

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, MAY 11, 2020
Lincoln Center - Virtual Meeting**

Board of Education Meeting	5:30 P.M. - Virtual
Elementary Students and Families	6:00 P.M. - Virtual
Secondary Students and Families	7:00 P.M. - Virtual

Public access to view meeting :

Live at Silk City TV: <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>

On demand after the meeting: <http://www.channel16.org/CablecastPublicSite/?channel=1>

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Board of Education Minutes 4-20-2020 A - 4
- 5) BOE Budget Workshop Minutes 5-6-2020 A - 5

B. COMMITTEE REPORTS - None

C. CONSENT CALENDAR

- 1) Personnel Actions C - 1
- 2.) Establish an appropriation to increase the Alliance District Grant FY 19/20 C - 2
by \$327,414 bringing the total appropriation amount to \$5,936,857.
- 3.) Permission to apply for the Manchester Head Start Cost of Living and C - 3
Quality Improvement Adjustments FY 20/21.

D. REPORT FROM STUDENT REPRESENTATIVE

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

E. PUBLIC COMMENTS - Not Available

F. SUPERINTENDENT'S REPORT

- 1) Town Hall Meeting

G. UNFINISHED BUSINESS - None

H. NEW BUSINESS - None

I. PUBLIC COMMENTS - Not Available

J. COMMUNICATIONS

K. ITEMS FOR FUTURE AGENDAS
Topics for Superintendent's Report

Wednesday, May 13, 2020	Budget Workshop
Wednesday, May 20, 2020	Budget Workshop
Monday, June 8, 2020	TBD
Monday, June 22, 2020	TBD

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

Special Meeting

April 20, 2020

Lincoln Center/Virtual Participation

PRESENT: Gundersen, Heinrich, Hughes, Meggers, Pattacini, Patterson, Scappaticci, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Director of Finance & Management Clancy, Director of Human Resources Sone-Moyano

ABSENT:

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Thames called the meeting to order at 5:12 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

A.3. Secretary's Welcome

Mr. Pattacini stated that as Secretary of the Board of Education, he wished to welcome the online viewers to this regular meeting of the Board of Education. Mr. Geary and Mr. Thames are present at Lincoln Center, but everyone else is participating from their own residences. He looks forward to hearing the update from the Superintendent this evening. As there will be no public speaking this evening, please direct any questions or comments to the Superintendent. Mr. Pattacini thanked the public for their interest in this evening's meeting and the Manchester Public Schools.

A.4. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of March 30, 2020. Secretary Pattacini moved and Mr. Gundersen seconded the motion.

8/0 – Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

Mr. Geary presented nine 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

- Transfer from Manchester High School Classroom Instruction Library Databases account in the amount of \$14,110.00. Transfer to Manchester High School Classroom Instruction Software Licenses account in the amount of \$12,009.00 and to Manchester High School School Administration Office Supplies and Materials account in the amount of \$2,101.00 for a total transfer of \$14,110.00.
- Transfer from Manchester High School Music Education Library Software Licenses and Fees account to Manchester High School Music Education Software License account in the amount of \$3,500.00.
- Transfer from Waddell School Administration Printing and Advertising account to Waddell School Administration Repairs account in the amount of \$142.00.
- Transfer from Manchester High School Social Studies Field Trips account to Manchester High School School Administration Office Supplies and Materials account in the amount of \$2,000.00.

C.3. Increase the Appropriation for MRA by \$293,860 for FY 19/20 bringing the total appropriation to \$1,093,860

C.4. Permission to apply for the Continuation Application for the Adult Education - Program Enhancement Projects (PEP) Grant FY 20/21

C.5. Establish an appropriation for the Manchester Head Start Grant FY20/21 in the amount of \$1,270,314

C.6. Establish an appropriation for the Manchester Head Start Training and Technical Assistance Grant FY 20-21 in the amount of \$15,312

C.7. Establish an Appropriation for the Enfield Head Start Grant FY20/21 in the amount of \$857,746

C.8. Establish an appropriation for the Enfield Head Start Training and Technical Assistance Grant FY20/21 in the amount of \$11,137

9.) Establish an appropriation for the Carl D. Perkins Career and Technical Education Secondary Supplemental Enhancement Grant FY 19/21 in the amount of \$48,777.

The Chairman called for a motion.

Secretary Pattacini moved and Mr. Gundersen seconded the recommendation to adopt the Consent Calendar as outlined in this evening's packet.

8/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

None.

E. PUBLIC COMMENTS

Unavailable.

F. SUPERINTENDENT'S REPORT – PART I

F.1. Update on Interim Learning Opportunities

Mr. Geary introduced Diane Sheehan-Burns, Pari Ghetia and Dr. Radikas to give an update on the current interim learning opportunities. They showed us a variety of google classrooms and spoke about the planning and adjustments they have undergone. Their presentation is available on the website.

Mr. Thames asked about what materials would be mailed out to students. Dr. Radikas stated they are grade level appropriate items and vary. Some examples may include crayones, post-its, index cards, a beachball, and handwriting books. The items were thoughtfully chosen and should be of some benefit to the students.

Ms. Patterson asked about the teacher touchpoints with students. Ms. Sheehan-Burns explained teachers are asked to touch base with each student directly at least twice a week. This might include during their office hours, providing feedback on an assignment, emailing, or participating in a "hangout".

Ms. Stefanovicz missed the memo on the rest and recharge days. She also wondered if we can estimate the number of students not engaging in online learning and why. Mr. Geary explained that approximately 75% of the students are regularly and consistently engaging in online learning. Parents had expressed that they are a little overwhelmed and so Fridays have become more of a review day. Friday, May 1st, has been earmarked as a day to catch up on any missed work and May 4th is a recharge and rest day. Mr. Geary also noted the longer this type of learning is in effect the more challenging it becomes. He expressed some concern that work would reopen before schools and he is not sure how that will go. We expect some learning loss during this time across the board, but the health and wellness of our families is what is most important at this time.

Dr. Radikas thanked Ms. Ghetia and Ms. Burns, along with the rest of the people involved in the planning of the interim learning opportunities.

G. UNFINISHED BUSINESS

G.1. Policy Recommendation - Credit for Interim Learning Opportunities

This was a second reading of this policy, which allows for credit for Interim Learning Opportunities based on performance.

Secretary Pattacini moved for the Board to adopt policy 5127.12 - Credit for Interim Learning Opportunities. Ms. Patterson seconded the motion.

8/0 - Voted in favor.

H. NEW BUSINESS

H.1. Child Nutrition Program

Mr. Geary explained that this is a yearly commitment we make to the State Healthy Food Act. It is required for reimbursement of our food program.

Secretary Pattacini moved for the Board to approve that pursuant to C.G.S. Section 10-215f, the Manchester Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and Groups. Mr. Hughes seconded the motion.

8/0 - Voted in favor.

Secretary Pattacini moved that the Manchester Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held. Mr. Gundersen seconded the motion.

8/0 - Voted in favor.

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

J. COMMUNICATIONS

Mr. Thames encouraged everyone to complete the Census, which can be done online. He explained that it is very important that everyone be counted and so far only about 51.37% of Manchester has completed this. That exceeds the state average, but as \$29,000 per person in federal funding depends on the census, he implores everyone to participate. This funding applies to education, health, food assistance and transportation among other items.

Mr. Thames also reminded people to stay safe, stay home and practice social distancing. The number of cases of Covid-19 are growing daily and he expressed condolences to all those that have lost family or friends to this virus.

Mr. Thames reminded everyone that we are continuing the food distribution curbside at Bennet, MMA (the old Robertson), Verplanck and Waddell for breakfast/lunch and dinner. He also noted there are other food distribution locations in the area, including Rentschler Field.

K. ITEMS FOR FUTURE AGENDAS

Wednesday, May 6, 2020 - Budget Workshop

Monday, May 11, 2020 - Agenda TBD

L. EXECUTIVE SESSION

Secretary Pattacini moved and Mr. Hughes seconded the motion to move into executive session.

8/0 - Voted in favor. 6:35 pm

Back in session at 6:40 pm

M. ADJOURNMENT

Secretary Pattacini moved to adjourn the meeting. Melanie Stefanovicz seconded the motion.

8/0 - Voted in favor.

TIME 6:55 pm

Respectfully submitted,

Christopher Pattacini
Board Secretary

MANCHESTER BOARD OF EDUCATION**BUDGET WORKSHOP****Wednesday, May 6, 2020**

6:00 p.m.

Via Virtual Access/Lincoln Center

PRESENT: Gundersen, Heinrich, Meggers, Pattacini, Patterson,
Scappaticci, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent &
Special Services Radikas, Director of Finance & Management
Clancy

ABSENT: Hughes

A. CALL TO ORDER

The meeting was called to order at 6:04 p.m. by Darryl Thames, Snr., co-chair of the Personnel & Finance Committee.

B. PLEDGE OF ALLEGIANCE

All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

C. SUPERINTENDENT'S RECOMMENDED REDUCTIONS TO BUDGET

Mr. Thames explained that this is a budget workshop to review the list of possible reductions in response to the Town reducing our budget by \$3.2million. This reduction helped the Town keep a 0% tax increase.

Mr. Geary reviewed the recommended reductions to the Board of Education budget. Our original Board approved budget request was \$121,017,593. The Board of Directors adopted a Board of Education budget of \$117,774,174 for a difference of \$3,243,419.

Mr. Geary first noted that we are in the second year of a 10 year state phase-in for Alliance Districts. Our initial amount was \$1,291,548 and that is what we are currently budgeted to receive. However, it is currently on the table that we will receive \$1,695,510. Due to the uncertainty around the current situation, we will continue to budget for the lower amount. That amount of money will move from the Board budget to the Alliance Grant budget.

Since the original approval of the proposed budget, Mr. Geary reviewed several

changes. The actual amounts for several lines came in lower than projected, including Defined Contribution, Pension, Health Insurance, and there have been 6 additional retirements scheduled. The total amount of these reductions is \$348,243.

Mr. Geary listed recommended reductions. He proposed saving \$75,000 by reducing school-based professional development. Consultants and the staff wellness line were also reduced to save \$175,000. Several supply lines were reduced totalling \$240,000, but many of these items can be pre-purchased with money saved from the current budget due to school building closures.

Mr. Geary noted he reduced the computer equipment line by \$150,000 which is offset by a large donation to the high school which is due to come in July, supporting all new laptops for grades 9-12. Mr. Geary did mention the possibility of purchasing more IPADs for the fall.

The vehicle line can be reduced by \$100,000 and any needed vehicles can be pre-purchased with this year's funding.

The capital projects line will be reduced by approximately \$565,000 due to the need to postpone the work needed at the high school. If we have any funding left over this year we may ask the Board of Directors to set up an account with those funds for this purpose, but that possibility is unknown at this time.

There are three certified vacancies that we will no longer aim to fill, including one at Bennet (ELA) and two elementary positions. Mr. Geary did warn that we are unsure of our kindergarten numbers, so this need may change.

The Business Officer Supervisor is retiring and Mr. Geary proposed not filling that position.

Many of these reductions are one time reductions. Mr. Geary hopes that we will see an increase in Alliance funding as laid out over the next eight years. He also mentioned the Federal Care Act, which will be providing money to school districts to help with Covid-19 related expenses. This fund is \$1.5million. This, along with the potential increase in Alliance funding, allow for flexibility in reducing the budget.

Mr. Geary reviewed some unanticipated expenses that occurred due to the Covid-19 pandemic. We lost approximately \$160,000 in tuition for MRA students. Covid-19 related purchases for Chromebooks and other supplies related to distance learning cost approximately \$208,000. These purchases may be reimbursable by FEMA and if so Mr. Geary proposed allowing the Town to keep the reimbursement to offset the use of reserve funds from the 19/20 budget.

Potential savings from this year's budget includes a reduction in substitute teacher cost of approximately \$450,000, a possible reduction in transportation costs of \$140,000, lower special education costs for magnet school students of \$250,000 and reduction to encumbered purchase orders for end of year supplies that won't be needed.

The savings in the transportation line is currently an estimate, as our legal council is reviewing the contract. The way the bus company interpreted the Governor's Executive Order and the way we did is different. The bus company laid off workers, but is asking for 100% of the contract to be paid.

There is an overage in the Special Education line of approximately \$819,000.

In the end, there may be a savings in this year's budget of approximately \$452,000. Mr. Geary thanked Mrs. Clancy and the team for their hard work.

D. BOARD MEMBER COMMENT/QUESTIONS

Mr. Pattacini started by thanking the staff for their work in teaching remotely. He knows it is a stressful endeavor. Next, he asked Mr. Geary if there are policies that will need to be suspended in order to accomplish these reductions. Mr. Geary agreed there are multiple policies that would need to be suspended and at the time of budget adoption those will also be detailed.

Mr. Pattacini wondered if we know what Manchester students that attend magnet schools are experiencing during this time of distance learning. Mr. Geary stated all districts are experiencing similar distance learning, though Manchester has a particularly tight control on the content of our lessons. As for the reduction to the Special Education costs of magnet students, those items are billed based on hours of service students receive, and they are not receiving the same number of hours at home. Currently, we do not have a handle on the exact amount that will be billed by the magnet schools and should receive those bills in late May/early June. Mr. Geary clarified that we will still be paying tuition for those students, the only number in question is what is being billed for special education costs (ie 1 on 1 para support, etc.) Medicaid reimbursement will also be affected by these numbers. Mr. Pattacini expressed concern over the lack of control regarding magnet school billing. This is an ongoing issue.

Mr. Gundersen wondered about the parameters of the potential \$1.5million from the Cares Act. Mr. Geary noted that is a one time grant that would be used to support Covid-19 related expenditures. It is unclear exactly what the funds could be used for, however thinking about adding buses or bus routes in the fall to help with keeping students socially distanced can easily eat those funds quickly.

Mr. Gundersen wondered if the items added to the budget request in February were all kept in the budget. Mr. Geary noted some items from that list remain in the budget, such as the security upgrades, grounds beautification, noon aides, hall monitors and the 50 in 5 program. Some items he removed from that list include the employee wellness program and vacant positions. Mr. Geary expressed concern with how to keep little ones socially distant as much as possible in the fall and the more staff we have available for that the better off we will be. Regarding the 50 in 5 program, our legal council has not yet issued a memo due to their need to work on pandemic related issues. A legal memo is due to come from them soon.

Mr. Gundersen wondered if the vacant positions being eliminated were more important. Mr. Geary stated we like to be flexible, especially in elementary where we don't know the numbers of the incoming class, and we may need to add positions if we get more students than anticipated.

Mr. Thames asked about the savings from retirements. Mr. Geary explained that they take the current cost of the person retiring (usually at a salary of \$88,000-95,000) and factor in a new hire at approximately \$52,000 as well as the cost of a sick payout to reach a savings on each position.

Mr. Thames asked about the capital improvements that would be impacted, wondering if it was primarily the facade at MHS. Mr. Geary noted the entire

front of the high school needs work. Also, the original portion of the building needs to be assessed regarding HVAC and plumbing as over the next several years the high school will be the focus of our capital improvements as they are not slated for a like-new renovation. We can push this off a year.

Mr. Thames asked about the contract language around the bus company. Mr. Geary explained the executive order stated that districts should negotiate directly with the bus companies based on the services provided. The intent was to keep the bus company ready to go when school was back in session. The bus company was asked to provide financial information regarding their payroll, profit, overhead, etc. and they have resisted providing that information. In addition, it is known that they laid off their drivers instead of continuing to pay them and keep them on call, as was the intention. Other districts have settled with Dattco for approximately 80% of the remainder of their contract, but exactly what that details has to be worked out. Mrs. Clancy clarified it would only cover their base route fee, not items such as field trips that are paid per trip.

Mr. Pattacini expressed his disappointment that Dattco laid off their drivers.

Ms. Patterson agreed with Mr. Pattacini with being disappointed at the layoffs of drivers. She wondered if we know how other districts have handled their transportation contracts. Mr. Geary noted the other districts he has spoken with have all agreed on the 80% figure. He would have preferred the company not lay off their drivers.

Mr. Geary appreciated the support of the Board members. We are working hard and mindful of the cost to taxpayers while still providing our children with what they need in a supportive environment. We will continue to work to get kids what they need.

E. ADJOURNMENT

Mr. Thames thanked the staff for their hard work and mentioned that next year we will be dealing with not only the summer slide, but the addition of these several months.

The meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary

PERSONNEL ACTIONS

APPOINTMENTS

None to report

RESIGNATIONS

None to report

NON-RENEWAL OF CONTRACT

None to report

May 11, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Increase in Alliance District Grant FY19/20

Date: May 5, 2020

Background: The Alliance District program is a unique and targeted investment in Connecticut's 33 lowest-performing districts. Connecticut General Statute Section 10-262u establishes a process for identifying Alliance Districts and allocating increased Education Cost Sharing (ECS) funding to support district strategies to dramatically increase student outcomes and close achievement gaps by pursuing bold and innovative reforms.

Discussion/Analysis: Alliance District's receipt of designated ECS funding is conditioned upon district submission and Commissioner of Education's approval of a plan, district progress and performance relative to that plan, and subsequent plans on an annual basis and approved plans aligned to the goals of the program. Annual plan approval is predicated upon district implementation and performance during the prior year.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors increase the appropriation for FY19/20 Alliance District grant by \$327,414 bringing the total appropriation amount to \$5,936,857.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
May 11, 2020

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY 20/21 Manchester Head Start Cost of Living and Quality Improvement Adjustments

Date: April 7, 2020

Background: The Manchester Board of Education must submit an application to receive a Cost of Living Adjustment and Quality Improvement Adjustment for the FY 20/21 Head Start Program.

Discussion/Analysis: Pro-rated Cost of Living Adjustment (COLA) of 2% for staff salaries and fringe benefits. Pro-rated Quality Improvement (QI) allocation based on funded slots for the program to invest in ongoing program efforts and activities to better incorporate a trauma-informed approach to support children, families and staff impacted by adverse experiences.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations: The Superintendent recommends that the Board of Education give permission to apply for the FY 20/21 Manchester Head Start Cost of Living and Quality Improvement Adjustments.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
May 11, 2020