

Mansfield Board of Education Meeting

September 11, 2014

Council Chambers 7:30 p.m.

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

Agenda

- 7:30 Call to Order
7:35 Appointment of New Board Member (M) (P. 1)
7:45 Introduction of New Certified Staff (P. 27)
8:05 Hearing for Visitors
8:15 Communications (P. 3)
8:20 Additions to the Present Agenda

Reports:

- 8:25 Committee Reports:
Committee Assignments
Finance Committee
Personnel Committee
Policy Committee (P. 5)
8:40 Board Retreat on September 25, 2014
8:45 Report of the Acting Superintendent
- Budget Transfers 2013-2014 (M) (Encl.)
 - 2013-2014 4th Quarter Financial Report (M) (Encl.)
 - Field Trip Requests (M) (P. 13)
 - Summer Programs (P. 21)
 - Books on Bus
 - Summer School
 - Summer Online Programs
 - Class Size/Enrollment

APPROVAL OF MINUTES: (P. 23)

- June 12, 2014 Meeting (M)
July 23, 2014 Special Meeting (M)
July 23, 2014 Retreat (M)

NEW BUSINESS: (If needed, items from the "Consent Agenda" may be added at this time.)

CONSENT AGENDA: (M) (P. 27)

The following items for the Board of Education September 11, 2013 meeting be approved or received for the record, unless removed by a Board member or the Acting Superintendent of Schools.

That the Mansfield Public Schools Board of Education approves the employment of Ashley Bayard, Teacher, Southeast School, effective August 25, 2014 at an annual salary of \$49,910, Level 2, Step 1 of the Teachers' Salary Schedule.

Pamela Holley, Special Education Teacher, Vinton School, effective August 25, 2014 at an annual salary of \$84,651, Level 2, Step 14 of the Teachers' Salary Schedule.

Catherine DePercio, World Language Teacher, Goodwin School, effective July 1, 2014 at an annual salary of \$47,607, Level 2, Step 2 of the Teachers' Salary Schedule.

Brittany Lane, Teacher, Mansfield Middle School, effective July 1, 2014 at an annual salary of \$47,913, Level 1, Step 1 of the Teachers' Salary Schedule.

EXECUTIVE SESSION for the purpose of adjusting Director of Special Education and Student Support Services salary while serving as Acting Superintendent. (M)

Possible action on Acting Superintendent's salary.

- 10:00* Hearing for Visitors
10:10 Suggestions for Future Agenda

Adjournment

* Estimate

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.

Mansfield Democratic Town Committee

P. O. Box 384
Mansfield Center, CT 06250

September 3, 2014

Randy Walikonis, Chair
Mansfield Board of Education
4 S. Eagleville Rd.
Storrs Mansfield CT 06268

Dear Randy,

The Mansfield Democratic Town Committee has nominated Kathleen Ward to fill the vacancy created by Mark LaPlaca's resignation from the Board of Education. She was chosen because of her Connecticut and Mansfield experience in education, and because of her current service on another town board. She comes highly recommended by those who interviewed her.

On behalf of the MDTC,

Toni Moran, Chair

27 Storrs Heights Road
Storrs, CT 06268
August 10, 2014

Dear Mansfield Board of Education,

Before the pace of the new school year takes over, I wanted to take a moment to thank you for providing me with my leave of absence this past academic year so that I could accompany my husband during his sabbatical year from UCONN.

We were able to visit many countries during our year abroad and in each one I was reminded how important travel is for our understanding of ourselves and of the world. I look forward to sharing my insights and experiences with students in the coming year(s).

In Australia (first stop), I audited a history class at the University of Adelaide and participated in a range of classes at the "University of the 3rd Age" (now that I am old enough!), including, among others, a French class and a series of lectures on the Medici family. I also began the first of many online courses (MOOCs) that I took during the year, which ranged from Plato to photography to teaching pedagogy, among others. I continued these MOOCs through the next two months when we stayed in Israel, where I was also surrounded by ancient history and modern challenges.

For our last five months we were based in Germany. I took an intensive German language class (9:00-1:30 every day for a month) that improved my German communication skills, exposed me to more German culture, and provided for many opportunities to interact with fellow students in the class who were from all over the world. I also took some MOOCs.

We managed a visit with some of the teachers from the school in Saarstedt, where MMS's German Exchange program is held. It was good to meet up with former, current and potential future teacher-participants and to sense their ongoing excitement about the program. I also joined my husband on his work-related trips around Germany and to Spain, Italy, Switzerland and South Korea. While he attended his conferences, I explored the cities' histories and culture. I visited many museums and historical sites, and learned more about historical and current events. I look forward to incorporating new resources and photographs into future lessons.

Finally, I was also able to participate in some middle and high school English classes in Germany. In addition to ideas and inspiration from the teachers and students I encountered, I was reminded how lucky I am to teach in Mansfield. The breadth and quality of our programs; the commitment and skill of our teachers, administrators and staff; the recognition of the importance of developing the 'whole child'; and the ongoing support of our community are world-class. I am very proud to be part of this district.

Thank you for all your efforts on behalf of the schools. And extra thanks for allowing me to have such an extraordinary year, while knowing that I would be returning to this superb place.

All the best,



Elyse Poller, Mansfield Middle School
cc: Fred Baruzzi, Candace Morell



SHIPMAN & GOODWIN^{LLP}
COUNSELORS AT LAW

**MANSFIELD BOARD OF EDUCATION
POLICY RECOMMENDATIONS
SEPTEMBER 2014**

Introduction

This memorandum sets forth the suggested revisions to Board policies, regulations and accompanying model documents we are recommending as a result of the 2014 legislative session, as well as changes based on legal trends or best practices. We include any changes that have been made since September 2013. The bases for our recommended changes to the Board's existing policies for each respective series are discussed below.

Given that many of these changes should be implemented with the commencement of the 2014-2015 school year, we recommend that the Board act as rapidly as possible to enact the newly revised manual.

This memorandum covers Sections 2-6 of the policy manual.

Section 2: Fiscal Management

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

The legal references have been updated for this policy.

For the remainder of the Board's Policies in Section 2, we have no suggested changes.

Section 3: Instruction

CURRICULAR EXEMPTIONS

The legal references have been updated for this policy.

For the remainder of the Board's Policies in Section 3, we have no suggested changes.

Section 4: Personnel

ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

This policy was revised to prohibit employee use of electronic nicotine delivery systems (“e-cigarettes”) on school property.

CERTIFIED STAFF/DEVELOPMENT

The legal references have been updated for this policy.

CERTIFIED STAFF/JOB SHARING (ADMINISTRATIVE REGULATIONS)

The definitions of “teacher” and “tenure” have been amended to align the regulations with the revisions to the tenure law that went into effect this year.

CHILD ABUSE AND NEGLECT REPORTING

Public Act 14-186 makes several changes to the existing child welfare statutes, which changes become effective October 1, 2014. Specifically, Public Act 14-186 expands the list of mandated reporters set forth in Section 17a-101(b) to include a number of additional reporters, including any person eighteen years of age or older who: 1) holds or is issued a coaching permit by the State Board of Education and is a coach of intramural or interscholastic athletics; or 2) is employed either as a coach or director of youth athletics or a coach or director of a youth sports organization, league or team. The law previously included only coaches who were employed by a local or regional board of education.

In addition, the amendments to the law require that DCF notify the superintendent of a local or regional board of education of the results of its investigation of alleged abuse or neglect by a school employee not later than five working days after DCF completes its investigation of alleged abuse or neglect of a child by a school employee. Prior to the amendments, such notice was only required when DCF had reasonable cause to believe that a child had been abused or neglected by a school employee who had been entrusted with the care of a child and held an SDE-issued certification, permit or authorization, or when DCF recommended that the employee be placed on the DCF child abuse and neglect registry. Moreover, the requirement that a superintendent must suspend employees against whom abuse or neglect is substantiated is now limited to situations when the Commissioner of Children and Families recommends such school employee be placed on the child abuse and neglect registry.

The district’s policy has been amended to reflect these new requirements.

CONCUSSION TRAINING FOR ATHLETIC COACHES (ADMINISTRATIVE REGULATIONS)

Public Act 14-66 makes significant changes to the statutes relating to student concussions, some of which became effective July 1, 2014, necessitating policy changes at this time.

Some elements of this public act will become effective with the 2015-2016 school year. First, General Statutes § 10-149b now describes concussions as “a type of brain injury.” The law now also requires notification to parents when a child is removed from play due to suspected concussion. Specifically, effective July 1, 2014, whenever a coach removes a student athlete from participating in any intramural or interscholastic athletic activity because of signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body or a diagnosis of a concussion, a “qualified school employee” as defined in the law, (principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional), must notify the student athlete’s parent or legal guardian. This notification must be provided not later than 24 hours after the removal, but the school employee should make a reasonable effort to provide immediate notification to the parent or legal guardian.

The district’s policy has been amended to reflect these new requirements.

FAMILY AND MEDICAL LEAVE

The district’s policy has been revised to reflect the new legislative requirement that paraprofessionals be offered FMLA coverage (those working 950 hours or more). In addition, the policy has been amended to incorporate provisions from the release of the 2013 federal regulations regarding military caregiver leave.

SMOKING PROHIBITED

This policy was revised to prohibit use of electronic nicotine delivery systems (“e-cigarettes”) on school property.

For the remainder of the Board’s Policies in Section 4, we have no suggested changes.

Series 5: School, Community and Home Relations

SCHOOL SECURITY AND SAFETY

Last year, the Connecticut General Assembly enacted legislation creating new requirements for boards of education relating to school security and safety. Each school within a school district must develop and implement a school security and safety plan based on school security and safety standards developed by the Division of Emergency Management and Homeland Security (DEMHS) within the Connecticut Department of Emergency Services and Public Protection (DESPP), in consultation with the Connecticut Department of Education. DESPP/DEMHS has developed a school security and safety template based on these standards for boards of education to use in developing plans for each school. In addition, boards must establish a school security and safety committee for each school, provide certain trainings and conduct certain assessments. We anticipate that the specifics of these plans will be exempt from disclosure under the FOIA. The policy

included as a recommendation here is designed to provide the policy framework for the drafting of the specific plans contemplated by the legislation.

SECTION 504/COMMUNITY (ADMINISTRATIVE REGULATIONS)

From time to time, we recommend changes to Section 504 policies and procedures to reflect changes suggested by the Office of Civil Rights as we work with that federal agency in complaint investigation and compliance efforts on behalf of school districts. The Board's policy has been updated for clarity and consistency.

SEXUAL OFFENDERS ON SCHOOL PROPERTY

Public Act 14-213 expands the requirement in General Statutes § 54-258 that the Department of Emergency Services and Public Protection notify the superintendent of schools for the school district into which a registered sexual offender will be released, and to provide the superintendent with the information from the registry that is generally available to the public. Now such notification must be provided whenever a registrant changes addresses. The district's policy has been revised to reflect this change.

SMOKING PROHIBITED

This policy was revised to prohibit use of electronic nicotine delivery systems ("e-cigarettes") on school property.

WEAPONS OR FIREARMS POSSESSION ON SCHOOL PROPERTY

The policy has been updated to reflect changes to the definition of a "peace officer" necessitated by Public Act 13-188, "An Act Concerning School Safety."

For the remainder of the Board's Policies in Section 5, we have no suggested changes.

Series 6: Students

ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

Public Act 14-176 makes a number of changes to Connecticut General Statute § 10-212a regarding the storage and use of emergency epinephrine in cartridge injectors (i.e. epipens) at school. Prior law permitted schools to administer epinephrine to a student only when the school had received prior written consent from a parent and written authorization from a qualified medical professional. Effective July 1, 2014, schools are now required to maintain epipens for the purpose of providing emergency first aid to a student who experiences an allergic reaction even if the student does not have a prior written authorization for the administration of epinephrine. Under the revised law, a student's parent or guardian may submit a written directive to the school nurse (and school medical advisor, if any) to prohibit the administration of epinephrine to such student.

Moreover, the revised law now requires boards of education to designate and train "qualified school employees" to administer epinephrine in emergency circumstances to students having an allergic reaction who do not have the required written authorization for such medication (unless of course they are subject to a written directive prohibiting the administration of epinephrine). A "qualified school employee" is defined as a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional

The district's policy has been amended to reflect these changes.

BULLYING BEHAVIOR IN THE SCHOOLS/SAFE SCHOOL CLIMATE PLAN

This year, the General Assembly amended the bullying laws in several respects. Among the most significant changes, the scope of the bullying statute has been expanded beyond bullying to include "teen dating violence." Public Act 14-234 provides that, effective October 1, 2014, safe school climate plans must now address the existence of teen dating violence as well as bullying in schools. Teen dating violence is defined as "any act of physical, emotional or sexual abuse, including stalking, harassment and threatening that occurs between two students who are currently in or who have recently been in a dating relationship." Specifically, safe school climate plans must now include a prevention strategy for school employees to deal with teen dating violence.

However, the complaint and investigation process regarding bullying was not expanded to include claims of teen dating violence (though school administrators will want to investigate any such claims as relate to school).

The General Assembly made a number of other changes to the bullying statute, all effective July 1, 2014. First, Public Act 14-172 clarifies that the required annual notification to students and parents (or guardians) of the process by which students may make anonymous reports of bullying must now be given at the beginning of each school year. Public Act 14-172 also expressly requires that when commencing an investigation concerning alleged bullying conduct, school officials must be sure to provide “prompt” notice to the parents of the victim and the parents of the student alleged to have committed acts of bullying that an investigation has commenced.

Public Act 14-172 also clarifies that the required meeting with the parents of the bullying victim and the parents of the perpetrator should be separate and distinct, rather than a joint meeting. The law further provides that at the meeting with the parents (or guardians) of the student found to have committed the verified act of bullying, school officials are required to discuss specific interventions undertaken by the school to prevent further acts of bullying. In addition, at the required meeting with the victim’s parents, the law now expressly requires that school officials inform the parents of the policies and procedures in place to prevent further acts of bullying.

Public Act 14-172 also expands the list of examples of activities that can be part of a “prevention and intervention strategy” as set forth in General Statutes § 10-222g. As revised, this new statute identifies that a prevention and intervention strategy may also include “culturally competent, school-based curriculum focusing on social-emotional learning, self-awareness and self-regulation,” and it clarifies that “interventions with the bullied child” as referenced in the list of what may be in the district’s “prevention and intervention strategy” includes “referrals to a school counselor, psychologist or other appropriate social or mental health service and periodic follow-up by the safe school climate specialist with the bullied child.” The statute was also expressly amended to permit funding for the school-based bullying intervention and school climate improvement strategies to originate from public, private, federal or philanthropic sources.

Public Act 14-232 also made changes to the existing bullying statute to give the SDE more direct authority over the approval of safe school climate plans.

The district’s Bullying Behavior in the Schools Policy and Safe School Climate plan have been amended to reflect these new statutory requirements.

CHEMICAL HEALTH FOR STUDENT ATHLETES

The chemical health for student athletes’ policy has been revised to clarify that a student’s lawful possession and/or use of controlled substances and/or drugs will not subject him to her to the penalties and/or consequences described in the policy.

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

We revised this policy and its administrative regulations to include certain provisions related to the disclosure of records pursuant to the federal school lunch program (the Healthy, Hunger-Free Kids Act), and also related to disclosures to the Department of Children and Families (the Uninterrupted Scholars Act). In addition, we incorporated the provisions of Public Act 14-229, related to the expunging of student expulsion records.

DRUG AND ALCOHOL USE BY STUDENTS

The drug and alcohol use by students policy has been revised to clarify that it regulates students' unlawful use of drugs, as some students may have prescriptions for such substances which permit the lawful possession and use of same.

FOOD ALLERGY AND GLYCOGEN STORAGE DISEASE MANAGEMENT PLAN AND GUIDELINES (ADMINISTRATIVE REGULATIONS)

The food allergy and glycogen storage disease management guidelines have been revised to be more closely aligned with the state's guidance in this area.

PHYSICAL ACTIVITY AND STUDENT DISCIPLINE

The legal references have been updated for this policy.

PREVENTION OF DISEASE AND TRANSMISSION IN SCHOOLS (ADMINISTRATIVE REGULATIONS)

This policy has been revised to delete the duplicative information relative to handling of bodily fluids. This is covered by the bloodborne pathogens policy.

RESIDENT STUDENTS NOT ATTENDING PUBLIC SCHOOLS

This policy has been amended pursuant to the policy committee's discussion on March 4, 2014.

SMOKING PROHIBITED

This policy was revised to prohibit use of electronic nicotine delivery systems ("e-cigarettes") on school property.

STUDENT DISCIPLINE

Public Act 14-229 makes certain changes to the expulsion statutes, which changes are effective July 1, 2014. Prior law gave boards of education the authority to shorten or waive the expulsion period for a student expelled for the first time who had never been suspended. Under the revised law, a board of education is now prohibited from shortening

or waiving the expulsion period for such mandatory expulsions based on possession of a firearm or deadly weapon. Additionally, Public Act 14-229 amends current statutory provisions regarding the authority of a board to expunge notice of expulsion from a student's cumulative file. Previously, a board was not permitted to expunge notice of student expulsion for any offense based upon possession of a firearm or deadly weapon. Public Act 14-229 now permits boards to expunge such notice of expulsion when such a weapons offense occurs prior to grade nine. The new law also clarifies that, where the board has shortened or waived the expulsion period, notice of the student's expulsion may be expunged by a local or regional board of education at the time the student completes a board-specified program and satisfies any other

Finally, as amended by Public Act 14-229, the statute now also provides that a board may expunge a notice of expulsion from the student's cumulative record if the student demonstrates to the board that his/her conduct and behavior in the years following the expulsion warrants such action. In considering whether to expunge notice of expulsion before high school graduation, a board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of such student.

The district's discipline policy has been amended to reflect these changes.

TRUANCY/STUDENT ATTENDANCE AND TRUANCY

Public Act 14-198 provides that, effective with the 2014-2015 school year, a child age five to eighteen, enrolled in a public or private school, and whose parent or legal guardian is an active duty member of the armed forces (1) who has been called for duty, or (2) who is on leave from or has immediately returned from deployment, must be granted ten (10) days of excused absences in any school year to visit with such child's parent or legal guardian. The law grants boards of education discretion to grant additional excused absences in connection with such visits. However, under the new law, the student and parent (or legal guardian) remain responsible for obtaining the student's assignments prior to any excused absence, and for ensuring that such assignments are completed by the student before his or her return to school. The district's policy has been amended to reflect these changes.

For the remainder of the Board's policies in Section 6, we have no suggested changes.

Please feel free to contact us if you have any questions regarding these proposed revisions.

**Mansfield Public Schools
School Trip Request Form**

Type of Trip:

<input type="checkbox"/>	Field Trip	<input type="checkbox"/>	Extracurricular/Club Trip	<input type="checkbox"/>	Day Trip
<input type="checkbox"/>	Enrichment Trip	<input type="checkbox"/>	International Trip	<input checked="" type="checkbox"/>	Overnight Trip

Class, Club, or Organization: Mansfield Middle School Fiddlehike

Requested by: Michael Carbonneau **Date Requested:** Friday, September 28th – Sunday, September 29th, 2014

Destination (Be Specific): MMS string players will join Mr. Carbonneau on a music enrichment trip to the White Mountains in New Hampshire, where they will hike well marked, established trails in the area and stay in several Appalachian Mountain Club lodges/full service AMC huts. The violinists and cellists also have two opportunities to play for appreciative audiences at an Appalachian Mountain Club lodge and at the historic Mount Washington Hotel, both in Bretton Woods, New Hampshire.

List academic, social, and/or civic expectations from the Mission Statement that will be met by taking this trip: Academic and social expectations:

- *“Not only mastery of basic skills, but also higher level thinking and learning.”*
- *“We want students to become responsible citizens”*
- *“We emphasize cooperation and concern for others, and respect for individual and cultural differences.”*
- *“Children have the opportunity to explore a wide range of school activities.”*

Date(s) of Trip: Friday, September 28th – Sunday, September 30th, 2014

Number of School Days to be Missed: Students leave school late Friday morning

Time of Departure: 10:00 Friday morning **Time Returning to School:** Monday-regular time for a full day

Number Attending:

Students Faculty Staff Parents Others

If the date(s) requested impact(s) instructional time, please give valid rationale why the trip cannot be taken during a non-instructional period: A scheduled Friday evening performance of the group requires travel time and setup time beforehand. The performances are an integral part of the experience.

If substitute coverage will be provided, please describe how classroom instruction is likely to be affected: no substitute time is requested.

School Trip Request: Cost Detail - The cost for each student is a single lump sum of \$160.00, and it includes all food, lodging, and transportation. Students are asked not to bring more than \$10 for extra spending money. We will be traveling in Mansfield’s Mini-Bus. Mike Carbonneau and Sylvia Griffin have a special driving license certifying them to operate this vehicle. The cost of the trip is substantially reduced because a conventional hourly paid bus driver does not have to be hired for this extended time period.

Expense Detail	District Share (total)	Student Share (per)	Chaperone Share (per)
Substitutes	0		
Admission Fees	0		
Transportation	\$332.00		
Lodging		160.00	
Meals			
Other			
TOTAL	\$332.00	160.00	none

\$332.00 covered by orchestra fundraising initiatives.

How have students/parents been informed that financial assistance is available for students in need?

This is an annual culminating trip of MMS's Country Fiddle String Band, and families are advised throughout the year on how to finance the trip.

Are funds available to support students in need? Yes

MMS has several sources available to help families of participating students. The most commonly used is the Hodovan Fund, which has a flexible structure, allowing funding to get to deserving students when needed.

Section Below Completed By Administrator Only:

Is the itinerary required to be sent home to parents? Yes No

Number of chaperones required: Staff Members Outside Personnel

This will be forwarded to the Mansfield Board of Education for approval.

Approved Denied Trip Itinerary required and attached

Administrators Signature: Candace Morell/cmg Print Name: Candace Morell

Date of Board Approval if Applicable: _____

Nurse's signature indicating that the names of students attending have been submitted 10 school days in advance of the trip: _____

Field Trip

A motion is in order if the Board approves the Fiddlehike Field Trip.

Motion to approve the Mansfield Middle School Fiddlehike Field Trip.

Mansfield Public Schools School Trip Request Form

Type of Trip:

<input type="checkbox"/>	Field Trip	<input type="checkbox"/>	Extracurricular/Club Trip	<input type="checkbox"/>	Day Trip
<input checked="" type="checkbox"/>	Enrichment Trip	<input checked="" type="checkbox"/>	International Trip	<input checked="" type="checkbox"/>	Overnight Trip

Class, Club, or Organization: German Exchange

Requested by Mansfield Middle School Date Requested: 9/11/2014

Destination (Be Specific): Gymnasium Sarstedt (MMS Partner School) in Sarstedt, Germany. Students will stay with host families. Side trips will include Berlin, Bergen-Belsen, Hannover and local sites.

List academic, social, and/or civic expectations from the Mission Statement that will be met by taking this trip:

- *"not only mastery of basic skills, but also higher level thinking and learning."*
- *"We want students to become responsible citizens."*
- *"We emphasize cooperation and concern for others, and respect for individual and cultural differences."*
- *"We foster communication among the participants within our school community and beyond."*

Dates of Trip: Three weeks in September 27 /October 18, 2014

Number of School Days to be Missed: 13

Time of Departure: 4:30 Time Returning to School: 8:15

Number Attending:

Students Faculty Staff Parents Others

If the date(s) requested impact(s) instructional time, please give valid rationale why the trip cannot be taken during a non-instructional period: The three-week duration of the trip was established at the beginning of our German partnership in 1992. The length of the homestay deepens the relationship with the host student and family, and allows our students to experience German family life.

Fall is the only time that the trip works for both schools. The trip cannot be scheduled for the February or April vacation because of the testing schedules at the schools.

If substitute coverage will be provided, please describe how classroom instruction is likely to be affected:

Because we will make plans for a substitute teacher before the school year begins, we will be able to select one or two substitute teachers who are qualified to teach the affected subject. The teacher(s) going to Germany will provide thorough plans for the substitute teacher(s).

School Trip Request: Cost Detail

Expense Detail	District Share (total)	Student Share (per)	Chaperone Share (per)
Substitutes	2 @ 13 days x long-term per diem (\$253.51) = \$2,921.06 Sub Rate		
Admission Fees		100.00	
Transportation		1500.00	
Lodging		100.00	
Meals		50.00	
Other		250.00	
TOTAL	\$2,921.06	\$2000	\$0 (24/7 responsibility for students; 4-6 weekend days)

Other Trip/Cost Related Notes: _____

How have students/parents been informed that financial assistance is available for students in need?

The availability of a limited amount of scholarship money will be publicized in the announcements, printed materials and presentations about the trip. The school will not eliminate a student from consideration (e.g., from a lottery, if needed) for financial reasons. That said, if there were to be a substantial number of requests for financial assistance, the amount available for each individual would be limited by available resources.

Are funds available to support students in need?

Yes, through the Hodovan Fund and the International Fund. Some assistance might be available through a grant from the German / American Partnership Project (GAPP).

Section Below Completed By Administrator Only:

Is the itinerary required to be sent home to parents? Yes No

Number of chaperones required: Staff Members 2 Outside Personnel _____

This will be forwarded to the Mansfield Board of Education for approval.

Approved Denied (past itinerary attached) Trip Itinerary required and attached

Administrator's Signature: Candace Morell Print Name: Candace Morell

Date of Board Approval if Applicable: _____

Nurse's signature indicating that the names of students attending have been submitted 10 school days in advance of the trip: _____

Field Trip

A motion is in order if the Board approves the German Field Trip.

Motion to approve the Mansfield Middle School German Exchange Field Trip.

Mansfield Public Schools 2014 Summer Programs

Special Education Summer School: July 14, 2014 – August 8, 2014

Pk-4: Goodwin

5-8: MMS

MMS Achievement & Challenge Summer Camp: Two Sessions: July 14, 2014 – August 8, 2014

5-8: MMS

Books on Bus: June 30, 2014 - August 14, 2014

Southeast area on Tuesday evenings

Vinton area on Wednesday evenings

Goodwin area on Thursdays

2014 Online Summer School

Submitted by	Subject Area	Grades	# of Students	Start/End	Cost	Total
LeFevre, Karen	Reading	1-3	270	6/30-8/15/14	\$2640 \$220 (IA)	\$2860
Zawodniak, Robinson, Mulholland	Reading	5-7	Unlimited	6/23-8/15/14	\$2370 \$210 (setup)	\$2580
Robinson, Carbonell	Game On! A Game Design Camp	5-7	25	7/21-7/24 in person 7/24-8/22 on line	\$1440 \$120 (setup)	\$1560
Robinson, Linda	Minecraft EDI	5/6	30	6/23-8/15/14	\$960 \$240 (Tech) \$180 (setup)	\$1380
McAlduff, Sandy	Reading	5-6	10	6/30-8/8/14	\$1350	\$900
Achane-Miller, Tara	MMS Poets	6-8	Any	7/14-8/8/14	\$480 Other TBD	\$480
Total						\$9,760

DRAFT

Mansfield Board of Education

June 12, 2014

Minutes

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

Excused: Jay Rueckl

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

SPECIAL PRESENTATION: CABA Award: Rebecca Coyne and John Zhou, eighth graders at the middle school, were honored by Mr. LaPlaca with the CABA Student Leadership Award.

HEARING FOR VISITORS: Ric Hossack and Arthur Smith spoke regarding superintendent's mileage.

COMMUNICATIONS: Letter from MEA Executive Board. Letter from Mr. LaPlaca announcing his resignation effective July 1, 2014.

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS:

Finance Committee: Mr. LaPlaca reported the committee met on June 11, 2014, 2014. Motion by Mr. LaPlaca to accept the recommendation from the Finance Committee as presented:

1. Advise the Personnel Committee to negotiate specific language in the new Administrator's contract regarding the "past practice" of providing stipend for in-district travel and work to reduce or eliminate the amount paid, taking into account whether or not that amount would be greater if individual reimbursement were submitted.
2. Require more specific language in the Superintendent's contract limiting the amount of reimbursement for mileage without express Board authorization to \$9000 annually.
3. Finance department engage Blum Shapiro to randomly select one month per year for the last three fiscal years (2011/2012, 2012/2013, and 2013/2014) to audit all mileage reimbursement forms submitted by the Superintendent for accuracy of mileage amounts, that dates are correct, and that mileage is calculated correctly, and to have a report to present to the Finance Committee by September 1, 2014.

Discussion followed. Motion by Mr. Fratiello, seconded by Mrs. Kelly to amend the motion to reduce Superintendent's mileage reimbursement to \$5000. Vote: In favor: Mr. Fratiello and Mrs. Kelly. Opposed: Mr. Walikonis, Ms. Everett, Mrs. Lacombe, Ms. Silver-Bernstein, and Mr. LaPlaca. Abstention: Mrs. Paulhus. Motion failed.

Vote on Motion to accept the recommendation from the Finance Committee as presented: In favor: Ms. Silver-Bernstein, Ms. Everett, Mrs. Lacombe, Mr. Walikonis, Mr. LaPlaca, Mrs. Paulhus. Opposed: Mrs. Kelly, Mr. Fratiello. Motion passed.

Personnel Committee: Mr. Walikonis reported there will be an Executive Session following the meeting.

Teacher of Year Committee: Mrs. Paulhus reported that Erika LaBella, kindergarten teacher at Southeast School, has been chosen 2015 Mansfield Teacher of the Year.

REPORT OF THE SUPERINTENDENT:

- All-Hazards School Security and Safety Plan: Fran Raiola, Director of Emergency Procedures, and Sergeant Rich Cournoyer, Sergeant in Charge Resident Troopers' Office, and Jaime Russell, Director of Information Technology discussed that a plan for each school is required to be submitted to the CSDE.
- Mansfield Public Schools Professional Learning and Evaluation Plan 2014-2015: Dr. Linda Robinson reviewed the changes to the Plan. Motion by Mr. Walikonis, seconded by Mr. Fratiello, to approve the submission of the Mansfield Public School Professional Learning and Evaluation Plan. Vote: Unanimous in favor.
- 2013-2014 Teacher Evaluation Report: Mr. Baruzzi presented his report to the Board in accordance with Connecticut General Statute 10-151b.
- Preschool Update: Mr. Baruzzi and Dr. Leclerc reviewed the potential mid-day bus runs.
- 2014-2015 Budget: Mr. Baruzzi reported that at the Town Meeting on May 13, 2014 the Board of Education Budget was increased by \$145,000. Motion by Ms. Silver-Bernstein seconded by Ms. Everett to fund the following: Language Arts Coordinator - \$100,510; Discovery Education software - \$5,000; an additional mid-day preschool bus for each school - \$33,000; and \$6,490 to the salary contingency account. Vote: In favor: Mr. Fratiello, Mrs. Lacombe, Ms. Everett, Mr. Walikonis, Ms. Silver-Bernstein, and Mr. LaPlaca. Opposed: Mrs. Kelly Abstention: Mrs. Paulhus

- Food Service Update: A summary of accomplishments for 2014-2015 was shared with the Board.
- Paraprofessional of the Year: Dr. Leclerc reported the 2015 Mansfield Paraprofessional of the Year is Amber Woodworth.
- Mansfield Public Schools Common Core State Standards District Plan 2014-2015: Mr. Baruzzi reviewed additional steps the district is taking for Common Core State Standards including professional development for district staff.
- Mansfield Public Schools 2014 Summer Programs: Mr. Baruzzi reviewed the programs offered for students this summer.
- Administrator Appointments: Motion by Randy Walikonis for the Personnel Committee to appoint Larry Barlow as the Assistant Principal of Mansfield Middle School, effective July 1, 2014 and to appoint Susan Muirhead as the Principal of Goodwin Elementary School, effective July 1, 2014. Vote: Unanimous in favor.
- School Climate Survey: Mr. Baruzzi reported the spring school climate surveys are available on the Board's website.
- Class Size/Enrollment: No significant change in class size or enrollment.

APPROVAL OF MINUTES:

- Motion by Mrs. Lacombe, seconded by Ms. Everett, to approve the minutes of the May 8, 2014 Meeting. Vote: Unanimous in favor.

NEW BUSINESS: None

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: Mrs. Kelly would like a discussion of information she distributed to the Board. Ms. Silver-Bernstein would like a discussion of the Physical Education Program including goals and curriculum.

Motion by Mr. Walikonis, seconded by Mrs. Lacombe, to move into Executive Session to discuss Superintendent's evaluation and non-union wages and salaries at 10:39pm. Vote: Unanimous in favor.
Mr. Baruzzi joined the Executive Session.

The Board returned to regular session at 12:13am.

Motion by Mr. Walikonis on behalf of the Personnel Committee to increase the salaries of the Asst. Director of Facilities, Administrative Assistant to the Superintendent, the Personnel Assistant and the IT Director by 2.0% and to change the percentage of insurance premiums paid by the Asst. Director of Facilities, the Administrative Assistant to the Superintendent, and the Personnel Assistant to 16.5% and the IT Director to 19%. Vote: Unanimous in favor.

Motion by Mr. Walikonis, seconded by Mrs. Paulhus to extend the Superintendent's contract by an additional year and to increase the percentage of insurance premium paid by the Superintendent to 19%. Vote: Unanimous in favor.

Motion by Mr. Walikonis on behalf of the Personnel Committee to increase the Superintendent's base salary by 2%. Vote: In favor: Mr. Walikonis, Ms. Silver-Bernstein, Ms. Everett, Mrs. Lacombe, Mr. LaPlaca. Opposed: Mrs. Kelly, Mr. Fratiello. Abstention: Mrs. Paulhus.

Motion by Ms. Everett to adjourn at 12:17am. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

DRAFT

Mansfield Board of Education Special Meeting

July 23, 2014

Minutes

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

The meeting was called to order at 5:30pm by Mr. Walikonis.

ELECTION OF OFFICERS: Motion by Mr. Fratiello, seconded by Mrs. Lacombe to appoint Randy Walikonis Chair of the Mansfield Board of Education. Vote: Unanimous in favor.
Mr. Walikonis appointed Jay Rueckl Vice Chair.

COMMITTEE ASSIGNMENTS:

Mr. Walikonis will service as Chair of the Finance Committee with Mr. Rueckl as Vice Chair.

MOTION by Mr. Fratiello, seconded by Mrs. Lacombe, to move into Executive Session on performance issues regarding the Superintendent of Schools at 5:34pm **VOTE:** Unanimous in favor
Mr. Kevin Roy, Board Attorney, joined the Board in Executive Session

Mrs. Paulhus left at 6:20pm.

Mrs. Paulhus returned at 6:21pm.

The Board returned to open session at 7:05pm.

Motion by Ms. Silver-Bernstein, seconded by Mrs. Kelly that the Mansfield Board of Education designates and authorizes its chairperson, Randall Walikonis, to serve as its spokesperson and to coordinate further investigation into the conduct of the Superintendent of Schools in order to safeguard the interests of the District. Such authority shall include, but not be limited to, designating appropriate investigators, including a forensic auditor or auditors, as well as to place the Superintendent on paid administrative leave or other appropriate leave in order to maintain the integrity of the investigation which is on the best interest of both the District and the Superintendent. Additionally, such authority shall include the ability to make decisions regarding appropriate actions with respect to these matters, and to consult with legal counsel regarding same.

MOTION by Ms. Silver-Bernstein, seconded by Ms. Everett to adjourn at 7:05pm. **VOTE:** Unanimous in favor.

Respectfully submitted,
Martha Kelly
Secretary

DRAFT

Mansfield Board of Education Retreat

July 23, 2014

Minutes

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

The meeting was called to order at 7:06pm by Mr. Walikonis.

CABE WORKSHOP ON 2014-2015 GOAL DEVELOPMENT AND EVALUATION METHODS: Mr. Walikonis introduced Nick Caruso, CABE Senior Staff Associate for Field Services and Coordinator of Technology. Superintendent Evaluations: The Board has a subcommittee to review process. Mr. Caruso distributed examples and other planning document for setting goals and strategies.

MOTION by Mrs. Paulhus, seconded by Mr. Rueckl to adjourn at 8:40pm. VOTE: Unanimous in favor.

Respectfully submitted,
Martha Kelly
Secretary

September 11, 2014

PERSONNEL SUMMARY SHEET

CERTIFIED STAFF

Employment: (M)

Ashley Bayard, Teacher, Southeast School, effective August 25, 2014 at an annual salary of \$49,910, Level 2, Step 1 of the Teachers' Salary Schedule.

Pamela Holley, Special Education Teacher, Vinton School, effective August 25, 2014 at an annual salary of \$84,651, Level 2, Step 14 of the Teachers' Salary Schedule.

Catherine DePercio, World Language Teacher, Goodwin School, effective July 1, 2014 at an annual salary of \$47,607, Level 2, Step 2 of the Teachers' Salary Schedule.

Brittany Lane, Teacher, Mansfield Middle School, effective July 1, 2014 at an annual salary of \$47,913, Level 1, Step 1 of the Teachers' Salary Schedule.

Employment:

Larry Barlow, Assistant Principal, Mansfield Middle School, effective July 1, 2014.

Susan Muirhead, Principal, Goodwin School, effective July 1, 2014. a

Retirements:

Debra Adamczyk, Principal, Goodwin School, effective June 30, 2014.

Karen Norton, Teacher, Mansfield Middle School, effective June 30, 2014.

Judith Shay, Reading Consultant, effective June 30, 2014.

Resignations:

Monique Brown, Teacher, Southeast School, effective March 21, 2014.

Marie Liebman, Psychologist, Southeast School, effective June 23, 2014.

Thanh Nguyen, Principal, Mansfield Middle School, effective June 30, 2014.

Beth Schwartz, Spanish Teacher, Goodwin School, effective February 7, 2014.

Heather Tamsin, Teacher, Mansfield Middle School, effective June 30, 2014.

NON-CERTIFIED STAFF

Employment:

Erin Bayne, Nurse, Mansfield Middle School, effective July 1, 2014.

Daniell Casey, Secretary, Vinton School, effective July 2, 2014.

Jeannine Kanadia, Instructional Assistant, Goodwin School, effective July 1, 2014.

Ashley Lujan-Balbuena, Food Service, Southeast School, effective August 27, 2014.

Livia Pfeffer, Instructional Assistant, Goodwin School, effective August 25, 2014.

Sebby Reale, Custodian, Mansfield Middle School, effective July 14, 2014.

Jamie Reopell, IT Specialist, Mansfield Middle School, effective July 1, 2014.

Kariann Sadlon, Food Service Director, effective July 1, 2014.

Linda Sydie, Secretary, Mansfield Middle School, effective August 6, 2014.

Retirements:

Elizabeth Arrigoni, Food Service, effective June 30, 2014.

Carol Elder, Instructional Assistant, Mansfield Middle School, effective June 30, 2014.

Evelyn Flaherty, Secretary, Mansfield Middle School, effective August 8, 2014.

Beth Gankofskie, Food Service, effective June 30, 2014.

Cheryl Gogel, Instructional Assistant, Southeast School, effective June 30, 2014.

Susan Lund, Nurse, Mansfield Middle School, effective June 30, 2014.

Janice Mills, Food Service, effective June 30, 2014.

Judith Spencer, Instructional Assistant, Vinton School, effective June 30, 2014.

Gregory Young, Custodian, Mansfield Middle School, effective May 5, 2014.

Resignations:

Amy Coates, Secretary, Vinton School, effective February 28, 2014.

Michelle Desmarais, Instructional Assistant, Goodwin School, effective June 30, 2014.

Becky Doggett, Food Service, Goodwin School, effective January 17, 2014.

Carlos Figueroa, Custodian, Custodian, Mansfield Community Center, effective April 25, 2014.

Sarah Fraser, Food Service, E.O. Smith High School, effective August 12, 2014.

Resignations continued:

Jessica Gonzalez, Secretary, Goodwin School, effective May 27, 2014.

Catherine Green, Instructional Assistant, Southeast School, effective August 11, 2014.

Charlene Harrington, Instructional Assistant, Mansfield Middle School, effective June 30, 2014.

Kate Mott, Instructional Assistant, Goodwin School, effective

Jill Mindek, Instructional Assistant, Goodwin School, effective

Adam Mulholland, Custodian Mansfield Community Center, effective July 15, 2014.

Crista Peters, Instructional Assistant, Goodwin School, effective January 10, 2014.

Eric Shay, Instructional Assistant, Goodwin School, effective

Carmen Vega, Food Service, Mansfield Middle School, effective February 14, 2014.

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Grade 3 Teacher - Southeast Elementary School
Recommended Candidate:	Ashley Bayard
Education	B.S., Elementary Education University of Connecticut M.A., Curriculum and Instruction University of Connecticut
Experience:	Naubec Elementary School, Glastonbury, CT 2013-2014 Intern - Literacy Program Implementation, Grades K-5 Southeast Elementary School 2012-2013 Student Teacher
Salary:	\$48,910
Effective Date:	August 25, 2014
Submission for Confirmation:	September 11, 2014 Rachel Leclerc, Acting Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	World Language Teacher - Goodwin Elementary School
Recommended Candidate:	Catherine DePercio
Education	B.A., Spanish University of Connecticut M.A., Curriculum and Instruction University of Connecticut
Experience:	Manchester High School, Manchester CT, August 2012 - present Spanish Teacher Manchester High School, Manchester CT, June 2012 - May 2012 Inquiry Project and Internship
Salary:	\$47,607
Effective Date:	July 1, 2014
Submission for Confirmation:	September 11, 2014 Rachel Leclerc, Acting Superintendent

Mansfield Public Schools
Mansfield, Connecticut

Staff Data Sheet

Position:	Resource Room Teacher - Vinton Elementary School
Recommended Candidate:	Pamela Holley
Education	Associate of Science Photography Endicott College B.S., Cross Endorsement in Special Education and Elementary Education Saint Joseph College M.S., Special Education Serious Emotional Disturbance Southern Connecticut College
Experience:	Glastonbury Board of Education, Glastonbury CT, December 2004-current Special Education Teacher Plainville Board of Education, Plainville CT, Sept. 2001 - October 2004 Special Education Teacher
Salary:	\$84,651
Effective Date:	August 25, 2014
Submission for Confirmation:	September 11, 2014 Rachel Leclerc, Acting Superintendent

Mansfield Public Schools
Mansfield, Connecticut

Staff Data Sheet

Position:	Physical Education Teacher - Mansfield Middle School
Recommended Candidate:	Brittany Lane
Education	B.S., Physical Education Eastern Connecticut State University
Experience:	Student Teaching: Lillie B. Haynes Elementary School, East Lyme, CT: January - March 2014 Mansfield Middle School: March - May 2014
Salary:	\$47,913
Effective Date:	July 1, 2014
Submission for Confirmation:	September 11, 2014 Rachel Leclerc, Acting Superintendent