Materials account in the amount of \$76
- Transfer from Bentley Alternative Education Office Supplies and Materials to Bentley Alternative Education Postage in the amount of \$150
- Transfer from Manchester High School Student Activities Contracted Services to Manchester High School Activities General Supplies and Materials in the amount of \$900]
- Transfer from Manchester High School Math Professional Development to Manchester High School Guidance Instructional Supplies in the amount of \$1000

C.3. Extended Field Trip Request – Manchester High School – Varsity Wrestling Team – Trumbull High School, LL State Tournament – 2/21/14 -

**2/22/14 – 16 students participating – Head coach and Asst. Coach
Chaperones**

**C.4. Permission to apply for the Heisman Scholars – Achieving by Reading
Program Grant in the amount of \$22,000 for FY 13/14**

The Chairman called for a motion.

**Secretary Scappaticci moved and Mr. Crockett seconded the
recommendation to approve the Consent Calendar as presented.**

9/0 - Voted in favor.

D. PUBLIC COMMENTS

Ms. Autumn Struk, 26 Little Street, came as a member of the Townwide PTA Council to invite the Board members to join the Townwide PTA. She thanked members of the Board of Directors and Board of Education that have already joined, including Mr. Diana, Mr. Scappaticci, Ms. O'Neill, Mr. Stafford, and Ms. Pazda. By becoming a member you receive voting rights at all 12 PTAs and can obtain information from all the PTAs. Checks can be made out to CTPTSAS and joining helps the Townwide PTA reach an important membership goal set by the CTPTSA.

Ms. Linda Hempstead, 52 Bramblebush Road, has a lot of questions about the school plan and has some reservations. She thinks April is too early to have a referendum on the question and it is unfair. She hopes the Board will consider moving the referendum to November, when more people vote. She wondered why Cheney is being considered when she believes ten years ago it was considered unfit when the high school project was being contemplated and now it is on a priority list.

Mr. Tom Stringfellow, 183 Hillstown Road, congratulated Dr. Oliver for becoming a part of the administrative team. She is a qualified individual, as are our other staff of color. He believes we have come a long way regarding diversity of our staff and he believes this encourages students of color to go into that profession, and even struggling white students. Mr. Stringfellow points out that Dr. King would have been 85 this year had he lived, and we should value diversity and listen to all points of view, especially parents of color. Regarding the school plan, he would like to see the presentations from Washington, Verplanck, and Robertson with parents from those schools and possibly principals. Mr. Stringfellow made note of a forum recently in Glastonbury on drug use. In the *Globe* magazine in Sunday's paper was another article on drugs and college students. He suggested articles on Nelson Mandella in *All About History* and *New African* magazine. Last, Mr. Stringfellow suggested an article in the *Glastonbury Citizen* about advice on midterms and another article on the importance of school psychologists and he would like to hear more about this topic.

E. SUPERINTENDENT'S REPORT – PART II

E.1. School Building Decision Process and Schedule

Dr. Kisiel reviewed that at the last Board of Education meeting he was directed to propose a schedule in the form of a flow chart, as suggested by a community member. He thanked that community member, Ms. Tracy Maio, whom he met with to discuss her perspective on the chart. Both his and Ms. Maio's charts were identical. Dr. Kisiel suggested a public forum on the 5th/6th grade Academy to be held at Bennet on February 5th. The full chart can be found on the website. Ultimately the date of May 10th seems reasonable to be able to reach a consensus on what will be put up for referendum in November. A November referendum will have greater voter turnout and input from the community.

Dr. Kisiel stated that the public knows very little about the 5th/6th plan and the intention of the forum is to help the public understand why this is a need and what the educational value will be. It is an opportunity to hear from administration, designers, and the demography about the subject, including the cost and tax impact. It will also be an opportunity for the Board to receive feedback from community members that may be opposed to the plan and to hear why they feel that way.

Dr. Kisiel encouraged the public to visit the website and look at the FAQ from the December forum, read the SMARTR minutes, and come prepared to the forum with questions.

Dr. Kisiel also suggested that the Board meet on Saturday, February 8th, to review the topic so by the February 10th meeting they can either affirm their decision to move forward with a 5th/6th grade academy or decide not to move forward with that plan.

Also at the February 8th meeting, the topic of possible options for the K-4 schools can be looked at, possibly continuing at another Saturday meeting, February 22nd.

By March 12th Dr. Kisiel suggested another public forum on the outcomes of the discussions regarding the components of this plan. Based on the public forums and workshops a decision regarding closing one or two schools should be able to be made by April and a recommendation can then be sent on to the Board of Directors.

If the decision is made not to support a 5th/6th grade school, then the facility options for K-5 schools must be addressed. A schedule would be established and public forums on the topic would be held.

What is evident is that our schools need our attention. The priorities at this point are Washington, Verplanck, and Robertson.

Ms. Pazda thanked the Superintendent for a clear plan regarding the actions needed.

Mr. Stafford thanked Dr. Kisiel, stating this was a helpful guide and provides an opportunity to discuss the issues without feeling rushed.

Mr. Pattacini stated this is an important step for our community and provides a thoughtful process to follow.

Dr. Kisiel listed items to be considered in the decision making process:

- Educational value
- Enrollment projections
- Operational costs
- Construction costs
- Racial balance
- Tax impact
- BOE policy on closing schools
- School size studies
- Swing space requirements
- Building design requirements
- Public input

Mr. Pattacini thanked Dr. Kisiel, noting this will help the Board build consensus on the topic. It is a structured, transparent, data-driven approach, giving the public opportunity to provide input.

Dr. Kisiel noted he will put his presentation on the website for the community to access.

F. UNFINISHED BUSINESS

Dr. Kisiel stated he had not received any feedback or questions on any of the policies he had presented at the last meeting.

F.1. Approve Policy 5013 – Sex Discrimination and Sexual Harassment (Students)

Secretary Scappaticci moved for the Board of Education to approve revisions to Policy 5013 – Sex Discrimination and Sexual Harassment Policy for Students. Mr. Leon seconded the motion.

9/0 – Voted in favor.

F.2. Approve Policy 3541 – Transportation

Secretary Scappaticci moved for the Board of Education to approve revisions to Policy 3541 - Transportation. Mr. Leon seconded the motion.

9/0 – Voted in favor.

F.3. Approve Policy 5110 – School Attendance and Truancy

Secretary Scappaticci moved for the Board of Education to approve revisions to Policy 5110 – School Attendance and Truancy. Mr. Leon seconded the motion.

9/0 – Voted in favor.

F.4. Approve Deletion of Policy 5113.2 - Truancy

Secretary Scappaticci moved for the Board of Education to approve the deletion of Policy 5113.2 – Truancy. Mr. Leon seconded the motion.

9/0 – Voted in favor.

Mr. Pattacini thanked the Superintendent and the administration, along with the Policy Committee, for their work on these policies.

G. NEW BUSINESS

G.1. Action on Recommended Board of Education 2014/2014 Budget

Dr. Kisiel stated that since the last workshop regarding the budget the amount of the Superintendent's recommended budget was reduced by \$1738 due to the error in the assistant coach salary, for a new total of \$107,404,541.

Secretary Scappaticci moved for the Board of Education to recommend to the Board of Directors a budget for the 2014-2015 school year of \$107,404,541. Mr. Crockett seconded the motion.

DISCUSSION:

Ms. Cruz stated she was not at the last workshop due to having the flu, however she thanked her peers for informing her of what was discussed at the meeting. She offered her support for the budget.

Mr. Pattacini thanked the administration for their work in submitting one of the lowest budgets in recent years.

9/0 – Voted in favor.

G.2. Action on Superintendent's School Building Decision Process and Schedule

Secretary Scappaticci moved for the Board of Education to approve the Administration's School Building Decision Process and Schedule. Mr. Crockett seconded the motion.

DISCUSSION:

Mr. Leon wondered if the proposed Saturday meetings would be open to the public. **Mr. Pattacini** stated the Saturday meetings would be posted regular meetings held in workshop format. Typically they are not attended by members of the public, but that cannot be prevented.

9/0 –Voted in favor.

H. COMMUNICATIONS

Dr. Kisiel stated today was the final date to accept applications for the high school principal position. There have been 17 applicants and they are currently reviewing the very qualified pool. In the coming weeks they will do preliminary interviews and within 2-3 weeks they will start scheduling interviews with the interview committee, which is comprised of the Personnel & Finance Committee, Board members, teachers, parents, and administration. **Dr. Kisiel** feels that by early April we will be able to identify a new principal for MHS.

Mr. Pattacini reminded everyone that Wednesday, January 29th at 7:30 pm the mid-winter concert at MHS will be held. The event is free and open to the public.

Mr. Pattacini received a letter from Maureen Flannigan, the Juvenile Probation Supervisor for the court services for the State of Connecticut in Rockville. She thanked the Manchester's leadership for supporting initiatives for having a positive impact on the students in Manchester. She sees a decrease in the number of Manchester students sent through the judicial system. This is due in part to the MAPS initiative, the work of

Heidi Macchi, the administration, and the police department to come up with ways of addressing student issues other than the judicial system.

I. COMMITTEE REPORTS

None.

J. PUBLIC COMMENTS (Limited to items on tonight's agenda)

Mr. Tom Stringfellow, 183 Hillstown Road, felt it was a good report from Dr. Kisiel regarding the school process, and a good timeline. Mr. Stringfellow feels there is a class divide in town. He feels we should value all input as we are all in this together. He hopes the new principal at the high school will value diversity and listens to staff of color. Regarding truancy, Mr. Stringfellow feels it is important to get the message to the PTA and students to help each other. As a former corrections officer, he was glad to hear about the letter Mr. Pattacini received. Mr. Stringfellow recommended an article from the *Manchester Reminder* regarding 24 tips to identify teens at risk, which is a DVD by Larry Laughton. He also talked about commercials regarding stopping the stigma with special needs students. He stated we need to stop using terms like "crazy". Last, he recommended a book by Dylan Rafty, *Occupy Special Education*.

K. ITEMS FOR FUTURE AGENDAS

Ms. Pazda would like to explore the concept of Manchester Public School Ambassadors, to involve representatives from all segments of Manchester, including the Chamber of Commerce, senior citizens, Rotary, the hospital, realtors, etc. They can come to know us as a learning community and be able to better support our schools and our building projects. Mr. Pattacini pointed out this may be something the Community Relations subcommittee might take up that recommendation.

L. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

Secretary Scappaticci moved and Mr. Leon seconded the motion to adjourn the meeting.

9/0 - Voted in favor.

Adjournment 7:55 p.m.

Respectfully submitted,

Jason Scappaticci
Board Secretary

PERSONNEL ACTION

RESIGNATIONS

James Melough, Speech & Language Pathologist at Robertson Elementary School, has submitted a letter of resignation for personal reasons effective February 18, 2014. Mr. Melough has been with Manchester Public Schools since August 30, 2012. It is recommended that his request be approved.

APPOINTMENTS

Matthew Lemay to be a Grade 5 teacher at Washington Elementary School. Mr. Lemay received a Master of Arts in Teaching degree at Sacred Heart University. Mr. Lemay resides in Willimantic. It is recommended that his appointment be approved effective February 10, 2014 (MA/Step 1 \$46,228).

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Dr. Richard W. Kisiel, Interim Superintendent of Schools
Subject: Transfer of Funds
Date: February 10, 2014

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

Discussion/Analysis: Transfer from Keeney Language Arts Periodicals to Keeney Admin Postage account. A transfer of \$700 is being requested.

Financial Impact: None

Other Board/Commission Action: None

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



Dr. Richard W. Kisiel
Interim Superintendent of Schools
Manchester, Connecticut
February 10, 2014

Manchester Public Schools
Manchester, Connecticut

D. Cash
1/27/13

JAN 27 2014

To: Accounting Department

School: Keeney School BY ACCOUNTS PAYABLE

Date: 1/23/14 _____

Principal's Sign:

J. Martin-Blaugie
Date of Approval: 1/24/14

JUSTIFICATION (Required Field) : Money needs to be transferred to accommodate the increase cost of postage.

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

DECREASE In whole dollars only:

\$700.	Account # <u>12806100-5643</u>	Description: <u>LA Periodicals</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____
\$ _____	TOTAL DECREASE	

INCREASE In whole dollars only:

\$700.	Account # <u>42306240-5541</u>	Description: <u>Admin Postage</u>
\$ _____	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
Manchester Board of Education**

To: Manchester Board of Education

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

Re: Increase in Appropriation for Head Start USDA FY 2013-2014

Date: January 24, 2014

Background: The cost of providing breakfast and lunch to Head Start students is reimbursed by the State Department of Education's Child and Adult Care Food Program. An annual appropriation is created in order to receive and expend these funds.

Discussion/Analysis: Because of the lag in payments of up to several months, we have found the need to adjust the amount of the appropriation even though the grant's award period was from 10/1/12- 9/30/13.

Financial Impact: An increase in the appropriation will allow us to receive and spend funds to cover all expenses for serving meals to Head Start students.

Other Board Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education request the Board of Directors increase the appropriation for the FY 2013-2014 Head Start USDA by \$3,334. This brings the total appropriation to \$102,267.



Richard W. Kisiel, Ed.D.
Interim Superintendent of Schools
Manchester, Connecticut
February 10, 2014

Manchester Public Schools

45 North School Street
Manchester, Connecticut 06042



ADMINISTRATIVE OFFICES

Dr. Richard Kisiel
Interim Superintendent of Schools
860-647-3441

Mrs. Patricia F. Brooks
Assistant to the Superintendent
Finance and Management
860-647-3445

Amy Radikas
Assistant Superintendent
Curriculum and Instruction
860-647-3447

Mrs. Shelly Matfess
Assistant Superintendent
for Pupil Personnel Services
860-647-3448

TO: Board of Education

FROM: Dr. Richard Kisiel
Superintendent of Schools

DATE: February 6, 2014

RE: April BOE Meeting Date Changes

The Board's consent calendar for the February 10th regular meeting includes a recommendation to amend the Board's regular meeting schedule. The district's school vacation week is scheduled for the week of April 13th. The first regular meeting is presently scheduled for Monday, April 14.

I am recommending to the Board of Education that the meeting schedule in April be amended as follows:

The first meeting in April from April 14th to April 7th
The second meeting in April from April 28th to April 21st.

Opportunities for Simplification of Manchester’s Teacher Evaluation Plan

		Manchester’s Teacher Evaluation Requirement	Current Core Requirement	PEAC Proposed Flexibility (not yet official)	Opportunities for Simplification
(%45) Student Growth	SLOs	1 or more goals	1-4	1 goal	Simplify to 1 goal
	IAGDs	Minimum of 2 1 non-state standardized test where available min of 1 non-standardized measure	Minimum of 2 1 state or other standardized test where available 1 non-standardized measure	Minimum of 2 1 non-state standardized test where available min of 1 non-standardized measure	None, Manchester’s current plan already acknowledges state tests are not available this year
40% Observations of Performance & Practice	Low Rated or year 1-2 teachers and teachers new to district	3 formal, minimum of 2 with preconference 2 reviews of practice	3 formal, minimum of 2 with preconference	No change	Eliminate the 2 reviews of practice
	Non tenured year 3-4 teachers	3 formal, minimum of 2 with preconference 2 reviews of practice	1 formal observations plus 2 more which can be reviews of practice	1 formal every 3 years, 3 informal other years 1 review of practice every year	Reduce to 1 formal every 3 years, 3 informal other years, 1 review of practice every year.
	Higher-rated year 3+ teachers	1 formal observation plus 2 reviews of practice	1 formal observations plus 2 more which can be reviews of practice	1 formal every 3 years, 3 informal other years 1 review of practice every year	Reduce to 1 formal every 3 years, 3 informal other years, 1 review of practice every year.
10% Parent or peer feedback	One school-wide goal for school-wide parent survey on school climate	Parent survey or Peer observation or focus groups	No change	None	
5% Whole School Learning or Student Survey	Whole School Student Learning Measure Adopted by School Principal	Whole School Learning or Student Survey	No change	None	

CSDE promise of future flexibility – reduction in the size and complexity of the Connecticut Common Core of Teaching Rubric to facilitate ease of use. The teacher evaluation committee could review our teacher practice and performance rubric with a goal of simplification.

Other Manchester alternatives – Higher rated year 3+ teachers could form professional learning communities with common goals aligned with school improvement plans. The teachers in the PLC could then be rated using common reviews of practice. This option could be formalized as part of the evaluation plan.

Overview of Smarter Balanced Field Test

February 2014



Testing Specifics

Connecticut:

- Grades 3 – 8 and 11
- English language arts and mathematics

Manchester:

- March 15 – April 4 for grades 3-8
- April 7 – 11 and April 21 – 25 for grade 11



Testing Specifics

- Not timed, approximately 3 -4 hours to complete each content area
- Scheduled over multiple sessions of about 45 minutes each
- Constructed response (CR), multiple choice (MC), free-write, and performance tasks



Testing Specifics



Testing Specifics

Test of the test:

- Online testing software
- Question types
- Effectiveness of test administration and training materials
- State has not determined type of data districts will receive



Testing Specifics

Communication:

- Regular updates from Connecticut State Department of Education
- Leadership teams
- Parents – letter and frequently asked questions (FAQ)



Questions and Discussion



Manchester Public Schools
Manchester Board of Education
Building & Sites Committee

Meeting Minutes
January 27, 2014

Present: Mr. Neal Leon, Mrs. Mary Jane Pazda, Mr. Michael Crockett, and
Mr. Carl Stafford

Others Present: Mr. Christopher Pattacini, and Dr. Richard Kisiel

The meeting came to order at 5:40 p.m.

The Committee focused its discussion on the agenda for the public forum on the proposed grade 5-6 school at the Bennet Academy on February 5, 2014. Besides the public's opportunity for questions and comments, the forum would provide an opportunity for the community to acquire more information about the proposed school project. A brief information session, before the public comment session, should include an overview of the benefits of the proposed project, the proposed school design, the cost and impact on the tax rate, and enrollment and classroom space considerations. Dr. Kisiel will prepare, distribute, and publicize the agenda before the end of the week.

It was suggested that the forum would be a good opportunity for the public to hear Mr. Geary's views of the educational benefits of the proposed school. The committee meeting ended as members shared comments with each other regarding the SMARTR Committee recommendations.

Committee meeting adjourned at 6:40 p.m.

Respectfully Submitted on behalf of the Committee,
Dr. Richard Kisiel, Interim Superintendent

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

Meeting February 6, 2014

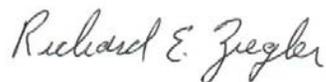
Attendees: Mary Jane Pazda, Carl Stafford, Michael Crockett, Neal Leon, Rich Ziegler

Rich presented a draft of the revised Critical Assessment Report and the Capital Improvement Budget for review of the format. The final reports will be submitted at our next meeting.

The committee discussed whether to re-visit the Solar Project. It was decided to wait until a decision is made on the status of our schools.

Next Meeting: Thursday, March 6, 2014 at 6:00 p.m. at Central Office

Respectfully Submitted,



Richard E Ziegler
Facilities Manager