

**Mansfield Board of Education Meeting**

**January 21, 2016**

**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, Kathy Ward

**Agenda**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

December 10, 2015 Meeting (M) (P. 1)

January 7, 2016 Workshop (M) (P. 3)

**HEARING FOR VISITORS**

**COMMUNICATIONS**

**ADDITIONS TO THE PRESENT AGENDA**

**BOARD REPORTS:**

**INFORMATION, PRESENTATIONS, AND ACTIONS**

- 2016-2017 School Calendar (M) (P. 5)
- Capital Improvement Projects (M) (P. 7)
- 2015-2016 Proposed Budget – Introduction and Overview

**NEW BUSINESS** (If needed)

**HEARING FOR VISITORS**

**SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

## 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

- 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.

**DRAFT**

**Mansfield Board of Education  
December 10, 2015  
Minutes**

**Attendees:** Randy Walikonis, Chair, Jay Rueckl, Vice Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Kathy Ward

**Excused:** Carrie Silver-Bernstein, Katherine Paulhus

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

**APPROVAL OF MINUTES**

Motion by Ms. Everett, seconded by Mr. Fratiello, to approve the minutes of the November 12, 2015 meeting.  
Vote: Unanimous in favor with Mrs. Lacombe in abstention.  
Motion by Mr. Fratiello, seconded by Ms. Ward, to approve the minutes of the December 2, 2015 workshop.  
Vote: Unanimous in favor with Mrs. Lacombe in abstention.

**RECOGNITION AND CELEBRATION**

Students from Southeast School's kindergarten classes sang a song and read sentences describing their mittens.  
Ms. Silver-Bernstein and Mrs. Paulhus arrived at 7:40  
Southeast PTO President, Erin Clark, reviewed programs and fundraisers the PTO sponsors to support the education of students at Southeast School.

**HEARING FOR VISITORS:**

Carrie Holman, President MEA and MMS Teacher, spoke regarding proposed calendar.  
Ric Hossack, spoke regarding facilities study, maintenance, and former superintendent.  
David Freudman: spoke regarding former superintendent, lack of transportation committee, and bus contract.

**COMMUNICATIONS:** Letter from WAIM thanking for MMS donation for Walk for Warmth.

**ADDITIONS TO THE PRESENT AGENDA:** None

**BOARD REPORTS:**

Finance Committee: Mr. Walikonis reported the committee met prior to this meeting. The Committee reviewed a request for budget transfers for the 2015-2016 school year. The Committee recommends the Board approve the transfers outlined in Mrs. Trahan's memo dated December 10, 2015. The Committee also reviewed Capital Improvement Project.

**INFORMATION, PRESENTATIONS, AND ACTIONS**

- **Facilities Update:** Mr. Bill Trietch, Interim Director of Facilities Maintenance, and Mrs. Trahan reviewed state of facilities; the need of MMS gym renovation, the replacement of the boiler at Vinton School and needs at Goodwin and Southeast Schools. Information on a facilities study will be provided at a later meeting and discussion of seeking Capital Improvement Project funds for the gym and boiler will be discussed in budget workshops.
- **Open Mansfield:** An interdisciplinary team consisting of Director of Finance Cherie Trahan, IT Director Jamie Russell, Library Director Leslie McDonough, Accounting Manager Amy Meriwether, Systems Librarian Adam Delaura, and Accountant Andrew Howat, presented information on the Open Mansfield web based interactive portal. Staff described the purpose, demonstrated the capabilities of the site, and outlined the plans for publicity and training for residents.
- **Preschool Program:** Dr. Leclerc reported the Mansfield Preschool Program is NAEYC accredited and has increased enrollment over the past 5 years. It continues to be a free program open to all Mansfield residents through an annual screening process. She also provided the Board with some information on other preschool options in town.
- **Enriching Student Achievement:** Mrs. Lyman reported there are three new programs approved for this program for afterschool activities at the schools.
- **2016-2017 School Calendar:** Mrs. Lyman reported state law requires districts to follow a regional calendar by RESC. The proposed calendar includes 182 instructional days and 7 professional development days.

**NEW BUSINESS:** None

CONSENT AGENDA: Motion by Mrs. Paulhus, seconded by Ms. Ward, that the following item for the Board of Education December 10, 2015 meeting be approved. Vote: Unanimous in favor.  
That the Mansfield Board of Education approves the budget transfers as recommended by the Finance Committee.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA ITEMS: Ms. Silver-Bernstein would like a discussion regarding reformatting Parent Organization sharing at Board meetings.

ADJOURNMENT: Motion by Mr. Rueckl, seconded by Mr. Fratiello, to adjourn at 10:03pm. Vote: Unanimous in favor.

**Mansfield Board of Education Workshop**  
**January 7, 2015**  
**Draft Minutes**

**Attendees:** Randall Walikonis, Chair, Jay Rueckl, Vice-Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Kathy Ward, Carrie Silver-Bernstein, Kelly Lyman, Superintendent

- I. Call to Order: The meeting was called to order at 5:55pm by Mr. Walikonis.
- II. Board Goals and Objectives 2015-2016: Discussion, facilitated by Jonathan Costa, regarding Goal Development.
- III. Adjournment - Meeting adjourned at 8:40pm.



# Mansfield Public Schools

## 2016-2017

DRAFT

### Notes

August 16 (1)						
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	25	26	27
28	PD	PD	31			

September 16 (21)						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	H	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 16 (19)						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	H	PD	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 16 (18)						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	PD	9	10	H	12
13	14	15	16	17	18	19
20	<del>21</del>	<del>22</del>	<del>23</del>	H	V	26
27	28	29	30			

December 16 (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	<del>23</del>	24
25	H	V	V	V	V	31

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

February 17 (17)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	PD	18
19	H	V	22	23	24	25
26	27	28				

March 17 (22)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	PD	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 17 (15)						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	V	V	V	V	H	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 17 (22)						
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	25	26	27
28	H	30	31			

June 17 (15)						
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	<del>21</del>	PD	23	24
25	26	27	28	29	30	

Visit  
<http://mansfieldct.gov/schoolcal>  
 for up-to-date calendar events.

 Early Closing  
 Holiday

 Professional Development Day - No School  
 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, February, and October. Total Instructional Days will not exceed 182. Adopted by the Mansfield Board of Education on . Also available on line @ <http://www.mansfieldct.gov/MBOE>

<b>August:</b>
29-30: Certified/Non-Certified Staff Prof. Day
31: First Day - Students
<b>September:</b>
5: Labor Day Holiday
<b>October:</b>
10: Columbus Day: No School
11: Certified/Non-Certified Staff Prof. Day
<b>November:</b>
8: Certified Staff Professional Day
11: Veteran's Day
21-23: Early Closing
24-25: Thanksgiving Holiday
<b>December:</b>
23: Early Closing
26-30: Winter Vacation
<b>January:</b>
2: New Year's Holiday
16: Martin Luther King, Jr. Holiday
<b>February:</b>
17: Certified Staff Professional Day
20: Presidents' Day
21: Vacation Day
<b>March:</b>
10: Certified Staff Professional Day
<b>April:</b>
10-13: Spring Vacation
14: Good Friday
<b>May:</b>
29: Memorial Day Holiday
<b>June:</b>
21: Last Day for Students (Early Closing)*
22: Certified Staff Professional Day

**2016-2017 School Calendar**

**A motion is in order if the Board approves the school calendar.**

Motion to approve the 2016-2017 School Calendar as proposed.

## **Capital Improvement Projects**

### **Motions are in order if the Board supports the Capital Improvement Projects**

Motion to support the request for a FY 16/17 Capital Improvement Project for repairs and improvements to the Middle School gymnasium at an estimated cost of \$873,000.

Motion to support the request for a FY 16/17 Capital Improvement Project for the replacement of the boiler at Vinton School at an estimated cost of \$750,000.

Motion to support the request for a FY 16/17 Capital Improvement Project for a Facility Study at an estimated cost of \$141,500.