

## Mansfield Board of Education Meeting

December 11, 2014

Southeast School 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, Kathy Ward

### Agenda

- 7:30 Call to Order
- 7:31 Special Presentation: Southeast Spanish Program
- 7:45 Hearing for Visitors
- 7:55 Communications
- 8:00 Additions to the Present Agenda

### Reports:

- 8:05 Southeast PTA
- 8:20 Committee Reports: Personnel Committee
- 8:25 CABE/CAPSS Convention
- 8:35 Status Update on Audit
- 8:50 Report of the Acting Superintendent
  - Food Service Program Update
  - Budget Transfers (M) (P. 1)
  - Professional Development Update (P. 9)
  - Enhancing Student Achievement (P. 17)
  - Class Size/Enrollment

APPROVAL OF MINUTES: November 13, 2014 Meeting (M) (P. 19)

### NEW BUSINESS

CONSENT AGENDA: (M) The following item for the Board of Education December 11, 2014 meeting be approved or received for the record, unless removed by a Board member or the Acting Superintendent of Schools. (P. 21)

That the Mansfield Board of Education accepts the retirement of Mickey Maheu effective the end of the 2014-2015 school year.

That the Mansfield Board of Education approves the request by Catherine DePercio, Goodwin/MMS Spanish teacher, for six week maternity leave effective the end of April 2015.

- 9:20\* Hearing for Visitors
- 9:25 Suggestions for Future Agenda
- 9:30 Executive Session for the purpose of strategy with respect to collective bargaining  
Possible action on Mansfield Paraeducators Chapter contract.

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 Public Schools: Board of Education Goals: 2014-2015

- I. Engage, motivate and support each student to become confident and successful learners through differentiated instruction and holistic support. Monitor student progress to ensure growth.
  - A. Improve the mathematics, reading, science and writing skills of each student to support college and career readiness.
  - B. Align our current Language Arts/Reading, Science and Mathematics curriculum with the Common Core State Standards (CCSS).
  - C. Promote the cognitive, social, and emotional development of each student while cultivating character and fostering civic engagement.
  - D. Support the full breadth of the district's programs, foster environmental awareness and sustainability, systematically review program offerings, and explore other programs.
  - E. Provide a positive school climate through constructive behavior support systems to ensure student safety, health, physical and emotional well-being.
  - F. Promote the engagement and participation of parents/guardians in the education of their children.
  - G. Integrate relevant technology into the instructional program to enhance student learning of subject matter, technology and its use.
  - H. Help connect students and families with community support services.
  - I. Ensure student transitions are supportive and successful.
  - J. Acknowledge student achievements.
- II. Attract, support and retain qualified, motivated and diverse professional staff by fostering positive, professional learning communities.
  - A. Foster a climate of mutual respect and regularly recognize staff leadership, effort and success.
  - B. Maintain superior educational programs, adjusting staff levels and resources as required.
  - C. Support administrative leadership to maintain and surpass current levels of student achievement.
  - D. Implement, with input and collaboration from certified staff, an effective professional development and evaluation program that supports the growth and confidence of our students and promotes staff success.
  - E. Seek input from staff regarding important issues affecting the district.
- III. Monitor the district's quality 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 school security and technology improvements as approved by the Board.
- IV. Increase the effectiveness of the Board of Education.
  - A. Provide Board members with appropriate professional development opportunities to promote effectiveness.
  - B. Encourage communication and collaboration between the Board and our community.
  - C. Collaborate with community members and organizations – including E. O. Smith High School's Region 19 Board -- to support the district's students.
  - D. Review prekindergarten educational opportunities for Mansfield children.
  - E. Evaluate the Board's goal-setting process.
- V. Plan for long-term fiscal sustainability.
  - A. Meet periodically with our state legislators to advocate for continued Education Cost Sharing; develop a plan to address changes 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 about long-term financial ramifications of balancing Board goals and priorities.
  - E. Improve the readability of our budget.

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INTEROFFICE MEMORANDUM

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**TO:** MANSFIELD BOARD OF EDUCATION  
**FROM:** CHERIE TRAHAN  
**SUBJECT:** SALARY BUDGET TRANSFERS 2014/15  
**DATE:** DECEMBER 4, 2014

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Attached for your consideration is a request for salary budget transfers for the 2014-2015 school year. The net result is a reduction in budgeted salaries of \$40,928, which will be added to contingency. This brings the amount available for unanticipated costs to \$152,819. A brief description of the requested transfers over \$1,000 follows:

Middle School:

Regular Instruction - Certified: Decrease \$39,346: This net decrease is primarily due to savings from the shared vacant Language Arts Coordinator position (\$23,160), savings from the eliminated IT Coordinator position (\$31,060), offset by an increase for ESL services \$12,700. This overall decrease provides an offset to the newly created IT Specialist II position and part-time tech instruction support position under Principal's Office.

Regular Instruction – Instructional Assistants: Decrease \$10,850: Elimination of two positions during the budget process resulted in more savings than originally estimated.

Principals' Office – Administrators: Decrease \$32,290: Administrators were hired at a lower step than budgeted.

Principals' Office – Secretaries: Increase \$2,620: Annual increase for staff, budgeted in contingency.

Principals' Office – IT Personnel: Increase \$88,370: I.T. Coordinator position under Regular Instruction was replaced with an I.T. Specialist II and a part-time Tech Instruction Support position. The I.T. Specialist II position can better support increasingly complex and expanding technology needs while also continuing our primary commitment to learning and instruction through the position's joint efforts with the part-time Tech Instruction Support position without increasing costs.

Goodwin School:

Regular Instruction - Certified: Decrease \$43,288: Savings from the shared vacant Language Arts Coordinator position (\$23,160) and a new employee hired at a lower rate than budgeted.

Principals' Office – Administrators: Decrease \$3,880: New Principal hired at a lower rate than budgeted.

Principals' Office – Secretaries: Decrease \$1,430: New employee hired at a lower rate than budgeted.

Southeast School:

Regular Instruction – Certified: Decrease \$57,017: Savings from the shared vacant Language Arts Coordinators position (\$23,160) and new employee hired at a lower rate than budgeted.

Principal's Office – Secretaries: Increase \$1,190: Annual increase for staff.

Vinton School:

Regular Instruction – Certified: Increase \$47,193: New Kindergarten teacher hired that was budgeted in the contingency account. Increase was offset by savings from the shared vacant Language Arts Coordinator position (\$23,160).

Regular Instruction – Instructional Assistants: Increase \$15,240: New employee hired for new Kindergarten class that was not budgeted.

Principals' Office – Secretaries: Decrease \$1,100: New employee hired at a lower rate than budgeted.

District Management:

Library – Instructional Assistants: Decrease \$11,650: Elimination of a position during the budget process resulted in more savings than originally estimated.

Library – Library & Media Personnel: Increase \$1,490: Annual increase for staff, budgeted in contingency.

Board of Ed – Early Retirement: Decrease \$21,570: One projected early retirement did not take place.

Superintendent's Office – Administrators: Increase \$3,910: Annual increase for staff, budgeted in contingency.

Superintendent's Office – Secretaries: Increase \$2,440: Annual increase for staff, budgeted in contingency.

Business Management – Administrators: Increase \$1,420: Annual increase for staff, budgeted in contingency.

Business Management – Finance Personnel: Increase \$3,130: Annual increase for staff budgeted in contingency.

Support Services:

Preschool – Regular Instruction – Certified: Increase \$20,090: New employee hired at a higher rate than budgeted.

Remedial Reading/Math – Regular Instruction – Certified: Increase \$2,650: Professional improvement increase for one employee that was not budgeted for.

Special Education:

Regular Instruction – Certified: Decrease \$2,120: New employee hired at a lower rate than budgeted.

Regular Instruction – Instructional Assistants: Decrease \$4,090: New employees hired at a lower rate than budgeted.

Speech & Hearing Services – Grant Deduction: Increase \$5,970: State grant received was more than budgeted.

Psychological Services – Certified: Decrease \$2,120: New employee hired at a lower rate than budgeted.

Administration – Secretaries: Increase \$1,840: Annual increase for staff, budgeted in contingency.



**MANSFIELD BOARD OF EDUCATION  
SALARY BUDGET TRANSFERS  
FY 2014/2015  
All Accounts**

ACCOUNT NUMBER				APPROP	ESTIMATED	INCREASE	(DECREASE)	ADJUSTED APPROP
Middle School								
112	61101	51001	01	3,192,276	3,152,930	-	(39,346)	3,152,930
112	61101	51101	01	89,570	78,720	-	(10,850)	78,720
112	62102	51006	01	140,080	140,900	820	-	140,900
112	62302	51107	01	21,490	21,490	-	-	21,490
112	62520	51002	01	270,910	238,620	-	(32,290)	238,620
112	62520	51102	01	121,610	124,230	2,620	-	124,230
112	62520	51111	01	11,550	11,550	-	-	11,550
112	62520	51115	01	-	88,370	88,370	-	88,370
112	63430	51116	01	36,130	36,130	-	-	36,130
112	63440	51116	01	13,600	13,600	-	-	13,600
Goodwin								
112	61101	51001	02	1,172,248	1,128,960	-	(43,288)	1,128,960
112	61101	51101	02	97,530	98,050	520	-	98,050
112	62520	51002	02	137,880	134,000	-	(3,880)	134,000
112	62520	51102	02	59,520	58,090	-	(1,430)	58,090
Southeast								
112	61101	51001	03	1,409,007	1,351,990	-	(57,017)	1,351,990
112	61101	51101	03	120,370	121,040	670	-	121,040
112	62520	51002	03	125,960	125,960	-	-	125,960
112	62520	51102	03	59,020	60,210	1,190	-	60,210
Vinton								
112	61101	51001	04	1,507,867	1,555,060	47,193	-	1,555,060
112	61101	51028	04	(36,770)	(36,770)	-	-	(36,770)
112	61101	51101	04	124,580	139,820	15,240	-	139,820
112	62520	51002	04	140,890	140,890	-	-	140,890
112	62520	51102	04	59,020	57,920	-	(1,100)	57,920
District Management								
112	61101	51105	50	192,700	192,700	-	-	192,700
112	61101	51109	50	24,500	24,500	-	-	24,500
112	61101	51114	50	5,670	5,670	-	-	5,670
112	62201	51010	50	10,000	10,000	-	-	10,000
112	62201	51102	50	33,860	34,540	680	-	34,540
112	62310	51005	50	91,240	91,240	-	-	91,240
112	62310	51101	50	75,860	64,210	-	(11,650)	64,210
112	62310	51107	50	56,770	58,260	1,490	-	58,260
112	62401	51004	50	204,380	182,810	-	(21,570)	182,810
112	62401	51102	50	4,290	4,380	90	-	4,380
112	62401	51125	50	20,000	20,000	-	-	20,000
112	62402	51002	50	156,880	160,790	3,910	-	160,790
112	62402	51102	50	122,000	124,440	2,440	-	124,440
112	62601	51002	50	39,200	40,620	1,420	-	40,620
112	62601	51108	50	81,270	84,400	3,130	-	84,400



**Budget Transfers**

A motion is in order if the Board approves the Salary Budget Transfers.

Motion to approve the 2014-2015 Salary Budget Transfers.



**MANSFIELD PUBLIC SCHOOLS  
STAFF ORIENTATION and PROFESSIONAL DEVELOPMENT PROGRAM**

**Monday, August 25, 2014**

TIME	AUDIENCE	SUBJECT	LOCATION	PRESENTER
7:45 – 8:45	ALL STAFF	Mansfield Public Schools' Welcome Back Breakfast	MMS Café	
8:45-9:30	ALL STAFF	Opening Remarks, Introduction of New Staff, Paraprofessional of the Year, Teacher of the Year	MMS Auditorium	Rachel Leclerc
9:30-9:45	Instructional Assistants	Union Welcome	MMS Café	Janette Smith
9:30-9:40	MEA	Association Welcome	MMS Auditorium	Carrie Holman
9:45-11:15	Curriculum Councils	Review of Council Goals, Summer Projects, and Plans for the Year	MMS Rooms TBA	Convener(s)
11:15-12:30	Certified Staff	Travel to Schools/Lunch		
9:45-11:30	All Instructional Assistants & Selected Certified Staff	CPR/ AED First Aid (as needed)*	MMS Cafeteria	Windham Hospital
11:30-12:15	Instructional Assistants	Lunch		
12:15-3:30	New & Selected Instructional Assistants	CPR/ AED First Aid (as needed) <small>If completed prior to 3:30pm, please report to school building.</small>		Windham Hospital
12:30-3:30	Certified Staff	Building meetings as scheduled by building principal (To include Mandatory Training/Briefings)	School Buildings	Building Administrators

**Tuesday, August 26, 2014**

TIME	AUDIENCE	SUBJECT	LOCATION	PRESENTER
8:30 – 9:45	All Certified Staff	Teacher Evaluation, Common Core Digital Resources	MMS Auditorium	Linda Robinson/Administrators
10:15 – 11:30	Gr. 3-5 (including Support Services & Enrichment) Math Teachers	Bridges in Mathematics	MMS Room 102	Karen Moylan
	All Remaining Certified Staff	Individual and Team Exploration of Digital Resources	School Buildings	Building Administrators
11:30-12:30		Lunch		
12:30-3:30	Certified Staff	Individual Classroom Preparation		Individual Staff
TIME	AUDIENCE	SUBJECT	LOCATION	PRESENTER
8:30-3:30	Instructional Assistants	Building Support/Lunch/Student Issues	Individual Schools	Individual Staff



# MEMORANDUM

## MANSFIELD PUBLIC SCHOOLS

**Date:** October 7, 2014  
**To:** PreK-8 Certified Staff and Instructional Assistants  
**From:** Rachel Leclerc  
**Re:** Professional Development Day – Tuesday, October 14, 2014

The following outlines times, locations and activities related to the day's events.

TIME	AUDIENCE	AGENDA	LOCATION	PRESENTER	COMMENTS
8:00 – 8:30am	All Staff	Cold Continental Breakfast	MMS/SE		
8:30-11:30am	K-4 Classroom and Enrichment Teachers	Launching the Writing <i>Units of Study</i>	Southeast Multi-purpose Room	Tara Achane, Amanda Doyle, Debra Drew, Judy Quinn	Teachers should bring with them the first Units of Study book for your grade level. For ease of reference, the book titles are listed below. <b>Units of Study</b> K- Launching the Writer's Workshop 1-Small Moments; Writing with Focus, Details, and Dialogue 2- Lessons From the Masters; Improving Narrative Writing 3-Crafting True Stories 4-The Arc of Story: Writing Realistic Fiction At this work session, teachers will be provided resource materials and a map of the first unit's mini lessons for their grade level.
	K-4 Support Service Teachers	Research Reading/Math Interventions and Developing District Intervention Bank	Southeast		
	PK Teachers	CTELDS Training	Out of District		
	5-8 Classroom Teachers, Support Services Staff, Enrichment	Units of Study, Learning Progressions and Student-Friendly rubrics	MMS 203-204		
	School Psychologists	Assessment Review	MMS Conf. Room		
	ELL/World Language	Articulation & Coordination of ELL Services	MMS TBD		
	Phys. Ed. Teachers	R.O.P.E.S. Recertification	MMS Gym	Tom Andrews	
	Related Arts	Articulation and Unit Development	K-4 at SE 5-8 at MMS		
	Speech & Language	Assessment Review	MMS Computer Lab		
	School Nurses	Care Plans, Immunization, Asthma Reporting	TBD		
11:30 -12:30pm		Lunch On Your Own			

TIME	AUDIENCE	AGENDA	LOCATION	PRESENTER	COMMENTS
12:30-3:30pm	K-4 Classroom and Enrichment Teachers	Launching the Writing <i>Units of Study</i>	Southeast Multi-purpose Room	Tara Achane, Amanda Doyle, Debra Drew, Judy Quinn	Teachers should bring with them the first Units of Study book for your grade level. For ease of reference, the book titles are listed below. <b>Units of Study</b> K- Launching the Writer's Workshop 1-Small Moments; Writing with Focus, Details, and Dialogue 2- Lessons From the Masters; Improving Narrative Writing 3-Crafting True Stories 4-The Arc of Story: Writing Realistic Fiction At this work session, teachers will be provided resource materials and a map of the first unit's mini lessons for their grade level.
	5-8 ELA & Enrichment Teachers	Units of Study (Continued)	MMS 203-204		
	5-8 Math & Enrichment Teachers	Assessment Review	MMS 310A	Karen Moylan	
	5-8 Social Studies/Science Teachers	CCSS Unit Development and Assessment Development	MMS Select Classrooms		
	PK Teachers	CTELDS Training	Out of District		
	Phys. Ed. Teachers	R.O.P.E.S. Recertification	MMS	Tom Andrews	
	Related Arts	Articulation and Unit Development	K-4 at SE 5-8 at MMS		
	ELL/World Language	Articulation & Coordination of ELL Services	MMS TBD		
	School Nurses	Care Plans, Immunization, Asthma Reporting	TBD		
12:30-1:30pm	K-8 Support Services Teachers	IEP Goals & Objectives: Common Language	MMS 104		
1:30-3:30pm		Special Education Law Update		Atty. Leander Dolphin	

TIME	AUDIENCE	AGENDA	LOCATION	PRESENTER
8:30 – 10:00am	All PreK-8 IAs Regular and Support Services	Chrome Books/Google Docs	MMS Café	Jim Griffith
10:00-11:30am	PreK-8 IAs Regular and Support Services	Common Core in Language Arts	MMS Café	Deb Adamczyk
10:00-11:30am	Library/Media Services IAs	Library/Media Training/Updates	MMS Library	Linda Robinson
11:30-12:30pm		Lunch On Your Own		
12:30 – 3:30pm	All PreK-8 IAs	School Security Training	MMS Café	Fran Raiola, Rich Cournoyer, Jaime Russell

- *Full time instructional assistants are required to attend. Please sign in at each session.*
- *Part-time instructional assistants are required to attend for their regular work hours, but will be paid for any additional time as arranged with building principal.*
- *Our hope is that the limited amount of time we have will be used in ways that support our mutual goals.*
- *If you have any questions, concerns, or comments, please feel free to contact your building principal or me.*

## MANSFIELD PUBLIC SCHOOLS

**Date:** November 4, 2014  
**To:** PreK-8 Certified Staff and Instructional Assistants  
**From:** Rachel Leclerc  
**Re:** Professional Development Day – Monday, November 10, 2014

The following outlines times, locations and activities related to the day's events.

TIME	AUDIENCE	AGENDA	LOCATION	PRESENTER	COMMENTS
8:00 – 8:30am	All Staff	Cold Continental Breakfast	MMS/SE		
8:30-11:30am	K-4 Classroom and Enrichment Teachers	Launching the Writing <i>Units of Study</i>	Southeast Multi-purpose Room	Tara Achane, Amanda Doyle, Debra Drew, Judy Quinn	
	K-8 Support Service Teachers incl. Speech & School Psych.	Special Education Law Update	MMS	Atty. Leander Dolphin	
	PK Teachers	Math	Goodwin	Karen Moylan	
	PK-4 Phys. Ed. Teachers	Articulation, Unit Development, and Common Goals	Southeast		
	PK-4 Related Arts	Articulation, Unit Development, and Common Goals	Southeast		
	5-8 Classroom Teachers, Enrichment	Units of Study, Student Centers	MMS 203-204		
	ELL/World Language	Web Page Development Training	Lab A		
	MMS Phys. Ed. Teachers	Web Page Development Training	Lab A		
	MMS Related Arts	Web Page Development Training	Lab A		
	School Nurses	Tour of new UConn facilities, cv/plum, and ENT training	TBD		
11:30 -12:30pm		Lunch On Your Own			

TIME	AUDIENCE	AGENDA	LOCATION	PRESENTER	COMMENTS
12:30-3:30pm	K-4 Classroom and Enrichment Teachers	Launching the Writing <i>Units of Study</i>	Southeast Multi-purpose Room	Tara Achane, Amanda Doyle, Debra Drew, Judy Quinn	
	5-8 Classroom Teachers & Enrichment Teachers	Units of Study Student Center Development	MMS Select Classrooms		
	5-8 Math & Enrichment Teachers	Assessment Review	MMS 310A	Karen Moylan	
	PK Teachers	Articulation and Unit Development	Goodwin		
	Phys. Ed. Teachers	Articulation, Unit Development, and Common Goals	PK-4 SE 5-8 MMS		
	Related Arts	Articulation and Unit Development	K-4 at SE 5-8 at MMS		
	ELL/World Language	Articulation & Coordination of ELL Services	MMS TBD		
	Speech & Language/School Psych	Assessment Review, Autism vs. Communication Disorder Review	Lab B/ MMS 106A		
	School Nurses	Student Updates, CSDE Reports	TBD		
12:30-3:30pm	K-4 Support Services Teachers	Continue Development of Intervention/Assessment Bank	Southeast		
	5-8 Support Services Teachers	Unit Development & Common Goals	MMS TBD		
	K-4 Intensive Resource Room and 5-8 Life Skills Program Teachers	Articulation & Coordination of Programs	MMS 215		

- *Our hope is that the limited amount of time we have will be used in ways that support our mutual goals.*
- *If you have any questions, concerns, or comments, please feel free to contact your building principal or me.*

Revised December 3, 2014

<b>Friday Extended Collaboration Schedule</b>			
<b>Elementary Level</b>			
Grades 3-4 Level Teams and Support Staff 8:45 – 11:15			
Grades K-2 Level Teams and Support Staff 1:20 – 3:50			
<b>Date</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/ Facilitator</b>
September 12	Bridges	TBD	Karen Moylan
September 26	SRBI	Individual Buildings	Building Administrator
October 10	Unit Work	Southeast	Literacy Coaches and Administrators
November 7	SRBI	Individual Buildings	Building Administrator
December 12	Unit Work	Southeast	Literacy Coaches and Administrators
January 23	SRBI	Individual Buildings	Building Administrator
February 6	Unit Work	Southeast	Literacy Coaches and Administrators
February 27	SRBI	Individual Buildings	Building Administrator
March 13	Unit Work	Southeast	Literacy Coaches and Administrators
April 24	SRBI	Individual Buildings	Building Administrator
May 15	Unit Work	Southeast	Literacy Coaches and Administrators
June 12	SRBI – Wrap Up	Individual Buildings	Building Administrator

\*Bridges training is scheduled to occur at Faculty meetings, PLC meetings, and Team Planning Meetings throughout the year.

\* Lucy Calkins Writing Workshop PD is scheduled to occur during Professional Development Days, with optional trainings provided at Teacher’s College in the Fall and Spring.



**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	# Enrolled
GW	K	All	Reading	Read Aloud	Books & Breakfast	5	1 hr.	5	10/15/14-11/12/14	\$387.00	8
GW	4	12	Science Math	Recycling/Sustainability	GW Green Thumb Club	8	1 hr.	8	10/1/14-5/6/15	\$315.00	12
SE	K	All	Reading	Read Aloud	Books & Breakfast	5	1 hr.	5	10/21/14-11/25/14	\$462.50	5
SE	3-4	All	Physical Fitness	Improving Physical Fitness	Southeast Running Club	10	1 1/4 hrs.	12.5	10/19/14-11/21/14	\$1702.50	67
SE	2-4	All	Math	Math Skills	After School Math Lab	20	1 hr.	20	1/28/15-4/2/15	\$616.00	
VN	K	All	Reading	Read Aloud	Books & Breakfast	5	1 hr.	5	10/16/14-11/13/14	\$387.00	8
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session I	12	1 1/4 hrs.	15	9/15/14-10/31/14	\$450.00	6
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session II	16	1 1/4 hrs.	20	11/3/14-1/16/15	\$600.00	7
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session III	22	1 1/4 hrs.	27.50	1/20/15-4/3/15	\$825.00	
MMS	5-8	10	World Language	Explore Chinese Language	Chinese Language Club Session IV	18	1 1/4 hrs.	22.50	4/6/15-6/11/15	\$675.00	
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session I	18	1.25 hrs.	22.5	9/15/14-10/30/14	\$675.00	
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session II	24	1.25 hrs.	30	11/3/14-1/16/15	\$900.00	
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session III	33	1.25 hrs.	41.25	1/20/15-4/3/15	\$1,237.50	
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session IV	27	1.25 hrs.	33.75	4/6/15-6/11/15	\$1,012.50	
<b>TOTAL</b>										<b>\$10,245.00</b>	
<b>REMAINING BALANCE</b>										<b>\$19,755.00</b>	



**DRAFT**

**Mansfield Board of Education**

**November 13, 2014**

**Minutes**

<b>Attendees:</b>	Jay Rueckl, Vice-Chair, Martha Kelly, Secretary, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein, Kathy Ward
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<b>Excused:</b>	Randy Walikonis, Susannah Everett
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The meeting was called to order at 7:30pm by Mr. Rueckl.

**SPECIAL PRESENTATION:** Kimberly Gilmore, Vinton Art teacher and her students displayed their artwork that was chosen to display at the Artists in The Country Outdoor Show and Sale which benefits Camp Quinebaug.

**HEARING FOR VISITORS:** June Mineau spoke regarding an incident involving her son at the middle school. Carrie Holman, Rochelle Marcus, and Karen Moylan spoke regarding staff professional development

**COMMUNICATIONS:** Letter from Mansfield Education Association

**ADDITIONS TO THE PRESENT AGENDA:** None

**Vinton PTO:** Allison Altieri, President, and Lisa Drzewiecki, Vice President, voiced concerns with transportation and Vinton playground.

**COMMITTEE REPORTS:**

**Finance Committee:** Mr. Rueckl reported the committee reviewed the 1<sup>st</sup> Quarter Financials and voted to accept them. The committee recommends the Board approve the consent agenda. The committee will meet again on November 19, 2014 at 6:30pm.

**Personnel Committee:** Mrs. Lacombe reported the Mansfield Administrators ratified the contract so there will be an Executive Session.

**EASTCONN Executive Committee:** Mrs. Paulhus reported she attended the Executive Committee annual meeting and distributed material regarding EASTCONN Annual Highlights.

**REPORT OF THE ACTING SUPERINTENDENT:**

- **Capital Improvement Funds:** Allen Corson, Interim Director of Facilities Management, Jaime Russell, Director of Information Technology, and Cherie Trahan, Director of Finance reviewed expenditures (completed and projected) for capital improvements in the four school buildings.
- **Enrollment Projection:** Dr. Leclerc presented Mansfield Public Schools Enrollment Projected to 2024 Report by Peter Prowda, Ph.D.
- **School Climate Surveys:** Dr. Leclerc presented the responses by parents, staff, and students and reported each school's climate committee is reviewing the results.
- **Enhancing Student Achievement:** Three new projects will be implemented at the schools in support of this activity.
- **Class Size/Enrollment:** There were no significant changes to class size or enrollment in October.

**APPROVAL OF MINUTES:**

Motion by Mrs. Paulhus, seconded by Ms. Ward, to approve the minutes of the October 23, 2014 meeting with the additional notation that Ms. Ward was in attendance. Vote: Unanimous in favor with Mr. Fratiello in abstention.

**NEW BUSINESS:** None

**CONSENT AGENDA:** Motion by Ms. Silver-Bernstein, seconded by Mrs. Lacombe that the following item for the Board of Education November 13, 2014 meeting be approved or received for the record. Vote: Unanimous in favor That the Mansfield Board of Education accepts the 2014-2015 1st Quarter Financial Report.

**HEARING FOR VISITORS:** None

**SUGGESTIONS FOR FUTURE AGENDA:** A report on professional development in the district was requested.

**EXECUTIVE SESSION:** Motion by Mrs. Paulhus, seconded by Mr. Fratiello, to move into executive session for the purpose of strategy with respect to collective bargaining at 8:55pm. Vote: Unanimous in favor

The Board returned to open session at 9:25pm.

Motion by Mrs. Lacombe, seconded by John Fratiello, to accept the Personnel Committee's recommendation to ratify the agreement between the Mansfield Board of Education and the Mansfield Administrators' Association dated July 1, 2015 – June 30, 2018: Vote: Unanimous in favor.

Motion by Ms. Silver-Bernstein, seconded by Mrs. Ward to adjourn at 9:26pm. Vote: Unanimous in favor.

Respectfully submitted,  
Celeste Griffin, Board Clerk



# SOUTHEAST ELEMENTARY SCHOOL

134 Warrenville Road • Mansfield Center, CT 06250 • (860) 423-1611 • Fax (860) 423-0610  
Web <http://www.mansfieldct.org/schools/southeast>

LAUREN B. RODRIGUEZ, PRINCIPAL

2014 NOV 21 PM 1:04

November 21, 2014

Dear Lauren:

This is one of the most difficult letters that I have ever written. I wish to announce that it is my intention to retire at the conclusion of the 2014-2015 school year. I have had the great fortune to have been a part of this wonderful school district since 1999. It is not easy to say good-bye! The community of Mansfield is second-to-none in its support of education. I have worked alongside marvelous colleagues from whom I have learned many things and have made many professional relationships and friendships. I am very grateful to have had the opportunity to serve the students and parents of the Southeast community.

Retirement will certainly be an adjustment! I will truly miss teaching the little ones, seeing their smiles every day, and taking joy in all of their accomplishments. It is my hope to continue teaching in other capacities if the opportunities present themselves.

It is from the bottom of my heart that I thank you and so many others for a life experience that I will always cherish.

Sincerely yours,

Mickey Maheu

Mrs. Catherine DePercio  
Spanish Teacher  
Goodwin Elementary School  
321 Hunting Lodge Rd.  
Storrs, Connecticut 06268

December 03, 2014

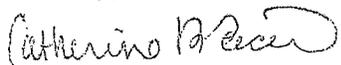
Dr. Rachel Leclerc  
Acting Superintendent, Mansfield Public Schools  
4 South Eagleville Road  
Storrs, CT 06268

Dear Dr. Rachel Leclerc,

I am a first-year Spanish/ESL teacher at Goodwin Elementary School and Mansfield Middle School. Currently, I am expecting my third child at the end of April 2015. Given that my due date is April 28, 2015, I am requesting a maternity leave for the standard six week period granted by our contract and plan on returning in June. If for any reason I cannot return at this time, I will notify you as soon as possible.

Thank you for your time and your consideration on this matter.

Sincerely,



Catherine DePercio  
Spanish Teacher, Goodwin Elementary