

**MANCHESTER BOARD OF EDUCATION  
REGULAR MEETING  
MONDAY, JANUARY 27, 2020  
LINCOLN CENTER, HEARING ROOM**

**Policy Committee Meeting**  
(Gundersen, Hughes, Thames, Stefanovicz)  
**Board of Education Meeting**

**5:30 P.M. - Director's Rm.**

**7:00 P.M. - Hearing Rm.**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretaries Welcome
- 4) Board of Education Minutes 1-13-20 A – 4
- 5) Budget Workshop Minutes 1-22-20 A – 5

**B. COMMITTEE REPORTS -**

- 1) Building & Sites Committee Minutes 1-13-20 B – 1

**C. CONSENT CALENDAR**

- 1) Personnel Actions C - 1
- 2) Transfer of Funds C - 2
- 3) Increase the appropriation for the Manchester Head Start for FY19-20, in the amount of \$21,830, bringing the total amount to \$1,255,132 C - 3
- 4) Increase the appropriation for the Manchester Head Start for FY19-20, in the amount of \$15,182, bringing the total amount to \$872,928 C - 4
- 5) Establish an appropriation for FY20-21, for the Hartford Foundation for Public Giving, in the amount of \$175,000 C - 5
- 6) Approve the revised 2020-2021 Board of Education School Calendar C – 6

**D. REPORT FROM STUDENT REPRESENTATIVE**

- 1) Student Representative Report - Krista Myrie and Tiffany Henry

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

**F. SUPERINTENDENT'S REPORT**

- 1) Budget Update - Salaries and Benefits 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** - **Topics for Superintendent's Report**

Wednesday, January 29, 2020

Budget Workshop #3

Monday, February 10, 2020

Highland Park School Improvement Plan  
Adoption of Budget

Monday, February 24, 2020

Winter Data Update  
Update on Student Behavioral Supports

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)*
- 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  
Building and Sites Committee Meeting Minutes  
Lincoln Center Directors' Room  
January 13, 2020**

Committee Member Attendees: Chris Pattacini, Scott Hughes and Campfield Heinrich  
Other Attendees: Karen Clancy, Director of Finance & Management

**Buckley, Bowers & Keeney - Update on Architectural Firm Search**

An RFQ/P for architectural services for school renovations was issued. A non-mandatory pre-submission meeting and walkthrough of the buildings was held on December 19, 2019. Ten (10) proposals were received with eight (8) meeting eligibility requirements. A nine (9) member committee will convene on January 16, 2020 to review the evaluations based on a specific rating scale. The committee will select three (3) or four (4) firms to invite them for an interview/presentation to the committee with the final firm to be selected and notified by the end of January.

**Facilities & Operations Manager Position**

The open Facilities Director position has been revised and renamed Facilities & Operations Manager. A copy of the job description was distributed to committee members for review. The district is seeking an individual who is data driven, progressive, innovative with a forward thinking vision. The position was posted on January 6, 2020.

**Capital Projects**

Capital project requests at each school are presented by principals to central office administration during the budget process for approval in the following year's budget.

Projects for Bowers, Buckley and Keeney will be addressed through school renovations with the exception of the Bowers Elementary School bus loop which is in need of repairs to damaged curbing.

We have engaged the services of an architectural firm to assist in identifying and designing space for an additional classroom at Highland Park Elementary School.

Bennet Academy has requested conversion of office space into a seclusion room for Every Day Program students based on an increased need.

Illing Middle School has requested a permanent solution to an increased need in privacy in student locker rooms. B&G supervisors have been in communication with school administration to begin to address the concern in the current fiscal year but have included in next year's budget as necessary.

Other than the above mentioned projects, most elementary schools capital project needs have been or will be addressed through school building renovations. Illing Middle School parking lot, sidewalks and front entrance were repaved/updated last year. Manchester High School is in need of some attention and will be the main focus of the capital project budget for 2020-2021. Manchester High School and Illing Middle School are the two remaining schools that will eventually need to be renovated. Those discussions should begin now as the process takes years.

Respectfully Submitted,

*Karen L. Clancy*

Karen L. Clancy  
Director of Finance & Management

**PERSONNEL ACTIONS**

**APPOINTMENTS**

**RESIGNATIONS**

Ms. Kimberly Cofrancesco, Special Education Teacher at Martin Elementary School has submitted her letter of resignation effective January 24, 2020. Ms. Cofrancesco has been with Manchester Public Schools since August 27, 2019. It is recommended that her resignation be accepted.

January 27, 2020

Town of Manchester  
Board of Education

**To:** Manchester Board of Education  
**From:** Mr. Matthew Geary, Superintendent of Schools  
**Subject:** Transfer of Funds  
**Date:** January 13, 2020

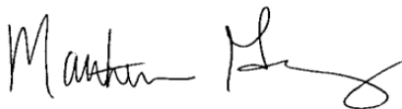
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2019-2020 Budget.

**Discussion/Analysis:** Transfer from System-wide Science Field Trips in the amount of \$6,975.00. Transfer to System-wide Science Dues and Fees in the amount of \$6,795.00.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2019-2020 Budget.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 27, 2020

**Manchester Public Schools  
Manchester, Connecticut**

**TO: Accounting Department**

**School/Department: Science**

**Date of Request: 1/13/2020**

**Approver: Amy F. Radikas**

**Date Approved: 1/16/2020**

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**JUSTIFICATION (Required Field):** Transfer to cover cost of Goodwin College boat rental – field trip

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

**DECREASE In whole dollars only:**

\$ <u>6,975.00</u>	Account # <u>140992705512</u>	Description: <u>Science Field Trips</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 6,975.00      **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$ <u>6,975.00</u>	Account # <u>14099100 5810</u>	Description: <u>Science Dues &amp; Fees</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 6,975.00      **TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed:      Yes X      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 Increase in Appropriation Manchester Head Start  
FY 19/20

**Date:** January 13, 2020

**Background:** The Manchester Board of Education received a Cost of Living Adjustment from the Federal Government for the Manchester Head Start program. This award is for the period 3/1/19-2/28/20.

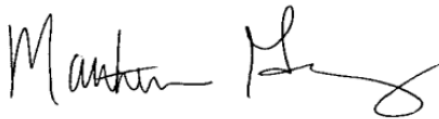
**Discussion/Analysis:** This grant action awards the pro-rated amount of the FY2019 Cost-Of-Living Adjustments (COLA) of 1.77% for Manchester Head Start in the amount of \$21,830.

**Financial Impact:** None.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent recommends that the Board of Education request the Board of Directors to increase the appropriation for the Manchester Head Start for FY19-20 \$21,830, bringing the total amount to \$1,255,132.

**Attachments:** None.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 27, 2020

Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Increase in Appropriation Enfield Head Start  
FY 19/20

**Date:** January 13, 2020

**Background:** The Manchester Board of Education received a Cost of Living Adjustment from the Federal Government for the Enfield Head Start program. This award is for the period 3/1/19-2/28/20.

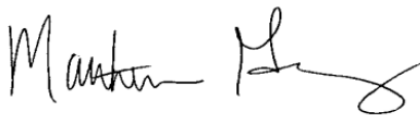
**Discussion/Analysis:** This grant action awards the pro-rated amount of the FY2019 Cost-Of-Living Adjustments (COLA) of 1.77% for Enfield Head Start in the amount of \$15,182.

**Financial Impact:** None.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent recommends that the Board of Education request the Board of Directors to increase the appropriation for the Manchester Head Start for FY19-20 \$15,182, bringing the total amount to \$872,928.

**Attachments:** None.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 27, 2020



Town of Manchester  
Board of Education

**To:** Manchester Board of Education

**From:** Matthew Geary, Superintendent of Schools

**Subject:** Item for Appropriation FY20-21 Hartford Foundation for Public Giving Grant

**Date:** January 17, 2020

**Background:** This grant will continue to support the Family and Community Partnership Plan serving Manchester families.

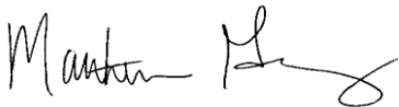
**Discussion/Analysis:** These funds will be used over one calendar year (January – December 2020) to strengthen the district’s capacity to implement and sustain partnerships and practices increasing families and the broader community’s engagement in supporting student learning and student success.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendations:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors to establish an appropriation for FY20-21 Hartford Foundation of Public Giving in the amount of \$175,000.

**Attachments:** None.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
January 27, 2020

School Begins: August 27, 2020						School Ends: June 11, 2021						C - 6						
2020	M	T	W	Th	F	2020-2021 School Year						2021	M	T	W	Th	F	
August	3	4	5	6	7	<b>First Day of School:</b> Grades K - 5, Grade 7, and Grade 9: <b>August 27</b> Grade 6, Grade 8, and Grades 10 - 12: <b>August 28</b> Head Start: (Early Release): September 2, 3, and 4; (Full Day): September 8	<b>January</b>										1	
	10	11	12	13	14				4	5	6	7	8					
	17	18	19	20	21				11	12	13	14	15					
	24	25	26	27	28				18	19	20	21	22					
	31								25	26	27	28	29					
3													18					
September			1	2	3	4	<b>New Teacher Orientation:</b> <input type="checkbox"/> (school not in session) August 19, 20, and 21	<b>February</b>	1	2	3	4	5					
	7	8	9	10	11				8	9	10	11	12					
	14	15	16	17	18				15	16	17	18	19					
	21	22	23	24	25				22	23	24	25	26					
	28	29	30															
21													18					
October				1	2	<b>District Professional Development Days:</b> <input type="checkbox"/> (school not in session) August 24, 25, and 26 and November 3 and 11  <input type="checkbox"/> (abbreviated day for students) September 16* and 30, October 14* and 21, February 24*, March 17 and 31*, April 28, and May 12 <i>* Equity Professional Learning</i>	<b>March</b>	1	2	3	4	5						
	5	6	7	8	9				8	9	10	11	12					
	12	13	14	15	16				15	16	17	18	19					
	19	20	21	22	23				22	23	24	25	26					
	26	27	28	29	30				29	30	31							
21													23					
November	2	3	4	5	6	November 18 and 19, and March 10 and 11 <input type="checkbox"/> Grades PreK - 6 ONLY November 20 and March 12	<b>April</b>				1	2						
	9	10	*11	12	13				5	6	7	8	9					
	16	17	18	19	20				12	13	14	15	16					
	23	24	25	26	27				19	20	21	22	23					
	30								26	27	28	29	30					
17													16					
December		1	2	3	4	<b>Abbreviated Day for Students and Staff</b> <input type="checkbox"/> November 25, December 23, and June 11, or last day of school	<b>May</b>	3	4	5	6	7						
	7	8	9	10	11				10	11	12	13	14					
	14	15	16	17	18				17	18	19	20	21					
	21	22	23	24	25				24	25	26	27	28					
	28	29	30	31					31									
17													19					
When it becomes necessary to close schools due to snow conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations: <b>WVIT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM &amp; 102.9 FM, WWYZ 92.5 FM, WTIC 1080 AM &amp; 96.5 FM, WKSS 95.7 FM, WHCN 106 FM</b>  In addition, automated notification of school closings are sent via Blackboard.							<b>Holiday/Vacation Period</b> September 7 Labor Day October 12 Indigenous Peoples Day *November 11 *Veterans Day/PD November 26 - 27 Thanksgiving Recess December 24 - January 1 Vacation Period January 6 Three Kings Day January 18 Martin Luther King, Jr. February 15 - 16 Presidents' Day April 2 Good Friday April 12 - 16 Vacation Period May 13 Eid al-Fitr May 31 Memorial Day <input type="checkbox"/> School not in session due to weather	<b>June</b>		1	2	3	4					
		7	8	9	10	11												
		14	15	16	17	18												
		21	22	23	24	25												
		28	29	30									9					
									Total days = 182									
									Adopted: 1/13/2020									
									Revised:									
									Updated for Weather Closings:									
									Tentative High School Graduation Date TBD Please see reverse for additional information.									

**First Day of School:**Grades K - 5, Grade 7, and Grade 9: **August 27**Grade 6, Grade 8, and Grades 10 - 12: **August 28**Head Start: (Early Release): September 2, 3, and 4;  
(Full Day): September 8**New Teacher Orientation:**☐ (school not in session) August 19, 20, and 21**District Professional Development Days:**☐ (school not in session) August 24, 25, and 26  
and November 3 and 11☐ (abbreviated day for students) September 16\* and 30, October 14\* and 21, February 24\*, March 17 and 31\*, April 28, and May 12\* *Equity Professional Learning***School Conferences/Early Release**☐ Grades PreK - 12

November 18 and 19, and March 10 and 11

☐ Grades PreK - 6 ONLY

November 20 and March 12

**Abbreviated Day for Students and Staff**☐ November 25, December 23, and

June 11, or last day of school

**Holiday/Vacation Period**

September 7 Labor Day

October 12 Indigenous Peoples Day

\*November 11 \*Veterans Day/PD

November 26 - 27 Thanksgiving Recess

December 24 - January 1 Vacation Period

January 6 Three Kings Day

January 18 Martin Luther King, Jr.

February 15 - 16 Presidents' Day

April 2 Good Friday

April 12 - 16 Vacation Period

May 13 Eid al-Fitr

May 31 Memorial Day

☐ School not in session due to weather

<b>School Bell Times 2020-2021</b>
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	Regular Day		Abbreviated Day or Conference Day		Emergency Dismissal		Delayed Opening - 2 Hour Delay		Delayed Opening - 3 Hour Delay	
	Start	End	Start	End	Start	End	Start	End	Start	End
Manchester High School, Grades 9 – 12	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Bentley Alternative Education	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Manchester Regional Academy	7:30 a.m.	2:00 p.m.	7:30 a.m.	11:00 a.m.	7:30 a.m.	10:00 a.m.	9:30 a.m.	2:00 p.m.	10:30 a.m.	2:00 p.m.
Illing Middle School, Grades 7 – 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Manchester Middle Academy, Grades 5 - 8	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Bennet Academy, Grades 5 - 6	8:15 a.m.	2:45 p.m.	8:15 a.m.	11:45 a.m.	8:15 a.m.	10:45 a.m.	10:15 a.m.	2:45 p.m.	11:15 a.m.	2:45 p.m.
Preschool (all locations) Monday – Thursday										
AM Program	8:15 a.m.	11:00 a.m.	8:15 a.m.	11:00 a.m.	8:15 a.m.	10:45 a.m.	No AM PreK	No AM PreK	No AM PreK	No AM PreK
PM Program	12:00 p.m.	2:45 p.m.	No PM PreK	No PM PreK	No PM PreK	No PM PreK	12:00 p.m.	2:45 p.m.	12:00 p.m.	2:45 p.m.
Friday – AM Program	8:15 a.m.	11:00 a.m.	8:15 a.m.	11:00 a.m.	8:15 a.m.	10:45 a.m.	No PreK	No PreK	No PreK	No PreK
Elementary Schools, Grades K – 4	9:10 a.m.	3:40 p.m.	9:10 a.m.	12:40 p.m.	9:10 a.m.	11:40 a.m.	11:10 a.m.	3:40 p.m.	12:10 p.m.	3:40 p.m.
Head Start	9:10 a.m.	3:40 p.m.	9:10 a.m.	12:40 p.m.	9:10 a.m.	11:40 a.m.	11:10 a.m.	3:40 p.m.	12:10 p.m.	3:40 p.m.

	Mid-term Progress Reports	End of Marking Periods
Manchester High School, Grades 9 - 12	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021 (exams January 21 - 26); March 24, 2021; June 4, 2021 (exams June 7 - 10)
Illing Middle School, Grades 7 - 8	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021; March 24, 2021; June 4, 2021
Manchester Middle Academy, Grades 5 - 8	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021; March 24, 2021; June 4, 2021
Bennet Academy, Grades 5 - 6	September 28, 2020; December 9, 2020; February 23, 2021; April 30, 2021	November 2, 2020; January 20, 2021; March 24, 2021; June 4, 2021
Elementary Schools, Grades K - 4	October 9, 2020; January 21, 2021; April 27, 2021	November 25, 2020; March 8, 2021; June 10, 2021

In compliance with Board of Education policy 6111, in the event of school closings due to bad weather, make-up days will begin June 14 through June 25, 2021. If there are three (3) or more snow days prior to January 31, 2021, school will be held on Tuesday, February 16, 2021. If more than 10 (ten) days are needed, days will be taken from April vacation starting with Friday, April 16, 2021.