**BOARD OF SCHOOL COMMITTEE**
**MANCHESTER SCHOOL DISTRICT SAU #37**

**June 24, 2024** **Immediately following the Public Hearing**

**1.** Mayor Ruais called the meeting to order at 6:32 p.m.

**2.** Mayor Ruais called for the Pledge of Allegiance.

He welcomed the students from Parkside, Southside and McLaughlin Middle Schools and their principals, Principal Szuksta, Principal Espinola and Principal Krantz. He asked Committee Members Want, Bergeron, Spillers, O'Neil, Argeropoulos, and O'Connell to introduce the students. Those students were:

Parkside Middle School – Scott Szuksta, Principal
Sophia Gordon – Grade 5
Abishai Zorrilla – Grade 5

McLaughlin Middle School – William Krantz, Principal
Caroline Alley – Grade 8
Brady Sacco – Grade 8

Southside Middle School – Kelly Espinola, Principal
Elvis Morillo – Grade 7
Jeremiah Simpson – Grade 7

**3.** A moment of silence was observed.

Keeping two long time West High School Employees in our thoughts and prayers, Jackie Sweezy, longtime guidance secretary; and, Terry Villemure, Librarian.

**4.** The Clerk called the roll.

Present: Committee Members Parr, Soule, Want, Bonilla, Bergeron, Argeropoulos O'Connell, Spillers, Baines, Senecal, O'Neil, Gonzalez, and Mayor Ruais.

Absent: Committee Members Turner and Potter.

**5. RECOGNITIONS**

*There were no recognitions this evening.*

## PUBLIC FORUM

**6.** The purpose of the public forum is to give the residents of Manchester the opportunity to address the board. All people wishing to speak will have up to three (3) minutes to do so, and any comments must be directed to the chair. Any resident wishing to speak will come forward to the nearest microphone, clearly state their name and address when recognized and give their comments.

*There was no one present wishing to give public comment.*

## 8. PRESENTATIONS

a. 2023/2024 District Department Goals Year-End Update – Dr. Gillis, Superintendent

The overview of the presentation was as follows (please see PowerPoint presentation in the agenda):

1. District department goals progress and updates.
2. Facilities management goal met: 95% of inspections done by non-contractor partner.
3. Student attendance improved by 3%, with elementary schools showing gains.
4. Education goals, student advocacy, and equity initiatives.
5. Teaching and Learning team aims to improve literacy and math skills, create career pathways for students.
6. The Office for Equity's work in supporting student advocacy groups and implementing cultural fluency training for district leaders.
7. Great Schools Partnership was hired as the diversity, equity, inclusion, and justice consultant, and they are providing logistical support for Equity Councils and a project management plan.
8. Improving outcomes for English learners and students with disabilities.
9. Efforts to improve outcomes for English learners, including data analysis and PD for teachers.
10. Partnerships with UNH and UCLA Center X aim to support multilingual learners and ESL teaching license in NH.
11. Student Services Department's partnerships and initiatives.

12. IT goals for school district, including network security, employee self-serve, and emergency response system upgrades.
13. Goals for the business office, included cultural food choices, breakfast participation, and employee self-serve payroll system implementation.
14. Upgrades to HR system, emergency response system, and employee self-service portal.
15. District aims to implement new systems before end of 2024, with training for staff and leadership in June and fall.
16. District goals for communication, policy, and compliance.
17. Collective bargaining policy and compliance in Title Nine, with some goals met by mid-year and others ongoing.
18. Communications goals, including developing a district information book and supporting board communications, with some progress made and ongoing work to be completed.
19. Goals progress, including ongoing work on a two-way communications tool.
20. Departments to build goals for upcoming school year, presenting in late August/early September.
21. School district goals, data, and communication with staff and families.
22. New platform allows staff to access payroll info on any device.

Questions and comments included:

1. It was suggested that the district follow up on school year wrap-up, sharing ideas for communicating board work to community.
2. Board members discuss data-driven goal setting, recap of past progress, and connecting current goals to future plans.
3. Connecting committee work with district-wide data to inform budget planning and decision-making.
4. The successful models for improving communication between families and district staff were discussed.
5. Improving high school attendance and addressing concerns about the value of the high school diploma in Manchester.
6. Tools like translation and interviewer can help engage students better.
7. Standardizing communication tools can improve communication between schools and families.

8. There were concern about high school attendance stagnation and its impact on dropout rates and test scores.
9. Consequences for absenteeism to improve school culture and attendance was advocated for.
10. There were concerns about high school attendance issues and their impact on graduation requirements.
11. Committee members discussed strategies to address attendance problems, including data analysis and outreach to students.

It was asked that the District review data on attendance policies for various cultures and it was indicated that this matter needs a full board level deeper discussion regarding the global interests of all board members on this topic.

b. Manchester Welcome Center – Nicole Doherty, Assistant Superintendent of Teaching and Learning and Leading

Ms. Doherty stated that Creating a welcome center for Manchester schools. She highlighted the importance of the Welcome Center, to foster strong partnerships between families, schools, and the community. This will create a centralized hub for student services and community resources. The Welcome Center will serve MSD families year-round with essential services & resources. District partners with community organizations to provide resources for families and staff. New Welcome Center for immigrant families with dedicated spaces for education, events, and confidential conversations. The Welcome Center will provide a one-stop shop for families to register their children and access resources, reducing the burden on schools and improving relationships with families and the community. The Welcome Center will feature dedicated classrooms for educational programs, workshops, and tutoring sessions, as well as small office space for confidential conversations and capacity issues and provides dedicated spaces for programs. The funding source for the Welcome Center is GearUp 2.0.

Questions and comments included:

c. Partnership with DHHS for eligibility workers.
d. Excitement about the community center was emphasized.
e. There was concern expressed about the endowment for the arts center in Manchester, suggesting it could be leveraged for more community programs.

f. It was advocated for the center to be inclusive of all Manchester's population, not just minority groups.
g. The new community center will be inclusivity and there is potential for growth.
h. It was suggested that maybe the district offer adult education programs in the new space, highlighting the opportunity for community engagement and staff involvement.

## 9. ACTION AGENDA

a. National Alliance on Mental Illness (NAMI): Connect Student Leadership Suicide Prevention Program – by Stacy Champey, Project AWARE/MTSS-B Director

Stacy Champey stated that she applied or the Project Aware Grant and at that time, she also applied for additional points that were contingent on bringing in Suicide Awareness and prevention training for our students. They received the additional points and now have to bring in the training. The recommendation is to contract with NAMI to bring in this training for our high school students this fall, with training to also be provided to staff.

The board indicated that this is a very valuable program.

*On motion of **Committee Member Soule,** duly seconded by **Committee Member Senecal,** it was moved to approve the Connect™ Suicide Prevention Student Leadership Training to be delivered to students with parent opt-in consent on 9/18/2024. All were in favor and the motion passed.*

b. 21st Century and IDEA Grant Awards – by Nicole Doherty, Assistant Superintendent of Teaching, Learning and Leading

Ms. Doherty stated that tonight she has two awards that total $5,836,702.32, which includes the 21st Century Grant for Beech, Gossler, McDonough, Northwest, Parker Varney, Hillside, McLaughlin Parkside and Southside. There is also the 2024/2025 IDEA Grant tonight, which includes the preschool grant. The purpose of bringing these forward tonight was so that they can begin utilizing the funds come July.

Questions and comments included:

1. It was stated that what was received is very different than what was brought forward and in the past and concern was voiced over the need.
2. It was stated that aid was proposed and now what we are receiving is less and it was indicated that with the need to move the 5th grade students, and this could make things more difficult in the district.

*On motion of **Committee Member O'Connell,** duly seconded by **Committee Member Argeropoulos,** it was moved to approve the 21st Century and IDEA grant awards. All were in favor and the motion passed.*

c. Approval of the Superintendent Evaluations

*On motion of **Committee Member Argeropoulos,** duly seconded by **Committee Member Bergeron,** it was moved to approve the Superintendent Evaluation forms and ask that the Chair and Vice Chair of the Board of School Committee meet with the Superintendent, prior to July 1st, to further review and provide the appropriate signatures. All were in favor and the motion passed.*

d. Memorandum of Agreement (MOA) Updated Directors and Coordinators Recognition – by Attorney Katie Cox Pelletier

Attorney Cox Pelletier stated that they are just adding the nursing supervisor and the assistant nursing supervisor into the Directors and Coordinators Union.

*On motion of **Committee Member O'Connell,** duly seconded by **Committee Member Soule,** it was moved to approve the Memorandum of Agreement (MOA) with the Directors and Coordinators/Teamsters Local 633 to update the unit's recognition clause to include the District's two nursing supervisors into the agreement. All were in favor and the motion passed.*

e. Memorandum of Agreement (MOA) with the ParaEducators Union – by Attorney Katie Cox Pelletier

Attorney Cox Pelletier stated that they are looking to set a rate for having the paraprofessionals substitute in a classroom when necessary. She wanted to clarify that this is only when absolutely necessary and all efforts have been made to find a substitute teacher. The paraprofessionals have

agreed that they could occasionally be that person. This would be a rate set for the next three years of their collective bargaining agreement.

*On motion of **Committee Member O'Connell,** duly seconded by **Committee Member Spillers,** it was moved to approve the Memorandum of Agreement (MOA) with the Paraprofessionals union regarding substitute teaching. All were in favor and the motion passed.*

f. Memorandum of Agreement (MOA) with the Association of Manchester Principals (AMP) – by Attorney Katie Cox Pelletier

Attorney Cox Pelletier stated that they have been doing a little big of end of the year cleanup on the principal's contract. When they were signed in January, there was an oversight in the principal's contract and those pieces are what are before the Board tonight, including the cost analysis. She stated that this was all part of the agreement and this is just to have these numbers in the final agreement.

*On motion of **Committee Member Soule,** duly seconded by **Committee Member O'Connell,** it was moved to approve the Memorandum of Agreement (MOA) with the Association of Manchester Principals (AMP) and the Manchester School District. All were in favor and the motion passed.*

g. Memorandum of Agreement (MOA) for the Certified Instructions (CI) moving into the Manchester Educational Support Personnel Association (MESPA) Unit – by Attorney Katie Cox Pelletier

Attorney Cox Pelletier stated that this union is called Certified Instructors, however the district doesn't actually have any positions that are called certified instructors. This is the last remaining category of employees that were left in a unit and they will be transferred to MESPA unit by agreement.

*On motion of **Committee Member Want,** duly seconded by **Committee Member Bonilla,** it was moved to approve the Memorandum of Agreement (MOA) with the Certified Instructors Union and the Manchester Education Support Personnel Union, regarding the transition of the Deaf and Hard of Hearing Interpreters and Credit Recovery Specialists to a new Collective Bargaining Agreement. All were in favor and the motion passed.*

h. Tentative Agreement with Amalgamated Transit Union (ATU) – Bus Driver's – by Attorney Katie Cox Pelletier

Attorney Cox Pelletier stated that this is the tentative agreement with the bus drivers. They came to the Board about a month ago with the initial agreement that was approved and they had to go back to the negotiating table with the drivers to come up with the agreement before the board tonight. *On motion of **Committee Member Baines,** duly seconded by **Committee Member Gonzalez,** it was moved to approve the Collective Bargaining Agreement with the Amalgamated Transit Union Local #717 to become the successor employer for the School Bus Operators effective July 1, 2024. All were in favor and the motion passed.*

i. City Service Contracts – by Karen DeFrancis, Chief Financial Officer, and Attorney Katie Cox Pelletier

Attorney Cox Pelletier stated that these are the city service contracts for fiscal year 25 that come before the Board every year at this time. She stated that there are no changes from last year, except the dollar amounts and this amount was already budgeted for during the budget process. She stated that one amendment was requested by Committee Member Want, which to add a line referencing the Memorandum of Understanding with the SROs in the contract, so that when you read this you know that this contract exists.

*On motion of **Committee Member Want,** duly seconded by **Committee Member O'Connell,** it was moved to approve the City Services Contracts, as amended. All were in favor and the motion passed.*

j. Fiscal Year 2025 Budget Approval – Karen DeFrancis, Chief Financial Officer

**Mrs. DeFrancis** stated that the Board of School Committee had requested a tax cap compliant budget of the Board of Mayor and Aldermen, in the amount of $232,227,530. The final appropriation approved by the Aldermen was $4.2 less. She stated that on page 170 of the agenda they have identified where the changes would be. She stated that you will see that $2.3 million of the original $20 million that was going to be allocated is now being allocated to make up for this difference. They did speak with the City Finance Director, Sharon Wickens, and they ran an updated schedule. Other changes included: line item 200, being the Employee Benefit Line, the

rates came in lower for the city retirement, so that was revised; line item 513, transportation of student services, there were some extra funds that will be put towards this line that will have to be spent by September, so in turn they can reduce that line item. They will continue to monitor the professional technical services, as they have seen an increase in the past years. It was stated that Mrs. Doherty will be coming forward with a recommendation at the August 12th full board meeting on the purchasing of curriculum. She stated that also, the final appropriation for School Food and Nutrition came in $432,000 lower than requested and this is the funds spent on meals for students and could effect what is offered.

Questions and comments included:

1. It was stated that some consequences of reducing facilities funding, including backlog of maintenance and lost opportunities for future savings.
2. There was a question about the bonding process and potential for refinancing high interest rates in the future. Mrs. DeFrancis explained that the district typically refinances every 2 years.
3. Concerns were expressed about the long-term financial implications of borrowing money for the project, citing high interest rates and potential cost savings from paying upfront.
4. It was indicated that the district could potentially be eligible for funding through Medicaid for school meals.

*On motion of **Committee Member Baines,** duly seconded by **Committee Member Bergeron,** it was moved to approve the amended budget as presented for Fiscal Year 2025, and as approved by the Board of Mayor and Aldermen, with a General Fund Budget of $227,982.610 and an FY25 School Food and Nutrition Budget of $5,819,971. All were in favor and the motion passed.*

**10. CONSENT AGENDA (ITEMS 10 – 17)**

**11.** Mayor Ruais advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, only one motion will be taken at the conclusion of the presentation.

*Committee Member Spillers removed item 13-2-c.*

**The balance of the consent agenda is as follows:**

**12.** Approval of minutes from the Board of School Committee meetings on: June 10, 2024 meeting:

**13.** Report(s) of the Committee of Policy, if available.

1. Job Descriptions for Special Education and Related Service Providers
   - **a.** Physical Therapy Assistant
   - **b.** Certified Occupational Therapy Assistant
   - **c.** Speech Language Pathology Assistant
2. Updates to Fiscal Policies
   - **a.** Fiscal 123: Cash in School Buildings
   - **b.** Fiscal 126: Vending Machines
   - **c.**

**14.** Report(s) of the Committee of Teaching and Learning, if available.

a. SHOALS Marine Laboratory Field Trip
b. K-12 English Language Development (ELD) curriculum programs

**15.** Report(s) of the Committee of Finance and Facilities, if available.

a. Treasurer's Report
b. Financial Reports
c. City Services Invoices ($227,860.98)
d. Manifest of Authorized Expenditures (May 2024) ($19,845,038.13)
e. Grants, Gifts & Donations Report ($11,087,849.76)
f. Assurances for USDA Commodities Application ($370,325.00)
g. RFP Results-School Food & Nutrition Services
h. RFP Results-Restorative Practices ($56,582.00)
i. RFP Results-Language Access Contract: Interpretation and Translation Services ($150,000.00-Annual)
j. RFP Results-Speech & Language Services ($8,476,110.00)
k. RFP Results-Occupational Therapy Services ($3,072,562.50)
l. RFP Results-Physical Therapy Services ($1,249,500.00)
m. RFP Results-Nursing Services for Students with Disabilities ($10,170,562.50)
n. RFP Results-School Psychology Services ($3,031,875.00)
o. RFP Results-Assistive Technology Services ($560,952.00)
p. RFP Results-Augmentative and Alternative Communication Services ($1,081,836.00)
q. RFP Results-Educational Audiology Services ($264,600.00)
r. RFP Results-Teacher of the Visually Impaired Services ($952,560.00)
s. RFP Results-Orientation and Mobility Services ($1,306,368.00)
t. RFP Results-Special Education Teacher Services ($1,937,250.00)
u. RFP Results-Paraprofessional Services ($4,468,800.00)
v. Salary Increases for Non-Affiliated Employees ($467,785.00)

w. Fleet Services Management Contract ($100,000.00)

**16.** Report(s) of the Committee of Student Conduct, if available.
a. School Resource Officer (SRO) Memorandum of Understanding (MOU)

**17.** Report(s) of the Committee on Education Legislation, if available.

*On motion of **Committee Member O'Connell,** duly seconded by **Committee Member Soule,** it was moved to approve the balance of the consent agenda. All were in favor and the motion passed.*

**13.** Report(s) of the Committee of Policy, if available.
2-c. Fiscal 129: Meal Charging Policies

**Committee Member Spillers** stated that in the first redline it states that the district will seek to enroll eligible students in the free and reduced meal price program. She stated that it appears this is referring to the potential eligibility through Medicaid but this amendment was not make at the state.

*On motion of **Committee Member Spillers,** duly seconded by **Committee Member O'Connell,** it was moved to approve item 13-2-c, Fiscal 129: Meal Charging Policies. All were in favor and the motion passed.*

At this time, the item was approved; however, upon further review a little later in the meeting, Attorney Cox Pelletier noticed that what was in the packet was wrong and so a new motion was asked to be taken with the understanding of the wording to be: ***If a student's meal account has a negative balance the student will be allowed to choose any of the meal choices generally available to all students. These students will also not be allowed to charge a la carte or extra items. The purpose of limiting students with negative balance meal accounts is to mitigate the losses to the District from providing uncompensated meals, while ensuring that the student has access to a healthy meal. It is the parents' responsibility to explain to the student that a la carte and extra items may not be charged. A notice which directs the parent not to have their student charge a la carte or extra items, until the student's meal account is brought into positive balance, will be included with the communication demanding payment of the negative balance. The student may not charge a la carte or extra items until the meal account is brought into a positive balance.***

*On motion of **Committee Member Baines,** duly seconded by **Committee Member Gonzalez,** it was moved to approve item 13-2-c, Fiscal 129: Meal Charging Policies, as amended. All were in favor and the motion passed.*

## COMMUNICATIONS

**18.** Superintendent's Communications.

**a) Superintendent Updates**

Dr. Gillis stated that on Saturday, June 15th, the district celebrated the class of 2024 at the new arena. They had some awesome opportunities to see 770 students receive their diplomas. She thanked the staff, families, the arena crew and the students for the great day. There is a lot of hardwork that is done in these chambers during every meeting and this celebration shows how it is all worth it. This was the first time that they offered live language interpretation in all of our graduation ceremonies, in addition to the American Sign language interpreters that were visible form the stage. The celebrations were translated simultaneously into eight languages. The credit for this taking place goes out to our Executive Director of English Language Learners Instruction, Wendy Perron. Parents expressed frustration with early graduation time, citing inconvenience for families and relatives.

**Seal of Biliteracy award for high school students in Manchester, NH.**

Ms. Doherty stated that actually wanted to kind of leverage something Committee Member Bonilla said earlier that Manchester leads the way and it's true for the Seal of Biliteracy. The seal of Biliteracy was actually established in New Hampshire right here when Manchester school district started it first hoping it would build momentum and then four years ago, it was formally adopted by the Governor, the Commissioner of education and is now a statewide program. But more importantly, it's a distinguished national award program, endorsed by the US Department of Ed and it was established to recognize students who have obtained proficiency in English and at least one other world language at the time of high school graduation. To earn this award, students must pass the state's English language benchmark on the LSAT or the ACCESS test for English learners and pass a world language assessment and the other target language they are proficient in. This means across all language domains, listening, speaking, reading and writing. The program helps to

recognize, validate and honor the rich and diverse linguistic assets of our students and promotes the development of cross cultural understanding. The students who earned the seal this year could not be at the last board meeting because many of them had conflicts with their senior award nights but we just wanted to say their names tonight and then you also have some pictures in your packet.

Those students recognized included:

a. For Spanish and English, from Manchester West: Naomy Chevez-Benitez, Eliel Chavez and Elias Green.
b. For Spanish and English, from Manchester Central: Nahomi Areche, Liz Cerda, Walter Cerna, Olianny Diaz, Yamilt Matos, Monica Osmani, and Salas Pablo.
c. From Manchester Memorial:
    I. Spanish and English: Pamela Alzate, Jennifer Hernandez, Carolina Sanchez-Gomez and Blanca Flores-Araujo.
    II. Portuguese and English: Miguel Liborio de Castro.
    III. Chinese, Japanese and English: David Tran.
    IV. Nepali and English: Karki Sadikshya.

Mr. Ransdell gave Staffing updates for middle school expansion. Efforts have been put into providing translation services at graduation, emphasizing its significance for students and families. The team's can-do attitude and quick action to make ideas happen, with a focus on continuous improvement was praised. District plans to hire 40 additional staff for middle school expansion. Middle school staffing changes in Manchester include 41 new positions, with some reallocated due to program shifts. Curriculums will be aligned across middle schools to ensure consistency. The dual language immersion program is starting in September. They have allocated a total of 41 additional positions to Hillside and McLaughlin in order to support the grade five expansion. These positions range across regular education, special education, ELL, Guidance, the Arts and Administration. They have also allocated administrative support staff, social workers, instructional coaches, reading and math intervention staff and behavioral intervention staff. Of these 41 positions, 31 have been filled and 10 remain; however, they have potential candidates waiting to be reviewed. He also thanked the transportation team for the work that they have been doing. The district now has 50 drivers in some state of the process for next year, which will allow us to fulfill our regular home to school needs.

**Summer learning programs, staff hiring, and policy updates.**

- Unified arts and summer programming was discussed. It was mentioned that 870 students enrolled in 21st century and credit recovery programs.

**Dr. Gillis** stated that tonight is bittersweet for us because it is the last board meeting for Katy Cox Pelletier. While Katie's leaving, she has left a lasting impression here in the district. She has been a valued member of our district team, providing guidance and support on legal and policy issues across all departments, schools, and of course, this board. When she arrived here a little over four years ago, she leaned into policy work, along with the district and school leaders and board members, she's systemically updated and consolidated existing policies, while helping draft new ones as needed. Roughly This equates to impact on to an impact on 125 to 150 policies during her time here, she also leaned into labor relations with her calm, focused, collaborative approach, bringing everyone to the table. At a time when we saw districts universally struggling to hire, she helped reach new contract agreements that will help us retain existing staff and recruit new talent. Katie's legal acumen is second to none, and we will deeply miss her ability to offer support and problems large and small, will miss the most however, is Katie, the person, her compassion, dedication, steady demeanor made working with her a pleasure, Katie, our district and most

importantly, our students are better off for your service here, we will miss you and wish you the best of luck.

**19.** Board of School Committee Members' Communications.

a. Joint School Building Update – by Vice Chair O'Connell

**Committee Member O'Connell** stated that with regard to the long term facilities plan, the report is in your packet. The work goes on and there is a lot of things happening. City staff and our district staff have been working on this project and deserve to be recognized because the amount of time and work that has taken place. He stated that he was at some of the schools today, and one of the biggest projects that the city and district staff have completed is the work on the HVAC systems. He stated that he was at Parkside and the HVAC units were being replaced on the roof itself and this is a big project. The modulars will be put in by another team of workers from different companies and it's just extraordinary to see it. There are six different construction sites going on all being managed safely and being done according to plan. Just as an example of something that came up at our last joint, the big news is and you've read it, that project is going well, it's on time, on budget, good all that stuff, but just so people understand. It was raised at the last joint meeting, there are things that happen in the field that are unexpected and last week they talked about a gas pipe, where there wasn't meant to be, and it was about one to four inches, which is very significant and required specialized handling. He commended the city gas company, but also Leftfield, SMMA and Consigli and everybody else involved that they came together to do it. There was also a conduit being laid at Hillside to bring power and utilities to the modulars and it's quite a distance because of where those utilities are originating and as that was happening, and they were drilling, they came across ledge and so now it meant that blasting had to happen and blasting started today. The permitting had to be done and all the departments, including fire, police, the Public Works everybody has done a lot of work when on this.

b. Results of the Board Self-Evaluation

*On motion of **Committee Member Soule,** duly seconded by **Committee Member Want,** it was moved to approve the Board Self Evaluations and to follow up with a retreat to reflect on the evaluations and work on the goals. **Committee Member Argeropoulos** was opposed. All others were in favor.*

It was determined after a lengthy discussion, that the board clerk will send out a survey to begin the process on determine when, where and how the retreat will be conducted. Concerns included:

1. Making sure that the agenda is set and that we stick to that.
2. Determine who is facilitating and make sure that person is able to keep the board members focused and on task.
3. Making sure that the retreat is productive as the last one was not.

c. Approval of the Special Committee on Athletics and the Arts

*On motion of **Committee Member Soule,** duly seconded by **Committee Member O'Connell,** it was moved to table item 19-c. All were in favor and the motion passed.*

## 20. Personnel Report.

*Committee Member Argeropoulos removed item 25 and 27.*

*On motion of **Committee Member O'Connell,** duly seconded by **Committee Member Baines,** it was moved to approve the balance of the personnel report and the supplemental personnel report. All were in favor and the motion passed.*

**The approved personnel reports were as follows:**

**NOMINATIONS: NON-CERTIFIED STAFF**

| Name | Position | Location | Salary |
|---|---|---|---|
| Patrick Bernard | Girls Soccer Coach | Southside | $1,804.00 |
| Syndi Carpenter | JV Volleyball | Central | $2,462.90 |
| Lucia Martin | Girls Cross Country Coach | McLaughlin | $1,804.00 |
| Abigail Henderson | Paraeducator II | Webster | $17.50 |
| Alyssa Woodward | Paraeducator I | Webster | $17.00 |
| Damion Brown Lanford | Registered Behavior Tech | Parkside | $30.00 |
| Derek Vachon | Asst Football Coach | West | $1,000.00 |
| Evenson Pierre | Attendance Coordinator | District | $57,000.00 |
| Jessica Diagle | Paraeducator I | Webster | $17.00 |
| Joshua Hanna | Jr. Information Tech Spec | District | $28.23 |
| Lisa Walsh | Administrative Assistant III | Welcome Ctr | $23.96 |
| Nicole Morrison | Paraeducator I | Webster | $17.00 |
| Patricia Boisvert | Administrative Assistant III | Welcome Ctr | $21.14 |
| Stephanie Rurka | Paraeducator II | McLaughlin | $17.50 |

**TRANSFERS: CERTIFIED STAFF**

| Name | Current Assignment | Current School | Effective Date |
|---|---|---|---|
| Aubrey Ukuku | ESOL Teacher 50% | Smyth Rd | 8/29/24 |
| Audra Lovejoy | ESOL Teacher 50% | Smyth Rd | 8/29/24 |
| Caroline Buxton | Elementary Teacher | Green Acres | 8/29/24 |

| | | | |
|---|---|---|---|
| Hilary Perry | ESOL Teacher | Weston | 8/29/24 |
| Jane Twomey | English Teacher | Parkside | 8/29/24 |
| Kalin Gregoire | 5th Grade Teacher | McLaughlin | 8/29/24 |
| Michelle Fargo | 5th Grade Teacher | McLaughlin | 8/29/24 |
| Nicholas Moulton | English Teacher | Central | 8/29/24 |
| Stephanie Ozog | FACS Teacher | Memorial | 8/29/24 |
| Tara Ego | ESOL Teacher | Wilson | 8/29/24 |
| Darcie Gonzales | ESOL Teacher | Webster | 8/29/24 |
| Hannah Carbonneau | ESOL Teacher | McLaughlin | 8/29/24 |
| Heather David | Pre-School Special Ed | Bakersville | 8/29/24 |
| Kathy Carlson | Guidance Counselor | Beech /McDonough | 8/29/24 |
| Lindsay Smart | Reading Interventionist | Weston | 8/29/24 |
| Susan Russell | Elementary Teacher | Beech | 8/29/24 |

**NOMINATIONS: ADMINISTRATION**

| Name | Position | Location | Salary |
|---|---|---|---|
| Jillian Corey | Director of Career & College Pathway | District | $110,000.00 |
| Kelly Williams | Principal | McLaughlin | $124,144.00 |
| Nicole Doherty | Assistant Superintendent | District | $139,819.50 |

**TRANSFERS: NON-CERTIFIED STAFF**

| Name | Current Assignment | Current School | Effective Date |
|---|---|---|---|
| Barbara Kulig | Paraeducator II | Hillside | 9/3/24 |

## 21. TABLED ITEMS

***There were no tabled items.***

***Upon asking to see if anyone was present who wanted to give public comment, no one came forward to speak.***

## 22. NEW BUSINESS

**Committee Member Parr –**

1. He stated that he would like to have the administration come prepared to do a class size update in the future, hopefully in the early fall, to see if they are aligning with our policy prior to school starting. It was stated that this is expected to come to the board in August.
2. He stated that he would like the administration to begin working on the cell phone policy at the district to make sure that we are serving our students for their safety but also to strengthen the time in the classroom and allowing the teachers to provide a robust education without the interruptions of devices. He stated that recently there have been some updated policies at large school districts that we should review, including Los Angeles School

District, Lowell Massachusetts school district and Bedford NH. It was indicated that Mr. Ransdell has been contacted by other board members and they are working on this and they hope to have a district team work in collaboration with some board members.

**Committee Member Bonilla –**

1. He stated that he had Angela send an email to the board, but he wanted to share with the Board and the greater community that on June 28th there will be a fundraiser for the new Center City Mural. The location has been identified as Lake Avenue, and the owners of Colon Tire were happy and enthusiastic about having their building used.

**Committee Member Want –**

1. She stated that she wanted to give kudos to our elementary school that did fabulous jobs with their promotion ceremonies. The joy that they kids were showing and how happy the students and families were was amazing. This was a week long celebration at McDonough, and it included a PTA breakfast, celebrating the kids and the next steps for the students.
2. On Friday, at 12:30, at City Hall, there will be the raising of the Congolese flag, if anyone wants to attend.

**Committee Member O'Connell –**

2. He stated that just a reminder that the board does not meet in July but we will be back in August.
3. September 21st is the CelebratED celebration for the district and the city.
4. He stated that Committee Member Potter was married this week and thus this is the reason he is not in attendance tonight. He wanted to wish him well and to him and his bride congratulations and best wishes.
5. He wanted to bring to everyone's attention that Committee Member Baines is going to be celebrating his 50th wedding anniversary and he wished him congratulations on this milestone.
6. He wished the Mayor Happy Birthday.
7. FOOD PANTRY GRANT AWARD: It was indicated by Committee Member O'Connell that this item was brought to the attention of the clerk and himself and the mayor this morning. This is a late item that will need a motion to suspend the board rules. Mr. Ransdell stated that the district just received notification of the grant and that we would be

receiving it. It is to support the infrastructures of school food pantries to increase the ability to store and distribute healthy foods to our students and families who experience increased food insecurity. This is a grant given by the City of Manchester and the ARPA, with funds in the amount of $31,421.98.

*On motion of **Committee Member Baines,** duly seconded by **Committee Member O'Connell,** it was moved to suspend Board Rule 2.11 to allow a vote to be taken during new business. All were in favor and the motion passed.*

*On motion of **Committee Member Soule,** duly seconded by **Committee Member Parr,** it was moved to approve the acceptance of the ARPA funds grant in the amount of $31,421.98. All were in favor and the motion passed.*

**Committee Member Spillers –**

1. She stated that maybe the board could consider adding another meeting each month to keep the meetings and agendas from being so lengthy. There was a lengthy discussion. The board indicated that a few months back that they were looking at decreasing meetings, not adding meetings. The board clerk stated that this is not normal for meetings and agendas to be this long, but in preparation for the July shutdown, the June meetings tend to be longer than normal. Committee Member Baines concurred that the meetings since January have been some of the shortest meetings he has attended. He stated that the longer the meeting, the less efficient the meetings are. Committee Member O'Connell stated that he would work with the Mayor to try to decrease the length of future agendas.

**23.** A motion is in order to go into non-public session under the provisions of RSA 91-A:3 II (a, b, and c, e, j and l) and RSA 91-A:2, I (b and c): for the dismissal, promotion or compensation of any public employee or the hiring of any person as a public employee; and, for matters, which if discussed in public, would likely affect adversely the reputation of any person; consideration of negotiation of pending claims or litigation; consideration of confidential, commercial or financial information that is exempt from public disclosure under RSA 91-A:5, IV; consideration of legal advice provided by legal counsel, either in writing or orally; and, Strategy or negotiations with respect to collective bargaining.

*8:52 p.m.*

*On motion of **Committee Member Turner,** duly seconded by **Committee Member Baines,** it was moved to go into non-public session under the provisions of RSA 91-A:3 II (a, b, and c, e, j and l) and RSA 91-A:2, I (b): for the dismissal, promotion or compensation of any public employee or the hiring of any person as a public employee; and, for matters, which if discussed in public, would likely affect adversely the reputation of any person; consideration of negotiation of pending claims or litigation; consideration of confidential, commercial or financial information that is exempt from public disclosure under RSA 91-A:5, IV; consideration of legal advice provided by legal counsel, either in writing or orally; and, Strategy or negotiations with respect to collective bargaining.*

*Roll Call: Committee Members Turner, Parr, Soule, Bonilla, Bergeron, O'Connell, Potter, Spillers, Baines, Senecal, O'Neil, Gonzalez and Mayor Ruais voted yes. Committee Members Want and Argeropoulos were absent. Motion passed.*

**24.** A motion is in order to call the meeting back to order.

*9:18 p.m.*

*On motion of **Committee Member Soule,** duly seconded by **Committee Member Want,** it was moved to call the meeting back to order. All were in favor and the motion passed.*

*On motion of **Committee Member Want,** duly seconded by **Committee Member Soule,** it was moved to seal the minutes until the Board reviews the minutes at their next meeting for unsealing, as they could likely adversely affect the reputation of any person who is not a member of the public body or they could render a proposed action ineffective. All were in favor and the motion passed.*

*Unsealed Minutes:*

Present: Attorney Cox Pelletier, Jennifer Gillis, Andrew Toland, Nicole Doherty, Forrest Ransdell and Angela Leach.

1. Personnel items removed from the personnel report were discussed.
2. Negotiations of collective bargaining agreements were discussed.
3. Legal Updates were discussed with legal counsel.
4. Three (3) personnel matters were discussed.
5. Consideration of commercial and financial information was discussed.
6. Two legal matters were discussed.

*After all administration left the following items were discussed:*

1. *Two (2) Personnel matters were discussed.*

**ADJOURNMENT**

**25.** If there is no further business, a motion is in order to adjourn.

*On motion of* ***Committee Member Baines,*** *duly seconded by* ***Committee Member Argeropoulos,*** *it was moved to adjourn. All were in favor, meeting adjourned at 9:21 p.m.*

True Copy. Attest.

Respectfully Submitted,

Angela M Carey

Clerk of Committee

**June 24, 2024 Board of School Committee**

Consent Agenda Item 13 - Report of the Committee of Policy

1. Job Descriptions for Special Education and Related Service Providers - revised per Policy Committee meeting of June 5, 2024
    a. Physical Therapy Assistant
    b. Certified Occupational Therapy Assistant
    c. Speech Language Pathology Assistant

Fiscal Impact: Positions are budgeted on the contracted services line and will be brought into the general fund.

Wage/Salary Information:

- ***Physical Therapy Assistant***

  Wage: $25.00/hour — Hours/day: 7
  Days: 180 — FICA (7.65%): $2,409.75

- ***Certified Occupational Therapy Assistant***

  Wage: $32.00/hour — Hours/day: 7
  Days: 180 — FICA (7.65%): $3,084.48

- ***Physical Therapy Assistant***

  Wage: $32.00/hour — Hours/day: 7
  Days: 180 — FICA (7.65%): $3,084.48

**Manchester School District, SAU #37**
**Job Description**

| | | | |
|---|---|---|---|
| **Position Title:** | Physical Therapy Assistant | **Exempt:** | No |
| **Salary Grade/Range:** | Starting at $20.03 per hour (as of 7/2017) | **Non-Exempt:** | Yes |
| **Reports To:** | Physical Therapist | **Salaried:** | No |
| **Date Last Revised:** | June 2024 | **Hourly:** | Yes |
| **Approved By:** | | **Work-Year:** | 180 Days |
| **Incumbent:** | | **Unit Affiliation:** | None |

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## Minimum Qualifications and Requirements:

- Associates Degree in Physical Therapy Assistant Program from an accredited college or university recognized by the National Board for Certification of Physical Therapy.
    - Must have completed all fieldwork requirements of the Program.
    - Current and valid PTA license issued by the State of New Hampshire.
- Prior experience in a school setting with students is preferred.
- Experience implementing appropriate therapy under the direction of a Physical Therapist.
- Valid driver's license and own transportation.

## Specified Length/Hours of Position:

This is a non-affiliated 180 day position, which follows the terms of district policies.

## Knowledge, Skills and Abilities:

- Knowledge of Family Educational Rights and Privacy Act (FERPA), Section 504, and other federal and state laws and regulations regarding education and students and occupational therapy practice in schools.
- Knowledge of the Individuals with Disabilities Education Act (IDEA) and the IEP process.
- Knowledge of effective intervention strategies.
- Ability to apply problem solving processes and creative thinking skills.
- Ability to recognize student strengths and weaknesses in communication.
- Ability to maintain accurate student records.
- Ability to analyze and interpret assessment data.
- Ability to maintain confidentiality.
- Effective computer skills as needed for work.
- Strong communication and collaboration skills to work effectively with school staff, parents, and external professionals.
- Ability to work with teachers and students to demonstrate ways of supporting students in the regular classroom.
- Ability to work and communicate effectively with students who have various cognitive and physical limitations.

**Specific Core Function:**

Assist with evaluation of students' needs; assist in developing, monitoring and implementing therapy programs; and provide assistive services to the school personnel.

**Responsibilities of the Position:**

- Provides direct physical therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Works under the supervision of a Physical Therapist in adapting environment, tools and materials in order to improve student functioning in the classroom setting.
- Assists the Physical Therapist in assessing student's motor and developmental skills for the purpose of determining the student's deficits and developing recommendations.
- Attends IEP team meetings as requested in order to provide or receive information in order to implement school based physical therapy services.
- Consults with the Physical Therapist, other related service providers and teachers for the purpose of implementing, revising or making recommendations on IEP goal implementation.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons for the purpose of providing appropriate care to students and supporting the student's IEP plan for use in the classroom.
- Is knowledgeable in the use and care of therapeutic equipment.
- Maintains supplies, insuring cleanliness and proper working condition of all materials.
- Keeps data / records in cooperation with the Physical Therapist for the purpose of writing progress reports, IEP goal development, therapy logs, etc. as well as documenting activities for compliance with various state, federal and school district regulations.
- Provides training to school personnel in the use of adaptive equipment.
- Provides services in multiple school settings when required for student access.
- Works in conjunction with the Physical Therapist to research appropriate therapeutic approaches in addressing student's functional goals.
- Performs other related tasks as assigned by school and district administration including the School Principal(s), Assistant Principal for Student Services, Assistant Student Services Directors, and Executive Director of Student Services and Wellness.

**Essential Physical Abilities:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Ability to safely lift up to 50 pounds, bend, sit, stoop, stand, walk, carry.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment and in order to physically assist students.

**Supervision:**

The Physical Therapy Assistant will be supervised by a district Physical Therapist.

**Evaluation:**

Evaluation of this position shall be by a school Principal, Assistant Principal for Student Services, or district administrator.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

**Signature** **Date**

**Manchester School District, SAU #37**
**Job Description**

Position Title: Certified Occupational Therapy Assistant
Salary Range: TBD
Reports To: Occupational Therapist
Date Last Revised: June 2024
Approved By:
Incumbent:

Exempt No
Non-Exempt Yes
Salaried No
Hourly Yes
Work-Year: 180 days
Unit Affiliation: None

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Minimum Qualifications and Requirements:

- Associates degree from an accredited associates degree Occupational Therapy. Assistant program recognized by the National Board for Certification of Occupational Therapy and completion of all fieldwork requirements.
- Current and valid COTA license issued by the State of New Hampshire.
- Prior experience in a school setting is preferred.
- Experience implementing appropriate therapy under the direction of an Occupational Therapist.
- Experience assessing and selecting assistive technology in a school setting is preferred.
- Valid driver's license and own transportation.

Specified Length/Hours of Position:

This is a non-affiliated 180 day position, which follows the terms of district policies.

Knowledge, Skills and Abilities:

- Knowledge of Family Educational Rights and Privacy Act (FERPA), Section 504, and other federal and state laws and regulations regarding education and students and occupational therapy practice in schools.
- Knowledge of the Individuals with Disabilities Education Act (IDEA) and the IEP process.
- Knowledge of effective intervention strategies.
- Ability to apply problem solving processes and creative thinking skills.
- Ability to recognize student strengths and weaknesses in communication.
- Ability to maintain accurate student records.
- Ability to analyze and interpret assessment data.
- Ability to maintain confidentiality.
- Effective computer skills as needed for work.
- Strong communication and collaboration skills to work effectively with school staff, parents, and external professionals.
- Ability to work with teachers and students to demonstrate ways of supporting students in the regular classroom.
- Ability to work and communicate effectively with students who have various cognitive and physical limitations.

Responsibilities of the Position:

- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Adapts school and classroom environment, tools and materials under the supervision of the Occupational Therapist for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
- Assists Occupational Therapist with assessing students' fine motor and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.) for the purpose of determining their deficits and developing recommendations.
- Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information, including best practices for school OT delivery.
- Consults with occupational therapists, other related service providers and teachers for the purpose of implementing, revising or making recommendations on IEP goal implementation.
- Prepares written materials (e.g. activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Is knowledgeable in the use and care of therapeutic equipment.
- Maintains supplies, insuring cleanliness and proper working condition of all materials.
- Keeps data / records in cooperation with the Occupational Therapist for the purpose of writing progress reports, IEP goal development, therapy logs, etc. as well as documenting activities for compliance with various state, federal and school district regulations.
- Provides training to school personnel in the use of adaptive equipment.
- Provides services in multiple school settings when required for student access.
- Performs other related tasks as assigned by school and district administration including the School Principal(s), Assistant Principal for Student Services, Assistant Student Services Directors, and Executive Director of Student Services and Wellness.

Supervision: The Certified Occupational Therapy Assistant will be supervised by a district Occupational Therapist.

Evaluation: Evaluation of this position shall be by a school Principal, Assistant Principal for Student Services, or district administrator.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature Date

Updated [NEW]

**Manchester School District, SAU #37**
**Job Description**

**Position Title:** Speech Language Pathology Assistant
**Salary Range:** TBD
**Reports To:** Speech Language Pathologist
**Date Last Revised:** June 2024
**Approved By:**
**Incumbent:**

**Exempt** No
**Non-Exempt** Yes
**Salaried** No
**Hourly** Yes
**Work-Year:** 180 days
**Unit Affiliation:** None

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**Minimum Qualifications and Requirements:**

- Associates degree or higher in speech-language pathology, communications sciences and disorders, or communications disorders from a program accredited by the Council on Academic Accreditation in Speech-Language Pathology or other organization approved by the Board.
- Current and valid speech language pathology assistant (SLPA) license issued by the State of New Hampshire.
- Prior experience in a school setting is preferred.
- Experience implementing appropriate therapy under the direction of speech language pathologist or NH speech language specialist.
- Valid driver's license and own transportation.

**Specified Length/Hours of Position:**

This is a non-affiliated 180 day position, which follows the terms of district policies.

**Knowledge, Skills and Abilities**:

- Knowledge of Family Educational Rights and Privacy Act (FERPA), Section 504, and other federal and state laws and regulations regarding education and students and occupational therapy practice in schools.
- Knowledge of the Individuals with Disabilities Education Act (IDEA) and the IEP process.
- Knowledge of effective intervention strategies.
- Ability to apply problem solving processes and creative thinking skills.
- Ability to recognize student strengths and weaknesses in communication.
- Ability to maintain accurate student records.
- Ability to analyze and interpret assessment data.
- Ability to maintain confidentiality.
- Effective computer skills as needed for work.
- Strong communication and collaboration skills to work effectively with school staff, parents, and external professionals.
- Ability to work with teachers and students to demonstrate ways of supporting students in the regular classroom.
- Ability to work and communicate effectively with students who have various cognitive and physical limitations.

**Specific Core Function:**

Assist speech-language pathologists in screening, evaluating, diagnosing, and treating disorders of communication. Assist in identifying and treating individuals who have communication disorders. This may include disorders of speech, articulation, fluency, voice, verbal and written language, auditory comprehension, cognition communication and swallowing disorders. Speech-language assistants do not act independently, and must work under the direction and supervision of a licensed speech-language pathologist.

**Responsibilities of the Position:**

- Assist the speech-language professional during screenings and assessments (without clinical interpretation).
- Follow documented treatment plans/individual educational plans or protocols under the direction of the supervising speech-language pathologist/specialist ("speech language professional") and/or other licensed professionals.
- Provides direct speech language therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Assists speech language professionals in individualized strategies, accommodations and the use of adaptive equipment for individual students.
- Assist in maintaining accurate and up-to-date records and progress reports.
- Assist with Medicaid billing.
- Assist with the transportation of students to and from speech therapy sessions.
- Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information, including best practices for school-based speech language therapy delivery.
- Consults with speech language professional, other related service providers and teachers for the purpose of implementing, revising or making recommendations on IEP goal implementation.
- Keeps data/records in cooperation with the speech language professional for the purpose of writing progress reports, IEP goal development, therapy logs, etc. as well as documenting activities for compliance with various state, federal and school district regulations.
- Provides services in multiple school settings when required for student access.
- Performs other related tasks as assigned by school and district administration including the School Principal(s), Assistant Principal for Student Services, Assistant Student Services Directors, and Executive Director of Student Services and Wellness.

**Supervision:** The speech language pathology assistant will be supervised by a district speech language pathologist or speech language specialist.

**Evaluation:** Evaluation of this position shall be by a school Principal, Assistant Principal for Student Services, or district administrator.

**Essential Physical Abilities:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

My signature below indicates that I have read and understand the contents of this Job Description.

**Signature** **Date**

Updated [NEW]

# MANCHESTER SCHOOL DISTRICT

**TITLE**: Food Pantry Grant Awards

**BOARD OF SCHOOL COMMITTEE MEETING OF:6/24/24**

ACTION: ____X_____ CONSENT:_____ INFORMATION: _____

**BACKGROUND:**

The City of Manchester through the City Health Department has made available to Manchester Schools a grant to establish or improve the food pantries available in our schools. The purpose of the grant is to support the infrastructure of school food pantries to increase their ability to store and distribute healthy foods to MSD student and families who experience increased food insecurity. The initiative is part of the Manchester Health Food Access Strategic Plan (HFASP) funded through the American Rescue Plan Act (ARPA) The grants stated goal timeline is to have the improvements in place by September of 2024.

Proposals were solicited from all of our schools for consideration of the following proposal types.

- Acquisition of appliances (e.g., refrigerators, freezers, coolers) to store/ preserve food
- Acquisition of shelving, display cases, carts to store/distribute food
- Capital improvements (e.g., electrical upgrades to accommodate appliances) directly related to increasing the ability to store and distribute healthy foods to students and families
- Other equipment purchases that enable or enhance healthy food storage and distribution to students and families.

7 of our schools made applications for a grant. Grants were awarded in the following amounts:

| | |
|---|---|
| Gossler Park $3,715.87 | $3,715.87 |
| Webster Elementary School | $7,099.55 |
| Middle School at Parkside | $4,982.56 |
| Beech St. Elementary School | $3,985.96 |
| Manchester Adult High School | $869.99 |
| Manchester West High School | $6,782.09 |
| Weston Elementary School | $4,525.96 |

Total District Award: $31,421.98

**FISCAL IMPACT:**
None

FISCAL VERIFICATION: KD

**RECOMMENDATION**:
The Board of School Committee move to approve the acceptance of the ARPA funds donation in the amount of $31,421.98

Prepared by:

Forrest Ransdell
Forrest Ransdell
Assistant Superintendent, Operations

Presented by:

Forrest Ransdell
Forrest Ransdell
Assistant Superintendent, Operations

Approved by:

Dr. Jennifer Gillis
Superintendent

Forrest Ransdell <fransdell@mansd.org>

# School Food Pantry Funding Total - Next Steps?

1 message

**Michaud,Elaine** <emichaud@manchesternh.gov> Mon, Jun 24, 2024 at 11:29 AM
To: Jennifer Gillis <jgillis@mansd.org>, Forrest Ransdell <fransdell@mansd.org>
Cc: "Thomas, Anna" <ATHOMAS@manchesternh.gov>

Good Morning!

With the June 14th deadline having passed (and having given two schools a 1-week extension), we have received seven (7) applications for funding totaling, $31,421.98. Details are below.

Please let me know what information you require from us to submit this funding through the School Board for approval – and what the timeline for potential approval will be. I would like to notify the schools that their requested amounts have been approved by MHD under ARPA – but that the School Board approval process must be completed before the funds can be distributed – so that they can plan accordingly.

Please note that all the schools indicated the intent to use the funds to have the pantries in operation before the start of the coming school year.

I look forward to hearing from you. Thank you!

| School – Census Tracts | Contact | Estimated # Served | Amount Requested/Approved |
|---|---|---|---|
| **Gossler Park**<br>**Tracts 20 & 21** | Stephanie Emmons<br>semmons@mansd.org<br>603.624.6327<br>207.212.4400 mobile | 25-30 families<br>bi-weekly | $3,175.87 |
| **Webster Elementary**<br>**Tracts 6 & 2004** | Stacey Evans<br>sevans@mansd.org<br>603.624.6344<br>603.365.8147 mobile | 200 individuals weekly | $7,099.55 |
| **Parkside Middle**<br>**Tracts 20 & 21** | Jillian Record<br>jillianrecord@mansd.org<br>603.624.6356 | 240 individuals monthly | $4,982.56 |

| School – Census Tracts | Contact | Estimated # Served | Amount Requested/Approved |
|---|---|---|---|
| | 603.498.0740 mobile | | |
| **Beech Street Elementary**<br>**Tract 19** | Kathleen Wheeler<br>kwheeler@mansd.org<br>603.624.6314 | 450 unique individuals per<br>School Year | $3,985.96 |
| **Manchester Adult High School**<br>**Tracts 6,14,15,16, 19, 20, 2004** | Rob Kleinman<br>rkleinman@mansd.org<br>603.703.0236<br>603.403.2360 mobile | 200 unique individuals annually;<br>Year-round<br>program | $869.99 |
| **West HS**<br>**Tract 20** | eglass@mansd.org<br>603.624.6384<br>603.866.0928 mobile | 100 individuals weekly | $6,782.09 |
| **Weston Elementary**<br>**Tracts**<br>**11,12,13,16,17** | Madison Kinsbury<br>mkingsbury@mansd.org<br>603.624.6347 x1025<br>802.522.9525 mobile | 150 individuals | $4,525.96 |
| | | | |
| **Total:** | | | **$31,421.98** |

Best, Elaine

Elaine M. Michaud, JD, MPH,

Chief Strategist, Health Promotion & Prevention

Manchester Health Department

1528 Elm Street

Manchester, New Hampshire 03101

emichaud@manchesternh.gov

P: (603) 657-2701

F: (603) 624-6584

# 5th Grade Expansion STAFFING Tracker

## Hillside

| Position Requested: | Position Allocated: | Position Filled or Posted: |
|---|---|---|
| Grade 5-1 | Yes | Filled |
| Grade 5-2 | Yes | Filled |
| Grade 5-3 | Yes | Filled |
| Grade 5-4 | Yes | Filled |
| Grade 5-5 | Yes | Filled |
| Grade 5-6 | Yes | Filled |
| Grade 5-7 | Yes | Filled |
| Grade 5-8 | Yes | Filled |
| Grade 5-9 | Yes | Filled |
| Grade 5-10 | Yes | Posted |
| Assistant Principal 1 | Yes<br>New Position | Filled |
| Guidance Grade 5 | Yes<br>New Position | Filled |
| Special Ed Grade 5 | Yes<br>New Position | Filled |
| Special Ed Grade 5 | Yes<br>New Position | Posted |
| Special Ed Grade 5 | Yes<br>New Position | Posted |

| | | |
|---|---|---|
| EL 1 | Yes<br>New Position | Filled |
| EL 2 | Yes<br>New Position | Posted Pending Transfer |
| EL 3 | Yes<br>New Position | Posted pending Transfer |
| P.E. - 1 | Yes<br>New Position | Filled |
| Lang Arts Ess - 1 | Yes<br>New Position | Filled |
| Music - 1 | Yes<br>New Position | Filled |
| Art - 1 | Yes<br>New Position | Posted |

Hillside Overview:
22 additional positions allocated*
8 filled by direct transfer
10 positions allocated by efficiencies (transfer of open positions from the Wilson closure or related moves)
17 positions filled
5 remain posted (candidates pending for 2)

## McLaughlin

| Position Requested | Position Allocated: | Position Filled or Posted: |
|---|---|---|
| Grade 5-1 | Yes | Filled |
| Grade 5-2 | Yes | Filled |
| Grade 5-3 | Yes | Filled |
| Grade 5-4 | Yes | Filled |
| Grade 5-5 | Yes | Filled |
| Grade 5-6 | Yes | Filled |
| Grade 5-7 | Yes | Filled |
| Grade 5-8 | Yes | Filled |
| Grade 5-9 | Yes | Posted |
| Grade 5-10 | Yes | Posted |
| Assistant Principal 1 | Yes<br>New Position | Filled |
| Guidance 1 | Yes<br>New Position | Filled |
| Special Ed 1 | Yes<br>New Position | Posted |

| | | |
|---|---|---|
| Special Ed 2 | Yes<br>New Position | Posted |
| Special Ed 3 | Yes<br>New Position | Posted |
| P.E. | Yes<br>New Position | Filled |
| Art | Yes<br>New Position | Posted |
| Music | Yes<br>New Position | Filled |
| FACS | Yes<br>New Position | Filled |

McLaughlin Overview:
19 additional positions allocated
13 filled by direct transfer
5 positions allocated by efficiencies (transfer of open positions from the Wilson closure or related moves)
14 positions filled
5 positions remain posted

Other Positions added to the middle schools to bolster student and staff support in recent years.

Parkside:

Social Worker 1
School Counselors 1 for grade 5
Restorative Justice Coordinator 1
Math Essentials 3
LA Essentials 3
Instructional Coaches 2
Office of Youth Services - .5

Southside:
Language Arts essentials - 1
Reading intervention - 1
Math essentials - 1
School Counselor - 1 for grade 5

One Social Worker
Instructional Coaches - 2
Social Worker - 1
Restorative classrooms - 2
Office of Youth Services - .5

Hillside

Language Arts Essentials - 2
Math Essentials - 2
School Counselor - 1 for grade 5
2 instructional coaches - 2
1 Amoskeag Health - 1
Gear Up (coming) - 1,
Office of Youth Services .5

McLauglin

LA essentials - 2
Math Essentials - 2
School Counselor - 1 for grade 5
Instructional coach - 2
Office of Youth Services - .5

# Jobs Opening Report as of 6/24/24

| School | Classroom Teacher Openings | Other Teacher Openings (ESOL, SPED, Art, Music, etc) | Specialist Openings (BCBA, Social W, Counselor, Speech, etc) | Paraeducator Openings | Dir, Admin, School Food, 21st CC, Tech, others Openings | Total Openings |
|---|---|---|---|---|---|---|
| Bakersville | 3 | 3 | 1 | 1 | 0 | 8 |
| Beech | 1 | 1.5 | 0 | 0 | 0 | 2.5 |
| Gossler Park | 0 | 3 | 0 | 2 | 1 | 6 |
| Green Acres | 1 | 1.5 | 0 | 0 | 0 | 2.5 |
| Highland | 0 | 2 | 1 | 3 | 0 | 6 |
| Jewett | 1 | 0 | 3 | 1 | 0 | 5 |
| McDonough | 0 | 0 | 0 | 2 | 0 | 2 |
| Northwest | 1 | 0.5 | 0 | 4 | 0 | 5.5 |
| Parker Varney | 4 | 1 | 2 | 10 | 1 | 18 |
| Smyth Road | 0 | 2 | 0 | 8 | 0 | 10 |
| Weston | 0 | 0.5 | 0 | 2 | 0 | 2.5 |
| Webster | 1 | 0 | 1 | 3 | 1 | 6 |
| Wilson | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| Hillside | 2 | 4 | 1 | 2 | 0 | 9 |
| McLaughlin | 1 | 7 | 1 | 2 | 0 | 11 |
| Parkside | 1 | 0 | 0 | 3 | 0 | 4 |
| Southside | 1 | 0 | 0 | 2 | 0 | 3 |
| | | | | | | |
| Central | 0 | 1 | 2 | 0 | 0 | 3 |
| Memorial | 1 | 0 | 0 | 5 | 0 | 6 |
| MST | 5.5 | 0 | 0 | 0 | 0 | 5.5 |
| West | 2 | 2 | 0 | 0 | 0 | 4 |
| | | | | | | |
| | | | | | | |
| District Wide | 0 | 2 | 6 | 4 | 22 | 34 |
| **TOTALS** | **25.5** | **31** | **18** | **54** | **25** | **153.5** |