

Approved

Human Services Advisory Committee Minutes of November 20, 2013 Meeting

Present: Sara Anderson (Advocates for Children),; Ethel Mantzaris (YSB), chair; Ron Baker (Member At Large); Dexter Eddy (Housing Authority);; Fred Goetz (Advisory Comm. on the Needs of Persons with Disabilities); Lorraine Kenowski (Member At Large); Victoria Nimirowski (WAIM); Joan Terry (Comm. on Aging)

Absent: Bev Korba (Senior Center)

Staff: Pat Schneider, Director of Human Services

The meeting was called to order at 2:00 p.m.

The minutes of the October 2013 meeting were approved as written.

Pat Schneider updated the Committee on the various holiday funds that Human Services has available. Many applicants have been approved to receive Thanksgiving baskets from FoodShare. Recipients are especially appreciative of the fresh vegetables provided by FoodShare. The Mansfield Holiday Fund, which was begun by volunteers in Mansfield, offers a check to the recipients so they are able to do their own shopping. The Human Services Holiday Program helps to pair donors with families looking for assistance. Pat said having multiple funds makes things complicated for her department and they plan to assess the overall programs after the holidays to see if improvements are needed.

Pat also updated the Committee regarding staffing vacancies. Her opinion is that a part-time person should be hired as a senior services worker whose main responsibilities would include case management and outreach. She feels the need is not for clinical assistance. She is working with both Kathy Ann Easley and Kate, the new Youth Service Bureau member, in an effort to get them their clinical certifications. At the Senior Center some consideration is being given to what is needed in the way of an administrative

assistant. The thinking is that the main need is for a program developer rather than a clerical assistant.

In an effort to make the Committee's meeting time more convenient for a number of members, we will meet on the fourth Wednesday of each month at 3:30 p.m. There will be no December 2013 meeting. The next meeting will be held on January 22, 2014 at 3:30 p.m.

Respectfully submitted,
Joan Terry, Secretary

**Personnel Committee
Monday, December 16, 2013
Conference Room B, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Other Council Members Present: Paul Shapiro, Bill Ryan

Staff/Guests Present: Maria Capriola, Matthew Hart, Ken Weinstock (Labor Counsel)

The meeting was called to order at 6:00pm.

1. PUBLIC COMMENT

None.

2. MINUTES

The minutes of November 18, 2013 were moved by Marcellino and seconded by Wassmundt. The minutes were unanimously approved as presented.

3. TOWN ATTORNEY RFQ

A draft timeline and process for the Town Attorney RFQ were reviewed. Topics of discussion included: details of the RFQ; interview questions for firms; reference checks for finalists; and distribution of the RFQ. By consensus, the Committee agreed to move forward with the process as discussed.

4. FY 13-14 NON-UNION COMPENSATION

Wassmundt made the motion, seconded by Marcellino to table this agenda item to a future meeting.

5. MERA AND COLLECTIVE BARGAINING IN MANSFIELD

Attorney Ken Weinstock provided an overview of the Municipal Employee Relations Act (MERA) and how it applies to collective bargaining in Mansfield. The following was reviewed:

- MERA concepts
- Excluded positions
- Differences between public and private sector organizing rights
- State Board of Labor Relations (SBLR)
- Prohibited practices
- Bargaining in good faith
- State Board of Mediation and Arbitration (SBMA)
- Mediation and arbitration process
- Mandatory, permissive, and illegal subjects of bargaining
- Negotiation strategies
- Contract mediation
- Interest arbitration

The meeting adjourned at 7:43pm. Following adjournment per CGS Section 1-200(2) Council members and staff in attendance met to discuss strategy and negotiations with respect to collective bargaining for units represented by CSEA.

Respectfully submitted,
Maria E. Capriola, Assistant Town Manager, Town of Mansfield

Human Services Advisory Committee

Minutes of October 16, 2013 Meeting

Present: Ethel Mantzaris (YSB), chair; Ron Baker (Member At Large); Dexter Eddy (Housing Authority); Fred Goetz (Advisory Comm. on the Needs of Persons with Disabilities); Lorraine Kenowski (Member At Large); Bev Korba (Senior Center); Victoria Nimirowski (WAIM); Joan Terry (Comm. on Aging)

Absent: Sara Anderson (Advocates for Children)

Staff: Matt Hart, Town Manager; Pat Schneider, Director of Human Services

The meeting was called to order at 2:02 p.m.

The minutes of the June 2013 meeting were approved as written.

Matt introduced Pat Schneider to our committee. Pat described her experience in human services. Her area of expertise is work with seniors and the disabled. Members of the committee introduced themselves and explained the special concerns of the groups that they represent.

Matt said he and Pat would be meeting with Masonicare representatives soon to get an update on their plans to build a retirement facility in Mansfield.

Pat told us that her department is already working on requests for assistance at both Thanksgiving and Christmas. She reported that locating the social worker's office to the Wellness Center seems to be working well. Finally, Pat said that efforts are being made to manage the transportation grant carefully in order to avoid overspending.

A motion was made, seconded, and passed that the Human Services Committee continue to meet monthly. Several members felt that another time would be more convenient than the 2:00 p.m. hour. A questionnaire will go out to our members to see what other time would work.

Dexter asked about the changes made regarding requests from non-profit groups for funds from the town. Matt replied that groups have been requested to submit financial information to show that they are sustainable.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,
Joan Terry, Secretary

**MANSFIELD DOWNTOWN PARTNERSHIP
MEETING BOARD OF DIRECTORS
Thursday, December 5, 2013
University of Connecticut Lodewick Visitors Center
115 North Eagleville Road**

3:30 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, George Jones, Mike Kirk, Philip Lodewick, Paul McCarthy, Toni Moran, Betsy Paterson, Steve Rogers, Bill Simpson, and Ted Yungclas

Staff: Cynthia van Zelm, Kathleen Paterson, John Zaccaro (Partnership attorney)

Guests: Howard Kaufman, LeylandAlliance; Jeffrey Resetco, EdR

1. Call to Order

Philip Lodewick called the meeting to order at 3:35 pm.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of November 7, 2013

Betsy Paterson made a motion to approve the minutes of November 7, 2013. Matt Hart seconded the motion. The motion was approved.

4. Review of Agreement with Netmark Associates for Consulting Services

Tom Callahan made a motion to authorize Executive Director Cynthia van Zelm to sign the "Letter of Agreement with Netmark Associates for consulting services to assist with fundraising efforts for the Mansfield Town Square." Mike Kirk seconded the motion. The motion was approved.

Ms. Paterson made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not

required by statute and given in confidence by the Storrs Center Master Developer's representatives. George Jones seconded the motion. The motion was approved.

5. Executive Session

Present: Mr. Bacon, Mr. Birkenruth, Mr. Callahan, Ms. Friedland, Mr. Hart, Mr. Jones, Mr. Kirk, Mr. Lodewick, Mr. McCarthy, Ms. Moran, Ms. Paterson, Mr. Rogers, Mr. Simpson and Mr. Yungclas

Also Present: Cynthia van Zelm and Kathleen Paterson with the Mansfield Downtown Partnership; John Zaccaro, Cipparone & Zaccaro; Howard Kaufman with LeylandAlliance; Jeffrey Resetco with EdR

The Board reconvened in regular Session.

Due to the late hour, the rest of the Board of Directors' agenda was dispensed with for the day.

6. Adjourn

The meeting adjourned at 5:25 pm.

Minutes taken by Cynthia van Zelm.

Mansfield Board of Education
January 23, 2014
Minutes

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair; Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Jay Rueckl,
Absent: Martha Kelly, Carrie Silver-Bernstein

The meeting was called to order at 7:30pm by Mr. LaPlaca.

SPECIAL PRESENTATION: The Mansfield Middle School Related Arts team provided a PowerPoint on their programs while the Chamber Chorus sang.

Ms. Silver-Bernstein arrived at 7:35pm.
Mrs. Kelly arrived at 7:44pm.

HEARING FOR VISITORS: None

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS:

Policy Committee: Mr. Rueckl reported the Policy Committee met twice and has requested the Superintendent and Board Attorney draft a revised policy to be considered.

Personnel Committee: Mr. Walikonis reported that negotiations will commence with the Instructional Assistant and Secretaries.

REPORT OF THE SUPERINTENDENT:

- Connecticut State Department of Education Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments: Jaime Russell, Director of Information Technology reviewed aspects of the grant the district received in the amount of \$165,304.
- Connecticut Coalition for Justice in Education Funding (CCJEF): Mr. Baruzzi reviewed CCJEF school finance lawsuit.
- 2014-2015 School Calendar: Mr. Baruzzi reviewed the proposed 2014-2015 school calendar in conjunction with EASTCONN's regional calendar. The Board will continue review at January 30, 2014 meeting.
- Barrows STEM Academy: Mr. Baruzzi reviewed number of Mansfield students at the STEM Academy and current registration brochure.
- CABE/CAPSS Legislative Agendas: Mr. Baruzzi provided CABE and CAPSS agendas for the current legislative session.
- Class Size/Enrollment: The Principals reported no significant change in class size or enrollment.
- 2014-2015 Proposed Budget – Introduction and Overview: Mr. Baruzzi presented his proposed budget of \$21,036,040 representing an increase of 1.68% from the 2013-2014 budget of \$20,688,160.

APPROVAL OF MINUTES:

- Motion by Mr. Walikonis, seconded by Ms. Everett, to approve the minutes of the December 12, 2013 Meeting. Vote: Unanimous in favor.

NEW BUSINESS: None

CONSENT AGENDA: Motion by Mr. Walikonis, seconded by Mr. Fratiello, to approve the following items for the Board of Education January 23, 2014 meeting. Vote: Unanimous in favor

That the Mansfield Public Schools accepts the retirement of Judy Shay, Reading Language Arts Consultant, effective the end of the 2013-2014 school year.

That the Mansfield Public Schools accepts the retirement of Karen Norton, Physical Education teacher at Mansfield Middle School, effective the end of the 2013-2014 school year.

That the Mansfield Public Schools accepts the resignation of Elizabeth Schwartz, Spanish/ELL teacher at Goodwin School and Mansfield Middle School, effective February 7, 2014.

That the Mansfield Public Schools approves the request for maternity and unpaid childrearing leave effective the end of April, 2014 through the end of the 2013-2014 Jessica Mongeau, Mansfield Middle School math teacher.

That the Mansfield Public Schools approves the request for maternity and unpaid childrearing leave effective May 4, 2014 through the 2014-2015 school year by Kate Harbec, Vinton School Grade 2 teacher.

HEARING FOR VISITORS: Mr. Jim Palmer, Principal Annie Vinton School, expressed regrets on behalf of the administrators for the retirement of Judy Shay and appreciation for all her hard work.

SUGGESTIONS FOR FUTURE AGENDA: Mr. LaPlaca reported an update on the Religious Pluralism Policy will be on the 1.30.14 agenda. Mrs. Kelly asked for information on the rumor a school building committee had been formed. Mr. Baruzzi reported a school building committee has not been formed.

Motion by Mrs. Paulhus, seconded by Ms. Everett, to adjourn at 10:03pm. Vote Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk



TOWN OF MANSFIELD
OFFICE OF THE YOUTH SERVICES BUREAU

Patricia Michalak, MA
Youth Service Bureau Coordinator

YSB Advisory Minutes
November 12, 2013
12:00 noon @ Mansfield Town Hall
Conf. Rm. B

Board Members

Present:

Ethel Mantzaris, Chair
Frank Perrotti, Assistant Chair, Resident
Chuck Leavens, E O Smith Counselor
Patricia Michalak, YSB Coordinator
Eileen Griffin, LCSW
Trooper Stephen King
Candace Morell, MMS Vice Principal
Pat Schneider, Director of Human Services
Kate Bohannon, YSB Social Worker
Sonya Poulin, MSW intern

I. Call to Order

- Meeting called to order at 12:00 PM by Ethel Mantzaris.

II. Approval of minutes

- October 8, 2013 minutes were approved.

III. Reports

- Director's Report – Patricia Schneider
 - **Holiday Program:** 84 families are involved with the Foodshare Thanksgiving turkey giveaway
 - **Adopt-a-family Program:** they are accepting applications and getting donors for the program
 - **Holiday Hill funds**
 - The department is planning to survey recipients and donors about how the programs are going and what improvements could be made
- Coordinator's Report – Patricia Michalak
 - **Grief Matters:** Monthly group continues to meet. Members feel this is a very important program and acknowledge that it is very emotional and difficult for potential participants, so we are continuing to work on ways to reach out to those who are grieving to feel comfortable utilizing this

service. The December potluck has been well received in the past and we are planning it again to help families prepare for the holidays, as we know it can be a difficult time of year for many.

- **Grandparent's Raising Grandchildren:** They had their first meeting of the academic year and had great attendance. They talked about how helpful it is to get the support from each other.
- **Cope:** Cope is up and running in all of the schools. We completed our in-school volunteer orientation, which was well-received by both the volunteers and the school staff. We have an average of about 20 students in each school and 30 very active volunteers.
- **Big Friends:** The Big Friends program is at capacity with almost 50 people participating on Tuesday nights, including Littles, Bigs, and parents. Carrie Holman, the special education teacher, has expanded the program by reaching out to teachers in order to better incorporate homework into the program.
- **Holiday programs:** YSB will assist Adult Services with the distribution of food and turkeys to families for Thanksgiving. Kate Bohannon, YSB social worker, is participating in the planning for the department's holiday program.
- **Kidtrax:** We have officially started Kidtrax this month. Last month was spent importing client information from MySeniorCenter. This month we are participating in training and working on inputting all of our client information into the database and our interns have been a big help.
- **MMS X-Block in-school counseling:** We finished our assessments of fifth grade students who were formerly in Cope and are working on building a client list of students to be seen at this time.
- **Joy:** Tickets were offered to families to attend the Aladdin and Other Stories program at Jorgensen and it was well-received.
- **Psychological Services:** We toured Psychological Services' new facility and we continue to work with Dr. Barton, the director, to coordinate services. We feel this has the potential to be an excellent resource for Mansfield families.

IV. Old Business:

- **Police Explorer's Program:** had an introductory meeting and is looking for a few more students

V. New Business:

- **Update from Kate Bohannon, YSB Social Worker:** she has been working here for 2 months and it is going well. The schools have been supportive. She is attending seminars to be a certified supervisor.

VI. Other:

- Chuck went to a JRB meeting in Hebron and it was an effective meeting. The Board decided not to have a presentation about JRB's because we do not have a need for a JRB at this time.

- December 7 there will be a Stuff-a-Cruiser toy drive
- VII. Adjournment**
- Meeting adjourned at 12:45 p.m. November 12, 2013 is the next meeting.