

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, APRIL 17, 2017
WASHINGTON ELEMENTARY SCHOOL
94 Cedar Street
REVISED

Building & Sites Committee
Executive Session – Personnel Matters
Board of Education Meeting

5:30 P.M. – Media Center
6:30 P.M. – Media Center
7:00 P.M. – Gymnasium

- A. OPENING**
1) Call to order
2) Pledge of Allegiance
3) Board of Education Minutes 3-13-17 A – 3
- B. COMMITTEE REPORTS –**
1) Policy Committee Minutes 3-13-17 B – 1
- C. CONSENT CALENDAR**
1) Personnel Information C – 1
2) Extension of the Manchester Federation of Paraeducators Contract,
Local #3175, AFT, CT, AFL-CIO, the period July 1, 2013 through C – 2
June 30, 2017.
3) Extension of the Manchester Tutor Association Contract, Local #6545, AFT, C – 3
AFL-CIO, the period July 1, 2013 through June 30, 2017.
4) Transfer of Funds C – 4
5) Establish a preliminary appropriation for FY17-18 for the Manchester Head C – 5
Start Training and Technical Assistance in the amount of \$7,656
6) Establish a preliminary appropriation for FY17-18 for the Enfield Head C – 6
Start Training and Technical Assistance in the amount of \$5,568.50
7) Establish a preliminary appropriation for FY17-18 for the Enfield Head Start C – 7
In the amount of \$413,866.50
8) Ratification of Manchester School Nurses Association, CSEA, Local 2001
SEIU, for the period **July 2016 to June 30, 2019**
- 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) Washington School Improvement Plan – Dr. James Collin, Principal F – 1
- 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.*

Curriculum & Instruction Committee Minutes
March 27, 2017

In attendance: Peter Conyers, Susan Jacobsen, Melanie Stefonovicz, Jason Scappaticci, Amy Radikas, Diane Sheehan-Burns, Melissa Doherty, Pari Ghetia, Karen Gray, Jill Krieger, Katelyn Miner, Sinthia Sone-Moyano, Mark Ruede, and Idelisa Torres.

Several items reviewed:

1. Program of Studies MHS: Jill Krieger, principal of MHS, Katelyn Miner, Mark Ruede, and Idelisa Torres shared an overview of Personalized Learning, Imagine College and Careers 9 and the academies at MHS. Changes in offerings based on student feedback. Spanish II now being tied to Medical Careers, as well as, certification as an EMT and CNA. Science, Technology, Engineering and Math Design is bringing aviation back and Performing Arts Communications to add costume design to Fashion Class – costumes to be used for MHS productions.
2. Head Start Seats: Sinthia Sone-Moyano, principal of Manchester Preschool Center, shared changes in the number of student seats that Head Start's Policy Council – the governing body of Head Start – has approved for September 2017. Reducing number of students per class from 18 to 15 students - reduction will result in removing 27 slots from current 162 slots. Recommendation has not approved by regional office. Many other Head Start programs reducing student slots so that the social/emotional needs of students can be met.
3. Humanities Update: Diane Sheehan-Burns, Director of Humanities, reviewed the Grade 3 Walking Tour. Historical Society volunteers provides support to this long standing event. Walking Tour now part of a history unit called *Silk City – Then and Now*. Shared how a first grade teacher chose to further develop a unit on characters in reading/writing – *Meeting Characters*- complete with a café book review and discussion.
4. STEAM Update: Pari Ghetia, Director of STEAM, discussed next steps for Next Generation Science Standards (NGSS) implementation in curriculum and how to thoughtfully implement these new standards highlighting inquiry. Science Fair and Invention Convention a huge success. Support provided through STEM specialists, UConn STEM students and MELC. Robotics – first year in place after-school K-8. Math curriculum update – in house support to strengthen the math workshop model based on needs of each school – work connected to School Improvement Plans.
5. Language and Literature – Karen Gray, Supervisor of Student Development and Diane Sheehan-Burns, Director of Humanities – provided an overview of a new course for all students at Bennet. The course, *Language and Literature*, has been developed to support the importance of cultivating intercultural understanding and responsible membership in local, national and global communities. The language and literature course develops skills in the areas of: Listening, Speaking, Reading, Writing, Viewing & Presenting, critical thinking and creativity.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Dr. Amy F. Radikas

PERSONNEL ACTION**RESIGNATIONS**

Mindy C. Burke, Teacher at the Manchester Pre-School has submitted a letter of resignation for personal reasons effective the end of business on June 30, 2017. Ms. Burke has been employed by Manchester Public Schools since August 26, 2013. It is recommended that her request be approved.

Christina Ziegler, Remedial Reading Specialist at Illing Middle School has submitted a letter of resignation for personal reasons effective the end of business day on April 26, 2017. Ms. Ziegler has been with Manchester Public Schools since August 28, 2007. It is recommended that her request be approved.

Yvette Rosemond, Kindergarten Teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Ms. Rosemond has been with Manchester Public Schools since August 25, 2014. It is recommended that her request be approved.

Carolyn Pattavina, Reading Consultant at Waddell Elementary School has submitted a letter of resignation for retirement purposes effective the end of business on June 30, 2017. Ms. Pattavina has been with Manchester Public Schools since August 30, 2006. It is recommended that her request be approved.

Michael Spottiswoode, Grade 5 Teacher at Verplanck Elementary School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Mr. Spottiswoode has been with Manchester Public Schools since February 1, 2016. It is recommended that his request be approved.

Jean Wright, Language Art Teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Ms. Wright has been with Manchester Public Schools since August 29, 2016. It is recommended that her request be approved.

Amanda Smith, Kindergarten Teacher at Robertson Elementary School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Ms. Smith has been with Manchester Public Schools since January 4, 2016. It is recommended that her request be approved.

NON-RENEWAL: LONG TERM SUBSTITUTES

Gabriella Tujak-Weiss, Stem Specialist at Highland Park Elementary Schools

Kelsey Palazzo, Grade 5 Teacher at Highland Park Elementary

Christopher Merrall, Science Teacher at Illing Middle School

Olivia Sirois, Special Education Teacher at Illing Middle School

Tia Slivinsky-Jones, Science Teacher at Illing Middle School

Melissa Chiarenza, Language Arts Teacher at Illing Middle School

Graham Chamberlain, Special Education Teacher at Illing Middle School

Kelly Mulka, Grade 2 Tacher at Keeney Street Elementary School

Alyssa Peck, Music Teacher at Martin Elementary School

Gary Nolan, Music Teacher at Manchester High School

Deborah Grondin, .2 Guidance Counsel at Manchester Regional Academy

Rosemary Senyk, .2 Speech & Language Teacher at Districtwide

Christine Colenbaugh, Grade 4 Teacher at Robertson Elementary School

Kelly Owens, Grade 1 Teacher at Robertson Elementary School

Bryan Lewchik, Grade 2 at Waddell Elementary School

Janel James, Kindergarten Teacher at Washington Elementary School

**TENTATIVE AGREEMENT
(SUBJECT TO RATIFICATION BY BOTH PARTIES)**


CONTRACT EXTENSION AGREEMENT

The Manchester Board of Education (the "Board") and the Manchester Federation of Paraeducators, Local #3175, AFT CT, AFL-CIO (the "Federation") agree as follows with regard to the extension of the parties' collective bargaining agreement through June 30, 2018:

1. The current collective bargaining agreement between the Board and the Union (the "Agreement") expires on June 30, 2017.
2. The parties hereby agree to extend the duration of the Agreement for one year, up through and including June 30, 2018, subject to the terms set forth in this Contract Extension Agreement.
3. The wage rates for 2016-17, as set forth in Appendix A of the parties' collective bargaining agreement, shall remain in effect, with no wage increase, for the period July 1, 2017 through June 30, 2018. In addition, notwithstanding the provisions set forth in Article X, Section A of the collective bargaining agreement, the parties agree that there shall be no step advancements for the 2017-18 contract year.
4. The parties agree that the insurance plans and insurance premium contribution percentages set forth in the contract for the 2016-17 year shall remain in effect for the period July 1, 2017 through June 30, 2018.
5. Except as modified in this Contract Extension Agreement, all provisions of the Agreement shall remain in full force and effect for the period July 1, 2017 through June 30, 2018.


For the Manchester Board of Education

Date: 3/2/2017


Manchester Federation of Paraeducators,
Local #3175, AFT CT, AFL-CIO


Date: 3-2-2017
3-2-2017

**TENTATIVE AGREEMENT
(SUBJECT TO RATIFICATION BY BOTH PARTIES)**

CONTRACT EXTENSION AGREEMENT


The Manchester Board of Education (the "Board") and the Manchester Tutor Association, Local, #6545, AFT CT, AFL-CIO (the "Federation") agree as follows with regard to the extension of the parties' collective bargaining agreement through June 30, 2018:

1. The current collective bargaining agreement between the Board and the Union (the "Agreement") expires on June 30, 2017.
2. The parties hereby agree to extend the duration of the Agreement for one year, up through and including June 30, 2018, subject to the terms set forth in this Contract Extension Agreement.
3. Effective July 1, 2017, the wage rates set forth in Appendix A of the Agreement shall be increased by two percent (2.0%). There shall be no step advancements during the period July 1, 2017 through June 30, 2018. The parties agree that while there will be no step advancements for 2017-18, the 2017-18 year will still be counted as a year of experience for the purpose of step advancement in future years, in accordance with the provisions of Appendix A.
4. Except as modified in this Contract Extension Agreement, all provisions of the Agreement shall remain in full force and effect for the period July 1, 2017 through June 30, 2018.


For the Manchester Board of Education

Date:

9/4/17


Christine Weinstein-Steele
Manchester Tutor Association
Local, #6545, AFT CT, AFL-CIO

Date:

4-17-17

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: April 6, 2017

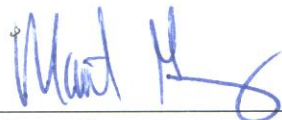
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

Discussion/Analysis: Transfer from Bowers School Administration Postage in the amount of \$200 and from Bowers School Administration Printing and Advertising in the amount of \$100. Total transfer from amount is \$300. Transfer to Bowers School Administration Office Supplies and Materials in the amount of \$300.

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
April 17, 2017

S - 4/11/17
CJ DC

Manchester Public Schools
Manchester, Connecticut

APR 11 2017

BY ACCOUNTS PAYABLE

To: Accounting Department

Date: 4/6/17

School: Bowers

Principal's Signature: [Signature]

Date of Approval: 4/7/17

JUSTIFICATION (Required Field) : Funds needed to purchase misc. office supplies

SUBJECT: TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE In whole dollars only:

\$ Account #

Description:

\$200 Account # 423012405541

Description: Admin Postage

\$100 Account # 423011005540

Description: Admin Printing & Advertising

\$300 TOTAL DECREASE

INCREASE In whole dollars only:

\$300 Account # 423012405680

Description: Admin Office Supplies

\$ Account #

Description:

\$ Account #

Description:

\$300 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 Manchester Head Start Training FY 17-18
Date: March 28, 2017

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 3/1/17-2/28/18.


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 to create the Manchester Head Start Training and Technical Assistance preliminary appropriation for the fiscal year 2017-2018 in the amount of \$7,656.

Attachments: None


Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 17, 2017

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation Enfield Head Start Training FY 17-18
Date: March 28, 2017

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 new award will be for the period 3/1/17-2/28/18.


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 to create an Enfield Head Start Training and Technical Assistance preliminary appropriation for the fiscal year 2017-2018, in the amount of \$5,568.50.

Attachments: None



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 17, 2017

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Enfield Head Start FY 17-18

Date: March 28, 2017

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 3/1/17- 2/28/18.

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 to create the Enfield Head Start preliminary appropriation for fiscal year 2017-2018 in the amount of \$413,866.50.

Attachments: None



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
April 17, 2017

Washington Elementary

School Improvement Plan
Presented to the Manchester Board of Education
April 17, 2017

SIP Core Strategies

Talent - Structure professional learning associated with School Improvement Plan (SIP) through a three committee structure and aligned with grade level teams

- Teaching & Learning
- Family & Community Engagement
- Social & Emotional Learning

SIP - Academics

Targeted Instruction Pilot (2016-2017) in literacy & numeracy

Literacy - Word work component of the workshop model utilizing: Phonological Awareness Assessment, Site Words Inventory & Words Their Way, Dev. Spelling Inventory, to assess need and develop grouping across classrooms and grade levels (30 minute block per day)

Numeracy - Computational Fluency: District and School Based Assessments used to assess need and develop grouping across classrooms and grade levels (30 minute block per day)

SIP - Academics & Family Engagement

Academic Parent Teacher Team (APTT) Grades K & 1

- A new form of parent conferences
- Foundational skill development
- Fun & Engaging activities for parents & students
- Goal Setting with data driven outcomes

SIP - Academics 2017-2018

Supporting all learners to acquire grade level reading skills “Flood Model”

- Using data to inform guided reading in small groups
- Increase the opportunity for adult feedback to students (guided reading and strategy groups)
- Push in reading consultant as well as certified staff through careful scheduling and cross grade student groupings

SIP - Culture & Climate

Implementation of Social Thinking Curriculum

GROW - expected behavior matrix direct instruction (monthly recognition assemblies)

Great Choices

Reach for your best effort

Open to new learning

We support each other

SIP - Culture & Climate

Social Thinking Curriculum

Tier II/III support - utilizing Social Workers & Yoga/ Mindfulness Coach to help student apply the curriculum through individual, small group and generalized use across all settings

Breathe, Think, Do

Building Superflexible students who deal with any unthinkable with a calm application of strategy

SIP - Culture & Climate

2017-2016

Restorative Practice

-building a community that can serve to set things right when the integrity of the community is challenged by harmful behaviors.