

# Mansfield Board of Education Meeting

May 12, 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

### SPECIAL CELEBRATIONS:

Paraeducator of Year: Andrea Stever Lennon  
National Blue Ribbon School – Goodwin Elementary

### APPROVAL OF MINUTES

April 28, 2016 (M) (P. 1)

### HEARING FOR VISITORS

### COMMUNICATIONS

### ADDITIONS TO THE PRESENT AGENDA

**BOARD REPORTS:** Finance Committee, Goals and Objectives Committee

### INFORMATION, PRESENTATIONS, AND ACTIONS

- Wellness in Our Schools
- Field Trip Requests (M) (P. 3)
- Budget Update

### NEW BUSINESS (If needed)

### CONSENT AGENDA: (P. 5)

The following item for the Board of Education May 12, 2016 meeting be approved or received for the record, unless removed by a Board member or the Superintendent of Schools.

That the Mansfield Public Schools Board of Education accepts the 2015-2016 3<sup>rd</sup> Quarter Financial Report. (Encl.)

### HEARING FOR VISITORS

### SUGGESTIONS FOR FUTURE AGENDA ITEMS

**EXECUTIVE SESSION** to discuss Superintendent's evaluation and non-union wages and salaries. (M)

### 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.

<b>Draft</b>	
<b>Mansfield Board of Education</b>	
<b>April 28, 2016</b>	
<b>Minutes</b>	
<b>Attendees:</b>	Randy Walikonis, Chair, Jay Rueckl, Vice Chair, Susannah Everett, Martha Kelly, Secretary, John Fratiello, Katherine Paulhus, Kathy Ward
<b>Excused:</b>	Sarah Lacombe, Carrie Silver-Bernstein

The meeting was called to order at 7:31pm by Mr. Walikonis.

**APPROVAL OF MINUTES:** Motion by Mrs. Paulhus, seconded by Ms. Ward, to approve the minutes of the March 10, 2016 meeting. Vote: Unanimous in favor with Ms. Everett in abstention.

**HEARING FOR VISITORS:** None

**COMMUNICATIONS:** Letter from Superintendent David Harding, Willington Public Schools.

Mrs. Lacombe arrived at 7:33pm

**ADDITIONS TO THE PRESENT AGENDA:** None

**BOARD REPORTS:**

**Goals and Objectives Committee:** Ms. Everett reported the committee has met twice and has scheduled the next meeting for May 12<sup>th</sup> at 5:00pm.

**Policy Committee:** Mr. Rueckl reported the Town Council Personnel Committee met. The agenda included the Code of Ethics Policy. No action was taken.

**Personnel Committee:** Mrs. Lacombe reported the committee is continuing negotiations with UPSEU.

**EASTCONN:** Mrs. Paulhus reported due to cuts in state budget, there could be a possible increase in tuition costs to magnet schools.

**INFORMATION, PRESENTATIONS, AND ACTIONS:**

- Request from Willington Public Schools: Mr. Walikonis and Mrs. Lyman discussed request form Willington to open a dialogue to discuss tuitioning in Willington students.  
Motion by Mr. Rueckl, seconded by Mrs. Paulhus, to authorize the Chair to form a study committee comprised of members of the Board of Education and Town Council and school and town administrators to begin a conversation with the Willington Board of Education and other legislative bodies to explore a potential cooperative arrangement and report back to Mansfield Board of Education. Vote: Unanimous in favor.  
Motion by Mr. Rueckl, seconded by Mrs. Paulhus, to authorize the Superintendent to send a response to David Harding, Willington Superintendent of Schools regarding board action to begin a conversation with the Willington Board of Education and other legislative bodies to explore a potential cooperative arrangement. Vote: Unanimous in favor
- Follow-up to exploration of E.O. Smith Campus: Mrs. Lyman reported on her meeting with Mr. Silva, Superintendent of Schools, regarding possible purchase and use of E.O. Smith by Mansfield Public Schools.
- Budget Update: Mr. Walikonis reported the Town Council voted to send the operating budget the Board submitted to Town Meeting.
- Geometry Text Update: Mrs. Lyman reviewed the Mansfield Middle School purchase of the updated version of the Geometry text currently used.

**NEW BUSINESS:** None

**CONSENT AGENDA:**

Motion by Mrs. Paulhus, seconded by Ms. Ward, that the following items for the Board of Education April 28, 2016 meeting be approved or received for the record. Vote: Unanimous in favor

That the Mansfield Board of Education accepts the retirement of Joan Carr, Southeast School music teacher, effective June 30, 2016.

That the Mansfield Board of Education approves the request for leave by Rochelle Marcus effective January 3 – April 14, 2017.

HEARING FOR VISITORS: Rochelle Marcus, parent, teacher, and MEA Co-President thanked the Board for their support of our schools and approval of her leave request.

SUGGESTIONS FOR FUTURE AGENDA ITEMS: Mr. Walikonis informed the Board that recess and wellness will be on the May 12<sup>th</sup> agenda.

EXECUTIVE SESSION: Motion by Mr. Rueckl, seconded by Mrs. Paulhus, to move to Executive Session at 8:15pm to discuss Superintendent's evaluation. Vote: Unanimous in favor.

Mrs. Lyman joined the Board at the Executive Session.

The Board returned to regular session at 8:44pm.

ADJOURNMENT: Motion by Mrs. Paulhus, seconded by Ms. Everett, to adjourn at 8:45pm.

Vote: Unanimous in favor.

Celeste Griffin, Board Clerk

## Mansfield Public Schools School Trip Request Form

Type of Trip:

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

Class, Club, or Organization: History Day

Requested by: Jennifer McMunn Date Requested: 5/5/16

Destination (Be Specific): The National History Day competition takes place at the University of Maryland in College Park, MD.

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

This trip will be a reflection of the MMS mission statement in multiple ways. The project itself has challenged students to develop and utilize critical thinking and analysis skills. Due to the flexibility and open-ended nature of our beliefs, this travel experience will provide four students with new experiences and resources to evaluate and develop their understanding of Social Studies concepts more deeply. Communication will be fostered through many events at the contest in which students will have the opportunity to meet and discuss their interest in history with other students from around the country and beyond. The sustained effort these students have put into this seven-month project has been clearly congratulated by their success in the competition; all invited students placed either first or second in their respective categories in the state-level History Day competition.

Date(s) of Trip: 6/12/16-6/15/16 Number of School Days to be Missed: 3

Time of Departure: 10 a.m. Time Returning: 3:00 p.m.

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 trip will be during instructional time because the National History Day Competition takes place from June 12-16.

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

A substitute will be necessary for one staff member. Summative assessments and communication regarding final grades will be planned accordingly. Instruction will proceed as planned.

School Trip Request: Cost Detail

Expense Detail	District Share (total)	Student Share (per)	Chaperone Share (per)
Substitutes	\$240.00		

Admission Fees	\$485		
Transportation	\$400		\$
Lodging	\$450		
Meals	\$120		
Other			
TOTAL	\$1695.00		

Other Trip/Cost Related Notes:

Admissions fees reflect the National History Day

Transportation costs entail air transportation, parking fees, and metro/taxi fees.

Lodging and Meals costs include the teacher's lodging and meals (to be covered by the enrichment budget).

All four students have chosen to travel and lodge with their parents, so student transportation and lodging costs are not applicable.

How have students/parents been informed that financial assistance is available for students in need? Students have been advised that in years past, a precedent was set that registration fees would be covered by the district if the funds were available in the enrichment budget, which they currently are. Additional financial assistance funds will not be needed.

Are funds available to support students in need?

n/a

**Section Below Completed By Administrator Only:**

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

Number of chaperones required: Staff Members 1 Outside Personnel \_\_\_\_\_

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

Approved  Denied  Trip Itinerary required and attached

Administrators Signature: Carloee Annell 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: [Signature]

# 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: 5/3/2016

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 10, 2016 - October 1, 2016

Number of School Days to be Missed: 15

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

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 April vacation time frame because of the testing schedules at both 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	1 @ 15 days x long-term <i>per diem</i> (\$256.80) = \$3,852.00 Sub Rate		
Admission Fees		100.00	
Transportation		1500.00	
Lodging		100.00	
Meals		50.00	
Other		250.00	
TOTAL	\$3,852.00	\$2000.00	\$0 (24/7 responsibility for students; 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: [Signature]