

Mansfield Board of Education Meeting

January 30, 2014

Council Chambers 7:30 p.m.

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

Agenda

- 7:30 Call to Order
7:35 Special Presentation
7:50 Hearing for Visitors
8:00 Communications
8:05 Additions to the Present Agenda

Reports:

- 8:10 Committee Reports
- 8:15 Report of the Superintendent
- Be Well Update (P. 1)
 - Religious Pluralism Update (P. 7)
 - 2014-2015 School Calendar (M) (P. 9)
 - Enhancing Student Achievement (P. 11)
 - 2014-2015 Proposed Budget – Regular Instructional Program

APPROVAL OF MINUTES: (M)

January 23, 2014 Meeting (P. 13)

NEW BUSINESS:

- 9:50* Hearing for Visitors
9:55 Suggestions for Future Agenda

Adjournment

* Estimate

Mansfield Public Schools: Board of Education Goals – 2013-2014

- I) Help each student to be a confident and successful learner through differentiated instruction and support. Monitor student progress to ensure growth.
 - a. Engage and motivate each student.
 - b. Improve the mathematics, reading, science, and writing skills of each student to support college and career readiness.
 - c. Promote the cognitive, social, and emotional development of each student.
 - d. Support the full breadth of the district's programs, systematically review program offerings, and explore expanding programs.
 - e. Provide positive school climate through positive behavior support systems and encouraging character development to ensure student safety, health, physical, and emotional well-being.
 - f. Increase engagement and participation of parents/guardians in the education of their children.
 - g. Encourage the civic engagement of students.
 - h. Align our current Language Arts/ Reading, Science and Mathematics curriculum with the Common Core State Standards (CCSS).
 - i. Integrate current technology into the instructional program to extend student learning of subject matter and appropriate use of technology.
 - j. Explore additional support services for students in need of community and/or health services.
 - k. Ensure all student transitions within and between environments are supported and successful.
 - l. Incorporate curricula that investigate energy use and environmental issues.

- II) Attract, support, and retain qualified, motivated, and diverse professional staff.
 - a. Facilitate and encourage a positive, professional learning community.
 - b. Recognize teacher and staff effort and success regularly.
 - c. Foster a climate of mutual respect at all levels.
 - d. Maintain quality educational programs at multiple sites while adjusting staff levels and resources despite any changes in overall enrollment.
 - e. Support current and future school/district leadership to maintain and surpass current levels of student achievement.
 - f. Implement, with input and collaboration from certified staff, an effective professional development and evaluation program that supports the development of confident student learners and encourages the continued growth of all staff.
 - g. Provide regular opportunities for all staff to share feedback about the effectiveness of the district's programming.

- III) Monitor the District's quality and efficiency of facilities, sufficiency of space, level of security, adequacy of maintenance, and efficiency of student transportation.
 - a. Communicate quarterly with Town Council about ongoing needs for infrastructure, security, and technology.
 - b. In collaboration with the Town Council, develop and implement a long-term plan, supported by voters, to address preK-8 building needs.
 - c. Implement the improved school security and technology recommendations as approved by the Board.

- IV) Increase the effectiveness of the Board of Education.
 - a. Invest time and effort in Board members' learning and development.
 - b. Celebrate and acknowledge student achievements at Board meetings and other venues.
 - c. Foster and encourage communication between the Board and the communities it serves.
 - d. Collaborate with community members and organizations that support the District's students; including Mansfield Youth Services Bureau and Mansfield Advocates for Children.
 - e. Examine evidence regarding school readiness and review prekindergarten educational opportunities for Mansfield children.
 - f. Meet regularly with our state legislators.

- V) Plan for long-term fiscal sustainability.
 - a. Advocate for continued Education Cost Sharing which supports current programming and develop a plan to address any change to current funding level.
 - b. Continue to explore partnerships with other groups to maximize program effectiveness while containing costs.
 - c. Investigate alternative revenue, including public and private funding sources and grant opportunities.
 - d. Continue to educate ourselves and the public at large on long-term financial ramifications of balancing board goals and priorities.

Robert's Rules of Order General Guidelines

As outlined in the MBOE By-Laws, Robert's Rules of Order shall govern the proceedings of the Board unless otherwise provided by the by-laws. Following are some general guidelines from Robert's Rules and the By-Laws that should be followed to ensure efficient meetings and the rights of all members, aid decision-making and allow all to be heard.

1. During any discussion, a member must be recognized by the Chair before speaking.
2. A member will not be allowed to speak a second time until all other members wishing to speak have been allowed to do so.
3. Members should refrain from speaking a second time unless they have a new point to make or need to respond to new information.
4. As a general rule during discussion, comments should be directed through the Chair to the whole Board, rather than to other or individual members. All discussion is with the Board as a whole. Questions of the Superintendent or other non-BOE members making presentations should be directed to that individual.
5. Private conversations can be distracting to those speaking and should be limited.
6. During discussion, the Chair should try to provide equal time to those in favor or against a given topic or motion.
7. A majority is more than half of the votes cast, not a majority of the Board. For example: if only 7 members choose to vote, and the result is 4-3 in favor, the motion is adopted. Members who abstain are "refraining from voting".
8. If discussion on a *motion* is lasting a long time, any member can "move the previous question" or "call the question". They must be recognized by the Chair in order to do so. This is not debatable, and a two-thirds vote is required to pass. If two-thirds vote in favor of ending debate, the Board ends all discussion on a motion and then moves to an immediate vote on that motion.
9. Committee reports that recommend action should be submitted in writing. This allows for clear understanding of recommendations.

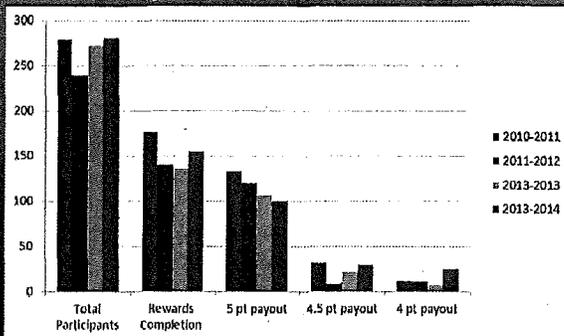
Be Well Rewards 2013-2014

Summary and recommendations for next cycle

2013-2014 Cycle Characteristics

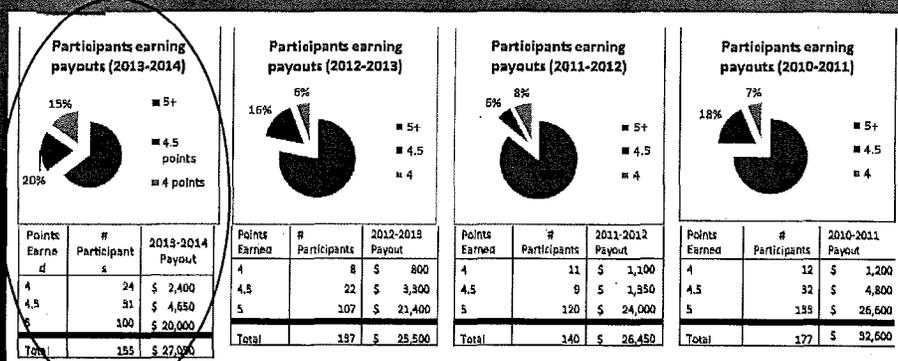
Dimension	Description
Enrollment Timeframe:	Sept 1 thru Nov 11, 2013
Medical Verification Timeframe:	Jan 1 thru Dec 12, 2013
Point-bearing Activities Timeframe	Sept 1 thru Dec 12, 2013
Rewards Payout Timeframe	FSA: January 2014 Check: February 2014
Quantity and Nature of Point-Bearing Activities (above and beyond medical verification form)	<ul style="list-style-type: none"> • <u>3 Online Refreshers</u> (including the bonus one we added at the end) • <u>Health Fair Attendance</u> • <u>Maintain Don't Gain Weigh-In</u> (to increase number of point-bearing activities, we made the decision to shift the point allocation to weigh-in, rather than weigh-out)
Hiatus from Point-Bearing Activities until following Rewards Cycle (above and beyond medical verification form, if status quo is maintained)	January thru August 2014 (activities will take place, but without point-earning status)

Overall Participation and Completion Trend Data



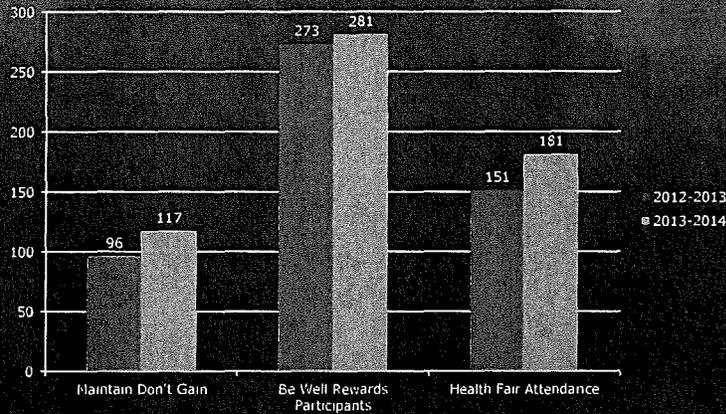
	2010-2011	2011-2012	2012-2013	2013-2014	% Change from previous year
Total Participants	280	239	273	281	2%
Rewards Completion	177 (63%)	140 (59%)	137 (50%)	155 (55%)	-5%
5 pt payout	133	120	107	100	-7%
4.5 pt payout	32	9	22	30	36%
4 pt payout	12	11	8	25	213%

Overall Rewards Payout Trend Data



○ A total of 10 people selected the tax-free FSA deposit option (6%). The remaining participants selected the taxable check payout option.

Fall 2013 Activities



2013-2014 Rewards Cycle Preliminary Participant Feedback (n=127)

MANY PARTICIPANTS WERE VERY COMPLIMENTARY AND APPRECIATIVE OF THE PROGRAM AS IS, THERE WERE HOWEVER SOME REOCCURRING RECOMMENDATIONS THAT INCLUDED:

- Having more "active" activities be worth points. There were also comments about having too many burdensome surveys in such a short length of time.
- Extending the MCC Discount program (or points opportunities) to other local fitness centers or other EHHD Town Rec Centers
- Having some way of independently checking their points online
- Changing the timeframe so as to be more intuitive, and not have it concentrated into such a short timeframe which added to the holiday stress (several participants experienced the final weeks as a stressful and frustrating experience because they were not clear about the timeframe change)
- Reviewing the medical verification form (and process) to make it more provider/participant-friendly, as well as more in tune with updated evidence on biometrics (i.e. BMI vs. body composition, Tot. Cholesterol vs. Cholesterol Ratio, etc.)

Recommendations for next Rewards cycle
(to be paid out in 2015)

Dimension	Recommendation	Considerations
Timeframe	Change to true Calendar Year (Jan. 2014 thru Dec. 2015)	<ul style="list-style-type: none"> • May reduce confusion on the part of participants (it's a more "natural" timeframe) • Participants won't need to "hang onto" their medical verification forms until the Fall or track down their PCP's retroactively to fill it out in the Fall and incur associated costs • Be Well messaging will be consistent throughout the year and all activities can now be counted towards Rewards (not just activities completed during 3.5 months of the year) • May ensure higher levels of participation in wellness activities throughout the year • Be Well staff will be able to spread Rewards tracking workload over the course of the year • HR staff support this and are not concerned with excessive turnover between one school year and the next (new staff would still be able to enroll and receive points before the end of the year, staff no longer employed will not be eligible for payout. Be Well can coordinate with HR to account for non-completion of program due to turnover) • May need to extend to include 2013 visits that took place post 12/12/13 • Finance staff support this and would still be able to accommodate those interested in the Flexible Spending Account deposit.

Recommendations for next Rewards cycle
(to be paid out in 2015)

Dimension	Recommendation	Considerations
Payout	Keep as is with dual option of taxable check versus tax-free deposit into Flexible Spending Account	<ul style="list-style-type: none"> • HR, Be Well, and Finance staff agreed that it would be beneficial to include a question about preferred method of payment at point of enrollment in the Rewards program, so that HR and Finance Depts. can have an advanced grasp as to the volume and names of participants who will be selecting the FSA deposit vs. the check option. • Be Well will clearly communicate that the FSA deposit can only be used for uninsured medical expense reimbursements (not childcare expenses). This was unclear to participants during the 2013-2014 cycle.

Recommendations for next Rewards cycle (to be paid out in 2015)

Dimension	Recommendation	Considerations
Nature and Quantity of Activities	<u>Revert to how it used to be</u> , with most activities completed (from January thru May, and then again from September thru December) counting towards Rewards.	<ul style="list-style-type: none"> • Will reduce confusion on the part of participants • Be Well messaging is consistent throughout the year and most activities can now be counted towards Rewards (not just activities completed during 3.5 months of the year) • May ensure higher levels of participation in wellness activities throughout the year • Will include a greater number of "active" point-worthy options and potentially reach more participants who do not typically spend much time in front of a computer. • Change point structure of surveys (HRA and Behavior and Interest Survey)

Recommendations for next Rewards cycle (to be paid out in 2015)

Dimension	Recommendation	Considerations
Promotion	<u>Revise and expand current materials</u>	<ul style="list-style-type: none"> • Revise hard copy and website materials for greater clarity and consistency of message • Distribute revised "Welcome to Be Well" packet to all employees, explaining Rewards, and have HR incorporate as standard practice for new employees. HR Staff are in agreement with this proposal. • Create a FAQ resource to minimize participant frustration and reduce Be Well Staff time spent on individual one-on-one support • Incorporate a way for participants to check points independently • Distribute "Ask me how to Be Well" buttons to recruit new participants and increase "buzz"

Projected Spring 2014 Activities

Activity	Timeframe	Notes
The Mansfield Buzz Newsletter	Monthly	
10k-a-Day Club	January thru May	Digital pedometers for sale (\$15), free replacement batteries, online steps log, in person workshops and online resources
Launch of new Rewards Cycle	February	Retroactive to January 2014
Online Refreshers	February and May	
Spa Day	March	For MDG participants who successfully completed 2013 MDG Challenge
"Lunch & Learn" workshop	March or April	Stress Management and/or Financial Planning
Onsite Fitness Classes	March	Sites have requested yoga, Zumba, and kickboxing
Onsite Screenings	April	Blood pressure, glucose, cholesterol screenings (6 months after the health fair)
Take and Bake and/or Give me 5	May	
Recipe Makeover - Online Video	Monthly	

Other ideas and considerations we are currently exploring

- Customized six-week training to prepare for a CT-based 5k (program through the Hartford Marathon Foundation)
- New ways to reach and entice our audience (i.e. recipe makeover demonstrations, E.O. Smith community calendar, 2015 recipe calendar, freezer slow cooking series, Walktober Fridays, etc.)
- Ways to better reach and serve employees whose work day does not primarily entail computer time (i.e. public works, teachers, fire dept., MCC, library, etc.)
- Treadmill desks and creating a culture that supports "walking meetings"
- How to better utilize available technology (i.e. databases, apps, website, newsletter, social media, etc.)
- Latest best practices from the field of employee wellness
- Any other ideas or thoughts?

Mansfield Board of Education Policy

Section: STUDENTS

RELIGIOUS PLURALISM/RESPECT

The Mansfield Public Schools encourage and practice respect for all religious and cultural beliefs with impartiality. The students, faculty and administration are reminded of the pluralism of religious beliefs. Each person should be conscious of and respect the sensitivities of others. In keeping with this philosophy, accommodation for student absences for religious holidays shall be made in accordance with administrative regulations developed and implemented by the Superintendent in furtherance of this policy.

ADOPTED: 9/26/91
REVISED: 1/27/05
REVIEWED: 9/10/09; 9/10; 10/13/11; 9/13/12; 10/10/13

**Mansfield Public Schools
School Climate Survey
Fall 2013**

Parent Survey Questions	GW	SE	VN	MMS
10. My child has been treated unfairly at school because of his/her religion	1	2	0	1
11. I have seen or heard others being treated unfairly at school because of their religion	1	0	0	3
Total Parent Survey Responses	68	106	73	169

Mansfield Public Schools

2014-2015

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Notes

August 14 (3)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	PD	PD	27	28	29	30
31						

September 14 (21)						
Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 14 (21)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	H	PD	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 14 (16)						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	PD	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	V	29
30						

December 14 (17)						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	V	H	V	27
28	V	V	V			

January 15 (19)						
Su	M	Tu	W	Th	F	Sa
				H	V	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

February 15 (18)						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	18	19	20	21
22	23	24	25	26	27	28

March 15 (21)						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	PD	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 15 (16)						
Su	M	Tu	W	Th	F	Sa
			1	2	H	4
5	6	7	8	9	10	11
12	V	V	V	V	V	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 15 (20)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

June 15 (16)						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	PD	24	25	26	27
28	29	30				

 Early Closing
 Holiday

 Professional Development Day for Teachers
 Vacation

*Last day for students includes 5 built-in weather related closings. If these days are not needed, the last school day will be adjusted accordingly. If the district uses all 5 built-in weather days and requires additional days, consideration will be given to Professional Development Days in March, November, and October. Total Instructional Days will not exceed 183.

Adopted by the Mansfield Board of Education on . Also available on line @ <http://www.mansfieldct.gov/MBOE>

August:
25-26: Certified/Non-Certified Staff Prof. Day
27: First Day - Students
September:
1: Labor Day Holiday
October:
13: Columbus Day: No School
14: Certified/Non-Certified Staff Prof. Day
November:
10: Certified Staff Professional Day
11: Veterans' Day: No School
24-26: Early Closing
27-28: Thanksgiving Holiday
December:
24-31: Winter Vacation
January:
1-2: New Year's Holiday & Winter Vacation
19: Martin Luther King, Jr. Holiday
February:
16: Presidents' Day
17: Vacation Day
March:
16: Certified Staff Professional Day
April:
3: Good Friday Holiday
13-17: Spring Vacation
May:
25: Memorial Day Holiday
June:
22: Last Day for Students (Early Closing)*
23: Certified Staff Professional Day

**Mansfield Public Schools
Enhancing Student Achievement
2013-2014**

School	Gr.	Number Served	Subject	Focus	Activity Name	# of Sessions	Length of Each Session	Instructional Hours Per Student	Start/End Date	Total Cost
GW	2-4	15	Reading	Reading, Writing, Math	Homework & Independent Work Club	12	1 hr.	12	10/8/13-11/20/13	\$1,073.64
GW	3-4	12	Reading	Support Critical Thinking & Problem Solving	Super Sleuth Mystery Club	6	1 hr.	6	10/9/13-11/20/13	\$436.80
GW	2-3	12	Reading	N. American Landmarks & symbols of US	Traveling Tourists	6	1 hr.	6	10/9/13-11/20/13	\$363.96
GW	K	All	Reading	Read Aloud	Books & Breakfast I	6	1 hr.	6	10/16/13-11/20/13	\$378.60
SE	3/4	All	Physical Fitness	Improving Physical Fitness	Southeast Running Club	10	1.25 hrs.	12.5	9/13/13-11/15/13	\$1,515.00
SE	3/4	All	Reading	Reading for enjoyment	Battle of the Books	24	1.5 hrs.	36	10/02/13-1/22/14	\$554.40
SE	3/4	All	Reading	Reading for enjoyment	Battle of the Books II	24	1.5 hrs.	36	10/02/13-1/22/14	\$554.40
SE	K	All	Reading	Read Aloud	Books & Breakfast I	6	1 hr.	6	10/22/13-12/10/13	\$378.60
SE	3/4	All	Physical Fitness	Improving Physical Fitness	Southeast Running Club	10	1.25 hrs.	12.5	4/1/14-5/9/14	\$1,475.00
VN	K	All	Reading	Read Aloud	Books & Breakfast I	6	1 hr.	6	10/16/13-11/20/13	\$378.60
MMS	7	All	Writing	Learn & apply writing strategies	7 th Grade Writer's Club	10	1.2 hrs.	12	9/23/13-12/17/13	\$420.00
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help (I)	6	1.25 hrs.	7.5	9/16/13-10/31/13	\$750.00
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help (II)	8	1.25 hrs.	10	11/4/13-1/16/14	\$1,000.00
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help (III)	11	1.25 hrs.	13.75	1/21/14-4/3/14	\$1,375.00
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help (IV)	9	1.25 hrs.	11.25	4/7/14-6/12/14	\$1,125.00
									TOTAL	\$11,779.00
									REMAINING BALANCE	\$18,221.00

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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.
- CABA/CAPSS Legislative Agendas: Mr. Baruzzi provided CABA 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 requested an update on the Religious Pluralism Policy. 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