

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, MAY 22, 2017
LINCOLN CENTER

Executive Session: Superintendent's Evaluation
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) Board of Education Minutes 5-8-17 A – 3

B. COMMITTEE REPORTS –

- 1) Curriculum & Instruction Committee Minutes 4-24-17 B – 1
- 2) Personnel & Finance Committee Special Meeting Minutes 5-3-17 B – 2

C. CONSENT CALENDAR

- 1) Personnel Information C – 1
- 2) Amended dates for Extended Field Trip Request Form – Illing Middle School - C – 2
2018 – Grade 8 Washington DC Trip – approx. 200 – 250 students – March 27, 2018
to March 29, 2018 – 3 school days missed – 1 adult chaperone for every 8 students
- 3) Transfer of Funds C – 3
- 4) Permission to apply for the FY17-19 Individuals with Disabilities Education C – 4
Improvement Act (IDEA) 611 grant
- 5) Permission to apply for the FY17-19 Individuals with Disabilities Education C – 5
Improvement Act (IDEA) 619 grant
- 6) Permission to apply for the State Department of Education's Program Enhancement C – 6
Projects for Adult Education (PEP) FY17/18

D. REPORT FROM STUDENT REPRESENTATIVE -

Shania Stanton, Nabila Hoor Un Ein and Patrick Doherty

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Recognition of Shania Stanton, Student Representative, Mr. Matthew Geary,
Superintendent of Schools
- 2) Vo-Ag student recognition, Bryan J. Rybka and Sidney Rose Butler; Mr. Matthew
Geary, Superintendent of Schools
- 3) Recognition of CABA Leadership Award students - Manchester High School Seniors,
Jenna Leon and Arfan Ali – Mr. Matthew Geary, Superintendent of Schools
- 4) Manchester Adult & Continuing Education Update – Dr. Diane Kearney F – 4
- 5) Update on Budget – Mr. Matthew Geary, Superintendent of Schools

G. UNFINISHED BUSINESS – None

H. NEW BUSINESS –

- 1) Transportation Contract – Mrs. Karen Clancy, Director of Finance & Management

- 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.*

May 8, 2017

In attendance: Peter Conyers, Susan Jacobsen, Jason Scappaticci, Melanie Stefanovicz, Amy Radikas, Diane Sheehan-Burns, Pari Ghetia, Beth Hayes, Simon DeSantis, Mike Kolze, Susan Larson, Marney Reardon, Kelly Sheridan, Rosemary Stoner, and Latasha Easterling-Turnquest.

Several items reviewed:

1. Latin Textbook Adoption MHS: Rosemary Stoner and Simon DeSantis proposed a new Latin textbook utilizing the “reading method.” This method utilizes several readings grounded in cultural context which features in the unit’s readings: housing, education, theater, gladiators, elections, treatment of non-Romans, medicine, religion, etc. In addition, one or two grammar points and vocabulary are introduced. Committee supported adoption of the *Cambridge Latin Course* textbooks.
2. Middle School and High School Credit Opportunities: Discussed potential elective options for eighth graders to consider. Each elective would allow students to earn a half a credit and support vertical alignment between Illing and MHS. Some of the potential electives mentioned were: creative writing, personal finance, robotics, computer programming and game design. Planning stage will follow between Illing and MHS.
3. K-12 Sexual Assault and Abuse Prevention: Subcommittee of K-12 Sexual Assault and Abuse Prevention provided an update on Manchester’s response to Connecticut General Statute Sec. 17a-101q. Teacher, student and parent components will be put in place for the 2017-2018 school year. Manchester’s physical education teachers, nursing staff and family resource coordinators will partner with Youth Service Bureau. Opt-out option will be available for students.
4. Humanities/STEAM Update: Diane Sheehan-Burns, Director of Humanities, and Pari Ghetia, Director of STEAM, discussed work underway with teachers across the district to create an engaging summer calendar of literacy, math and science activities for students currently in grades K-5. In addition, a guide for parents to support summer reading was shared including partnerships with Barnes & Noble, Mary Cheney Library and Whiton Memorial Library.

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Dr. Amy F. Radikas

Manchester Board of Education
Personnel & Finance Committee Report
Special Meeting
May 3, 2017

Attendees: Committee Members Deborah Hagenow, Neal Leon, Darryl Thames, Sr.
Also in attendance: Board of Education Member Peter Conyers, Superintendent Matthew Geary,
Director of Finance & Management Karen Clancy and Director of Operations for CREC
Transportation Office Mason Thrall

In response to the discussion on the transportation bid results at the April 24th Personnel & Finance Committee meeting, Board members requested that First Student attend a special meeting to respond to Board member questions. Mrs. Clancy requested First Student to attend the May 3rd meeting which was declined by First Student management. Mrs. Clancy then asked Mr. Thrall to attend the May 3rd meeting based on his involvement in the bid process and to respond to Board member questions regarding the single bid received from the incumbent contractor, First Student. In summary, options are limited for the collaborative based on the June 30 expiration date of our current contract. Mr. Thrall will request a one-year extension from First Student which would provide additional time for the collaborative to review and discuss options moving forward. Mrs. Clancy will provide an update to the committee once she receives information from Mr. Thrall.

Mr. Geary provided an update to the Committee on the status of the purchase of a van for the Adult Education program.

The next Personnel & Finance Committee meeting will be held on Monday, June 26, 2017, at 5:30 p.m., in the Lincoln Center - Director's Room.

Respectfully Submitted,



Karen L. Clancy
Director of Finance & Management

PERSONNEL ACTION**APPOINTMENTS**

Cristina Garbalosa to be a Spanish teacher at Manchester High. Ms. Garbalosa received a Master of Arts in Teaching degree at Quinnipiac University of Hamden (**expected on May 2017**). Ms. Garbalosa resides in Cheshire. It is recommended that her appointment be approved effective August 30, 2017 (MA/Step 2, \$51,025).

RESIGNATIONS

Sharon Kovacs, Kindergarten teacher at Verplanck Elementary School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Kovacs has been with Manchester Public Schools since August 27, 2001. It is recommended that her request be approved.

Donna Acker, Pre-Kindergarten 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. Acker has been with Manchester Public Schools since August 28, 2000. It is recommended that her request be approved.

REVISED DATE: Kelly Udelsman, Biology teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business day on **June 14, 2017**. Ms. Udelsman has been with Manchester Public Schools since August 24, 2015. It is recommended that her request be approved.

John Bretthauer, Music teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Mr. Bretthauer has been with Manchester Public Schools since August 30, 1993. It is recommended that his request be approved.

Jose Rivera, Jr., Spanish teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Mr. Rivera, Jr. has been with Manchester Public Schools since August 24, 2015. It is recommended that his request be approved.

Jeana Favat, Math 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. Favat has been with Manchester Public Schools since August 30, 2012. It is recommended that his request be approved.

Gregory Friedrichs, Technology Education teacher at Illing Middle School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Mr. Friedrichs has been with Manchester Public Schools since August 30, 2012. It is recommended that his request be approved.

Victor Berard, Technology Education teacher at Illing Middle School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Mr. Berard has been with Manchester Public Schools since August 31, 2006. It is recommended that his request be approved.

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

In accordance with Board of Education Policy titled "Instruction-6153" all extended field trips must be approved by the Superintendent of Schools. The following information must be forwarded to the Superintendent 30 days (four months for international trips) prior to the Board meeting which antedates the trips.

Name of School: Illing Middle School **Date of Request:** 5/10/2018

Name of Club or Activity: 2018 Grade Washington DC Trip (Amended-Dates Changed)

Trip to: Washington DC **Purpose:** 8th Grade Curriculum Enrichment

Number of students participating: 200 - 250 **From:** 3/27/18 **To:** 3/29/18

Number of school days missed: 3

Number and names of teachers and chaperones: Give ages of chaperones under 25 and list relationship to system or staff.

a. 1 adult chaperone for every 8 students.

Transportation: ☐ Bus -- Dattco Motorcoaches

Are fund-raising activities planned? ☐ Yes If so, describe: Various fundraisers throughout the year including Spaghetti Dinner, Silent Auctions, Car Washes, Nondenominational Holiday Breakfasts, Dance(s) and other events to help raise funds so that as many students who would like to participate are able.

How will funds be allocated to students participating?* Funds will be allocated based upon financial need. Students will be able to request financial aid through a confidential process.

Lodging: ☐ Hotel/Motel: 4-H Youth Conference Center, 7.2 miles from the US Capitol.

If known, give specifics of room assignments: Students will be housed 4 to a room accomodated by two sets of bunk beds with 24 hour onsite security

Cost per teacher and/or chaperone: \$0 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$ \$525 per student depending on the number of students who go. Optional trip insurance is an additional \$31.50 per student. (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: \$ Unknown at this time

If travel agencies are engaged, at *least three quotations need to be approved with documentation attached to this form.* For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month). (Bid Process 2015-2016)

- a. Destinations Unlimited (Chosen Vendor)
- b. Perkins Travel Corporation
- c. WorldStrides

Extensive efforts were made to make this trip as affordable as possible to students.

Name of teacher making request:

Signature: Michael E. Pohl Typed: Michael E. Pohl

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Principal:

Signature: Beth Vinyer Date: 8/6/17

Approved by Superintendent or designee:

Signature: [Signature] Date: 8/14/17

Attachments: Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Mr. Matthew Geary, Superintendent of Schools

Subject: Transfer of Funds

Date: May 12, 2017

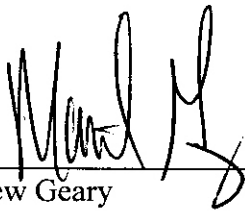
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2016-2017 Budget.

Discussion/Analysis: Transfer from Illing Middle School Science Instructional Supplies and Materials in the amount of \$305. Transfer to Illing Middle School Administration Dues and Fees in the amount of \$305.

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.



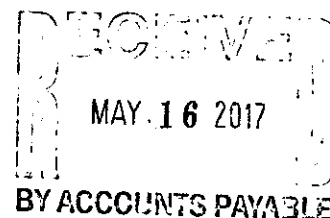
Matthew Geary
Superintendent of Schools
Manchester, Connecticut
May 22, 2017

9-5/16/17

9

from

Manchester Public Schools
Manchester, Connecticut



To: Accounting Department

School: ILLING MIDDLE SCHOOL

Date: 5-12-17

Principal's Sign: Bern Haynes

Date of Approval: 5-12-17

JUSTIFICATION (Required Field): To cover the fee for participation in a CAS Banquet for some students, their family, and some faculty members.

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

DECREASE In whole dollars only:

\$ 305.00 Account # 14053100-5611

Description: Science instructional Supplies

\$ _____ Account # _____

Description: _____

\$ _____ Account # _____

Description: _____

\$ _____ **TOTAL DECREASE**

INCREASE In whole dollars only:

\$ 305.00 Account # 42353240-5810

Description: Dues + Fees

\$ _____ 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
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY17-19 IDEA 611 Grant

Date: May 12, 2017

Background:

The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2017-2019. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 611 grant for use with special education students ages 3-21. The funding offsets the cost of special education teachers, occupational therapists, physical therapists, paraprofessionals, and tutors. It also enables the Board to purchase specialized reading and math programs, computer equipment, and other assistive technology devices. The IDEA 611 grant provides funding for student evaluations as well.

Financial Impact:

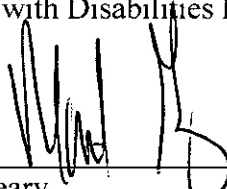
There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY17-19 Individuals with Disabilities Education Improvement Act (IDEA) 611 grant.



Matthew Geary
Superintendent of Schools
Manchester, CT
May 22, 2017

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY17-19 IDEA 619 Grant

Date: May 12, 2017

Background:

The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2017-2019. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 619 grant for use with special education students ages 3-5. This funding offsets the cost of a special education preschool teacher and is used in conjunction with our larger IDEA 611 grant.

Financial Impact:

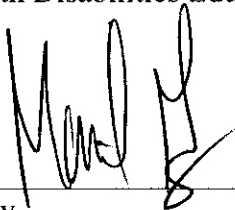
There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY17-19 Individuals with Disabilities Education Improvement Act (IDEA) 619 grant.



Matthew Geary
Superintendent of Schools
Manchester, CT
May 22, 2017

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Date: May 22, 2017

Re: **RFP #817: Permission to apply for the State Department of Education's Program Enhancement Projects for Adult Education (PEP) FY17-18**

Background:

This grant is designed to promote the self-sufficiency of adult education students and to strengthen their response to the needs of a rapidly changing labor market; to provide exposure to, and experience in, relevant industry sectors/career pathways as identified in the Capital Workforce Partners Workforce Development Board's local WIOA plans; and to ensure that Connecticut has workers with the necessary skills, competencies and credentials to be successful in the 21st century workplace.

Discussion/Analysis:

The funds will be used to support Individuals that lack sufficient mastery of basic skills, do not have a secondary diploma or its equivalent, are limited English proficient, and who would benefit from exposure to, and experience in, the exploration of, and participation in, a number of career pathways as a way to enhance employability and/or further their education.

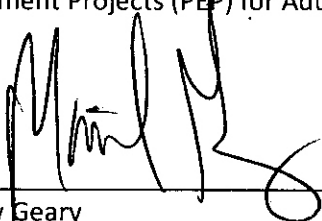
Financial Impact:

None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for \$40,000 to the Connecticut State Department of Education for the SDE's Program Enhancement Projects (PEP) for Adult Education for FY17-18.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
May 22, 2017

Manchester Adult and Continuing Education

Dr. Diane C Kearney
May 22, 2017

Connecticut's *Economy*

Workers are aging out of workforce 7% faster than workers are entering

- ★ 11.9% of CT adults do not have a H.S. Diploma
- ★ 10.8% (Manchester)
- ★ 4.4% don't speak English well
- ★ 2.6% (Manchester)
- **By 2025, 70% of jobs in CT will require some postsecondary education or training**
- **Value of a H.S. Diploma is 20% less than Associate's Degree**
- **Value of a H.S. Diploma is 56% less than Bachelor's Degree**

Career Fair 2017



Alice (a study of financial hardship)

What Families are Facing in CT

- ▶ ALICE Threshold for family of 4: \$66,000 to \$73,000
- ▶ Twenty-five percent of CT households have earnings that exceed the Federal Poverty Level but fall short of a basic cost of living threshold
- ▶ Together with the 10% of CT households in poverty, more than one-third of CT households (35%) struggle to get by



WIOA (Workforce Innovative Opportunity Act)

A Bi-partisan legislation designed to use career pathways to move participants into self-sufficiency

US Dept
of
Labor

US Dept
of
Education

US Dept
of
Agriculture

US Dept
of
Commerce

US Dept
of Health
& Human
Services

US Dept
of
Housing
and Urban
Dev

Motivational *Speakers*





Navigate Your Career



Nonprofit Management Certificate
A 12-Credit Online Graduate Program

[Learn More](#)

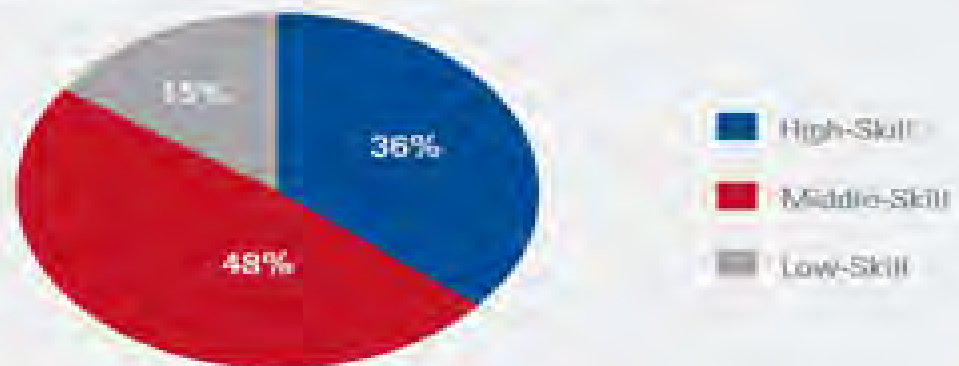
UConn
UNIVERSITY OF CONNECTICUT



Demand for Middle Skill Jobs

Middle-skill jobs, which require education beyond high school but not a four-year degree, make up the largest part of America's and Connecticut's labor market. Key industries in Connecticut are unable to find enough sufficiently trained workers to fill these jobs.

Jobs by Skill Level, Connecticut, 2015

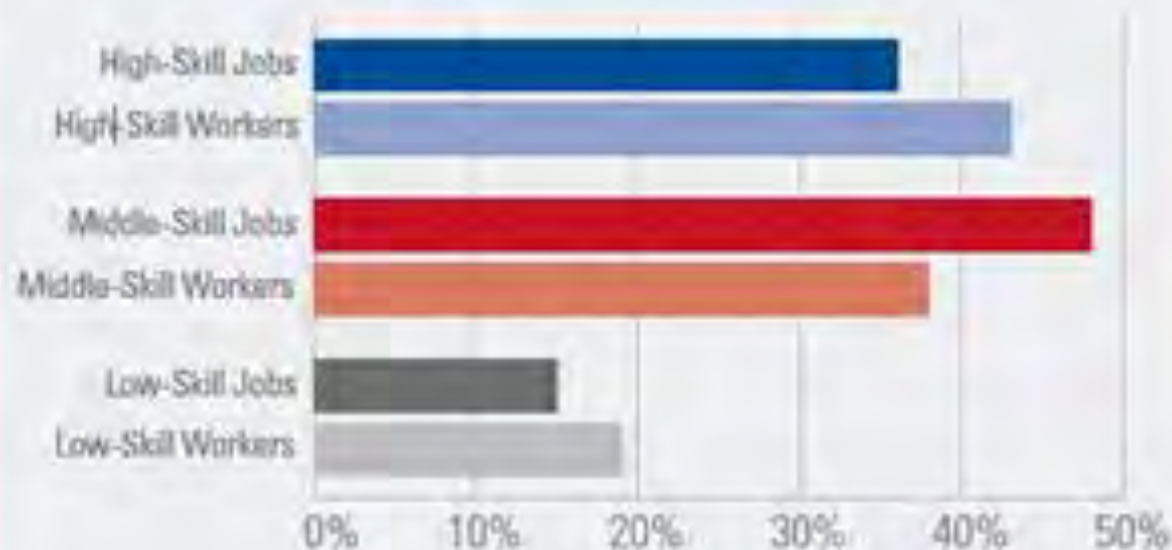


Source: NSC analysis of Bureau of Labor Statistics Occupational Employment Statistics by State, May 2015.

Middle Skill Jobs

Middle-skill jobs,
account for 48% of
Connecticut's labor
market, but only 38%
of the State's workers
are trained to the
middle-skill level

Jobs and Workers by Skill Level, Connecticut, 2015



Source: NSC analysis of Bureau of Labor Statistics Occupational Employment Statistics by State, May 2015 and American Community Survey data, 2015.

Aligning with WIOA; Preparing for this *reality*

Adjust the course selections

- ▷ Customer Service Certification Prep
- ▷ Culinary Arts I and II
- ▷ Occupational Enterprise: Manufacturing
- ▷ Math for Manufacturing
- ▷ Servsafe Certification Prep
- ▷ Health with Heartsaver/First Aid
- ▷ Microsoft Word Certification Prep
- ▷ CAD (Computer Aided Drafting)
- ▷ WorkKeys/Keytrain
- ▷ Career Fair

CAACE *Conference*



Michael Reid

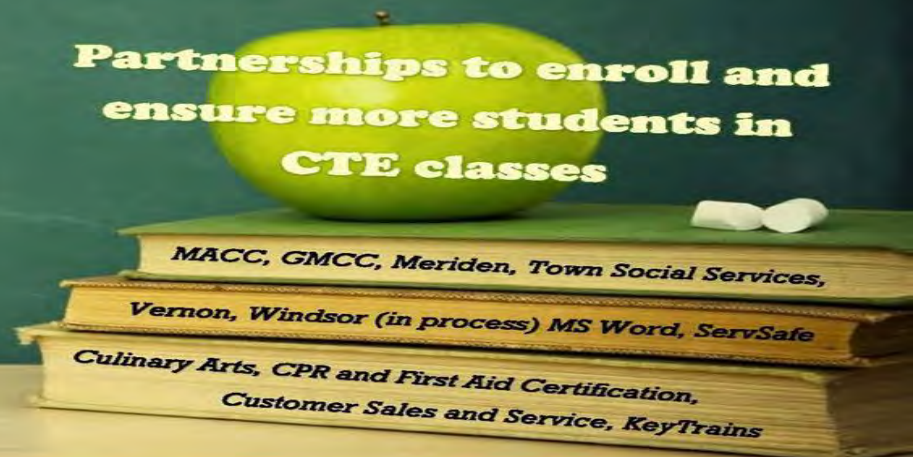


35
classes
held at 8*
sites

273 students
989 enrollments
46% of students
are 25-44 years old

*Bowers, Buckley, Pavillions, Squire
Village, American Job Center, Manchester
High School, Verplanck, Waddell

**Partnerships to enroll and
ensure more students in
CTE classes**



**33% of our
students
are ESL**

**75% of our
students have
children**

**Our students come from 52
different countries...**

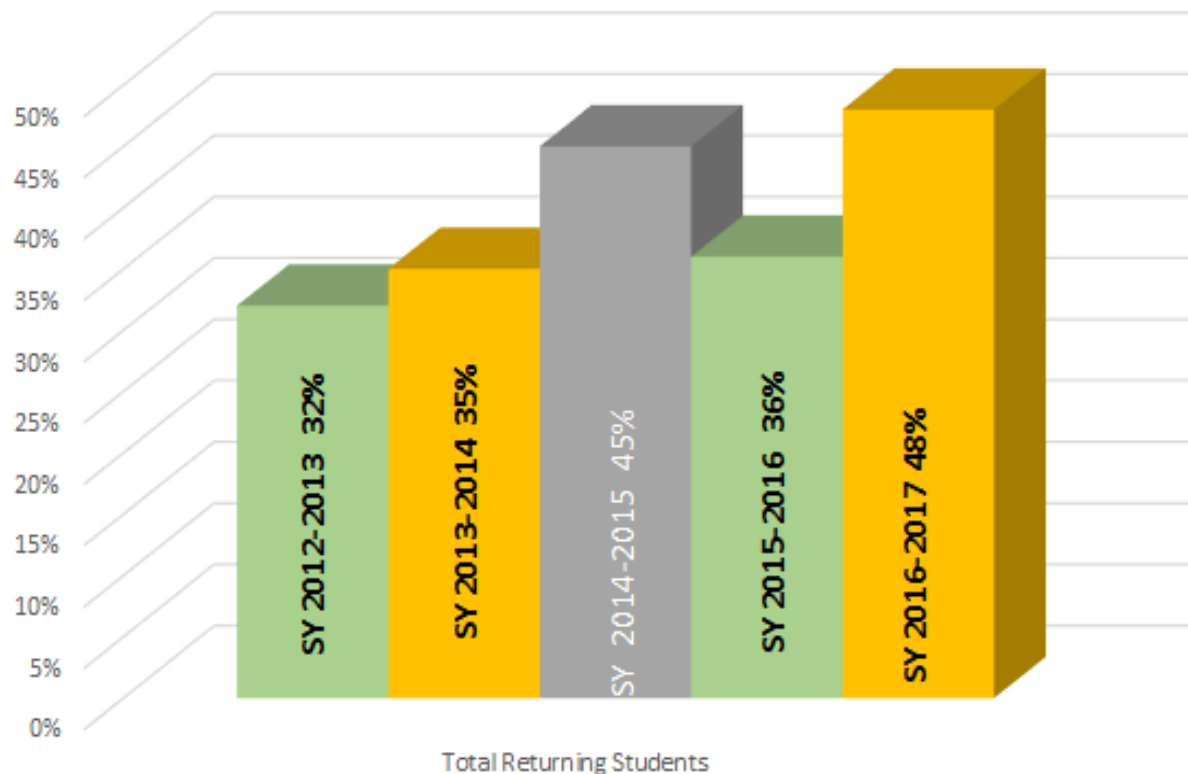


TOP 6
USA
Puerto Rico
Bangladesh
India
Colombia
Haïti

Students continue to benefit...

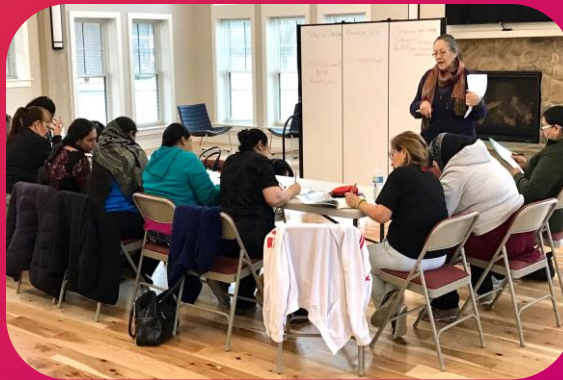
- Tutoring
- Case Management and Social Work Support
- Contextualized Learning
- Curriculum aligned with career & college readiness standards
- College & Career Fair
- Post Secondary/Career Preparation
- WIOA Focused

Persistence over five YEARS



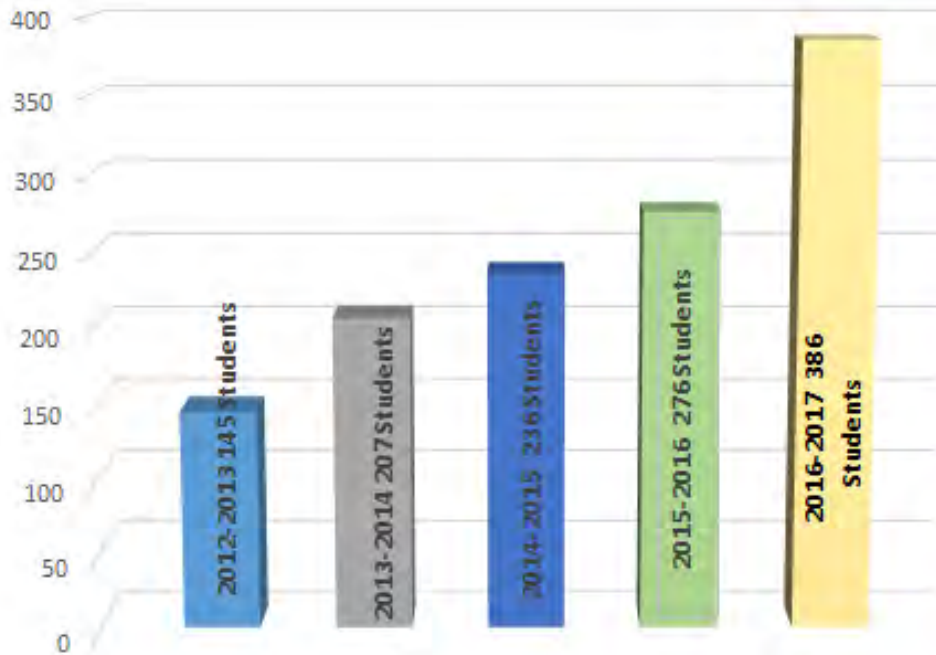
- ▷ Support Services
- ▷ Case Managers
- ▷ Social Worker
- ▷ Tutoring
- ▷ Career and Technical Education

ESL Students





A PICTURE IS *worth* A THOUSAND WORDS



- ▷ ESL enrollment increased by 166%
- ▷ Brought classes to the community
 - ▶ Bowers
 - ▶ Buckley
 - ▶ Waddell
 - ▶ Verplanck
 - ▶ The Pavillions
 - ▶ Squire Village
 - ▶ Beacon Hill
- ▶ Fountain Village
- ▶ American Job Center
- ▶ Manchester High School

A Word from our ESL students

