

**MANCHESTER BOARD OF EDUCATION**  
**REGULAR MEETING**  
**TUESDAY, NOVEMBER 13, 2018**  
**ILLING MIDDLE SCHOOL**  
**227 EAST MIDDLE TPKE., MANCHESTER, CT**

**Board of Education Meeting**

**7:00 P.M. - Cafeteria**

**A. OPENING**

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Secretary's Welcome
- 4) Recognition of Board Member - Ms. Tracy Patterson
- 5) Swearing in of New Board Member - Mr. Joseph Camposeo, Town Clerk
- 6) Introduction of New Board Member - Mr. Scott Hughes
- 7) Board of Education Minutes 10-22-18 A - 7

**B. COMMITTEE REPORTS –**

- 1) Buildings & Sites Committee Meeting Minutes B - 1

**C. CONSENT CALENDAR**

- 1) Personnel Information C - 1
- 2) Transfer of Funds C - 2
- 3) Extended Field Trip Request - MHS Broadcast Journalism Class - Seattle C - 3  
WA - STN Convention - 26 Students - 4+ Chaperones - Teachers & Parents  
March 26, 2019 - April 1, 2019
- 4) Permission to apply for FY18-19, the Heisman Scholars Grant, in the amount C - 4  
\$12,000
- 5) Extended Field Trip Request - MHS Girls Cross Country - Manchester, NH C - 5  
2 - students - 11-9-18 - 11-10-18 (½ day Friday) - 1 Head Coach Chaperone

**D. REPORT FROM STUDENT REPRESENTATIVE –**

- 1) Student Representatives Patrick Doherty and Krista Myrie

**E. PUBLIC COMMENTS (any item before the board)**

**F. SUPERINTENDENT'S REPORT**

- 1) Illing School Improvement Plan - Mrs. Iris Gomero, Principal

**G. UNFINISHED BUSINESS –**

**H. NEW BUSINESS - None**

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

**J. COMMUNICATIONS - None**

**K. ITEMS FOR FUTURE AGENDAS**

<b>Monday, Nov. 26, 2018</b>	Fall Data Update Reaffirmation of Board of Education Bylaws
<b>Monday, Dec. 10, 2018</b>	Update on Equity Informed School Climate Assessment Update on Capital Projects
<b>Monday, Jan. 7, 2019</b>	Budget Presentation
<b>Tuesday, Jan. 22, 2019</b>	Update on K-12 - Humanities Programming

**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  
Building and Sites Committee  
Lincoln Center – Directors' Office  
October 22, 2018**

Attendees: Lindsey Boutilier, Karen Clancy, Peter Conyers, Matthew Geary, Tracy Maio, Peter Meggers, Tracy Patterson and Peter Staye.

Members of the Public included: Mr. Rick Madore and Mr. Randall Madore of 152 Loomis Street, Manchester

**High School Synthetic Field Rental**

MHS Athletics earned \$1,600 renting the field (at \$100/hr.) over the summer to an organization that used it Tuesday and Thursday nights, from 7 - 8:30. Funds are in a student activities account and are being used for equipment replacement. In general, there was very little interest in field use over the summer as most organized teams take the summer off. Manchester Soccer Club has expressed an interest in using the field starting next year. Signs have been posted saying field use is by reservation only. The current policy that prohibits use of the field by outside organizations will be revised to reflect paid use of the field as approved by Athletics.

**Alliance Construction Grant Projects Update**

All activities funded by the 2017 Alliance Capital Grant have been completed. Close out data, invoices etc., have been reviewed with the Grants department and the information is ready to be sent to the State. Of the \$1,080,000 grant, \$1,046,415 was spent. The \$33,585 balance is being returned to the State.

**Bennet Classroom Space**

Enrollment in the 6<sup>th</sup> grade is 70 students greater than what was expected at the end of last year. Though 5<sup>th</sup> grade enrollment is steady, as projected, it is being watched carefully to see if a trend is occurring. Mr. Randall Luther of TSKP Studio is preparing some preliminary information to identify areas in the building, including lower level storage space that could be converted to classrooms next summer. TSKP Studio will submit a report, including cost estimates, by the end of December or early January.

**Waddell Playground**

Funds originally intended to allow the relocation of parts of the Waddell playground to Bowers have instead been used to place four new playground elements in the upper playground (grade 2~4) at Bowers. This was necessary when it was determined that relocating parts from Waddell was not cost effective.

**MRA Roof Replacement**

Replacement of the MRA roof was put out to bid last spring. During the bidding period, one of the bidders indicated that the building's original roof was not removed when the current roof was installed. After confirming that the original roof was still in place, (previous test cuts showed no built up roofing or flashings) the bidding process was halted so that tests could be performed. Flashings of the original roof have been determined to contain asbestos. The budget has been revised to reflect the added cost of abating the asbestos and removing all roofing to the metal deck (a State requirement.) The revised project cost estimate is now \$588,883, with the state picking up \$352,674 and the town paying \$236,208. Town funding was to be provided from unspent bond funds. Mr. Geary will request that the town increase the funding allocation to \$250,000 to allow for a small contingency for any unexpected conditions that may be discovered during construction. Once town funds are formally reserved, the project will be re-submitted to the State for approval, with bidding to follow in early spring.

**Re-use of Washington and Martin Schools**

Presentations of possible elementary school renovation options continue through November. The overwhelming feedback from the public is that these plans should include information on what the closed schools will be used for and how much it will cost to renovate them for that use. TSKP Studio, which has been working with the SMARTR 2 committee, will be preparing preliminary data in that regard. Ms. Maio asked how many town owned buildings in Manchester are closed. Mr. Geary will inquire.

**Waddell Security**

Committee members have received questions regarding how secure the cafeteria is at Waddell given that it is enclosed in glass. Mr. Staye described the different standards of glass, ranging from "tempered", the glass most commonly found in doorways, to "blast resistant." In terms of standards, there is no such thing as "bullet proof" glass. A bullet would pass through the laminated glass surrounding the cafeteria, but a person would then have to spend approximately three minutes trying to smash the glass to access the building. Glass enclosing the main entrance vestibule is the first level of blast resistant. A bullet would pass through it, but a person would need approximately five minutes to smash the glass and gain access. Installation of either laminated or blast resistant glass slows down access to a building.

Meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Peter Staye - Facilities Director

**PERSONNEL ACTION****APPOINTMENTS**

Mr. David Davies to be a 1.0 Art Teacher at Waddell Elementary School. Mr. Davies received his Master of Fine Arts from Hunter College. Mr. Davies resides in Manchester. It is recommended that his appointment be approved effective November 1, 2018 (Masters/Step 3 \$52,769).

Ms. Elisha Homich to be a 1.0 District-wide Speech and Language Pathologist. Ms. Homich received her Master of Science from Worcester State University. Ms. Homich resides in Manchester. It is recommended that her appointment be approved effective November 5, 2018 (Masters/Step 4 \$54,950).

Ms. Marissa DePalma to be a 1.0 Remedial Reading Specialist at Illing Middle School. Ms. DePalma received her Bachelor of Arts from Fairfield University. Ms. DePalma resides in Middletown. It is recommended that her appointment be approved effective October 29, 2018 (Bachelors/Step 3 \$49,716).

**RESIGNATIONS**

Heather Clarke, Special Education teacher at Buckley Elementary School has submitted a letter of resignation for personal reasons effective the end of business day on November 6, 2018. Ms. Clarke has been with Manchester Public Schools since August 29, 2018. It is recommended that her request be approved.

November 13, 2018

Town of Manchester  
Board of Education

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

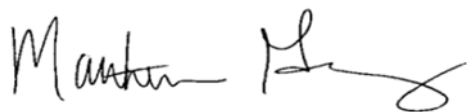
**Background:** In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2018-2019 Budget.

**Discussion/Analysis:** Transfer from System-wide Music Dues and Fees in the amount of \$2,300. Transfer to System-wide Music Other Purchased Services in the amount of \$2,300.

**Financial Impact:** None

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2018-2019 Budget.



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Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 13, 2018

**TRANSFER**

**Manchester Public Schools  
Manchester, Connecticut**

**TO: Accounting Department**

**School: Music Department**

**Date of Request: October 11, 2018**

**Approver: Amy F. Radikus**

**Date Approved: October 18, 2018**

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**JUSTIFICATION (Required Field): Transfer to cover cost of Drill Writing**

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

**DECREASE In whole dollars only:**

\$ <u>2,300</u>	Account #: <u>13299100 5810</u>	Description: <u>Dues &amp; Fees</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 2,300      **TOTAL DECREASE**

**INCREASE In whole dollars only:**

\$ <u>2,300</u>	Account #: <u>13299100 5590</u>	Description: <u>Other Purchased Services</u>
\$ _____	Account # _____	Description: _____
\$ _____	Account # _____	Description: _____

\$ 2,300      **TOTAL INCREASE (Must match total decrease)**

**Accounting Department Only**

Board Approval Needed:    Yes X      No \_\_\_\_

Date of Board Approval:    \_\_\_\_\_

Date Transfer Completed:    \_\_\_\_\_      Name: \_\_\_\_\_

**MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06042**

**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:** 10-16-18

**Name of Club or Activity:**      MHS Broadcast Journalism Class

**Trip to:** Burlington, VT.      **Purpose:** Convening with other grantee districts to share strategies

**Number of Students participating:** Twenty-Six (26) **From:** 3/26/19 to 4/1/19

**Number of School Days missed:** Four (4)

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

- |                                    |                               |
|------------------------------------|-------------------------------|
| a. <u>Eric Larson, Teacher</u>     | b. <u>Ryan Jones, Teacher</u> |
| c. <u>Anne St. Laurent, Parent</u> | d. <u>Marci Barry, Parent</u> |
| e. _____                           | f.                            |

**Others:**

**Transportation:**  Bus     Train     Plane     Car     Other

**Are Fundraising activities planned?**  Yes     No      **If so, describe** \_\_\_\_\_

**How will funds be allocated to students participating? \* see attached**

**Lodging:**  Hotel/Motel     Camp     Private Home

**If known, give specifics of room assignments: up to 4 per room**

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



**Total cost per student: \$ see attached (Money from fundraising 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 fundraising: \$ see attached**

**If travel agencies are engaged, at least *three (3)* 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: \_\_\_\_\_ Typed: Eric Larson

**(Please print to obtain required signatures below)**


**Approved by Department Chair at secondary level:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Approve by Principal:**

**Signature: Katelyn Miner Date: 10-16-18**

**Approved by Superintendent:**

**Signature:  Date: 11-2-18**

**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:** Manchester Board of Education

**From:** Karen Gray, Principal Washington School

**Subject:** Permission to apply Heisman Scholars-Achieving by Reading Program Grant FY 18-19

**Date:** November 1, 2018

**Background:** Washington School has applied for a \$12,000 grant from Heisman Trophy to purchase books for all students. We will be mirroring the research stated in the article “Addressing Summer Reading Setback Among Economically Disadvantaged Elementary Students” by Richard Allington; which states that if you give children approximately 12 self selected books prior to the summer vacation then reading ability will more likely be sustained. In addition, we will purchase backpacks for each child to carry their books. Assessment and tracking data will be collected around student interest and reading levels.

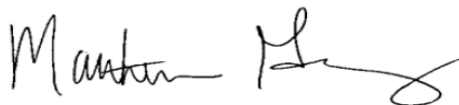
**Discussion/Analysis:** The goal is to prevent the “reading slide” that often occurs during the summer hiatus from school.

**Financial Impact:** None.

**Other Board/Commission Action:** None

**Recommendation:** The Superintendent of Schools recommends that the Board of Education request the Board of Directors permission to apply for an Heisman Scholars grant in the amount of \$12,000 for 2108-2019.

**Attachments:** None.



Matthew Geary  
Superintendent of Schools  
Manchester, Connecticut  
November 14, 2018

**MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06042**

**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: MHS                      Date of Request: 11-2-18

Name of Club or Activity:                      Girls Cross Country

Trip to: Manchester, NH                      Purpose: Cross Country Meet (NE Championship)

Number of Students participating: Two (2) From: 11/9/18 & 11/10/18

Number of School Days missed: ½ day on Friday

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

- |                                   |   |
|-----------------------------------|---|
| a. <u>Ashley Bell, Head Coach</u> | b. <u>Students: Kate Hedlund &amp; Julie Leon</u> |
| c.                                | d.  |
| e.                                | f.  |

Others:

Transportation: Bus      \_\_\_ Train      \_\_\_ Plane      \_\_\_ Car      X Other (School Van)

Are Fundraising activities planned? X Yes    \_\_\_ No      If so, describe: We 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, the hotel cost for each of the student-athletes. We will be asking student-athletes to bring money for dinner (Friday night, breakfast & lunch on Saturday).

Lodging: X Hotel/Motel      \_\_\_ Camp      \_\_\_ Private Home

If known, give specifics of room assignments: Holiday Day Inn Express (\$155 per room) 3 rooms needed. Hotel accommodations to be paid from team fundraising account.

Cost per teacher and/or chaperone: **Hotel Accommodations (100-150 dollars)**

**Total cost per student: \$100 (Money from fundraising 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 fundraising: \$ Food

**If travel agencies are engaged, at least *three (3)* 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:

**Ashley Bell, Head Coach**

(Please print to obtain required signatures below)

Approved by Department Chair at secondary level:

**Lindsey Boutilier**

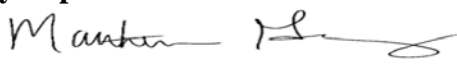
**Date: 11-6-18**

Approve by Principal:

**Katelyn Miner**

**Date: 11-6-18**

Approved by Superintendent:

Signature:  Date: **9-24-18**

Attachments: **Quotations**  
**Itinerary**

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