

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
MONDAY, OCTOBER 27, 2014

Policy Committee Meeting

Director's Room - 5:30 P.M.

Lincoln Center – Hearing Room - 7:00 P.M.

A. OPENING

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Board of Education Minutes – September 22, 2014 A – 3
- 4) Board of Education Minutes – October 15, 2014 A – 4

B. CONSENT CALENDAR

- 1) Personnel Information B – 1
- 2) Establish an increase in appropriation for FY14-16 for Individuals with Disabilities Education Improvement Act (IDEA) 611 grant by \$80,105 bringing the total grant award to \$1,658,730. B – 2
- 3) Establish an appropriation for FY14-15 for the Bilingual Education grant funded by the State Department of Education in the amount of \$9,665. B – 3
- 4) Establish an increase in appropriation for FY14-15 for the Adult Education Transition Pilot (REACT I) grant by \$500 bringing the total grant award to \$102,500. B – 4
- 5) Transfer of Funds B – 5
- 6) Resolution for the State of Connecticut, Office of Policy and Management, Community Diversion Initiative, Right Response CT. Network Grant. B – 6

C. PUBLIC COMMENTS (any item before the board)

D. SUPERINTENDENT'S REPORT

- 1) PTA President Update – Mrs. Jackie Madore
- 2) Student Centered Learning – Mr. Matthew Geary, Superintendent of Schools
- 3) Update on Building Project – Mr. Matthew Geary, Superintendent of Schools

E. UNFINISHED BUSINESS

- Action on Revision of Policy Section 6212(a) E – 1
Recommend motion: Move to approve the Policy Committee's proposed revision to Policy 6212(a) – Adult/Continuing Education

F. NEW BUSINESS

G. COMMUNICATIONS

- 1) Student Representative – Joseph Coyne

H. COMMITTEE REPORTS

None

I. PUBLIC COMMENTS (comments limited to items on tonight's agenda)

J. ITEMS FOR FUTURE AGENDAS

K. 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 INFORMATION**APPOINTMENT**

Steven Schroth to be a Mathematics teacher at Manchester High School. Mr. Schroth received a Bachelor of Arts in Mathematics degree at Siena College and a Master of Arts in Mathematics Education degree at Western Governors University. Mr. Schroth resides in Ellington. It is recommended that his appointment be approved effective November 17, 2014 (MA/Step 13 \$80,668).

RESIGNATION

Kristen Sixbey, Language Arts teacher at Illing Middle School has submitted a letter of resignation for personal reasons effective the end of business on October 25, 2014. Ms. Sixbey has been with Manchester Public Schools since October 14, 2014. It is recommended that her request be approved.

**Town of Manchester
Board of Education**

To: The Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Item for Increase in Appropriation – IDEA 611 Grant FY 2014-2016
Date: October 20, 2014

Background:

The Manchester Board of Education was awarded the final grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2014-2016. 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:

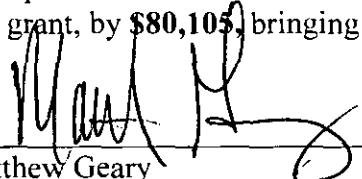
There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut. The total final grant award for FY 2014-2016 is for the amount of **\$1,658,730**.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors increase the appropriation for the FY2014-2016, Individuals with Disabilities Education Improvement Act (IDEA) 611 grant, by **\$80,105**, bringing the total grant award to **\$1,658,730** for FY2014-2016.



Matthew Geary
Superintendent of Schools
Manchester, CT
October 27, 2014

Attachments:

CT State Department of Education Notification of Final Grant Award of FY 2014-2016 Individuals with Disabilities Education Improvement Act (IDEA) funding



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: FEDERAL
Statute: P.L. 108-446
CFDA #: 84.027A
SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20977-2015-82032-170002

2 Grant Title

IDEA-PART B, SECTION 611

5 Award Period

7/1/2014 - 6/30/2016

3 Education Staff

Program Manager:

Brian Cunnane 860-713-6919

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$1,658,730

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2014 and June 30, 2015 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2015. For grants awarded for two-year periods beginning July 1, 2014, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2016. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This preliminary grant award notification reflects the preliminary entitlement on which the application for funds was based. Preliminary grant award notifications indicate approval of the proposed program but not of a final budget. Final grant award notifications will be issued upon the State's receipt of final federal grant award notifications. Fifteen percent of federal funds can be drawn down before final grant award notifications are issued.

This grant has been approved.

9/23/2014

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services

BUDGET FORM

Created On: 9/23/2014

ED 114

Fiscal Year: 2015
Grantee Name: MANCHESTER
Grant Title: IDEA-PART B. SECTION 611
Project Title:
Fund: 12060 SPID: 20977 Year: 2015 PROG: 82032 CF1: 170002 CF2:
Grant Period: 7/1/2014 - 6/30/2016 Authorized Amount: \$1,658,730
Project Code: SDE000000000002

Funding Status: Final
Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$1,658,730

CODES	DESCRIPTIONS	PUB BUD	NPUB BUD
111A	NON-INSTRUCTIONAL	55,302	
111B	INSTRUCTIONAL	1,336,502	48,004
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	200,416	
321	TUTORS		
322	IN SERVICE	4,000	
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENT ACTIVITIES		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	500	
341	AUDIT		
350	TECHNICAL SERVICES		
440	RENTALS		
450	CONSTRUCTION SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
560	TUITION		
580	TRAVEL		
600	SUPPLIES	14,006	
730	EQUIPMENT		
734	TECHNOLOGY RELATED HARDWARE		
735	TECHNOLOGY SOFTWARE		
917	INDIRECT COST		
	TOTAL	\$1,610,726	\$48,004

Original Request Date: 5/7/2014

This budget was approved by Brian Cunnane on 9/22/2014.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Bilingual Grant 2014-2015 FY
Date: October 20, 2014

Background:

The Connecticut State Department of Education has awarded funding under the Bilingual Education Grant FY 2014-2015. This grant will be used to provide support in the instructional use of English as a second language.

Discussion/Analysis:

The FY 2014-2015 Bilingual Education Grant will provide student support through the use of Bilingual tutors, purchase of materials and parental activities for English Language Learner (ELL) students and their families.

Financial Impact:

The District has been granted \$9,665 for the 2014-2015 FY.

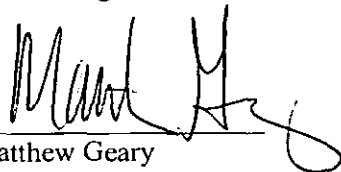
Other Board/Commission Action:

Recommendations:

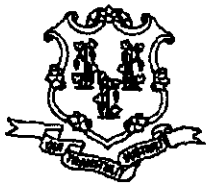
The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for \$9,665 under the FY 2014-2015 Bilingual Education grant, to be funded by the Connecticut State Department of Education.

Attachments:

CT State Department of Education Notification of Grant Award of the Bilingual Education grant for the 2014-2015 FY.



Matthew Geary
Superintendent of Schools
October 27, 2014



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Grant Type: STATE
Statute: C.G.S.10-17a-h
CFDA #: None
SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17042-2015-82079-170002

2 Grant Title

BILINGUAL EDUCATION

5 Award Period

7/1/2014 - 6/30/2015

3 Education Staff

Program Manager:

Marie Salazar Glowski 860-713-6750

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$9,665

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2014 and June 30, 2015 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2015. For grants awarded for two-year periods beginning July 1, 2014, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2016. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

10/6/2014

Dianna Roberge-Wentzell
Chief Academic Officer
Academic Office

BUDGET FORM

Created On: 10/6/2014

ED 114

Fiscal Year: 2015
Grantee Name: MANCHESTER
Grant Title: BILINGUAL EDUCATION
Project Title:
Fund: 11000 SPID: 17042 Year: 2015 PROG: 82079 CF1: 170002 CF2:
Grant Period: 7/1/2014 - 6/30/2015 Authorized Amount: \$9,665
Project Code: SDE000000000002

Funding Status: Final

Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$9,665

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	194
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	478
321	TUTORS	6,210
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	1,500
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	1,283
700	PROPERTY	
917	INDIRECT COST	
	TOTAL	\$9,665

Original Request Date: 8/20/2014

This budget was approved by Marie Salazar Glowski on 9/22/2014.

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Re: Increase in appropriation for the Adult Education College Transition Pilot (REACT I) Grant FY 2014-2015
Date: October 22, 2014

Background: The Manchester Board of Education was awarded an increase to the Adult Education College Transition Pilot (REACT I) Grant. We are entering year 4 of a 4-year pilot program which proposes to address the needs of a group of 20-25 students who fall below the Federal definition of Ability to Benefit. The students have attained a high school diploma or its equivalent and require intensive postsecondary developmental education that will allow them to enroll directly in a credit bearing program of higher learning.

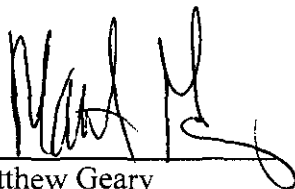
Discussion/Analysis: Funds will be used to offer pathways to postsecondary education for high school graduated adults. The program will provide preparatory support to meet the Accuplacer criteria for entry level college courses. This program will partner with the neighborhood community college, Manchester Community College.

Financial Impact: None.

Other Board Action: None

Recommendation: The Superintendent recommends that the Manchester Board of Education request the Board of Directors to increase the appropriation in the amount of \$500, bringing the total appropriation to \$102,500 for the Adult Education College Transition Pilot (REACT I) Grant for the 2014-2015 fiscal year.

Attachments: Award letter and budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 27, 2014



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

1 Grant Recipient

MANCHESTER PUBLIC SCHOOLS
45 NORTH SCHOOL STREET
MANCHESTER, CT 06040-2022

4 Award Information

Statute:

Grant Number: 077-000 11000-17030-2015-82079-170010

2 Grant Title

ADULT EDUCATION

5 Award Period

7/1/2014 - 6/30/2015

3 Education Staff

Program Manager:

Susan Pierson 860-807-2121

Payment & Expenditure Inquiries:

Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$102,500

Funding Status: Final

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244) for total adult education expenditures of \$102,500 has been approved for Fiscal Year 2015.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-245 to be submitted in March 2015 and the expenditure report for FY 2014 that will be submitted by September 1, 2014. The required expenditure report for FY 2014 was forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244 grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

9/22/2014

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services

BUDGET FORM

Created On: 9/22/2014

ED 114

Fiscal Year: 2015
Grantee Name: MANCHESTER
Grant Title: ADULT EDUCATION
Project Title: ADULT EDUCATION TRANSITION PILOT
Fund: 11000 SPID: 17030 Year: 2015 PROG: 82079 CF1: 170010 CF2:
Grant Period: 7/1/2014 - 6/30/2015 Authorized Amount: \$102,500
Project Code: SDE000000000002

Funding Status: Final

Vendor ID: 00077

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$102,500

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	17,863
111B	INSTRUCTIONAL	38,247
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	5,238
321	TUTORS	12,350
322	IN SERVICE	2,308
324	FIELD TRIPS	1,566
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	2,194
400	PURCHASED PROPERTY SERVICES	1,422
500	OTHER PURCHASED SERVICES	7,915
600	SUPPLIES	13,397
700	PROPERTY	
	TOTAL	\$102,500

Original Request Date: 8/19/2014

This budget was approved by Susan Pierson on 9/18/2014.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: October 3, 2014

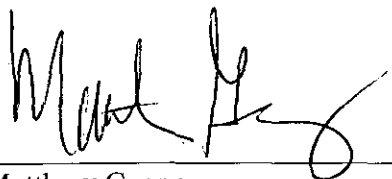
Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY 2014-2015 Budget.

Discussion/Analysis: Transfer from Manchester High School Science Instructional Supplies and Materials to Manchester High School Science Field Trips account. A transfer of \$1,000 is being requested.

Financial Impact: None

Other Board/Commission Action: None

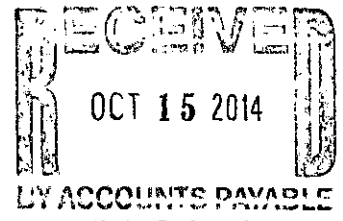
Recommendations: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY 2014-2015 Budget.



Matthew Geary
Superintendent of Schools
Manchester, Connecticut
October 27, 2014

10/15 a.k.
DC

**Manchester Public Schools
Manchester, Connecticut**



To: **Accounting Department**

School: Manchester High School

Date: 10/03/2014

Principal's Sign: *J. B.*

Date of Approval: 10/03/2014

JUSTIFICATION (Required Field) : To fund additional field trips related to Medical Careers Academy

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

DECREASE In whole dollars only:

\$1,000	Account # <u>14061100 5611</u>	Description: <u>Science Instructional Supplies</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$1,000 **TOTAL DECREASE**

INCREASE In whole dollars only:

\$1,000	Account # <u>14061100 5512</u>	Description: <u>Science Field Trips</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 1,000 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes No

Date of Board Approval: _____

Date Transfer Completed _____ Name: _____

MANCHESTER BOARD OF EDUCATION

RESOLUTION

WHEREAS, The Manchester Board of Education is participating in the State of Connecticut, Office of the Policy and Management, Community Diversion Initiative, Right Response CT. Network Grant.

THEREFORE, Through this certified resolution approved by the Manchester Board of Education, Mr. Matthew Geary, Superintendent of Schools, the authorized Official to sign grants from the State of Connecticut, Office of Policy and Management.

Christopher Pattacini, Board Chair
October 27, 2014

Instruction

6212 (a)

Adult/Continuing Education

Statement

The Manchester Board of Education recognizes that education is a lifelong process of inquiry and learning. The Board of Education establishes and maintains a program of adult education classes to assist adults in achieving their educational and/or career goals, including family and community literacy. The Board of Education will approve all regulations associated with the program.

Regulations

1. Enrollment

- a. All residents of the Manchester community who are over the age of 17 (was 16) and officially withdrawn from public or private elementary, middle or senior high school may enroll in the state-mandated adult education academic program.
- b. A mother who is under the age of 17 may attend adult education classes.
- c. An expelled student between the age of 16 and 18 may be assigned to the adult education with the approval of the Board of Education.
- d. A student enrolled in a district public school in a full-time program of study may enroll in an adult education activity, provided the student receives the approval of the Principal of the school in which he/she is registered.
- e. Adults who are residents of the Town of Manchester may enroll in day classes at Manchester High School on a space available basis. The high school Principal, in consultation with the Superintendent of Schools, will determine the selection of classes available to adults.

2. Program of Studies

- a. The Continuing Education division of the Adult Education program will offer a variety of subjects to serve civic, cultural, vocational, and other educational needs of the community. These course offerings will be determined by response to courses previously given and by newly arising needs and interests, subject to limitations of the plant, personnel and equipment.
- b. The program of studies will include course work to assist adults in completing an elementary or secondary school program, Americanization and United States citizenship, and English for adults with limited English proficiency.

Instruction**6212 (a)****Adult/Continuing Education (page 2)**

- c. Other courses, including adult literacy and/or parenting skills, may be given only when the number of interested adults is sufficient to form a class of proper size, and when a qualified teacher, adequate facilities and appropriate supervision can be made available.

3. Fees and Tuition

- a. Classes will be made available at fees established by the Manchester Board of Education.
- b. No tuition shall be charged for residents who enroll in adult classes for elementary and high school completion, Americanization and United States citizenship, and English for adults with limited English proficiency.

4. Adult Education Diploma

- a. The Board of Education will grant an adult education diploma through its Adult High School Credit Diploma program (AHSCD) to those adult education program participants who have satisfactorily completed a minimum of **twenty-one (21) (was 20)** adult education credits, of which not fewer than four (4) shall be in English; not fewer than four (4) in mathematics (including one in Algebra and one in Geometry); not fewer than three (3) in social studies (including one in US/American History and half credit in Civics/American Government); not fewer than two (2) in science (including at least one in biology or physical science); **not fewer than one (1) (was ½)** in the arts or vocational education, and seven (7) electives (including technology, graduation project, workforce preparatory, college transition).
- b. Alternatively, the Board of Education will grant a diploma to those adults who demonstrate 100% mastery of sixty-five competencies as defined in the nationally recognized National External Diploma Program (NEDP). These competencies require skill in all academic areas with an emphasis on higher-order thinking skills. Students must also demonstrate and document a skill in the vocational area.