

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JUNE 12, 2017
LINCOLN CENTER

Executive Session: Superintendent's Evaluation
Executive Session: Discussion Transportation Contract
Board of Education Meeting

5:30 P.M. – Director's Rm.
6:30 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 5-22-17 A – 3
- 4) Budget Workshop Minutes 5-24-17 A – 4
- 5) Budget Workshop Minutes 5-31-17 A – 5

B. COMMITTEE REPORTS – None

C. CONSENT CALENDAR

- 1) Personnel Information C – 1
- 2) Memorandum of Agreement with the Manchester Board of Education (the “Board”) and the Manchester School Administration Association (the “2015-18 Collective Bargaining Agreement”) expires on June 30, 2018 C – 2
- 3) Extended Field Trip Request – MHS Boys Cross Country meet – Manchester New Hampshire – 8 students participating – 9/22/17 – 9/23/17 – Chaperones – Steve O'Reilly, Coach and Mike Bendzinski, Assistant Coach C – 3
- 4) Permission to apply for the FY17/18 Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut C – 4
- 5) Establish an appropriation for an additional award for FY16-18 YWCA Partnership in the amount of \$25,000 C – 5

D. REPORT FROM STUDENT REPRESENTATIVE -
Nabila Hoor Un Ein and Patrick Doherty

E. PUBLIC COMMENTS (any item before the board)

F. SUPERINTENDENT'S REPORT

- 1) Teacher of the Year Celebration – Mr. Matthew Geary, Superintendent of Schools
- 2) Recognition of Shania Stanton, Student Representative, 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) Update on Verplanck Elementary School project – Mr. Randall Luther, Tai Soo Kim Partners – TSKP Studio F - 4

G. UNFINISHED BUSINESS –

- 1) Amend and acceptance of MHS Project #077-0158 EA/RR as Complete. The Scope Of Work included expansion and alteration of the building and roof replacement. Total cost of the project is \$33,476,967. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$20, 047,537.
- 2) Amend and acceptance of Bennet Middle School Project #077-0209 RNV/E as Complete. The Scope of Work included expansion and alteration of the buildings. Total cost of the Project was \$37,477,410. Reimbursement from the State Bureau of School Facilities To the Town of Manchester for this project is estimated at \$22,969,409.

- 3) Amend and acceptance of Highland Park Elementary School Project #077-0224 RNV/E as Complete. The Scope of Work included expansion and alteration of the Building. Total cost of the project was \$13,100,000. Reimbursement from the State Bureau of School Facilities to the Town of Manchester for this project is estimated at \$8,404,545.
- 4) Transportation Contract – Mrs. Karen Clancy, Director of Finance & Management
Recommended Motion: Move for the Board of Education to approve the proposal for transportation, granting Dattco the award for a 5 year contract.

H. NEW BUSINESS –

- 1) Action to change the funding guidelines for Policy #3510 H – 1
Recommended Motion: Move to change the funding guidelines for Policy #3510 – Facilities Maintenance
- 2) Action to change the funding guidelines for Policy #3511 H – 2
Recommended Motion: Move to change the funding guidelines for Policy #3511 – Educational Technology Maintenance
- 3) Action to approve the 2017-2017 Manchester Board of Education Budget in the amount of \$111,700,000
Recommended Motion: Move to approve the 2017-2018 Manchester Board of Education Budget in the amount of \$111,700,000
- 4) Action that the Manchester Board of Education adopt the attached educational Specifications dated June 8, 2017 for a roof replacement at Manchester Regional Academy (MRA). H – 4

Action that the Manchester Board of Education authorize the Superintendent of Schools submit an SCG 049 Grant Application and Summary of Educational Specifications for a School Building Project to the State Department of Education for a construction grant in accordance with GS§10-283 and Chapter 173 of the CT General Statutes.

Action that the permanent building committee of the Town of Manchester be authorized to undertake the work.

Recommended Motion: Move to approve item H4 – Educational Specification Dated 6/8/17 for a roof replacement at MRA, authorize the Superintendent of Schools submit an SCG 049 Grant Application and Summary of Educational Specifications for a School Building Project to the SDE for a construction grant in accordance with GS§10-283 and Chapter 173 of the CT General Statutes and authorize the permanent building committee of the Town of Manchester to undertake the work.

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.*

PERSONNEL ACTION

APPOINTMENTS

Jordan Boyman to be a Kindergarten teacher at Verplanck Elementary School. Mr. Boyman received a Master of Arts in Curriculum and Instruction degree at University of Connecticut (**expected on May 2017**). Mr. Boyman resides in Willington. It is recommended that his appointment be approved effective August 30, 2017 (MA/Step 1, \$49,280).

Rebecca Brice to be a Grade 5 teacher at Verplanck Elementary School. Ms. Brice received a Master of Arts in Curriculum and Instruction degree at University of Connecticut (**expected on May 2017**). Ms. Brice resides in Stratford. It is recommended that her appointment be approved effective August 30, 2017 (MA/Step 1, \$49,280).

Dr. Anedith Clark to be a Spanish teacher at Manchester High School. Dr. Clark received a Ph.D. in Instructional Leadership degree at Northcentral University. Ms. Parr resides in Albany, GA. It is recommended that her appointment be approved effective August 30, 2017 (Doctorate/Step 5, \$69,778).

RESIGNATIONS

Sharon Punty, Art teacher at Keeney Street Elementary School has submitted a letter of resignation for retirement purposes effective the end of business day on June 30, 2017. Ms. Punty has been with Manchester Public Schools since January 04, 1999. It is recommended that her request be approved.

Justis Lopez, Social Studies teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business day on June 21, 2017. Mr. Lopez has been with Manchester Public Schools since August 24, 2015. It is recommended that his request be approved.

Heather Banas, Instructional Coach teacher at Manchester High School has submitted a letter of resignation for personal reasons effective the end of business day on June 21, 2017. Ms. Barnas has been with Manchester Public Schools since August 24, 2004. It is recommended that her request be approved.

Scott Ratchford, Director of Family & Community Engagement at System-Wide has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Mr. Ratchford has been with Manchester Public Schools since August 26, 2013. It is recommended that his request be approved.

David Pelaggi, Music teacher at Keeney Elementary School has submitted a letter of resignation for personal reasons effective the end of business day on June 30, 2017. Mr. Pelaggi has been with Manchester Public Schools since November 7, 2016. It is recommended that his request be approved.

TENTATIVE AGREEMENT

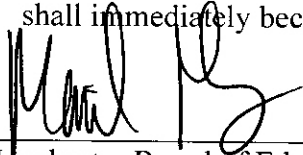
MEMORANDUM OF AGREEMENT

The Manchester Board of Education (the "Board") and the Manchester School Administrators Association (the "MSAA") agree as follows, subject to ratification by both parties:

1. The current collective bargaining agreement between the Board and the Association (the "2015-18 Collective Bargaining Agreement") expires on June 30, 2018.
2. The parties hereby agree to extend the duration of the 2015-18 Collective Bargaining Agreement for one additional year, up through and including June 30, 2019, and to modify the 2015-18 Collective Bargaining Agreement as set forth in this Memorandum of Agreement. Except as modified in this Memorandum of Agreement, all provisions of the 2015-18 Collective Bargaining Agreement shall remain in full force and effect through June 30, 2019.
3. The parties agree as follows regarding salaries:
 - a) The salaries for the 2016-17 contract year, as set forth in Appendix A of the 2015-18 Collective Bargaining Agreement, shall remain in effect, without any increase, during the 2017-18 contract year. There shall be no step advancements during the 2017-18 contract year.
 - b) The salary increases originally scheduled to be implemented for the 2017-18 contract year, as set forth in Appendix A of the 2015-18 Collective Bargaining Agreement, shall be implemented for the 2018-19 contract year. Administrators who are eligible for a step increase in accordance with Article XXI, Section D.3 of the 2015-18 Collective Bargaining Agreement shall advance one step on the salary schedule at the beginning of the 2018-19 contract year.
 - c) The revised salary schedules, based on the terms set forth in this Memorandum of Agreement, are attached hereto.
4. The following insurance premium contributions shall apply for the 2017-18 and 2018-19 contract years:

	<u>2017-18</u>	<u>2018-19</u>
Employee Contribution	16.0%	17.5%

5. In consideration of the provisions of this Memorandum of Agreement, the Board agrees that the total number of positions in the administrators' bargaining unit as of the signing of this Memorandum of Agreement will not be reduced during the 2017-18 contract year, except by mutual agreement of the Board and the MSAA.
6. The parties recognize that this Memorandum of Agreement extending the Agreement is subject to ratification by both the MSAA and the Board. The parties acknowledge further that if the Memorandum of Agreement is ratified by both the MSAA and the Board, then the parties' agreement to extend the collective bargaining agreement through June 30, 2019 must then be filed with the Town Clerk for the Town of Manchester, in accordance with the Teacher Negotiation Act. In the event that: a) either the MSAA or the Board reject this Memorandum of Agreement; or b) the legislative body for the Town of Manchester votes to reject the agreement to extend the collective bargaining agreement through June 30, 2019 in accordance with the provisions of the Teacher Negotiation Act, the parties agree that this Memorandum of Agreement shall immediately become null and void.



For the Manchester Board of Education

Date: 6/6/17



For the Manchester School
Administrators Association

Date: 6/6/17

APPENDIX A: ADMINISTRATORS' SALARY SCHEDULE

Class	Step	2016-17 & 17-18	2018-19	Class	Step	2016-17 & 17-18	2018-19	Class	Step	2016-17 & 17-18	2018-19
Bentley Director (210 days)	1	100,251	102,056	Secondary Assistant Principals (including Bennet) & Coordinator of Vocational Services (220 days)	1	111,617	113,626	Bennet Principal (220 days)	1	117,587	119,704
	2	103,905	105,775		2	116,141	118,232		2	122,232	124,432
	3	107,403	109,336		3	119,577	121,729		3	126,875	129,159
	3a	109,267	111,234		3a	122,088	124,286		3a	129,319	131,647
	4	111,130	113,130		4	124,600	126,843		4	131,762	134,134
	4a	112,878	114,910		4a	126,818	129,101		4a	134,368	136,787
	5	117,018	119,592		5	131,730	134,628		5	139,833	142,909
	Step	2016-17 & 17-18	2018-19	Class	Step	2016-17 & 17-18	2018-19	Class	Step	2016-17 & 17-18	2018-19
Athletic Director (210 days)	1	100,251	102,056	Supervisors, K-12 Instructional Tech. Spec. & Dir of School Counseling (220 days)	1	105,026	106,916	Adult Education Coordinator (220 days)**	1	105,026	106,916
	2	103,904	105,774		2	108,851	110,810		2	108,851	110,810
	3	107,402	109,335		3	112,516	114,541		3	112,516	114,541
	3a	109,266	111,233		3a	114,468	116,528		3a	114,468	116,528
	4	111,129	113,129		4	116,421	118,517		4	116,421	118,517
	4a	112,877	114,909		4a	118,254	120,383		4a	118,254	120,383
	5	117,018	119,592		5	122,592	125,289		5	122,592	125,289
Class	Step	2016-17 & 17-18	2018-19	Class	Step	2016-17 & 17-18	2018-19	Class	Step	2016-17 & 17-18	2018-19
Elementary Principals, MRA Director & Head Start Principal (220 days)	1	115,793	117,877	Middle School Principals & Dir. of Teaching & Learning & Dir of Performance, Evaluation & Talent Development (220 days)	1	118,731	120,868	Elementary Assistant Principal (210 days)	1	106,545	108,463
	2	120,004	122,164		2	123,483	125,706		2	110,861	112,856
	3	124,142	126,377		3	128,235	130,543		3	114,141	116,196
	3a	125,928	128,195		3a	130,734	133,087		3a	116,539	118,637
	4	127,714	130,013		4	133,233	135,631		4	118,937	121,078
	4a	130,180	132,523		4a	135,901	138,347		4a	121,053	123,232
	5	135,416	138,395		5	141,459	144,571		5	125,740	128,506
Class	Step	2016-17 & 17-18	2018-19								
High School Principal (220 days)	1	129,045	131,368								
	2	133,747	136,154								
	3	138,530	141,024								
	3a	141,096	143,636								
	4	143,662	146,248								
	4a	145,990	148,618								
	5	151,415	154,746								

A doctoral stipend of \$2,500 will be paid to all other administrators with an earned doctorate effective the school year following the receipt of the doctoral degree.

**Notwithstanding the salary schedule for the Adult Education Coordinator as set forth in the schedule above, the current incumbent holding that position is grandfathered:

2016-17 and 2017-18 salary for current incumbent: \$129,020

2018-19 salary for current incumbent: \$131,858

***Stipend for New Horizons Program: \$15,000 per year for each administrator (based on two administrators sharing such responsibilities).



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: Manchester High School **Date of Request:** 5/30/17

Name of Club or Activity: Boys Cross Country

Trip to: Manchester, New Hampshire **Purpose:** Cross Country Meet

Number of students participating: 8 **From:** 9/22/17 **To:** 9/23/17

Number of school days missed: 1/2 day (Friday)

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

- a. Steve O'Reilly (Head Coach) b. Mike Bendzinski (Assistant Coach)
 c. Students (TBA Top 7 fastest by time) d. _____
 e. _____ f. _____
 g. _____ h. _____
 Others: _____

Transportation: ☐ Bus ☐ Train ☐ Plane ☐ Car ☒ Other School Van

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: We work at the Summer Running Series at Wickham Park five separate evenings on Mondays during the summer. We also host the Middle School Cross Country Championship in November at Wickham Park (largest middle school meet in the state).

How will funds be allocated to students participating?* Our plan is to pay between 50-100% (depending on financial need of the individual) of the hotel cost for each student-athlete. We will be asking student-athletes bring money for dinner (Friday night) breakfast and lunch (on Saturday)

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: Holiday Inn Express (\$155 per room) Four rooms needed. Hotel accommodations to be paid from team fundraising account.

Cost per teacher and/or chaperone: \$ Hotel Accommodations (100-150 dollars)
(Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$ 100 (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: \$ (food \$)

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).

a. _____ b. _____
c. _____ d. _____

Name of teacher making request:

Signature: [Signature] Typed: Steve O'Reilly

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 5-31-17

Approved by Principal:

Signature: [Signature] Date: 5/31/17

Approved by Superintendent or designee:

Signature: [Signature] Date: 5/31/17

Attachments: Quotations
Itinerary

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

**Town of Manchester
Board of Education**

To: The Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for The Carl D. Perkins Career and Technical Education Secondary Basic Grant for the 2017-18 school year.

Date: June 1, 2017

Background:

Manchester Public Schools have demonstrated a record of excellence in career and technical education. The Carl D. Perkins Career and Technical Education Secondary Basic Grant will improve and expand education and career guidance systems for Manchester's youth. The grant is funded by the State of Connecticut.

Discussion/Analysis:

Funds will be used to:

1. Revise and/or re-write curriculum to ensure alignment with state and national standards in Career Services, Technology, Family and Consumer Sciences, Business Education, and Health departments.
2. Provide professional development opportunities and instructional programs to ensure that students are exposed to specific career-based competencies, which will prepare them for a transition to a technologically-advanced employment workplace.
3. Provide funding for externships and field trips in conjunction with the College Career Pathways initiative.
4. Support specific developmental initiatives through funding for instructional supplies, programs and equipment for grades 9-12 in the aforementioned areas.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None.

Recommendations:

The Superintendent of Schools recommends the Board of Education request the Board of Directors give permission to apply for the FY17-18 Carl D. Perkins Career and Technical Education Secondary Basic Grant provided through the State of Connecticut.

Attachments: None.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
June 12, 2017

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation YWCA Partnership FY16-18
Date: June 5, 2017

Background: The Hartford Foundation for Public Giving awarded a grant to the YWCA Hartford Region. The YWCA will be using the funds to purchase the educational services of Manchester Adult Ed and Continuing Education.

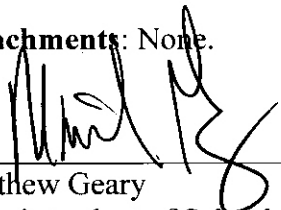
Discussion/Analysis: The partnership is for three years from January 1, 2016 – December 31, 2018 Manchester Adult Ed and Continuing Education will be providing education services to the YWCA.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for an additional award for the FY16-18 YWCA Partnership in the amount of \$25,000.

Attachments: None.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
June 12, 2017

VERPLANCK ELEMENTARY SCHOOL

June 12, 2017



One Hartford Square West | 146 Wyllys Street Bldg 3-203
Hartford, CT 06106

TSKP
STUDIO

ARCHITECTURE | PLANNING | INTERIORS

Verplanck Elementary School – Existing Site



Verplanck Elementary School – Site



Verplanck Elementary School – Floor Plan



Verplanck Elementary School – Elevations



North Elevation



South Elevation

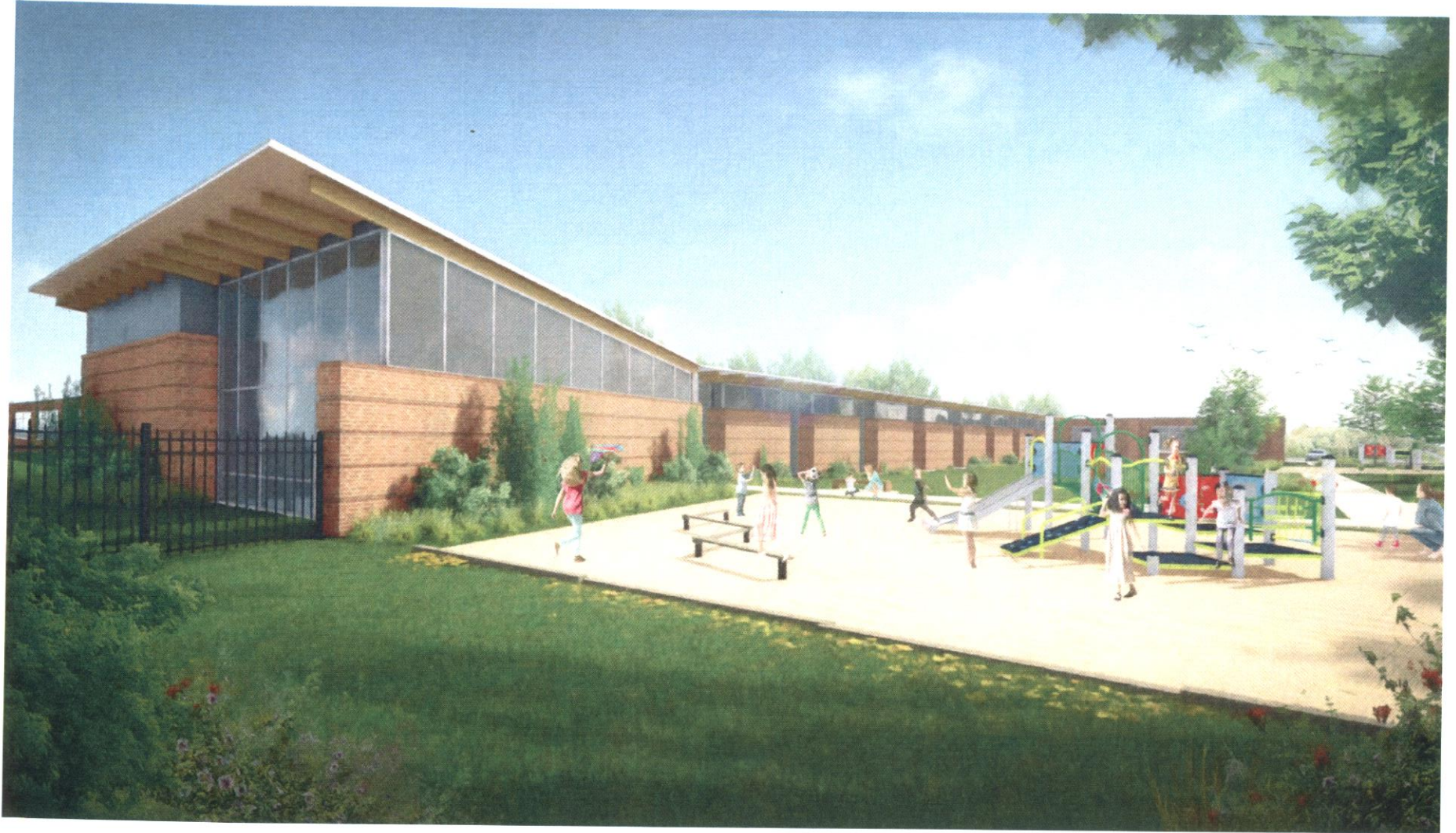
Existing Conditions – Curb Appeal?



Verplanck Elementary School – Rendering



Verplanck Elementary School – Rendering



Verplanck Elementary School – Rendering



Policy 3510

FACILITIES MAINTENANCE POLICY

The Manchester Board of Education believes that the condition of the school buildings is central to the capacity of the schools to provide an excellent education. Therefore, school buildings and grounds shall provide to students, staff and visitors a safe and comfortable environment, with appropriate fixtures and furnishings, in order to provide an atmosphere conducive to learning.

The Superintendent, in cooperation with the Business Manager, shall create a comprehensive maintenance plan for long and short-term projects. A summary of the plan will be presented to the Building and Sites Committee on or about December 1 for each school year and the Board of Education during the regularly scheduled first meeting in March of each school year. It is recognized that the plan is subject to review and modification based upon the needs of the school district.

Adequate funding will be defined in the guidelines for

- Custodial Supplies/Materials
- Maintenance Supplies/Materials
- Minor Capital Improvements
- Capital Repairs

Each category is exclusive of salaries/benefits/overtime)

Changing the funding guidelines will require a 2/3 vote of the Board of Education.

Oversight of this policy will be in the realm of the Building and Sites Committee and the Board of Education. Reports relative to the condition of the facilities will be shared quarterly with the Building and Sites Committee and semi-annually with the Board of Education.

Accountability: Superintendent, Business Manager, Principals

Adopted: October 13, 1999

Revised: March 24, 2015

Administrative Guidelines:

Facilities expenses shall be divided into four major categories:

Custodial Supplies and Materials

Maintenance Supplies and Materials

Limited Scope Capital Improvements

Capital Repairs

Each category is exclusive of salaries/benefits/overtime

Minimum funding levels are established for the following categories as follows:

CUSTODIAL CLEANING SUPPLIES: The Manchester Board of Education shall set forth a budget of not less than \$.25 per square foot for custodial cleaning supplies and materials.

MAINTENANCE SUPPLIES: The Manchester Board of Education shall set forth a budget of not less than \$.30 per square foot for maintenance materials.

To allow the Board of Education to have flexibility, funds not expended for custodial and maintenance supplies during the school year will be "rolled into" the Facilities Improvement Supplies Account in accordance with a plan approved by the Manchester Board of Directors, until a "cap" equal to 2.5% the total local School Budget approved by the Board of Directors (excluding grants) is reached, or remain as a budget surplus to be rolled into the Capital Reserve Account. The transfer (to the Facilities Improvement Account) would be in conjunction to the normal transfer in agreement with the Board of Directors to the Capital Reserve Account. This account will be reserved for sole use with regards to improvements by the Buildings and Grounds Department and any requests for funds will require the approval of the Superintendent of Schools, Board of Education, and the Board of Directors.

MINOR CAPITAL IMPROVEMENTS:

Minor capital improvements will include, but not be limited to any expenditures for the purchase and installation, including all ancillary expenses for delivery, rigging, etc., of new, permanent facility systems, replacement or upgrade to an existing permanent facility system having a useful life of at least one year, and which will either enhance the property's overall value or increases its efficiency, strength, capacity, quality, or useful life and incurs an installed cost in excess of \$10,000.

For example, oil tank replacements, window replacements, renovations of classrooms and other areas would be considered capital improvements.

The Board of Education will set aside not less than 0.6% of the approved local School Budget approved by the Board of Directors (excluding grants) for Capital Improvements.

CAPITAL REPAIRS:

Capital Repairs are improvements that keep property in efficient operating condition, restore the property to its previous condition, protect the underlying property through routine maintenance, or allow for incidental repair to property.

For example, boiler repairs, emergency asbestos removal, repaired doors, and carpet replacements are examples of capital repairs.

The Board of Education shall set aside not less than 0.35% of the approved local School Budget approved by the Board of Directors (excluding grants), for Capital Repairs.

These funds will permit the Buildings and Grounds Department to prepare bids prior to May 1 and award those bids in advance of June 30th for the coming school year.

Additional funds may be added to the Building and Grounds' line items as approved by a majority vote of the Manchester Board of Education.

Funds not expended during the school year will be "rolled into" the existing, approved Town Capital Reserve Account in accordance with the plan approved by the Manchester Board of Education and Manchester Board of Directors.

Square foot will be defined as the total square footage of the Manchester Public Schools. (1,238,772) Increases to the per foot allotment will be determined by the Board of Education following a review of the current expenses, anticipated expenses and may also be tied to the consumer Price Index as recorded on November 1 of the current budget year.

No transfers out of any Buildings and Grounds accounts will be approved without a 2/3 vote of the Board of Education.

BUSINESS 3511

EDUCATIONAL TECHNOLOGY MAINTENANCE POLICY

The Manchester Board of Education believes that the condition of educational technology in the district is central to meeting the district's responsibility to provide the educational tools for all aspects of learning, communication, and the organization and management of student data. Therefore, the Board of Education shall provide to students and staff an atmosphere supported by appropriate hardware, software, infrastructure and connectivity in order to provide an environment that is globally-connected, dynamic, relevant, interactive, exploratory, creative and conducive to learning.

The Superintendent, in cooperation with the Assistant to the Superintendent for Finance and Management and the Supervisor of Educational Technology, shall create a three-year Districtwide Technology Plan including a schedule for the acquisition and replacement of hardware and software. A summary of the plan will be presented to the Personnel/Finance and Negotiations Committee during the budget process on or about January 1 of each school year and, if necessary, to the Board of Education during the regularly scheduled first meeting in March of each school year. It is recognized that the plan is subject to review and modification based upon the needs of the school district.

Changing the funding guidelines will require a 2/3 vote of the Board of Education.

Oversight of this policy will be in the realm of the Personnel/Finance and Negotiations Committee and the Board of Education. Reports relative to the acquisition and replacement of hardware and software will be shared quarterly with the Personnel/Finance and Negotiations Committee and annually with the Board of Education.

Accountability: Superintendent, Assistant to the Superintendent for Finance and Management, Supervisor for Educational Technology, and Principals.

Adopted: December 18, 2006

EDUCATIONAL TECHNOLOGY MAINTENANCE POLICY

Administrative Guidelines

The minimum funding levels for the purchase of hardware, software, infrastructure and connectivity will be equal to .5% of the total local School Budget approved by the Board of Directors (excluding grants).

The Manchester Board of Education shall set forth a budget that will support a five-year cycle of acquisition and replacement. Educational technology purchases will include, but not be limited to any expenditures for the purchase and installation, including all ancillary expenses for delivery, etc., of new, permanent educational technology, replacement or upgrade to an existing permanent educational technology system having a useful life of at least one year, and which extends the life and/or expands the utility of the system.

Funds for the purchase of hardware, software, infrastructure and connectivity are to be allocated as outlined in the District Technology Plan and approved by the District Technology Committee.

No transfers out of any educational technology accounts will be approved without a 2/3 vote of the Board of Education.

Additional funds may be added to the Educational Technology line items as approved by a majority vote of the Manchester Board of Education.

References:

Manchester Public Schools Technology Plan V (2004-2007)

Acquisition and Replacement Plan (2006)

Adopted: December 18, 2006

MANCHESTER PUBLIC SCHOOLS

Agenda Item: MRA Roof Replacement
Meeting Date: June 12, 2017
To: Matthew Geary, Superintendent
From: Peter Staye, Facilities Director

Recommendation:

I recommended the following actions at the June 12, 2017 meeting of the Manchester Board of Education:

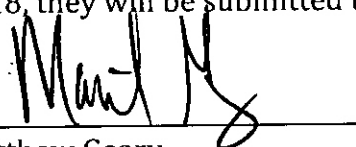
1. The Manchester Board of Education adopt the attached educational specifications dated June 8, 2017 for a roof replacement at Manchester Regional Academy.
2. The Board of Education authorize the Superintendent to submit an SCG 049 Grant Application and Summary of Educational Specifications for a School Building Project to the State Department of Administrative Services Office of School Construction Grants for a construction grant in accordance with GS § 10-283 and Chapter 173 of the Connecticut General Statutes.
3. That the permanent building committee of the Town of Manchester be authorized to undertake the work

Background:

Manchester Public Schools included funds in the 2017-2018 budget for the roof replacement at Manchester Regional Academy.

In order to receive a construction grant in accordance with CGS § 10-283 and Chapter 173 of the Connecticut General Statutes, the Board must adopt the educational specifications so that an SCG 049 grant application may be submitted to the State Department of Education.

Construction is slated for the summer of 2018. The architectural firm, Friar Associates has been selected for the design. Once construction documents are complete by April 2018, they will be submitted to the Board for their approval.



Matthew Geary
Superintendent of Schools
June 12, 2017

June 8, 2017

EDUCATIONAL SPECIFICATIONS FOR THE ROOF REPLACEMENT AT MANCHESTER REGIONAL ACADEMY

SECTION I – PROJECT RATIONALE

Manchester Regional Academy was constructed in 1976. The original roof was replaced in 1997. The existing roof has reached its useful life. The 21,600 square feet of roof area requires replacement over the original building. Select portions of the roof have been leaking and managing the leaks during the past two years has become less effective.

SECTION II – LONG RANGE EDUCATIONAL PLAN

The primary goals of the Manchester School District are:

1. To improve the health and safety conditions of all schools
2. To upgrade the school building to meet and exceed all applicable codes
3. To incorporate current technology into the classroom curriculum and build in infrastructure to support future technology
4. To support education and creativity, student, and teachers must be in appropriate facilities and space
5. To make alterations and modifications that are energy efficient, durable and conducive to ongoing maintenance
6. To promote community accessibility to school facilities
7. To improve accessibility for the disabled

SECTION III – PROJECT'S RELATION TO EDUCATIONAL GOALS

To maintain an environment conducive to learning while eliminating the risk to health and safety that would result from a defective roof.

SECTION IV – CAPACITY DATA

The reroofing of this building will not alter the building's capacity.

SECTION V – LEARNING ACTIVITIES

The reroofing of the school will not increase or decrease instructional group size, number of teaching stations, number of individual learning stations or specialized instruction.

SECTION VI – THE PROJECT

The Manchester School District proposes the following components of its roof replacement project:

1. Test and identify for any hazardous materials in existing roofing system and adjacent construction.
2. Remove all roofing materials down to the deck and dispose of hazardous materials in the appropriate manner
3. Inspect roof deck and replace problem areas as appropriate
4. Install new insulation with 30 year 90 mil EPDM roofing system
5. Install approximately downspouts and gutters as necessary
6. Install new metal flashings at all intersections
7. Repair any masonry surfaces adjoining roof materials to prevent moisture migration.