

AGENDA

BOARD OF SCHOOL COMMITTEE MANCHESTER SCHOOL DISTRICT SAU #37

April 11, 2022

**Mayor and all School Board Members
Student Member Rachel Barry (MHS)**

6:30 p.m.

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Craig calls the meeting to order.
2. Mayor Craig calls for the Pledge of Allegiance.
3. A moment of silence is observed.
4. The Clerk calls the roll.

PUBLIC FORUM

5. 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.
6. If there is no one else present wishing to speak, a motion is in order to take all comments under advisement and further to receive and file any written documentation presented.
7. Response to Public Comment
(Note: Motions limited to sending items to Committees only.)

8. **RECOGNITION/PRESENTATIONS**

9. **ACTION AGENDA**

10. 2022-2023 School Calendar – by Assistant Superintendent Amy Allen **1 – 3**
Ladies and Gentlemen, what is your pleasure?
11. Directors and Coordinators Contract – by Attorney Katie Cox Pelletier **4 – 24**
Ladies and Gentlemen, what is your pleasure?

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12. Certified Instructors Memorandum of Agreement (MOA) for Health Safety – 25 – 30
by Attorney Katie Cox Pelletier
Ladies and Gentlemen, what is your pleasure?

13. **CONSENT AGENDA (ITEMS 13 – 20)**

14. Mayor Craig 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, one motion only will be taken at the conclusion of the presentation.
15. Approval of minutes from the Board of School Committee meetings on: March 28, 2022, regular meeting.
16. Report(s) of the Committee of Policy, if available.
17. Report(s) of the Committee of Teaching and Learning, if available.
18. Report(s) of the Committee of Finance and Facilities, if available.
19. Report(s) of the Committee of Student Conduct, if available.
20. Report(s) of the Special Committee on the Superintendent Search, if available.
- a. Contracting with New Hampshire Listens on Community Outreach 31 – 34
Planning and Surveys

**LADIES AND GENTLEMEN, HAVING DULY READ THE CONSENT AGENDA, A
MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

COMMUNICATIONS

21. Superintendent's Communications.
- a) Board Updates 35 – 42
- b) Interactive Touch Screen Panels Brief Update – by Stephen Cross

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22. Board of School Committee Members' Communications.

- a) Job Openings List **43 – 50**
(Note: This item is for informational purposes only and no action is required.)
- b) Letter to the Senate regarding House Bill 1417-FN-L – by Committee **51 – 52**
Member Parr
Ladies and Gentlemen, what is your pleasure?

23. Personnel Report.

Ladies and Gentlemen, what is your pleasure? **CONFIDENTIAL 53 – 75**

TABLED ITEMS

(A motion would be in order to remove any item from the table.)

24. NEW BUSINESS

- 25.** A motion is in order to go into non-public session under the provisions of RSA 91-A:3 II (a, b, 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.

A roll call is required on the motion.

- 26.** A motion is in order to call the meeting back to order.
If the board so desires, a motion is in order to seal the minutes of the non-public session.

ADJOURNMENT

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

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Sherri Nichols; the 504 Coordinator is Mary Steady.

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MANCHESTER SCHOOL DISTRICT

TITLE: 2022- 2023 School Calendar

BOARD OF SCHOOL COMMITTEE MEETING OF: April 11, 2022

ACTION: X CONSENT: _____ INFORMATION: _____

BACKGROUND:

Here is the proposed school calendar for the 2022-2023 school year. This proposed calendar was composed through consultation with administration and teachers. The 2020-2021 and 2021-2022 calendars were composed with extra professional development days, with this current year, being dedicated predominately to Kagan Structures. The administration is proposing 4 extra professional development days for educators to focus on curriculum work, Amplify and Ready Math implementation, as well as the core mandatory trainings that are required by state and federal law. This administration will send a 2022-2023 school year professional development plan to the committee on teaching and learning for review.

Professional learning days were approved activity and resource in our approved ESSER plan.

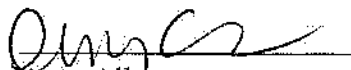
FISCAL IMPACT: The total cost to adding 4 professional learning days to the 2022-2023 school year is \$518,000 per day for a total of \$ 2,072,000 to be paid with ESSER funding.

FISCAL VERIFICATION: KA

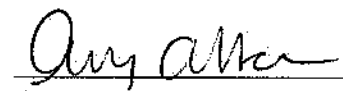
RECOMMENDATION:

That the Board of School Committee moves to approve the 2022-2023 School Year Calendar.

Prepared by:


Amy Allen
Assistant Superintendent

Presented by:


Amy Allen
Assistant Superintendent

MANCHESTER SCHOOL DISTRICT SCHOOL CALENDAR — 2022-2023

2022												
Aug./September (18)						February (17)						
M	T	W	T	F		M	T	W	T	F		
W	W	W	W	W				1	2	3		
H	6	7	8	9		6	7	8	9	10		
12	W	14	15	16		13	14	15	16	17		
19	20	21	22	23		H	21	22	23	24		
26	27	28	29	30		X	X					
October (19)						March (19)						
M	T	W	T	F		M	T	W	T	F		
3	4	5	6	7				X	X	X		
H	11	12	13	14		6	7	8	9	10		
17	18	W	20	21		[58]	13	14	15**	16	17	
24	25	26	27	28		W	21	22	23	24		
31						27	28	29	30	31		
November (17)						April (15)						
M	T	W	T	F		M	T	W	T	F		
	1	2	3	ER		3	4	5	6*	7 [44]		
7	W	9	10*	H [44]		10	11	12	13	14		
14	15	16	17	18		17	18	19	20	21		
21	22	X	H	X		X	X	X	X	X		
28	29	30										
December (17)						May (22)						
M	T	W	T	F		M	T	W	T	F		
			1	2		1	2	3	4	5		
[58]	5	6**	7	8	9	8	9	10	11	12		
12	13	14	15	16		15	16	17	18	19		
19	20	21	22	ER		22	23	24	25	26		
X	X	X	X	X		H	30	31				
2023												
January (20)						June (11)						
M	T	W	T	F		M	T	W	T	F		
X	3	4	5	6					1	2		
9	10	11	12	13		5	6	7	8	9 [44]		
H	17	18	19	20		[59]	12	13	14	15	W	
23	24	25*	26	27 [43]		MU	MU	MU	MU	MU		
30	31					MU	MU					
August 29-September 2						Teacher Professional Learning Days						Monday-Friday
September 2						Paraprofessional Learning Day						Friday
September 5						Labor Day Holiday						Monday
September 6						First Day of School for Students						Tuesday
September 9						First Day of School for Pre-School Students						Friday
September 13						City Primary Voting Day (Teacher/Paraprofessional Professional Learning Day)						Tuesday
October 10						Columbus Day Holiday						Monday
October 19						Teacher Professional Learning Day						Wednesday
November 8						City Election Voting Day (Teacher/Paraprofessional Professional Learning Day)						Tuesday
November 11						Veterans' Day Holiday						Friday
November 23-25						Thanksgiving Holiday School Break						Wednesday-Friday
December 26-January 2						December School Vacation						Monday-Monday
January 16						Dr. Martin Luther King, Jr. Day Holiday						Monday
February 20						President Washington's & Lincoln's Birthdays						Monday
February 27-March 3						February School Vacation						Monday-Friday
March 20						Teacher Professional Learning Day						Monday
April 24-28						April School Vacation						Monday-Friday
May 29						Memorial Day Holiday						Monday
June 15						Last Day of School for Students						Thursday
June 16						Teacher Professional Learning Day						Friday

The calendar is in conformance with state requirements for instructional hours. School will close for students on **June 15, 2023**

(175 Student Days/185 Teacher Days) **HS GRADUATION – June TBD 2023**

H-Holidays W-Professional Learning Days X-School Recess ER-Early Release Elementary Only (No pm Pre-K)

***End of quarter (Middle/High Schools) **End of trimester (Elementary Schools) MU-Make up days if needed**

First Day of School for Students

September 6, 2022	(Tuesday)	First Day of School
Sept. 6-8, 2022	(Tuesday-Thursday)	Kindergarten Orientation and Assessment
September 9, 2022	(Friday)	First Day for Pre-school

Holidays (H)

September 5, 2022	(Monday)	Labor Day Holiday
October 10, 2022	(Monday)	Columbus Day Holiday
November 11, 2022	(Friday)	Veterans' Day Holiday
November 23-25, 2022	(Wednesday-Friday)	Thanksgiving Holiday Break
January 16, 2023	(Monday)	Dr. Martin Luther King, Jr. Day Holiday
February 20, 2023	(Monday)	Pres. Washington's & Lincoln's Birthdays
May 29, 2023	(Monday)	Memorial Day Holiday

Paraprofessional Professional Learning Days

September 2, 2022	(Friday)
September 13, 2022	(Tuesday)
November 8, 2022	(Tuesday)

Professional Learning Days (W)

Aug. 29-Sept. 2, 2022	(Monday-Friday)	
September 13, 2022	(Tuesday)	City Primary Voting Day
October 19, 2022	(Wednesday)	
November 8, 2022	(Tuesday)	City Election Voting Day
March 20, 2023	(Monday)	
June 16, 2023	(Friday)	

School Vacations (X)

December 26, 2022	(Monday) through January 2, 2023 (Monday)
February 27, 2023	(Monday) through March 3, 2023 (Friday)
April 24, 2023	(Monday) through April 28, 2023 (Friday)

Last Day of School

June 15, 2023	(Thursday)
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Progress Reports and Report Cards Primary and Intermediate Trimester Dates 2022-2023

FIRST TRIMESTER

Week of	October 17, 2022	Progress Reports
	November 3, 2022	Parent Conferences - (3:00-6:00 pm)
	November 4, 2022	Parent Conferences - (11:50-2:50 pm)
		Early Student Release (11:15 am)
	December 6, 2022	First Trimester Ends
Week of	December 19, 2022	Report Card Distribution
	December 23, 2022	Early Student Release - (11:15 am)
		Early Teacher Release - (11:30 am)

SECOND TRIMESTER

Week of	January 23, 2023	Progress Reports
	March 15, 2023	Second Trimester Ends
Week of	March 27, 2023	Report Card Distribution

THIRD TRIMESTER

Week of	May 8, 2023	Progress Reports
	June 15, 2023	Third Trimester Ends w/Distribution of Report Cards

MANCHESTER SCHOOL DISTRICT

TITLE: Directors and Coordinators Tentative Agreement

BOARD OF SCHOOL COMMITTEE _____ **MEETING OF:** 4/11/22

ACTION: _x_ **CONSENT:** _____ **INFORMATION:** _____

BACKGROUND:

A Tentative Collective Bargaining Agreement between the Manchester School District and the Directors and Coordinators Union for years 2022-2024.

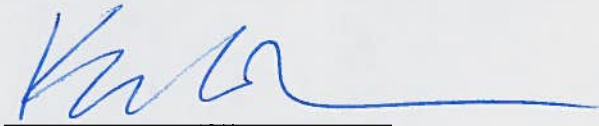
FISCAL IMPACT: \$57,327 for FY22-FY24.

FISCAL VERIFICATION: AD

RECOMMENDATION:

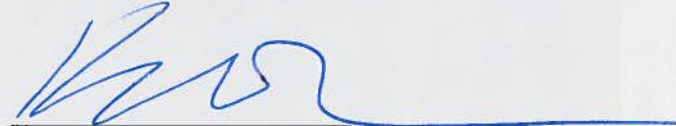
That the Board approve this Collective Bargaining Agreement with the Directors and Coordinators Union and forward to the Board of Mayor and Aldermen.

Prepared by:



Kathryn Cox Pelletier
Attorney

Presented by:



Kathryn Cox Pelletier
Attorney

AGREEMENT BETWEEN
**MANCHESTER SCHOOL DISTRICT
AND
TEAMSTERS UNION LOCAL NO. 633 OF N.H.**

Affiliated with the International Brotherhood of Teamsters

~~July 1, 2019~~

~~To~~

~~June 30, 2021~~

Expires June 30, 2024

(Directors and Coordinators)

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ARTICLE ONE

Purpose

The objectives of this Agreement are the promotion of harmonious and cooperative relations between the Manchester School District, the Union and members thereof; and the establishment of an equitable and peaceful procedure for the resolution of differences arising between them concerning wages, hours and other conditions of employment other than managerial policy within the exclusive prerogative of the public employer as defined in RSA 273-A. This statement of purpose shall not be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE TWO

Recognition

2.1 The Manchester School District hereby recognizes Teamsters Local 633 of New Hampshire, hereinafter, the "Union", as the exclusive representative of the bargaining unit for the purpose of collective bargaining with respect to wages, hours and other terms and conditions of employment other than managerial policy within the exclusive prerogative of the public employer as specified in RSA 273-A:1, XI. Such managerial prerogatives shall not be subject to the grievance and arbitration provisions of this Agreement.

2.2 The bargaining unit is defined as follows:

All regular full-time employees of the Manchester School District in the classifications of Attendance Coordinator, Community Relations Coordinator, Court Liaison, DHH Program Coordinator, Director of School Food and Nutrition, District Grant Writer, IT Help Desk Coordinator, Medicaid Coordinator, Senior Accountant, SPED Coordinator, and Transportation Coordinator, (1/15/2010) Data Analyst added to bargaining unit (See PELRB Case No. E-0021-1), English Learner Instruction Director, 21st CCLC Director, Director of Adult Education.

All other employees are excluded from the bargaining unit.

When a position in a new job classification is created, the Superintendent or his/her designee shall give written notice to the bargaining unit.

ARTICLE THREE

Management's Rights

The Board of School Committee of the Manchester School District, the Superintendent, the Assistant Superintendents, and his/her designee(s) shall continue to have, whether exercised or not, all the rights, powers and authority heretofore existing, including but not limited to the following:

The Board of School Committee and/or the Superintendent, the Assistant Superintendents and their designee(s) shall determine the levels and standards of service to be offered by the Manchester School District, determine the standards of selection for employment and promotion, direct the bargaining unit members, take disciplinary action, relieve bargaining unit members from duty because of lack of work, budgetary constraints or for other legitimate reasons; issue and enforce rules and regulations; maintain the efficiency of governmental operations; determine the means, methods and personnel by which the School District's operations are to be conducted; determine the content of job classifications; exercise complete control and discretion over its organization and the technology of performing its work; and fulfill all of its legal responsibilities.

All of the rights, responsibilities and prerogatives that are inherent in the Board of School Committee, the Superintendent, the Assistant Superintendents and their designee(s) by virtue of statutory and charter provisions cannot be subject to any grievance or arbitration proceeding.

ARTICLE FOUR

Contracting and Subcontracting Out

4.1 The right of any public agency or private individual(s) or business(es), other than the Manchester School District, to contract for work of the nature ordinarily performed by the Manchester School District, shall not be affected by this Agreement.

4.2 The Manchester School District recognizes the concern of the Union in regard to contracting or subcontracting work which results in a reduction of the work force.

4.3 If the Board of School Committee, and/or the Superintendent changes the method of operations which involves contracting out work which is now being performed by bargaining unit employees, the Board of School Committee and/or the Superintendent will give notice to the Union of its intention. In those cases where bargaining unit members are not absorbed into other School District positions, the Board of School Committee and/or Superintendent will provide as much advance notice of impending lay-off as is reasonably possible. The bargaining unit member shall have priority for another open position within this unit for which they are qualified if all other hiring factors are equal.

ARTICLE FIVE

Stability of Agreement

5.1 This Agreement represents the entire agreement between the parties hereto and may not be modified in whole or in part except by an instrument in writing, duly executed by both parties.

5.2 Should any article, section or portion thereof of this Agreement be determined to be invalid because it is in conflict with a Federal or State law or be held to be unenforceable by any court of competent jurisdiction, such determination shall apply only to the specific article, section or portion thereof specified in the decision; provided, however, that all other provisions of this Agreement and the application thereof shall remain in full force and effect.

ARTICLE SIX

No Strike or Lockouts

6.1 No bargaining unit member shall engage in, induce or encourage any strike, work stoppage, sick-in, sick-out, work slowdown, work to rule, or withholding of services from the Manchester School District.

6.2 The Union agrees that neither it, nor any of its officers or agents, national or local, will call, institute, authorize, participate in, sanction or ratify any such strike, work stoppage, sick-in, sick-out, work slowdown, work to rule, or withholding of services from the Manchester School District. In the event of any such activity, the Manchester School District shall not be required to negotiate on the merits of the dispute which gave rise to such activity until any and all such activity has ceased.

6.3 Should any bargaining unit member(s) engage in any activity prohibited in Section 6.1, above, the Union shall forthwith disavow any such activity in writing and shall take all reasonable means to induce such bargaining unit member(s) to terminate such activity forthwith,

including but not limited to any and all disciplinary measures which may be taken pursuant to the Union's Constitution and By-laws, or similar governing document.

6.4 In the event of any activity prohibited under Section 6.1, above, bargaining unit members participating in the same shall be subject to disciplinary action, including immediate termination.

6.5 The Manchester School District will not engage in any lockout.

ARTICLE SEVEN

Rules and Regulations

The rules and regulations of the Manchester School District which are now in effect or which may be promulgated or amended by the Board of School Committee or the Superintendent shall be the prime governing factor in the conduct and actions of all bargaining unit members and every such member shall be thoroughly conversant with them.

ARTICLE EIGHT

Non-Discrimination

The Board of School Committee, the Superintendent, the Assistant Superintendents, and their designee(s) and the Union agree that there will be no discrimination against bargaining unit members on account of membership or non-membership in the Union.

The Union officers and members agree not to bar bargaining unit members from joining or remaining in the Union, except for non-payment of dues.

ARTICLE NINE

Hours of Work

9.1 Bargaining unit members shall be assigned to work five (5) days per week, forty (40) hours per week. Determination of the work schedules shall be made by the Superintendent or his/her designee.

ARTICLE TEN

Sick Leave Accrual and Payment

10.1 All bargaining unit members hired by the District prior to July 1, 2007 shall be entitled to paid sick leave which shall accrue at the rate of one and one-quarter (1 ¼) workdays for each completed month of service. Accrual shall include the six (6) month probationary period, but employees will not be allowed to use sick leave until they have satisfactorily completed the probationary period. Unused sick leave may be accumulated up to a maximum of one hundred twenty (120) workdays.

Employees hired after the July 1, 2007, shall be entitled to paid sick leave which shall accrue at the rate of one and one-quarter (1 ¼) workdays for each completed month of service. Accrual shall include the six (6) month probationary period, but employees will not be allowed to use sick leave until they have satisfactorily completed the probationary period. Unused sick leave may be accumulated up to a maximum of ninety (90) workdays.

10.2 Bargaining unit members eligible for sick leave with pay may use such sick leave for absence due to their illness or injury, or for the bargaining unit member's exposure to contagious disease.

Bargaining unit members shall be required to substantiate sick leave in excess of three (3) days with a letter from a qualified physician or any other excuse acceptable to the Superintendent or his/her designee(s). In the case of chronic absenteeism or if the Superintendent or his/her designee(s) has reason to believe that a bargaining unit member is abusing his/her sick leave, he/she shall give the bargaining unit member a written warning. If the suspected abuse continues, the Superintendent or his/her designee(s) may request a doctor's certificate for each period of illness.

If, after a written warning has been issued, there is a substantial improvement in the bargaining unit member's sick leave record for twelve (12) months, the written warning shall be removed from the bargaining unit member's record.

10.3 When a bargaining unit member terminates his/her employment with the Manchester School District, all sick leave credits shall be canceled, except in cases of paid retirement with twenty (20) years of service in the Manchester School District. In such cases, accrued sick leave shall be payable to the bargaining unit member or his/her designated beneficiary; provided however, that payment shall not exceed ninety (90) days.

Employees hired after July 1, 2009 shall be entitled to payment for accrued sick leave, under the conditions specified above; provided however, that payment shall not exceed sixty (60) days.

10.4 Bargaining unit members must use all of their accrued sick leave and all other accrued paid leave before they will be allowed to use unpaid leave for personal illness or injury or exposure to contagious disease.

10.5 Absence Without Leave

Any bargaining unit member who is absent from duty shall report the reason therefor to his/her supervisor prior to the date of absence unless there are extenuating circumstances. All unauthorized and unreported absence shall be considered absence without leave and deduction of pay shall be made for the period of absence. Such absence may be grounds for disciplinary action.

10.6 Long Term Disability Income Plan

The Board shall provide a long term disability income plan for each bargaining unit member who enrolls in said plan. The schedule of benefits of such plan are set forth in Appendix C. The Board may, in its sole discretion, obtain such benefits from a source of its choice, provided that the schedule of benefits is equivalent to that schedule of benefits set forth in Appendix C.

ARTICLE ELEVEN

Discipline

11.1 All bargaining unit members shall be required to attend any investigatory interviews scheduled by the Superintendent or his/her designee. If a bargaining unit member has a reasonable fear that discipline may result from the investigatory interview, he/she shall be entitled to union representation if he/she makes such a request. If a union representative is present at the investigatory interview he/she may not interfere with the investigatory interview. The investigatory interview shall not be unreasonably delayed because of the unavailability of a specific union representative.

11.2 No bargaining unit member shall be disciplined without just cause. Disciplinary decisions may be grieved under Article 13 of the Agreement; provided however, an arbitrator may not substitute his/her judgment for that of the Superintendent or his/her designee in the exercise of rights granted or retained by this agreement.

ARTICLE TWELVE

Union Rights

12.1 With the exception of processing grievance matters and negotiating contracts the Union will not be allowed to transact any business on School District time. The Union steward shall be allowed reasonable amounts of time for the handling of grievances. The School District shall have no obligation to pay the steward for time spent in grievance matters when he or she is not scheduled for work.

ARTICLE THIRTEEN

Grievance Procedure

1. Definitions

A "grievance" is a claim based upon the interpretation, meaning or application of any of the provisions of this Agreement. Only claims based upon the interpretation, meaning or application of any of the provisions of this Agreement shall constitute grievances under this Agreement.

The term "days" when used in this Article shall mean Monday through Friday excluding holidays or other days when the Manchester School District is closed.

2. Purpose

The purpose of the procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may, from time to time, arise affecting the welfare or working conditions of any bargaining unit member having a grievance. Both parties agree that the proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure, which shall be handled as provided in this Article.

Nothing herein contained will be construed as limiting the right of any bargaining unit member having a grievance to discuss the matter informally with any appropriate supervisor and to have the grievance adjusted without the intervention of the Union, provided that such adjustment is not inconsistent with the terms of the Agreement. The Union shall have the right to communicate its concerns to the appropriate administrator, relative to any interested party; however, this right shall not extend to being present at any meeting, unless the grievant wants the Union to be there. Any adjustment reached without the presence of a designated representative of the Union shall not be precedential in any way.

3. Procedures

Since it is anticipated that nearly all grievances can be resolved informally at level one, it is important that the complaint be processed as rapidly as possible. The timelines contained herein should be considered maximum. The time limits may be extended by mutual agreement, in writing.

Bargaining unit members shall, notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations until their grievance(s) is resolved.

A Level One-Discussion

If the grievance is not brought to the attention of a bargaining unit member's Supervisor within twenty (20) days after the grievant knew or should have known of the act or condition upon which the grievance is based, then the grievance shall be considered waived. An aggrieved person shall give a written notice to the Supervisor and a brief explanation of the alleged grievance. Such aggrieved person will informally discuss the complaint with his/her Supervisor either directly or through the Union representative with the object of seeking resolution. The

supervisor shall hold a discussion with the grievant and his/her Union representative, if the representative is requested by the grievant. The Supervisor shall give an answer within five (5) days from the date that the grievance is informally received.

B. Level Two-Formal Grievance

If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) days after the informal meeting at Level One, the grievant may file the grievance, in writing, with the Superintendent or his/her designee. The grievance and its specifics shall be submitted on the form contained in Appendix A of this Agreement.

Within (10) days of the receipt of the written grievance, the Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve it. The Superintendent or his/her designee shall render his/her decision within five (5) days after the meeting.

C. Level Three-Pre-Arbitration

If the grievant is not satisfied with the disposition of the grievance at Level Two or no decision has been rendered within the time frames specified in Level Two, the grievant may refer the matter, in writing, within five (5) days after the decision at Level Two, or twenty-five (25) days after the complaint was referred to Level Two to the Superintendent or his/her designee who shall schedule a pre-arbitration meeting within fifteen (15) days after receiving the request.

A representative of the Union, the grievant and two (2) representatives of the School District will attend the pre-arbitration meeting. The purpose of this meeting is to determine if the grievance can be resolved without arbitration. If no satisfactory resolution is reached as a result of the meeting, the Union may submit a written demand for arbitration, with a copy to the Superintendent, to the N.H. Public Employee Labor Relations Board within ten (10) days after the pre-arbitration meeting.

D. Level Four-Arbitration

The Arbitrator shall schedule the arbitration hearing at a time and place mutually agreeable to the parties. The Arbitrator shall have no authority to hold a hearing on more than one grievance at any hearing unless the parties mutually agree to the submission of multiple grievances to one arbitrator.

The Arbitrator shall not have the power to alter, add to, or subtract from the terms of the Agreement. The Arbitrator shall have no authority to render a decision which requires the payment for retroactive wages or adjustments which extend prior to the date when an aggrieved employee knew or should have known of the act or condition upon which the grievance was based, as specified in Section 3A of this Article.

The decision of the arbitrator shall be final and binding.

The cost for the services of the Arbitrator, including reasonable expenses, shall be borne equally by the parties in cases of suspension and termination, only. In all other cases, the expenses of the arbitrator shall be borne by the losing party. It shall be incumbent upon the arbitrator to designate the losing party. The parties agree that the party who requests a postponement of any arbitration hearing shall be obligated to pay any related postponement costs or fees.

E. Miscellaneous

1. Failure at any level of the grievance procedure of "management" to render a decision within the specified time limits shall permit the grievance to proceed to the next level.

2. Failure of the grievant and/or the Union to abide by the time limits set forth in this article shall result in the grievance being dismissed without further action being taken with respect to such grievance.

3. No reprisals of any kind will be taken by "management" or the Union against any party of interest, any Union representative or any other participant in the grievance procedure by reason of such participation.

4. The Superintendent or his/her designee may initiate a grievance against any bargaining unit member or the Union under the terms of this Article by specifying to the Union, in writing, the specific name (s), date(s), alleged violation(s) or misapplication(s) and the provision(s) of this Agreement involved. Such a grievance shall be commenced at Level Three.

If such a grievance is not filed within forty-five days of the date(s) of the alleged violation(s) or misapplication(s), then the grievance shall be considered waived.

5. The School District agrees to allow a Union grievance representative and an aggrieved employee(s) reasonable time, without loss of pay, during regular working hours for the purpose of processing grievances only, provided such time away from work does not interfere with the work of the area(s) involved. Such time will not be withheld unreasonably. The Union grievance representative will obtain prior permission to absent him/herself from work before leaving a work site and shall obtain prior permission of the appropriate supervisor involved before interrupting the work of an aggrieved employee(s). Employees shall not be entitled to vehicle reimbursement if they travel for grievance purposes.

ARTICLE FOURTEEN

Salaries

~~14.1 Effective upon ratification, employees will receive a wage increase equal to the c.p.i. tax cap percentage utilized by the City of Manchester (2.03%) in lieu of all other salary increases. Any such increase shall not include any tax cap override designated for a specific purpose.~~

14.1 Effective upon ratification, employees will receive a \$1000.00 bonus.

~~14.2 Effective on July 1, 2020, employees will receive a wage increase equal to the c.p.i. tax cap percentage utilized by the City of Manchester (2.10%) in lieu of all other salary increases. Any such increase shall not include any tax cap override designated for a specific purpose.~~

14.2 Effective on July 1, 2022, employees will receive a wage increase of (2.20%).

14.3 Effective July 1, 2023, employees will receive a wage increase equal to the c.p.i. tax percentage utilized by the City of Manchester. The employees will also receive a \$500.00 bonus.

14.4 Bargaining unit members who are required to use their own automobiles in the performance of their duties shall be reimbursed at the IRS rate with the approval of their immediate supervisor.

14.5 Bargaining unit members who have been continuously employed by the District as a member of this bargaining unit for five years or more, shall receive a one-time salary increase of \$500. Any other employee that subsequently reaches his/her fifth year of continuous employment with the District as a member of the bargaining unit shall receive the one-time salary increase on their fifth anniversary of their date of hire.

14.6 During the term of this agreement, the District and Association agree to engage in a salary study regarding the current salary rates for employees of this bargaining unit to determine whether they are competitive as compared to current market rates.

ARTICLE FIFTEEN
Temporary Duty in a Higher Classification

- 15.1** In any case when a bargaining unit member is qualified for and is temporarily required to serve regularly in and accept the responsibility for work in a higher classification, such bargaining unit member shall receive the salary of that classification while so assigned, subject to the approval of the Human Resources Director. Such temporary assignment to a higher classification, to qualify for the higher rate of pay, shall be regular and continuous in character for at least one work week.
- 15.2** A bargaining unit member may be temporarily assigned to the work of any position of the same or lower classification without a change in pay.

ARTICLE SIXTEEN
Medical/Dental Insurance

- 16.1** The School District will pay eighty-five (85%) percent of the following District HSA health plans:

- 1** Lumenos Regional High deductible Health Saving Account (HSA) Plan; or
- 2** Lumenos National High deductible Health Saving Account (HSA) Plan.

For those employees electing to take either plan specified in Section 1 above, they shall receive from the School District annually \$1500 for those on the single plan and \$3000 for those on the two-person or family plan that shall be deposited into a Health Savings Account (HSA). Said contributions and funds shall be governed by the applicable federal law. Half of the School District's annual contribution amount shall be deposited in the HSA at the beginning of the plan year with the second half being deposited over the course of the remaining plan year. Provided however, if the employee experiences a catastrophic illness during the plan year that results in the employee incurring medical bills that exceed the amount of the funds then in the HSA, upon presentation of an explanation of benefits form, the School District shall contribute additional funds up to the maximum annual contribution by the School District.

- 16.2** The School District will pay eighty percent (80%) of the following District health plans:

- 1** Blue Cross/Blue Shield HMO Site of Service Access Blue New England (\$250 Copay Plan) as set forth in attached Appendix D; or
- 2** Blue Cross/Blue Shield POS Site of Service Blue Choice New England (\$300 Copay Plan) as set forth in attached Appendix D;
- 3** Delta Dental Insurance Plan.

- 16.3** The Board agrees to offer the following "optional" Hospital/Medical Insurance coverage:

- 1** BC/BS POS with \$1500.00 Site of Service deductible as set forth in the attached Appendix D.
- 2** BC/BS HMO with \$1500.00 Site of Service deductible as set forth in the attached Appendix D.

Effective upon implementation, the District shall pay eighty two and one half percent (82.5%) of the monthly optional plan premium or eighty five percent (85%) of the above Lumenos HSA plan premium, whichever is less, towards the above-referenced optional plans.

16.4 It is agreed that the district will pay one thousand five hundred dollars (\$1,500.00) per full plan year effective July 1st of each year to any bargaining unit member who declines to exercise his/her right to health insurance coverage under the School District's or the City's plan (not available to those who have received HSA contributions in the same plan year), and who

provides satisfactory evidence that he/she has valid alternative health insurance coverage elsewhere (alternative coverage must not be through the Exchange, School District or the City of Manchester). This is a taxable benefit.

16.5 Upon ratification, all new hires to the Manchester School District will only be offered the HSA plan.

ARTICLE SEVENTEEN

Bereavement Leave

17.1 Five (5) consecutive days leave of absence because of a death in the immediate family of a bargaining unit member, provided however, that two (2) of these days may be reserved for dealing with matter arising out of settling the decedent's estate to be used at any time with at least five (5) days' notice. Immediate family is hereby defined to mean spouse, domestic partner, parents, sister, brother, children, father-in-law or mother-in-law, or a relative or ward residing in the same house. In addition to the leave of absence provided for the mediate family as defined herein, the employee is entitled to one (1) day of leave to attend the funeral of a relative not listed in the preceding sentence. No distinction shall be made between blood and step relations.

17.2 Under extenuating circumstances, two (2) additional days with pay may be granted under section 1, with the written approval of the Superintendent or his/her designee; such days to be charged to the bargaining unit member's accrued sick leave.

ARTICLE EIGHTEEN

Jury Duty/Special Leave

18.1 Any bargaining unit member who is called for jury duty shall notify the Superintendent or his/her designee within five (5) workdays after being summoned to appear for jury duty. Notification to the Superintendent or his/her designee must be made in advance of the jury duty assignment with supporting documentation. Upon proper notification, the employee called will be paid the difference between the fee received for jury duty and the amount of straight time earnings lost by reason of the jury duty. Satisfactory evidence of actual jury duty must be submitted to the Superintendent or his/her designee.

Bargaining unit members who are excused from jury duty for a day or days shall be responsible to report to their assignment. Employees, serving as jurors in the courts of Rockingham, Merrimack or Hillsborough Counties shall, if there are more than two (2) hours remaining in the normal work day, be responsible to report to their work site as soon as possible after being released. Failure to report will disqualify the employee from the District's Jury Duty Leave payment. In this case, the employee will retain the daily stipend paid by the Court in which the employee serves as a juror.

18.2 LEAVES OF ABSENCE

The Board of School Committee may authorize special leaves of absence with or without pay for any period or periods not exceed one calendar year for the following purposes: Attendance at college, university or business school for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the School District, urgent personal business requiring the employee's attention for an extended period, such as settling estates, liquidation of business, attending court as a witness, and for purposes other than the above that are deemed beneficial to the District service.

18.3 MILITARY LEAVE

Military leave shall be governed by applicable State and Federal law.

18.4 MATERNITY LEAVE

Maternity leave shall be governed by applicable law.

ARTICLE NINETEEN **Education Incentive Reimbursement**

Effective July 1, 2007 or the date of ratification, whichever comes later, the following education incentive reimbursement provisions will apply to bargaining unit members.

19.2 The District agrees to provide reimbursement to bargaining unit members who complete courses for college credits relating to their current responsibilities or as part of an approved career development program based upon the following standards: Payment of seventy-five percent (75%) of the cost of such courses but not to exceed \$1,250.00 per employee per fiscal year, provided that the total annual expenditure (July 1 through June 30) by the Board for all bargaining unit members shall not exceed Seven Thousand Dollars (\$7,000.00). The District agrees to provide reimbursement to those who complete approved workshops relating to their current responsibilities or as part of an approved career development program. In no event shall a bargaining unit member be reimbursed more than Five Hundred Dollars (\$500.00) per year and is limited to the \$7,000.00 cap.

19.3 All courses must be approved in advance by the Superintendent or his/her designee, as meeting the requirement that the course is related to the bargaining unit member's job or is part of a career development program. Approval must be obtained through the Human Resources Department for payment of the course, under its procedures.

19.4 Approval for courses will be considered on the basis of relevancy of the course, the number of bargaining unit members applying and the funds available.

19.5 The District agrees to fund 100% of the costs associated with District mandated workshops/trainings directly related to performance of job function.

ARTICLE TWENTY **Layoffs**

20.1 The Manchester School District reserves the right to make layoff decisions in its sole discretion. Layoff decisions shall not be grievable.

20.2 In the event of a layoff, the Manchester School District shall give written notice to the employee(s) affected at least one (1) month prior to the effective date of the layoff.

In layoffs associated with the contracting or subcontracting of work, the District will provide as much advance notice of the impending layoff as is reasonably possible.

ARTICLE TWENTY-ONE **Dues Deduction**

21.1 The District agrees to authorize the deduction of Union dues from each bargaining unit member who has signed an authorization card and to remit same to Teamsters Local No. 633 of New Hampshire on a monthly basis.

21.2 If any bargaining unit member has no check coming to him/her, or if his/her check is not large enough to satisfy the dues then no deduction will be made. In no event will the District be

required to deduct fines or assessments beyond the regular monthly dues.

21.3 The Manchester School District and all of their employees and agents shall be held harmless in any dispute whatsoever arising between the Union and the bargaining unit member(s) regarding the payment of Union dues.

21.4 The District will notify Teamsters Local 633 of New Hampshire in writing within ten (10) working days of the cancellation of Union dues deductions by a bargaining unit member who had previously signed an authorization card.

21.5 The District agrees to a D.R.I.V.E. check-off for bargaining unit members. Upon written authorization by the employee, the District shall deduct the amount specified by the employee on a bi-weekly basis and remit same on a bi-weekly basis to the Granite State Teamsters' D.R.I.V.E. account. The employee shall provide written authorization in the form required by law.

ARTICLE TWENTY-TWO

Life Insurance

22.1 The District will provide for a Life Insurance fund to provide for the payment of a death benefit in the amount of the bargaining unit member's annual salary or \$50,000.00, whichever is the lesser amount, to the named beneficiary or estate of any member of the bargaining unit who dies from any cause while employed by the District.

22.2 The District reserves the right to contract with a qualified insurance carrier of its choosing to provide the benefits specified above.

ARTICLE TWENTY-THREE

Miscellaneous

23.1 Personal Days

Three (3) days of personal leave will be available to bargaining unit members. Bargaining unit members who have been continuously employed by the District as a bargaining unit member for ten years or more shall receive one additional day of personal leave. No reason is required; however, written notice must be given to the Superintendent a reasonable time in advance except in an emergency when verbal notice is adequate. When verbal notice is given, it will be followed by a written notice to the Superintendent. The Superintendent's approval is only required in order to maintain sufficient administrative coverage.

23.2 Retirement Supplement

Any bargaining unit member who retires under the New Hampshire Retirement System and receives benefits from the same, at the time of separation, and who has 20 continuous years of service in the Manchester School District, will receive the following retirement payment supplement.

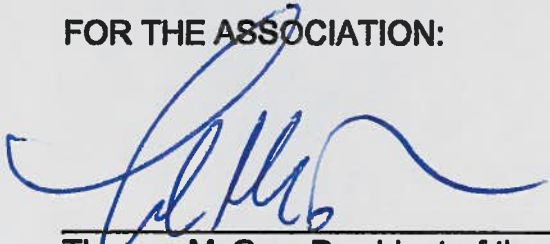
23.3 A payment of seven thousand *five* hundred dollars (\$7,500.00), by July 30 of the calendar year, provided they give notice of their intent to retire by the preceding January 1, i.e. January 1 for retirement payment in July. The notice does not have to be given in the case of a disability retirement.

ARTICLE TWENTY-FOUR

Duration

24.1 Upon ratification by the respective parties, this Agreement shall be in effect, with effective dates for specific provisions as stated in the various Articles, from ratification to June 30, 2024 at which time it will automatically expire.

FOR THE ASSOCIATION:



Thomas McGee, President of the
Directors and Coordinators Assoc.

DATE:

April 5, 2002

FOR THE DISTRICT:

Joyce Craig, Chair of the Board of
School Committee

DATE:

APPENDIX A

Grievance Form

GRIEVANT _____ CLASSIFICATION _____

WORK LOCATION _____ SUPERVISOR _____ TITLE _____

STATEMENT OF GRIEVANCE:

STATE ALLEGED VIOLATION; DATE, TIME, PLACE, PERSONNEL INVOLVED,
CONTRACT ARTICLES/SECTIONS VIOLATED, _____

STATE REMEDY REQUESTED _____

GRIEVANT'S SIGNATURE _____ DATE _____

**I AUTHORIZE TEAMSTERS LOCAL No. 633 OF N.H. TO ACT AS MY REPRESENTATIVE IN THE
DISPOSITION OF THIS GRIEVANCE.**

DATE _____ GRIEVANT'S SIGNATURE _____

DATE PRESENTED TO MANAGEMENT REPRESENTATIVE _____

MANAGEMENT REPRESENTATIVE'S SIGNATURE _____

DISPOSITION OF GRIEVANCE: _____

CC: _____

APPENDIX B

		<u>FY22 Salary Range</u>	
Attendance Coordinator	229	54,766.68	60,621.46
Community Relations Coordinator	229	61,977.35	67,819.42
Court Liaison	229	52,879.43	58,733.19
DHH Program Coordinator	229	67,635.30	73,402.56
Director School Food & Nutrition	229	77,113.45	83,233.55
District Grant Writer	215	62,820.30	68,674.41
IT Help Desk Coordinator	229	62,820.30	68,674.06
Medicaid Coordinator	229	51,480.38	57,343.82
Senior Accountant	229	52,879.43	58,733.59
SPED Coordinator	229	56,577.84	62,431.60
Transportation Coordinator	229	46,619.42	52,473.18
Data Analyst	229	66,234.08	72,001.34
Director English Learner Instruction	229	76,509.41	82,581.57
Director 21st Century Program	210	62,456.20	67,786.88
Director of Adult Education	229	79,543.11	85,274.13

FY 23: 2.2% Increase to high and low range, above.

FY 24: TBD based on C.P.I.

APPENDIX C

APPENDIX D

Summary of Benefits: <https://hr.mansd.org/benefits/medical/affiliated-directors-coordinators>

SOS POS \$300

SOS POS \$1500

SOS HMO \$250

SOS HMO \$1500

HDHP HSA

IMPORTANT NOTICE

ALL MEMBERS ARE URGED TO CONTACT THE LOCAL UNION OFFICE IMMEDIATELY UPON THE FOLLOWING:

- A Change in Name
- A Change in his/her home address
- Desire to change beneficiaries through the following offices:

Local Union Office
Health Insurance Office
Pension Fund
Credit Union Office

- Termination of Employment

WITHDRAWAL CARD

A member may request a Withdrawal Card immediately upon termination of employment. A member may request a Withdrawal Card if he/she is temporarily out of work due to workers' compensation, off-the-job injury or sickness, or a lengthy leave of absence.

Failure to request a Withdrawal Card for any of the reasons above, could put you in delinquent status and possibly pay re-initiation fees.

Teamsters Local Union 633
53 Goffstown Road, Suite A
Manchester, NH 03102
Tele: (603) 625-9731/Fax: (603) 625-6767

MANCHESTER SCHOOL DISTRICT

TITLE: Certified Instructors Association, Memorandum of Understanding, COVID Health & Safety

BOARD OF SCHOOL COMMITTEE _____ **MEETING OF:** _____ 4/11/22 _____

ACTION: x **CONSENT:** _____ **INFORMATION:** _____

BACKGROUND:

A Memorandum of Understanding regarding Covid Health & Safety protocols for the Certified Instructors Association.

FISCAL IMPACT: N/A

FISCAL VERIFICATION: _____

RECOMMENDATION:

That the Board approve this Memorandum of Understanding with the Certified Instructors Union.

Prepared by:



Kathryn Cox Pelletier
Attorney

Presented by:



Kathryn Cox Pelletier
Attorney

MEMORANDUM OF AGREEMENT

THE MANCHESTER BOARD OF SCHOOL COMMITTEE

AND

CERTIFIED INSTRUCTORS ASSOCIATION (NEA-NH)

This **Memorandum of Agreement** (MOA) is entered into by the Manchester Board of School Committee (“Board”) and the Certified Instructors Association (“Association”). Hereinafter, the term “Employee” will refer to any employee covered by the current collective bargaining agreement between the “Board” and the “Association” noted above.

WHEREAS, the “Board” and the “Association” wish to preserve the health of students, faculty and community members; and

WHEREAS, the COVID-19 pandemic has created an unprecedented emergency that will extend into the 2021-2022 school year;

WHEREAS, the Board and Association wish to enter into this MOA for the purposes of addressing any anticipated impacts to terms and conditions of employment resulting from the District’s plans for the operation of schools during 2021-2022 school year.

NOW THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties agree as follows:

1. WAGES:

During the 2021-2022 school year, including periods of school closure due to the COVID-19 pandemic, all eligible Employees will continue to be paid their regular salary and will receive their regular benefits as required by law. Such wages shall include any stipends which the parties have agreed, per the collective bargaining agreement, to the extent the programming associated with the stipends is offered. To the extent that a program (including sports and other extracurricular activities) is cancelled after approved preparation has been undertaken by an Employee, an equitable portion of the stipend shall be awarded. To this end, an Employee wishing to engage in such preparatory work must get prior approval from their supervisor unless the District has already publicly announced its intention to offer the program in the ensuing semester or season. For the purposes of this Agreement, the term “school closure” shall mean any time when face to face instruction is not being provided during the scheduled school year. During periods of school closures, employees will be expected to perform all work duties, and permission to perform such duties remotely shall be granted as practicable.

2. SAFETY:

The District shall follow the standards and protocols for cleaning, sanitization, social distancing, mask wearing, limits on visitors, hand washing, reentry of employees and students after a positive COVID-19 test, and the process for handling symptomatic employees and/or students during the school day (“Safety Protocols”), based upon the prevailing medical guidance from the CDC, NH DHHS or other qualified healthcare consultants (collectively referred to hereafter as “PMG”).

The District shall provide each Employee with PPE of a type and amount (face masks, face shields, scrubs, gowns and gloves etc.) that is appropriate based upon their specific job responsibilities and working conditions while on school grounds. The District will provide an adequate supply of disposable wipes, sprays etc. to each employee so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use while in school buildings as may be recommended by PMG and/or Aramark. Employees may utilize their own PPE so long as it is sanitary, well-fitting and suitable for use while on school grounds. Employees will be given the option of creating a six (6) foot exclusion zone surrounding their desk or work station. For the purposes of this agreement, the term “prevailing medical guidance” shall mean current peerreviewed medical studies and/or guidance that is generally accepted within the medical profession.

In accordance with the district’s reentry plan, no visitors will be allowed entry without an appointment. All visitors to the school buildings shall wear an appropriate face mask. Any visitor who refuses to wear a mask shall not be allowed entrance. Anyone delivering or receiving materials/orders/goods on school property shall maintain proper social distancing and be required to wear face coverings (e.g. USPS, UPS/FedEx, companies, or food service delivers inter-school mail, etc.).

Each building will have a designated physical facility point of contact and a health point of contact who will also be a member of the District COVID-19 Response Team.

3. SYMPTOMATIC STAFF:

Staff that are experiencing symptoms after arriving at their assigned school shall stay away from others and immediately notify the building principal and the school nurse. The building principal in consultation with the school nurse and prevailing medical guidance shall decide if a symptomatic Employee should leave the building. Nothing herein shall prevent the employee from using sick or personal time to pursue treatment and/or testing.

4. POSITIVE TESTS:

Any employee diagnosed with COVID-19 shall notify the District immediately. Upon request, the employee shall provide the District with appropriate medical documentation. Any such employee shall not visit the worksite for the amount of time determined by the District based upon PMG.

5. LEAVE:

Employees that are experiencing symptoms consistent with COVID-19 must immediately report such symptoms to the school nurse and principal. Employees that are willing to pursue testing shall be placed on COVID-19 paid administrative leave pending confirmation of a positive test. Those testing negative, refusing or declining a test shall be placed on sickleave.

For those willing to pursue testing and ultimately test negative, the time from the report of such symptoms to receipt of the negative test shall be paid administrative leave. Testing will be made available by the District at its cost and on a timely basis. Delays in testing shall not result in a loss of sick leave.

Employees placed on paid COVID-19 administrative leave with a positive test shall remain on such leave until such time as he/she is able to return to work based upon PMG. Employees on paid COVID-19 administrative leave shall be expected to perform such other reasonable duties as assigned by the administration if able. The District reserves the right to require a medical examination or a COVID-19 test, at District cost, while the Employee is on COVID-19 administrative leave or sick leave before the employee is allowed to return to work.

No work responsibilities shall be assigned while the Employee is on sick leave. Nothing herein shall be construed to restrict an employee's access to any leave for which they are eligible per applicable law or the CBA. Employees may forfeit their right to paid COVID-19 administrative leave if they engage in unusually high risk activities such as travel outside the United States and/or cruise ship travel.

6. ELECTRONIC DEVICES:

Unless otherwise agreed, Employees are expected to use District issued electronic devices for all District business. The use of personal electronic devices may be approved on a case by case basis. Staff members' personal devices shall not be deemed to be the property of the District or subject to District search or seizure solely by virtue of the fact it is being used for District business. The parties acknowledge that all technology provided by Staff is their private property. Any Employee information that is housed on the personal device or network is the private property of the Employee unless it originates in the course of employment. If such truly private information is inadvertently shared or accessed through the school network through automatic Wi-Fi connection, automatic upload or similar process, it should be promptly deleted by the District and cannot be used as a basis for discipline, provided the content is not criminal in nature and is not required to be reported to the DOE as required by law. The District acknowledges that inadvertent disclosure may occur if a personally owned device is shared with other members of the Employee's household. Notwithstanding, the Employee shall take reasonable steps to safeguard confidential student information.

7. REASONABLE ACCOMMODATIONS:

Employees who are entitled to a reasonable accommodations under the Americans with Disabilities Act ("ADA") shall receive such accommodations as required by law.

8. NO PAST PRACTICE OR PRECEDENT:

The parties agree that this Memorandum of Agreement shall set no past practice or precedent and shall not be used in any proceedings except to enforce its terms.

9. EFFECTIVE DATES:

The parties agree that this agreement is temporary and will only be in effect for the 2021-2022 school year. The parties also agree that this agreement does not replace the current collective bargaining agreement, which is still in full force and effect to the extent it does

not otherwise conflict with this MOA.

10. SUBJECTS OF BARGAINING:

To the extent this Memorandum includes subjects other than mandatory subject of bargaining, the Parties reserve the right to assert or refuse to negotiate such subjects in any future negotiations and any obligations created herein shall expire with this agreement.

WHEREFORE, the “Board” and the “Associations” have caused this MEMORANDUM OF AGREEMENT to be executed by their duly-authorized representatives this _____ day of April, 2022.

Robin Maloney
Robin Maloney, Association President

4/4/22

Dr. Jennifer Gillis, Interim Superintendent

Filename: CI Covid Health and Safety MOA.docx
Directory: /Users/kcoxpelletier/Library/Containers/com.microsoft.Word/Data/Documents
Template: /Users/kcoxpelletier/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates.localized/Normal.dotm
Title:
Subject:
Author: Katie Cox Pelletier
Keywords:
Comments:
Creation Date: 4/4/22 9:12:00 AM
Change Number: 7
Last Saved On: 4/4/22 4:43:00 PM
Last Saved By: Katie Cox Pelletier
Total Editing Time: 20 Minutes
Last Printed On: 4/4/22 4:44:00 PM
As of Last Complete Printing
Number of Pages: 4
Number of Words: 1,444
Number of Characters: 7,901 (approx.)

TO: Board of School Committee

FROM: Special Committee on the Superintendent Search
Committee Members O'Connell, Soule, Bonilla, Leapley and Argeropoulos

DATE: April 11, 2022

RE: Community Outreach Planning and Surveys

At the March 30, 2022, Special Committee on the Superintendent Search meeting, it was moved approve contracting with New Hampshire Listens on the Superintendent Search for community outreach planning and surveys and to send this item to the full Board of School Committee for approval and that regular updates be given at the Superintendent Search Committee meetings.

Committee Members O'Connell and Soule were in favor.

Committee Member Argeropoulos was opposed.

Committee Members Bonilla and Leapley were absent.

Respectfully submitted,

A handwritten signature in blue ink that reads "Angela Carey".

Angela Carey

Clerk of the Board of School Committee

Scope of Work

Partner: Manchester School District, New Hampshire - SAU 37

Working Title: Community Engagement to Support Manchester Superintendent Search

Anticipated Timing: April 1, 2022 – April 30, 2022

Funding:

About NH Listens

NH Listens envisions a state where residents are connected, engaged, and heard in decisions that impact their lives and where all have equitable access to justice, opportunity, and liberty.

NH Listens works with communities, schools, and organizations to create a strong foundation for problem solving, trust building, and community collaboration. We believe a sense of belonging and the ability to participate in the decisions that impact our lives can lead to improved outcomes in civic health¹ and public decision-making. We are a catalyst for change by building opportunities for shared learning and understanding across divides.

Our mission is to help New Hampshire residents talk, listen, and act together so, communities can work for everyone.

Notes about Health and Safety, Meeting Online, or In-Person

- NH Listens coaches will prioritize meeting in person for learning exchanges, coalitions, and community events.
- Planning meetings will generally be scheduled through zoom or phone between project contacts and NH Listens contacts
- Determining online and in-person meetings will be in collaboration with the local project leaders and participants as appropriate
- Planning and design may shift to align with the Center for Disease Control, the University of New Hampshire, and/or the community/school's policies. We will follow the latest CDC guidelines and can move to all online if necessary.

¹ "Civic health refers specifically to the ways in which residents of a community (or state) participate in civic activities that strengthen social capital, enhance interconnections, build trust, help each other, talk about public issues and challenges, volunteer in government and non-profit organizations, stay informed about their communities, and participate directly in crafting solutions to various social and economic challenges" from 2020 New Hampshire Civic Health Index <https://carsey.unh.edu/what-is-new-hampshire/sections/civic-health-index>.

Purpose and Outcomes

Purpose: The purpose of this scope of work is for NH Listens to support the district in gathering and facilitating community conversations with various stakeholders to better understand the community's views and to facilitate and four meetings.

Time Constraint: Given the short time-frame available to do this community outreach both NH Listens and the District agree that a full engagement is not possible. NH Listens has agreed to a short-form engagement and will make a good faith effort to gather and assimilate input from the Manchester community in the time allotted.

NH Listens will:

- Co-Design with district leadership a conversation guide that helps identify stakeholder hopes and needs for a new superintendent
- Meet with Special Committee on the Superintendent Search
- Host an abbreviated facilitator training for local residents
- Facilitate four conversations with stakeholders

Proposed Activities

Planning Meetings and Overall Coordination Support: NH Listens will work with the Special Committee on Superintendent Search and district leaders/staff to identify dates, times, and facilitation/interpretation needs, frame questions and make any revisions necessary. *District staff will identify locations, need for refreshments/childcare, and recruitment.*

Staffing Estimate

- Meetings (Four or five-1.5hours) (April 1 – April 30, 2022) (1 staff)
- Prep per meeting (1 faculty, 1 staff, adjunct hourly)
- Round trips from Durham to Manchester, NH (~88 miles)

2 days

Four Stakeholder Conversations: NH Listens will help co-design and facilitate or support facilitation coaching (as needed) four stakeholder conversations to inform the new superintendent search for the Manchester School District. The questions and design for these sessions will be drafted in collaboration with the chief equity officer, director of communications and district leadership. The overall purpose will be to support understanding the values, practices, and principles most important among families, educators, community partners, and students.

MSD staff will work with community partners to bring together people from communities of color. Five or six community partners will focus on recruitment (NAACP, MCAC, Safari/Spark the Dream, Victory Women of Vision, two Parent Groups, Student Group, Business Community Group).

Bilingual liaisons and community partners will join broader parent meetings for support and connections.

Staffing Estimate

- Meeting prep, design, facilitation coaching for local facilitators, and preparation
- NH Listens will coach facilitators in all other groups as needed
- NH take notes in all groups for theming and reporting
- Four round trips from Durham to Manchester, NH (~88 miles)
- NH Listens services provided by:
 - Michele Holt-Shannon
 - Carrie Portrie
 - NH Listens Fellow TBD
 - Hourly for coordination/note taking

Meetings will be held at the following times and places:

Meeting 1: April xx at

Meeting 2: April xx at

Meeting 3: April xx at

Meeting 4: April xx at

Exact locations and times to be agreed by Friday April 8th.

4 days

Final Report with Process, Themes, and Findings: NH Listens will help document the process and people's perspectives and experiences with a qualitative/thematic report to support the district's continued work and planning.

2 days

Estimated Budget

Fellows/Facilitators (8 days) reduced	\$6,400.00
Including design and facilitation and	
Final Report development and delivery	
Mileage (~880 miles 8 round trips at .585 per mile)	\$ 514.80
F and A 15%	\$ 1037.22
<i>Total</i>	\$7,952.02



MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37
20 Hecker Street
Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337

Jennifer C. Gillis, Ed.D.
Interim Superintendent of Schools

Jennifer C. Gillis, Ed.D.
Assistant Superintendent
Operations

Amy L. Allen
Assistant Superintendent
Teaching, Learning and
Leading

Karen DeFrancis
Chief Financial Officer

TO: Board of School Committee
FROM: Jennifer Gillis, Ed.D.
Interim Superintendent of Schools
DATE: March 25, 2022
SUBJECT: Board Report

Dear Board Members,

Clear Touch Panels

The Manchester School District is excited to share how Northwest Elementary School uses their Clear Touch Panels each day to share morning announcements with all classrooms. This is just one example of how Clear Touch Interactive Panels will help transform our schools and our classrooms by providing innovative solutions and opportunities to engage our educators and students.

Please use this link to see their daily announcements: <https://tinyurl.com/2p945wzf>
This spring Interactive panels will be rolling into our schools, and we look forward to sharing more exciting examples in the near future with you.

Learn more about this exciting technology in this short 2-minute video <https://youtu.be/Vmd9nw39YCCQ>

HS Graduations, Saturday, June 11, 2022 at SNHU Arena

Official Graduation Times:

8:00 am MST
10:00 am Memorial High School
2:00 pm West High School
5:30 pm Central High School

Backup if COVID-19 spread is too high:
Sunday, June 12, 2022 at Northeast Dental Stadium (Fisher Cats)
Times TBA

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Atty. Katie Cox Pelletier for staff and students. Please see above for contact information.

MEETINGS

BOSC
Personnel
Cabinet
Human Resources
Manchester Proud
School Visits
School Principals
Network Directors
Discipline Hearing
Head Start-West HS
MEA Negotiations
Leader in Me at Parkside
NHSAA Statewide Meeting
SRO MOU Meeting

Attachments and Other Information

- Anthem Weekly Claims
- Plodzick and Sanderson Governance Letter (Confidential – Attached)

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James A. Sojka, CPA*

Sheryl A. Pratt, CPA***

Michael J. Campo, CPA, MACCY

Scott T. Eagen, CPA, CFE

Karen M. Lascelle, CPA, CVA, CFE

Christopher W. Johnson, CPA

Ashley Miller Klem, CPA, MSA

Tyler A. Paine, CPA**

Kyle G. Gingras, CPA

Thomas C. Giffen, CPA

Ryan T. Gibbons, CPA, CFE

Brian P. McDermott, CPA**

Justin Larsh, CPA

Patrick J. Mohan, CPA

* Also licensed in Maine

** Also licensed in Massachusetts

*** Also licensed in Vermont

March 23, 2022

To the Honorable Members of the Board of School Committee
Manchester School District
20 Hecker Street
Manchester, NH 03102

Dear Members of the Board:

We have audited the financial statements of the governmental activities, discretely presented component unit, each major fund, and aggregate remaining fund information of Manchester School District for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 14, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Manchester School District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the Manchester School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Manchester School District's financial statements were:

Management's estimates of the capital asset useful lives are based on historical information and industry guidance. We evaluated the key factors and assumptions used to develop the capital asset useful lives in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimates of the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense are based on assumptions of future events, such as employment, mortality and estimates of value of reported amounts. We evaluated the key factors and assumptions used to develop the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimates of the other postemployment benefit (OPEB) liabilities, deferred outflows and inflows of resources related to OPEB, and OPEB expense are based on the assumptions of future events, such as employment, mortality, and the healthcare cost

PLODZIK & SANDERSON, P.A.
Certified Public Accountants

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trend, as well as estimates of the value of reported amounts. We evaluated key factors and assumptions used to develop the OPEB liability, deferred outflows and inflows of resources related to OPEB, and OPEB expense in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimates of the self-insurance claims liability are based on past historical costs and claims paid subsequent to year end. We evaluated key factors and assumptions used to develop the self-insurance claims liability in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 23, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Manchester School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Manchester School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Cash: Over Federally Insured Limit (repeat comment)

While conducting the audits of the Central High School and Memorial High School student activity funds, we noted that the activity funds each had cash on deposit in excess of the federally insured limit in a financial institution. This presents a potential for losses in the high school's student activity funds in the event of an institutional failure. We strongly suggest that management closely monitor cash balances and transfer excess balances to other banks, where possible, to reduce the potential for loss for monetary amounts in excess of the federally insured level.

Management's Response: We will continue to monitor cash balances to ensure that excess amounts are transferred to other banks, when possible, to reduce the potential for loss of monetary amounts in excess of the federally insured level.



Student Activity Funds (repeat comment)

As the name implies, student activity funds account for money that is used to support extracurricular student activities. Student activity funds consist of resources received and held by the School District in an administrative capacity. The nature of the activity funds; however, makes them especially vulnerable to misuse, fraud, or error. Therefore, it is imperative that strong internal controls exist to ensure funds are safely maintained, and deposits are made intact and timely. No disbursements should be made without proper documentation and authorization, and a regular accounting of these transactions within each activity is prepared and reviewed.

We noted during our review of student activity funds some of the more common internal controls issues, which have been discussed with management are as follows:

- Disbursements lacked proper supporting documentation and/or approval.
- Deposits were not made in a timely manner and/or did not have adequate supporting documentation.
- There was a lack of segregation of duties between authorization, recording, and custody of assets functions.

These issues could result in student funds being misappropriated and cash receipts are at an increased risk of loss or theft. Therefore, we recommend that the School District's policy on student activity funds be reviewed and updated as necessary and then be reviewed with all school officials to communicate the importance of the School District's policy and procedures over the student activity funds. In addition, we recommend that adequate documentation be retained for all receipts and disbursements, and that disbursements are properly approved prior to the release of payment. Deposits should be made, at a minimum on a weekly basis. To the extent possible, duties should be segregated to serve as a check and balance and to maintain the best control system possible. Finally, the School District's business office should be closely monitoring all of the activity funds and immediately addressing issues as they are identified.

Management's Response: The District office continues to monitor all the student activity funds. In the preparation of the quarterly reports given to the Finance Committee, all bank statements, check, and deposit registers are reconciled. In addition, our senior accountant visits the schools and trains new staff members, as needed, and addresses issues as they are identified.

Budgeting (repeat comment)

We have previously noted that GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, requires the budgeting and reporting for all expenses by function except for those that meet the definition of special or extraordinary items. Further, the State's Municipal Budget Law requires governmental entities to budget on a gross basis. We strongly recommend that the School District budget for revenue and appropriations for its Federal grants fund and special revenue funds, in order to be in compliance with GASB standards and state law.

Management's Response: Federal projects and Special Revenue Funds are included in the budget documents; however, an appropriation is not obtained. The Board of School Committee approves and accepts all grants. Although the budget documents report expenditures by object all expenditures are entered into the accounting system by function as well. Expenditures are reported annually to the State by function and object as required on the Form DOE-25, New Hampshire State Department of Education Annual Financial Report.

School District Policies (repeat comments)

Fiscal Policies

Upon review of the School District's various fiscal policies, it was noted that many policies have not been updated in ten or more years. We recommend that the School District periodically review policies to determine if they meet the current needs and practices of the School District. This review should cover all policies, including the policies noted below.

Cafeteria Equipment Replacement Account (CERA) Policy

Back on March 1, 1976 the School District adopted a policy covering a bank account for the replacement of cafeteria equipment. This policy has not been updated since January 4, 1990. We recommend that the Board of School Committee review and update this policy. In addition, it is recommended that the Board consider changing the policy to cover the purchase of both new and replacement equipment.

Investment Policy

We noted that while the School District has an investment policy in place, it has not been reviewed or approved in the current fiscal year in accordance with RSA 197:23-a. Section TV, *Treasurer's Duties*. This policy should be reviewed annually by the Board of School Committee as stated in the State statutes.

Fund Balance Policy

In June of 1999 the Governmental Accounting Standards Board issued Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and in March 2009 Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, was implemented, which became effective June 30, 2011. GASB Statement No. 34 requires that the School District formally establish a fund balance policy and GASB Statement No. 54 requires that the School District update its fund balance policy to incorporate language of the Statement. As of June 30, 2020, the School District had not yet done so. We recommend that the Board of School Committee adopt and formally approve such a policy.

Capital Asset Manual/Policy

Review of the School District's capital asset manual indicated that it has not been updated since 2002. The manual should be regularly reviewed and updated to reflect current practices and procedures in order to provide the proper guidance for the staff. We recommend that the capital asset manual is updated and revised (if necessary) to correspond with management's current practice of identifying and recording of capital assets.

Management's Response: The District is in the process of reviewing all policies. The policies listed above will be considered during the review process and presented to the Board of School Committee for approval.

Stale Dated Outstanding Checks

While testing the cash balances of the School District, we identified several stale dated checks included on the general fund operating account bank reconciliation. We recommend that the School District address all stale dated checks (typically after 6 months) by contacting the payee's, then voiding and reissuing or remit the funds to the State of NH for reclamation of lost property.

Management's Response: We continue to monitor stale dated checks throughout the year and contact payees, whenever possible. Stale dated checks are voided and reissued at the request of the payee after confirming accurate remit information.

Untimely Deposits

While updating our understanding of the School District's internal controls relating to bus and transcript fees, it was identified that funds were not being deposited in a timely manner. In the case of bus fees, funds collected back in September were not deposited until June 2021. To better protect the School District against the potential loss of funds, whether due to error or fraud, we recommend that funds are deposited within seven days of the original receipt.

Management's Response: During the 2020-2021 school year, we did not have weekly deposit pick-ups at the schools due to the low volume of transactions while students were largely remote, and the district was under universal free lunch. In addition, bus tickets are no longer being sold at the High Schools, per the board of school committee in August 2021. We expect to be on a more timely schedule in fiscal year 2022.

Federal Compliance

- *All Federal grant programs* – In accordance with 2 CFR 200.320(b), "if small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-federal entity." Per 48 CFR Subpart 2.1, small purchases are considered between \$10,000 and \$250,000. Through review of the School District's Federal grants policies and procedures, purchases over either \$20,000 or \$25,000 depending on the purchase require three competitive bids, which exceeds the Federal regulations. We recommend that the School District revise their policy to align with the Federal regulations.

Management's Response: The District is in the process of updating policies that follow the requirements as outlined in the Code of Federal Regulations. The policies will be brought to the appropriate committees and included in the District's policy manual.

- *Programs: IDEA, project number 20211237; and Title IIA, project number 20210963* – The School District has salaried employees working on grants complete semi-annual certifications. In follow up to a prior year comment, we selected ten employees and reviewed both first and second half certifications and noted two could not be located and one was completed prior to the period in which it covered. We recommend that the School District make sure the semi-annual certifications are completed as required for both the first and second half of the school year after the time period for which they cover has occurred.

Management's Response: Procedures have been established to ensure that the semi-annual certifications are being filled out timely and reviewed for accuracy. Forms are distributed to staff in January and June to ensure staff members can sign before holiday/summer breaks or the end of their employment with the district.

- *Program: Education Stabilization Fund, project number 20204850* – While testing participation of the private school children's requirements it was noted that funding was paid directly to one of the private schools. According to requirements any funding set aside for private schools must be administered by the public agency. No payments are to be made directly to private schools. We recommend that any goods or services provided to the private schools in the City be ordered and paid for by the School District on behalf of the private schools.

Management's Response: Procedures have been established with private schools to ensure all orders are being placed through the district Federal Funds department and that payments are made directly to vendors on behalf of the private school.

Other Matters

Implementation of New GASB Pronouncements

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial presentations. Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements.

GASB Statement No. 87, *Leases*, issued in June 2017, will be effective for the School District with its fiscal year ending June 30, 2022. This Statement will improve accounting and financial reporting for leases by governments by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases.

GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*, issued June 2018, will be effective for the School District with its fiscal year ending June 30, 2022. This Statement will enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period.

GASB Statement No. 91, *Conduit Debt Obligations*, issued May 2019, will be effective for the School District with its fiscal year ending June 30, 2023. This Statement will provide a single method of reporting conduit debt obligations and eliminate differences in practice.

GASB Statement No. 92, *Omnibus 2020*, issued in January 2020, will be effective for the School District with its fiscal year ended June 30, 2023. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*, issued in March 2020, will be effective for the School District with its fiscal year ended June 30, 2022. The objectives of this Statement are to address accounting and financial reporting implications that result from the replacement of an IBOR.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, issued in March 2020, will be effective for the School District with its fiscal year ended June 30, 2023. The objectives of this Statement are to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs).

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, issued in May 2020, will be effective for the School District with its fiscal year ended June 30, 2023. This Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition.

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an Amendment of GASB Statements No. 14 and No. 84 and a Supersession of GASB Statement No. 3*, issued in January 2020, will be effective for the School District with its fiscal year ended June 30, 2022. The objectives of this Statement will result in more consistent financial reporting of defined contribution pension plans, defined contribution OPEB plans and other employee benefit plans, while mitigating the costs associated with reporting those plans.

We applied certain limited procedures to the following, which are required supplementary information (RSI) that supplements the basic financial statements:

- Management's Discussion and Analysis,
- Schedule of the School District's Proportionate Share of Net Pension Liability,
- Schedule of School District Contributions – Pensions,
- Schedule of the School District's Proportionate Share of Net Other Postemployment Benefits Liability,
- Schedule of School District Contributions – Other Postemployment Benefits,
- Schedule of Changes in the School District's Total Other Postemployment Benefits Liability and Related Ratios, and
- Notes to the Required Supplementary Information

Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund schedules, and Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the members of the Board of School Committee and management of the Manchester School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully,


PLODZIK & SANDERSON
Professional Association

JOB OPENINGS REPORT

April, 11 2022

AS OF APRIL, 5 2022

LOCATION/TYPE	Req #	TITLE	LOCATION	School Year	DATE POSTED
DISTRICT OFFICE					
10	4102	Chief Talent Officer	District Wide	2021-2022	1/27/2022
	3973	Project Manager - Equity & Inclusion	Administration Building	2021-2022	10/27/2021
RED-ESSER	3942	Academic Tutor - Elementary	Administration Building	2021-2022	10/12/2021
		Certified Instructor - District-wide	District Wide	2021-2022	12/16/2020
	3918	Title I After School Program Tutor	Administration Building	2021-2022	9/28/2021
	3272	School Crossing Guard	District Wide	2021-2022	9/2/2020
	2301	Cook II	District Wide	2021-2022	6/6/2019
	3473	Food Service Manager(s)	TBD	2021-2022	4/8/2021
	4168	Payroll Specialist	Administration Building	2021-2022	3/21/2022
	4116	Accounting Technician - Finance I (Part Time)	Administration Building	2021-2022	2/23/2022
STUDENT SUPPORT - DIST.					
10	3124	Coordinator for Special Education- District Wide	District Wide	2021-2022	7/7/2020
	3755	Coordinator for Special Education- District Wide including OOD	District Wide	2021-2022	7/22/2021
	3906	Director of Comprehensive Guidance	Building	2021-2022	9/23/2021
	4095	Attendance Coordinator	Administration Building	2021-2022	1/20/2022
	3919	MultiTiered System of Support (MTSS) Coach	District Wide	2021-2022	9/28/2021
	3919	MultiTiered System of Support (MTSS)	District Wide	2021-2022	9/28/2021
	4006	Special Education - Case Manager (OOD and	Building	2021-2022	11/15/2021
	2522	Special Education- Case Manager (OOD and	Administration	2021-2022	7/3/2019
	3826	Teacher - Special Education- STRIVE at the Y	Administration Building	2021-2022	9/8/2021

JOB OPENINGS REPORT

April, 11 2022

AS OF APRIL, 5 2022

	4135	Assistant Director Student Services	Administration Building	2021-2022	3/16/2022
TECHNOLOGY					
0					
School Administration					
3	4148	Principal - Webster Elementary	District Wide	2022-2023	3/9/2022
	4182	Assistant Principal - West High School	West High School	2022-2023	3/24/2022
	4185	Principal - Southside	Southside	2022-2023	3/28/2022
	4209	Assistant Principal	Central	2022-2023	4/5/2022
ATHLETICS					
4		Coach - Girls Lacrosse Assistant	Memorial High School	2021-2022	12/22/2021
		Girls Varsity Soccer Coach-Fall	Central High School	2022-2023	1/26/2022
		Middle School Girls Track Coach-Spring	McLaughlin Middle School	2021-2022	1/26/2022
		Softball Coach-JV (spring)	Central High School	2021-2022	1/19/2022
ADMIN SUPPORT					
2	4056	Administrative Assistant II (Anticipated)	Middle School at Parkside	2021-2022	1/3/2022
	4149	Computer Operator II	West High School	2021-2022	3/15/2022
TEACHING					
95	3730	Teacher - Elementary (Anticipated)	Beech Street	2021-2022	8/2/2021
	4063	Teacher - Elementary (Anticipated)	Beech Street	2021-2022	1/4/2022
	3590	Teacher - ELL - Grade 5 (One Year Position)	Beech Street	2021-2022	5/25/2021
	3654	Teacher - Literacy/Math Intervention (1 year position)	Beech Street	2021-2022	6/15/2021
	3917	Guidance Counselor - Elementary	Beech Street	2021-2022	9/28/2021
	3741	School Psychologist - Elementary	Beech/ChildFind	2021-2022	7/21/2021

JOB OPENINGS REPORT

April, 11 2022

AS OF APRIL, 5 2022

	3864	Special Educator - Evaluator for Child Find - Anticipated	Beech/ChildFind	2021-2022	8/31/2021
	3959	Teacher - ESOL (District-wide)	District Wide	2021-2022	10/18/2021
	3896	Teacher - Title I Intervention (one year)	District Wide	2021-2022	9/30/2021
	3868	Teacher on Special Assignment	District Wide	2021-2022	9/1/2021
	3912	Extended Learning Opportunities Coordinator (ELO) Coordinator	District Wide	2021-2022	9/24/2021
	4071	Behavior Specialist	District Wide	2021-2022	1/7/2022
	4072	Behavior Specialist	District Wide	2021-2022	1/7/2022
	3506	Bilingual (Spanish) Special Education Teacher/Evaluator	District Wide	2021-2022	4/23/2021
	3275	District Wide- Elementary School Behavior Specialist	District Wide	2021-2022	10/1/2020
	3274	District Wide- Middle School Behavior Specialist	District Wide	2021-2022	9/17/2020
	2736	Teacher - Special Education/Multi-Sensory Reading	District Wide	2021-2022	11/15/2019
	4208	Teacher - Interventionist	Gossler Park	2022-2023	4/5/2022
	3753	Teacher of the Deaf and Hard of Hearing - General Spec. Ed.	Green Acres	2021-2022	8/4/2021
	4132	Teacher - Elementary Classroom (Anticipated)	Highland-Goffe`s Falls	2022-2023	3/24/2022
	4133	Teacher - Elementary Classroom (Anticipated)	Highland-Goffe`s Falls	2022-2023	3/24/2022
	3925	Teacher - Language Arts Essentials	Hillside Middle School	2021-2022	9/30/2021
	3926	Teacher - Math Essentials	Hillside Middle School	2021-2022	9/30/2021
	4009	Teacher - Special Education	Hillside Middle School	2021-2022	12/15/2021
	3982	Teacher - Special Education (Anticipated)	Hillside Middle School	2021-2022	11/5/2021
	4194	Teacher - Science 7	Hillside Middle School	2022-2023	4/5/2022

JOB OPENINGS REPORT

April, 11 2022

AS OF APRIL, 5 2022

	4192	Guidance Counselor - Middle School	Hillside Middle School	2022-2023	4/5/2022
	4150	Counselor (Student Assistance Program)	Hillside Middle School	2022-2023	3/25/2022
	4038	Lit/Math Interventionist - 1 Year	Jewett Street	2021-2022	12/13/2021
	4039	Literacy/Math Interventionist - Title I - One Year	Jewett Street	2021-2022	12/14/2021
	4013	Teacher - Math (1 Year)	Central High School	2021-2022	11/18/2021
	3901	Teacher - Physical Science	Central High School	2021-2022	9/28/2021
	3766	Teacher - Spanish - Central High School	Central High School	2021-2022	7/30/2021
	4216	Teacher - Family and Consumer Science	Central High School	2022-2023	4/5/2022
	4210	Teacher - Business	Central High School	2022-2023	4/5/2022
	3900	Teacher - Mathematics (Anticipated)	Memorial High School	2021-2022	9/20/2021
	3889	Teacher - Science (Anticipated)	Memorial High School	2021-2022	9/13/2021
	3964	School Social Worker	Memorial High School	2021-2022	10/19/2021
	4186	Teacher - English	Memorial High School	2022-2023	3/29/2022
	4187	Teacher - Mathematics	Memorial High School	2022-2023	3/29/2022
	4188	Teacher - Special Education (Emotional Behavioral)	Memorial High School	2022-2023	3/29/2022
	3971	Teacher - Special Education	Memorial High School	2021-2022	11/5/2021
	4014	Teacher - High School Mathematics - 1 year (Anticipated)	MST HS	2021-2022	11/22/2021

JOB OPENINGS REPORT

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	4077	SAP (Student Assistance Program) Counselor	MST HS	2021-2022	1/26/2022
	3803	Teacher-EL:	McLaughlin Middle School	2021-2022	8/16/2021
	3933	Teacher - Math Essentials	McLaughlin Middle School	2021-2022	10/6/2021
	3914	Teacher - Math Interventionist	McLaughlin Middle School	2021-2022	9/24/2021
	3852	Speech and Language Pathologist	McLaughlin Middle School	2021-2022	8/23/2021
	4118	Teacher - Math Grade 8	McLaughlin Middle School	2021-2022	2/24/2022
	4033	Teacher - Special Education - Self-Contained/Special Needs	McLaughlin Middle School	2021-2022	12/13/2021
	4175	Teacher - 7th Grade Science	McLaughlin Middle School	2022-2023	3/24/2022
	4170	Teacher - General Special Ed	McLaughlin Middle School	2022-2023	3/24/2022
	4176	Teacher - Science Grade 6	McLaughlin Middle School	2022-2023	3/24/2022
	4178	Teacher - General Special Education (Grade 8)	McLaughlin Middle School	2022-2023	3/31/2022
	4003	Teacher - 7th Grade Math	Middle School at Parkside	2021-2022	12/7/2021
	3970	Teacher - English Language Arts (8th Grade)	Middle School at Parkside	2021-2022	11/15/2021
	3939	Teacher - Language Arts Interventionist	Middle School at Parkside	2021-2022	10/25/2021
	3940	Teacher - Math Interventionist	Middle School at Parkside	2021-2022	10/12/2021
	2740	Teacher - General Special Education (LD preferred	Middle School at Parkside	2021-2022	10/12/2021
	3941	Teacher - Social-Emotional Learning Interventionist	Middle School at Parkside	2021-2022	11/15/2019

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	4159	Teacher - Music (Band)	Middle School at Parkside	2022-2023	3/22/2022
	4160	Teacher - Music (Vocal)	Middle School at Parkside	2022-2023	3/22/2022
	3941	Counselor - Middle School	Middle School at Parkside	2022-2023	3/22/2022
	4158	Literacy/Math Intervention - Anticipated - One Year	Middle School at Parkside	2022-2023	3/22/2022
	4161	Teacher - Special Education	Middle School at Parkside	2022-2023	3/29/2022
	3454	Teacher - EL	Northwest	2021-2022	8/23/2021
	3834	Teacher - Literacy/Math Intervention - Anticipated - One Year	Northwest	2021-2022	5/3/2021
	3814	School Psychologist - Elementary	Northwest	2021-2022	7/26/2021
	3750	Teacher - Literacy/Math Intervention (One Year)	Northwest	2021-2022	8/17/2021
	3903	Speech-Language Pathologist	Parker-Varney	2021-2022	9/3/2021
	4215	Teacher - Grade 2/3	Parker-Varney	2022-2023	
	4217	Teacher - Grade 2/3	Parker-Varney	2022-2023	4/5/2022
	3944	Teacher - Language Arts Interventionist	Parker-Varney	2021-2022	9/27/2021
	4218	Teacher - Special Needs/Autism	Parker-Varney	2022-2023	4/5/2022
	4202	Teacher - Elementary (Primary)	Smyth Road	2022-2023	3/31/2022
	3947	Teacher - Math Interventionist	Southside Middle School	2021-2022	10/12/2021
	3820	Teacher - Special Education Case Manage (Anticipated)	Southside Middle School	2021-2022	10/12/2021
	3981	Teacher - Special Education Grades 5-8	Southside Middle School	2021-2022	8/17/2021
	4206	Teacher - Health Education	Southside Middle School	2022-2023	4/5/2022
	4129	Teacher - English Language Arts (8th Grade)	Southside Middle School	2022-2023	3/24/2022
	4000	Teacher - Interventionist	Southside Middle School	2021-2022	11/5/2021

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	3561	Emotional/Behavioral Disabilities	Webster	2021-2022	11/12/2021
	4180	Teacher - Science (Chemistry/Physical Science)	West High School	2022-2023	3/29/2022
	4179	Teacher - Science (Physics)	West High School	2022-2023	3/29/2022
		Teacher - World Language (French)	West High School	2022-2023	3/29/2022
	4183	School Psychologist - West/Hillside	West/Hillside	2022-2023	3/25/2022
	3948	Teacher - Literacy/Math Interventionist	Weston	2021-2022	10/31/2021
	3493	Occupational Therapist	Weston	2021-2022	10/13/2021
	4066	Occupational Therapist Pre K (Weston/McLaughlin/HGF)	Weston	2021-2022	4/26/2021
	4050	Teacher - Title I Intervention (Reading) - Anticipated	Wilson	2021-2022	9/24/2021
	4051	Teacher - Title I Literacy/Math Interventionist (Anticipated)	Wilson	2021-2022	12/21/2021
	3891	Guidance Counselor	Wilson	2021-2022	12/22/2021
	3716	Speech Language Pathologist/Specialist	Wilson	2021-2022	12/1/2021
	3910	Teacher - Interventionist	Wilson	2021-2022	9/24/2021
PARAPROFESSIONAL				2021-2022	
83					
CERTIFIED INSTRUCTOR					
3	3702	Anticipated Certified Instructor	Parker-Varney	2021-2022	7/8/2021
	3696	Part-time APEX Teaching position	Central High School	2021-2022	7/7/2021
	3312	Certified Instructor (Part Time)	Highland Goffes Falls	2021-2022	6/30/2021
AFTER SCHOOL PROGRAMMING					
7	4016	Site Coordinator - 21st Century Program	Bakersville	2021-2022	11/18/2021
	3931	Site Coordinator - 21st Century Program	Beech Street	2021-2022	10/6/2021
	3972	Site Coordinator - 21st Century Program	Hillside Middle School	2021-2022	10/26/2021

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	4088	Site Coordinator - 21st Century Program	Gossler Park	2021-2022	3/31/2022
	4127	Site Coordinator - 21st Century Program	Wilson	2021-2022	3/31/2022
	4197	Academic Coordinator - 21st Century Program	District Wide	2021-2022	4/5/2022
	4128	21st Century Support Staff	TBD	2021-2022	3/31/2022
TOTAL					
217					

MANCHESTER SCHOOL DISTRICT

TITLE: BOSC Letter to State Senate

COMMITTEE ON Full Board MEETING OF: April 11, 2022

ACTION: X CONSENT: _____ INFORMATION: _____

BACKGROUND:

House Bill 1417-FN-L, relative to payment by the state of a portion of retirement system contributions of political subdivision employers. The Bill states that it “renews a promise made by state to municipalities and restores the state’s contribution of a portion of the retirement costs of teachers, firefighters, and local police. Its purpose is to help ease the local property tax burden, provide property tax relief to the cities and towns, and enhance public education and public safety.” Passed on March 31, 2022 by the House (186-159).

For more information on the bill:

https://gencourt.state.nh.us/bill_status/billinfo.aspx?id=1912&inflect=2

It is proposed that the BOSC send a letter to the State Senate supporting HB1417 which would relieve operational funds for our school district and would greatly increase our capacity to support our students here in Manchester. See attached draft for a possible version of this letter.

FISCAL IMPACT: Positive impact of approximately \$1.2mil each year, beginning Fall 2023.

FISCAL VERIFICATION: _____

RECOMMENDATION:

That the Board approve the attached letter of support for HB1417 and send that letter to the Senate in advance of their vote.

Prepared by:



Sean Parr
Committee Member

Presented by:



Sean Parr
Committee Member

MANCHESTER BOARD OF SCHOOL COMMITTEE

MANCHESTER SCHOOL DISTRICT ~ SAU 37
20 HECKER STREET, MANCHESTER, NH 03102



April 5, 2022

State of New Hampshire
Senate
107 North Main Street
Concord, NH 03301

Re: House Bill 1417

Honorable Senators:

We, the Manchester Board of School Committee, are requesting your support of the funding located within House Bill 1417, relative to payment by the state of a portion of retirement system contributions of political subdivision employers. The Bill received considerable and bipartisan support when passed by the House and we hope it will likewise be supported by the Senate.

The 7.5% of contributions that the State will provide per HB1417 would relieve operational funds for our school district and would greatly increase our capacity to support our students here in Manchester. **We ask you to vote YEA on HB1417.**

Thank you—your continued support is truly appreciated.

Sincerely,

Joyce Craig, Chair
Mayor of Manchester

James O'Connell, Vice Chair
Committee Member, At-Large

Peter Argeropoulos
Committee Member, At-Large

Julie Turner
Committee Member, Ward 1

Sean Parr
Committee Member, Ward 2

Karen Soule
Committee Member, Ward 3

Leslie Want
Committee Member, Ward 4

Jason Bonilla
Committee Member, Ward 5

Ken Tassey Jr.
Committee Member, Ward 6

Chris Potter
Committee Member, Ward 7

Peter Perich
Committee Member, Ward 8

Ben Dion
Committee Member, Ward 9

Gary Hamer
Committee Member, Ward 10

Nicole Leapley
Committee Member, Ward 11

Carlos Gonzalez
Committee Member, Ward 12