

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**MONDAY, JANUARY 9, 2017**  
**LINCOLN CENTER**

**Policy Committee Meeting**  
**Board of Education Meeting**

**5:30 P.M. – Director’s Room**  
**7:00 P.M. – Hearing Room**

- A.     OPENING**  
1) Call to order  
2) Pledge of Allegiance  
3) Board of Education Minutes 12-19-16 A – 3
- B.     COMMITTEE REPORTS –**  
1) Personnel & Finance Committee Minutes 12-19-16 B – 1
- C.     CONSENT CALENDAR**  
1) Personnel Information C – 1  
2) Transfer of Funds C – 2  
3) Establish an appropriation for FY16/17 for the Parent Leadership Training/Parent Trust Fund Grant in the amount of \$27,500 C – 3
- D.     REPORT FROM STUDENT REPRESENTATIVE -**  
Shania Stanton and Nabila Hoor Un Ein
- E.     PUBLIC COMMENTS (any item before the board)**
- F.     SUPERINTENDENT’S REPORT**  
1) 2017-2018 Budget Presentation – Mr. Matthew Geary, Superintendent of Schools
- G.     UNFINISHED BUSINESS – None**
- H.     NEW BUSINESS – None**
- I.     PUBLIC COMMENTS (comments limited to items on tonight’s agenda)**
- J.     COMMUNICATIONS - None**
- 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.*

Manchester Board of Education  
Personnel & Finance Committee Report  
December 19, 2016

Attendees: Ranon Caldwell, Deborah Hagenow, Susan Jacobsen, Neal Leon, Darryl Thames, Sr., Matthew Geary, and Karen Clancy

Mrs. Clancy distributed the 2016-2017 Budget Status Report to the committee. She provided an overview of the report indicating expenditure projections through the end of the fiscal year. She explained that funds have been encumbered to address the possible reduction of municipal aid to the town. These funds would allow the Board of Education to assist the town in managing any reductions. There was discussion surrounding possible reductions and projections. Mrs. Clancy stated that the overall budget remains stable.

Mrs. Clancy distributed copies of the 2017-2018 Budget Development Calendar and reviewed the timeframe for the budget process. The Superintendent will present the Recommended 2017-2018 Budget to the Board of Education at the January 9, 2017 Board of Education meeting.

The next Personnel & Finance Committee meeting will be held on Monday, February 27, 2017, at 5:30 p.m., at the Lincoln Center - Director's Room.

Respectfully Submitted,

Karen L. Clancy  
Director of Finance & Management

**PERSONNEL ACTION****APPOINTMENTS**

Taylor Parr to be a Math teacher at Illing Middle School. Ms. Parr received a Bachelor of Mathematic Education degree at Central CT State University. Ms. Parr resides in Middlebury. It is recommended that her appointment be approved effective January 3, 2017 (BA/Step 2, \$47,973 pro-rated).

**RESIGNATIONS**

Lindy Germano, Special Education teacher at Buckley Elementary School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Germano has been with Manchester Public Schools since September 1, 1982. It is recommended that her request be approved.

Nancy Manke, Special Education teacher at Manchester Preschool Center has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Manke has been with Manchester Public Schools since September 5, 1984. It is recommended that her request be approved.

Roberta Gibson, Grade 6 teacher at Bennet Academy School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Gibson has been with Manchester Public Schools since August 30, 2006. It is recommended that his request be approved.

Laurie Ochnio, Special Education teacher at Highland Elementary School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Ochnio has been with Manchester Public Schools since September 6, 1978. It is recommended that his request be approved.

Marylou Thieling, Grade 3 teacher at Highland Elementary School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Thieling has been with Manchester Public Schools since September 18, 1997. It is recommended that her request be approved.

Martha Sandefer, Music teacher at Bennet Academy School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Sandefer has been with Manchester Public Schools since September 17, 2007. It is recommended that her request be approved.

Matthew Meisterling, Technology Education teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business on January 31, 2017. Mr. Meisterling has been with Manchester Public Schools since February 4, 2013. It is recommended that his request be approved.

Heidi Eckert, Art teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business on January 4, 2017. Ms. Eckert has been with Manchester Public Schools since August 24, 2015. It is recommended that her request be approved.

### **RESIGNATIONS**

April Beckman, Grade 4 teacher at Waddell Elementary School has submitted a letter of resignation for personal reasons effective the end of business on January 2, 2017. Ms. Beckman has been with Manchester Public Schools since January 5, 2016. It is recommended that her request be approved.

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** December 14, 2016

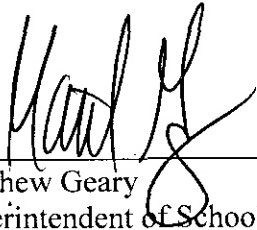
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

**Discussion/Analysis:** Transfer from Manchester High School Technology Education Instructional Supplies/Materials in the amount of \$1,342. Transfer to Manchester High School Technology Education Repairs in the amount of \$1,342.

**Financial Impact:** None

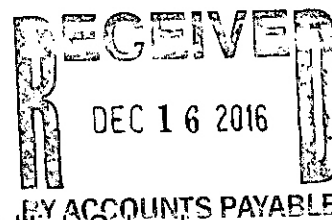
**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2016-2017 Budget.

  
\_\_\_\_\_  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 9, 2017

5 - 12/19/16  
CPD

**Manchester Public Schools  
Manchester, Connecticut**



To: **Accounting Department**

School: Manchester High School

Date: 12/14/2016

Principal's Sign: [Signature]

Date of Approval: 12/14/2016

**JUSTIFICATION (Required Field) : To provide funding for air duct cleaning in wood shop and annual inspection of automotive lifts in auto shop.**

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

**DECREASE In whole dollars only:**

\$ 1342      Account # 14861100 5611      Description: Tech Ed Instructional Supplies

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

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

\$1342 **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$1342      Account # 14861100 5435      Description: Tech Ed Repair of Equipment

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

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

\$1342 **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:** Matthew Geary, Superintendent of Schools  
**Subject:** Item for Appropriation FY 16/17 Parent Leadership Training/Parent Trust Fund Grant  
**Date:** January 4, 2017

**Background:** The State Education Resource Center (SERC)/Connecticut Parent Information and Resource Center (CT PIRC) is providing the Parent Leadership Training/Parent Trust Fund Grant to promote the following goals:

- Culturally responsive practices and diverse leadership
- Increase awareness of issues that matter to families and the important role they can play as advocates.
- Encourage communities to expand the range of parent leadership training opportunities
- Offer parent leadership training
- Enhance collaboration among parent leadership training sponsors to create an integrated system of sustainable civic involvement within our community

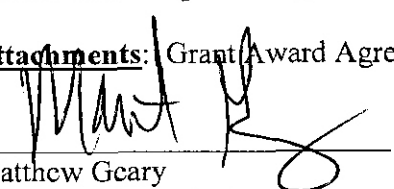
**Discussion/Analysis:** The purpose of the Parent Leadership Training/Parent Trust Fund Grant is to train parents, grandparents, foster parents and others to become skilled advocates and strong voices for children.

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

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors establish an appropriation for FY 16/17 for the Parent Leadership Training/Parent Trust Fund Grant in the amount of \$27,500.

**Attachments:** Grant Award Agreement

  
Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 9, 2017





## 2016-2017 Parent Trust Fund Grant

### Grant Award Agreement

Manchester Public Schools-Office of Family and Children

Award # 1617-6041

Parent Trust Fund Grant Notice		
Grant Period:	October 18, 2016 – June 30, 2017	
Grant Amount Requested:	\$27,500.00	
Grant Amount Awarded:	\$27,500.00	
Curriculum Model	Grant Award Amount by Curriculum	#of Cycles
PEP	\$7,182.00	1
PSEE	\$20,318.00	1

Signing this grant award agreement indicates your organization's promise to adhere to the final approved budget as submitted to SERC/CT PIRC in response to the Request for Proposals (RFP) entitled Parent Leadership Training Parent Trust Fund Grant. In addition, the grantee assures that the curriculum model(s) and number(s) of cycles for which 2016-2017 Parent Trust funding has been allocated will be conducted during the grant year November 01, 2016-June 30, 2017.

Please sign (original handwritten signatures) and return this *Grant Award Agreement* and *Payment Request Form (attached)* to [vitale@ctserc.org](mailto:vitale@ctserc.org), as well as complete the *Contact Information Form* through the following link: <http://ctserc.net/pltgcontactform> by November 1, 2016 in order to initiate the first disbursement of grant funds. Grant payments will be made at intervals as determined by SERC/CT PIRC and our partners. The first payment will be 50% of the total funds awarded. A second payment of 25% will be forwarded upon successful submission of the class attendance sheet after the second class is complete. The final disbursement of 25% will be forwarded upon all required documents being submitted after ALL of the curriculum model classes have been completed. These required documents include the Final Program Report and Final Budget Worksheet. Disbursement of all grant monies is dependent on SERC's receipt of funds from CSDE and private sources.

**Please note:** Should a situation arise that requires a change of course schedule or cancellation of training, or an adjustment in an approved budget line item of ten percent or more, prior approval in writing must be obtained from SERC/CT PIRC.

*Grant Award Agreement*

Award # 1617-7744

Page 1

The grantee agrees to return any unexpended funds or disallowed costs to SERC/CT PIRC after the Final Program Report and Final Program Budget Worksheet have been submitted and approved by SERC/CT PIRC.

Grantees must comply with the reporting and program requirements of the Parent Trust Fund Grant and all of the requirements as outlined by the Statement of Assurances. All organizations must use the reporting format and forms provided to grantees. The reporting requirement forms listed below will be posted at <http://ctserc.org/ptfg>. SERC/CT PIRC reserves the right, in collaboration with the Parent Trust Fund Grant funders, to withhold funds and/or rescind funds if the required reporting documentation has not been submitted by the following specified timelines:

Item	Due
Grant Award Agreement	Immediately upon receipt of grant award notification
Online Contact Information Form LINK: <a href="http://ctserc.net/ptfgcontactform">http://ctserc.net/ptfgcontactform</a>	Immediately upon receipt of grant award notification
Payment Request Form (attached to email and available at <a href="http://ctserc.org/ptfg">http://ctserc.org/ptfg</a> )	Immediately upon receipt of grant award notification
Online Curriculum (Anticipated) Timeline Form LINK: <a href="http://ctserc.net/ptfgtimeline">http://ctserc.net/ptfgtimeline</a>	No later than 14 days after receipt of grant award notification
Cycle Start-up Form	No later than 14 days after the start of each training cycle
Copy of an attendance sheet after 2 <sup>nd</sup> class (please note: retreats are not considered a class).	No later than 14 days after the second class has met.
Copy of flyers and/or announcements used for recruitment of participants	No later than 14 days after the start of each training cycle
Cycle End Form	No later than 14 days after the end of each training cycle
Program Demographics Form	No later than 14 days after the completion of the last cycle within the program
Final Program Report	No later than 30 days after the completion of the last cycle within the program
Final Program Budget Worksheet	To be submitted in conjunction with the Final Program Report

In addition, SERC/CT PIRC reserves the right, in collaboration with the Parent Trust Fund Grant funders to adjust the funding of the award accordingly if the grantee fails to meet the minimum participant/attendance requirements (available online <http://ctserc.net/ptfg>).

The grantee shall maintain accounting records and procedures to assure sound fiscal control and effective use of grant funds. The grantee shall retain all financial records, supporting documents, and payments received pertaining to this grant for a period of three years starting from the date of the submission of the final program reports. SERC/CT PIRC and its funders reserve the right to conduct an audit of the grant expenditures, upon reasonable notice, at any time up to three years after the final payment.

The grantee will be responsible for submitting all reports, in a timely manner. For the purposes and the duration of this grant, the grantee and their fiduciary agree to maintain communications with the following liaisons with SERC/CT PIRC who shall act as the primary contacts for questions or concerns:

Nicole M. Vitale, Consultant  
SERC/CT PIRC  
25 Industrial Park Road  
Middletown, CT 06457-1520  
Phone: (860) 632-1485, ext. 234  
Fax: (860) 632-8870  
Email: [vitale@ctserc.org](mailto:vitale@ctserc.org)

**My signature below, for and on behalf of the above named grantee certifies that:**

1. I have the authority to execute this agreement on behalf of the grantee.
2. The grantee will comply with the grant conditions as stated above and as listed in the revised Statement of Assurances.

Agreed and accepted by:

  
\_\_\_\_\_  
Signature of Agency Director

  
\_\_\_\_\_  
Date

Matthew Geary, Superintendent of Schools  
Print Name of Agency Director

\_\_\_\_\_  
Signature of Fiduciary Agency Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Fiduciary Agency Director