

*It is the mission of the Mansfield Board of Education, in partnership with the Mansfield community, to ensure that all children acquire the knowledge, skills, and attributes essential for personal excellence in learning, life, and work within our global community.*

**Mansfield Board of Education Meeting**

**October 24, 2019**

**Council Chambers 7:30 p.m.**

<b>Board Members:</b>	Kathy Ward, Chair, Susannah Everett, Vice Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, John Fratiello, David Litrico, Katherine Paulhus, Kelly Zimmermann
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**Agenda**

**CALL TO ORDER**

**APPROVAL OF MINUTES (P. 1)**

September 12, 2019 Regular Meeting (M)  
September 26, 2019 Workshop (M)  
October 10, 2019 Workshop (M)

**RECOGNITION AND CELEBRATION**

Mansfield 2019 Teacher of the Year: Susan Irvine  
Mansfield 2019 Paraprofessional of the Year: Diana Pelletier

**HEARING FOR VISITORS**

**COMMUNICATIONS (P. 5)**

**ADDITIONS TO THE PRESENT AGENDA**

**BOARD REPORTS**

**INFORMATION, PRESENTATIONS, AND ACTIONS**

- Smarter Balanced Achievement Report 2018-2019
- October 1, Enrollment Report
- April Primary Elections (P. 7)
- Veterans' Day Activities
- 2020 Draft Board Meeting Calendar (P. 11)
- School Building Committee Update
- Professional Improvement (M) (P. 13)

**NEW BUSINESS (If needed)**

**CONSENT AGENDA (M) (P. 15)**

The following items for the Board of Education October 24, 2019 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 approve the employment of Carly Paine-Arpin, Math/Science Consultant effective October 28, 2019 at an annual salary of \$79,159, Level 4, Step 12 of the Teachers' Salary Schedule.

**HEARING FOR VISITORS**

**SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**Mansfield Board of Education**

**DRAFT September 12, 2019**

**Minutes**

<b>Attendees:</b>	Kathy Ward, Chair, Susannah Everett, Vice-Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, David Litrico, Katherine Paulhus, Kelly Zimmermann
<b>Excused:</b>	John Fratiello

The meeting was called to order at 7:30pm by Ms. Ward.

**APPROVAL OF MINUTES:**

Motion by Mr. Litrico, seconded by Ms. Aubrey, to approve the minutes of the June 6, 2019. Vote: Unanimous in favor

Motion by Ms. Aubrey, seconded by Ms. Allison, to approve the minutes of the June 6, 2019 Special Meeting. Vote: Unanimous in favor

Motion by Ms. Zimmermann, seconded by Ms. Everett, to approve the minutes of the June 11, 2019 Special Meeting. Vote: Unanimous in favor

Mr. Fratiello arrived at 7:34pm.

**RECOGNITION AND CELEBRATION:**

Introduction of New Certified Staff: Mrs. Lyman asked the principals to introduced their new certified staff. Mrs. Rodriguez introduced Lillian Garcia, Spanish/ELL teacher at Southeast Elementary and Mansfield Middle School. Mr. Dart introduced Julie Charry, Art teacher and Annie MacLachlan, Special Education teacher, at Goodwin School. He reported Debra Duchesneau, Speech Pathologist at Goodwin was unable to attend tonight's meeting. Mrs. Morell introduced Marisa Ozark, Special Education teacher, at Mansfield Middle School. She reported Sue Bertram was hired as school nurse but was unable to attend tonight's meeting.

**HEARING FOR VISITORS:** None.

**COMMUNICATIONS:** None

**ADDITIONS TO THE PRESENT AGENDA:** None.

**BOARD REPORTS:**

Finance Committee: Ms. Ward reported the district had operational savings for the 2018-2019 fiscal year. Proposed yearend transfers include additional funding Middle School renovation work including a renovation fund for roof replacement and cafeteria renovations. Additional transfers were recommended for the Special Education Reserve, Summer School Program and Enriching Student Achievement. The Finance Committee recommends the Board approve the yearend transfers as proposed.

**INFORMATION, PRESENTATIONS, AND ACTIONS:**

- Superintendent's Report on the Opening of School and Opening Enrollment: Mrs. Lyman recounted the work that goes on in the district in the summer (ie. Professional Learning, curriculum development, facilities cleaning and repairs, hiring new staff, and general planning to move the work of the district forward). Enrollment is closely monitored. Opening of school enrollment is close to the projected enrollment showing a decline of 30 students with more decline expected next year.
  - Summer School: The district provides extended learning time for students at the elementary and middle level.
  - Professional Learning: Mrs. Lyman reported on the many different ways a large number of staff participated in summer professional learning.
  - Maintenance: Allen Corson, Director of Facilities Maintenance updated the Board on Facilities Maintenance 2019 beginning with the water issues at the elementary schools. He also reviewed summer projects which included in part Science Lab Upgrades, locker refurbishing and repainting, bathroom renovations at MMS. At Southeast, floor tiles were replaced and an oil tank was removed and an above ground tank was installed. At Vinton, the sewer pipe was repaired.
- Revised Teacher Evaluation Plan: Mrs. Lyman and Mr. Dart reviewed the revised Teacher Evaluation Plan recently approved by the State Department of Education for approval by the Board of Education. Motion by Ms. Aubrey, seconded by Mr. Litrico, to approve the Mansfield Public Schools Professional Learning and Evaluation Plan for Teachers Revised July 2019. Vote: Unanimous in favor
- Preview of 2019-2020 BOE Activity: Mrs. Lyman and Ms. Ward reviewed proposed agendas for the meetings through October 24, 2019. A discussion regarding Veterans Day celebrations at schools was requested to be added to upcoming agenda items.
- School Building Committee Update: Ms. Ward reviewed progress to date. An RFQ for Architectural services went out in early August. There were 10 submissions which the committee narrowed down to 3 firms which will be

~~invited to make a presentation to the committee in October. The committee will then decide on a firm to design the project. The committee meets the second and fourth Thursday of every month at 4:30pm. Information, including agendas and minutes can be found at the Town and Public Schools websites.~~

- Field Trip Requests: Mrs. Lyman reviewed the annual Fiddlehike trip to New Hampshire and the Cape Cod trip with the visiting German students. Motion by Ms. Aubrey, seconded by Ms. Allison, to approve the Mansfield Middle School Fiddlehike September 27<sup>th</sup> – September 13<sup>th</sup>. Vote: Unanimous in favor.  
Motion by Ms. Aubrey, seconded by Ms. Everett, to approve the Mansfield Middle School German Exchange trip to Cape Cod Sea Camps, Brewster, MA September 12<sup>th</sup> – September 13<sup>th</sup>.

NEW BUSINESS: None

CONSENT AGENDA: Motion by Ms. Aubrey, seconded by Ms. Zimmerman that the following items for the Board of Education September 12, 2019 be approved for the record:

That the Mansfield Public Schools Board of Education accepts the 2018-2019 4<sup>th</sup> Quarter Financial Report. (Encl.)

That the Mansfield Public Schools Board of Education approves the Budget Transfers 2018-2019. (Encl.)

That the Mansfield Public Schools Board of Education approves the employment of **Julie Charry**, Art Teacher, Goodwin Elementary School, effective August 26, 2019 at an annual salary of \$29,523, Level 1, Step 5 of the Teachers' Salary Schedule.

That the Mansfield Public Schools Board of Education approves the employment of **Debra Duchesneau**, Speech Pathologist, Goodwin Elementary School, effective August 26, 2019 at an annual salary of \$38,160, Level 4, Step 14 of the Teachers' Salary Schedule.

That the Mansfield Public Schools Board of Education approves the employment of **Lilliana Garcia**, Spanish Teacher/EL, Southeast Elementary School and Mansfield Middle School, effective August 26, 2019 at an annual salary of \$62,261, Level 2, Step 5 of the Teachers' Salary Schedule.

That the Mansfield Public Schools Board of Education approves the employment of **Annie MacLachlan**, Special Education Teacher, Goodwin Elementary School, effective August 26, 2019 at an annual salary of \$53,567, Level 2, Step 1 of the Teachers' Salary Schedule.

That the Mansfield Public Schools Board of Education approves the employment of **Marisa Ozark**, Special Education Teacher, Mansfield Middle School, effective August 26, 2019 at an annual salary of \$53,567, Level 2, Step 1 of the Teachers' Salary Schedule.

That the Mansfield Public Schools Board of Education accepts the request for unpaid childrearing leave for the 2019-2020 school year of Maggie Cofrancesco, 7<sup>th</sup> grade teacher Mansfield Middle School

That the Mansfield Public Schools Board of Education accepts the resignation of Patricia Hamlin, School Psychologist Mansfield Middle School effective October 4, 2019.

That the Mansfield Public Schools Board of Education accepts the retirement of Lisa Larson, World Language Teacher Mansfield Middle School, effective August 1, 2019.

That the Mansfield Public Schools Board of Education accepts the resignation of Michael DiCicco, District Mathematics/Science Consultant, effective June 21, 2019.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None

Motion by Ms. Allison, seconded by Mr. Fratiello, to adjourn at 9:44pm. Vote: Unanimous in favor

Respectfully submitted,  
Celeste Griffin, Board Clerk

**Mansfield Board of Education Workshop**

**September 26, 2019**

**Minutes**

<b>Attendees:</b>	Kathy Ward, Chair, Susannah Everett, Vice Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, John Fratiello, David Litrico, Kelly Zimmermann
<b>Excused:</b>	Katherine Paulhus

The workshop was called to order at 6:12pm by Ms. Ward.

The 5C's in our Classroom: Administrators provided examples and discussed how the 5C's (Citizens of the World, Communication, Collaboration, Creativity, and Critical Thinking) are incorporated in the classroom.

Motion by Mr. Litrico, seconded by Ms. Allison, to adjourn at 8:14pm.

Respectfully submitted, Celeste Griffin, Board Clerk

**Mansfield Board of Education Workshop  
October 10, 2019**

**Minutes**

<b>Attendees:</b>	Kathy Ward, Chair, Susannah Everett, Vice Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, John Fratiello, David Litrico, Katherine Paulhus, Kelly Zimmermann
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The workshop was called to order at 7:05pm by Ms. Ward.

The Superintendent and each district administrator shared highlights from the 2018-19 school year and described plans for the 2019-20 school year as detailed in the School Development reports.

Motion by Mr. Litrico, seconded by Ms. Allison, to adjourn at 8:53pm.

Respectfully submitted, Celeste Griffin, Board Clerk

MEMO TO: BOARD OF EDUCATION MEMBERS  
FROM: EASTCONN Policy Sub-Committee of EASTCONN's Executive Committee of the Board of Directors  
RE: AMENDMENT OF EASTCONN's BY-LAWS

Pursuant to ARTICLE IV "Amendment of By-Laws" this memo is notice that the following changes have been proposed by the Policy Sub-Committee of EASTCONN's Executive Committee of the Board of Directors.

ARTICLE II – Section Four – Member District Representation:

**Current Language:**

Each member district may designate in writing, on or before April 1<sup>st</sup> of each year its representative and an alternate. The term of office of each district representative shall be for one year, commencing on the first meeting following the Annual Meeting.

**New Language proposed:**

The term office of each Board Member, as elected or appointed by the Board of Education of member districts, shall correspond to each board Member's term (s) of office on their local Boar or until such time Board members chooses not to serve on the EASTCONN Board of Directors, or the local Board of Education changes the designated member. Each member district may designate in writing, on or before April 1<sup>st</sup> of each year its representative and an alternate.

ARTICLE II – Section Five – Voting Rights

**Current Language:**

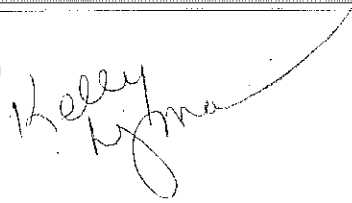
Any elected member of a board of education may attend any EASTCONN meeting. Voting privileges lie with the members of the Executive Board.

**New Language proposed:**

Any elected and/or appointed member of a board of education may attend any EASTCONN meeting. Voting privileges lie with the members of the Executive Board.



TO: Mansfield Board of Education  
FROM: Kelly Lyman, Superintendent  
DATE: October 17, 2019  
RE: Primary Elections



The State of Connecticut will hold Presidential Primaries on Tuesday, April 28, 2020. Vinton School will once again be used as a polling place. I bring this to your attention given the action taken last spring to close school on November 5, 2019 when municipal elections will be held at Vinton School.

April 28 is a scheduled school day. Should you decide to close school on that day, there are several options for you to consider. Each is described below. I will review these options at our Board of Education meeting on October 24.

Options:

1. Close all schools on April 28 and add day to end of year in June. This maintains 182 student days.
2. Close all schools on April 28 for students reducing the number of student days to 181. Hold professional development day for teachers.
3. Close Vinton School only on April 28. Vinton students stay home while Vinton teachers have a professional development day.
4. Change the professional development day scheduled for March 13 to April 28 thus asking students and teachers to attend school on March 13. On April 28 students would stay home while teachers would have a professional development day. This does not add days to the end of the school year and maintains 182 student days.





# Mansfield Public Schools

## 2018-2019

August 18 (3)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	PD	PD	29	30	31	

September 18 (19)						
Su	M	Tu	W	Th	F	Sa
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 18 (21)						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	H	PD	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

December 18 (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	21	22
23	V	H	V	V	V	29
30	V					

January 19 (21)						
Su	M	Tu	W	Th	F	Sa
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

February 19 (17)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	PD	16
17	H	V	20	21	22	23
24	25	26	27	28		



March 19 (20)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	PD	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

May 19 (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	H	28	29	30	31	

June 19 (14)						
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	PD	22
23	24	25	26	27	28	29
30						

 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 February, March, and October. Total Instructional Days will not exceed 182.

Adopted by the Mansfield Board of Education on 1/18/18. Also available online @ <http://www.mansfieldct.gov/MBOE>

### Notes

<b>August:</b>	
27-28: Certified/Non-Certified Staff Prof. Day	
29: First Day - Students	
<b>September:</b>	
3: Labor Day Holiday	
<b>October:</b>	
8: Columbus Day: No School	
9: Certified/Non-Certified Staff Prof. Day	
<b>November:</b>	
6: Certified Staff Professional Day	
12: Veteran's Day Holiday	
19-21: Early Closing	
22-23: Thanksgiving Holiday	
<b>December:</b>	
21: Early Closing	
24-31: Winter Vacation	
<b>January:</b>	
1: New Year's Holiday	
21: Martin Luther King, Jr. Holiday	
<b>February:</b>	
15: Certified Staff Professional Day	
18: Presidents' Day	
19: Vacation Day	
<b>March:</b>	
8: Certified/Non-Certified Staff Prof. Day	
<b>April:</b>	
15-18: Spring Vacation	
19: Good Friday	
<b>May:</b>	
27: Memorial Day Holiday	
<b>June:</b>	
20: Last Day for Students (Early Closing)*	
21: Certified Staff Professional Day	

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



**MANSFIELD BOARD OF EDUCATION**  
**2020 Meeting Dates for Discussion**  
**Council Chambers**  
**(unless otherwise noted)**  
**7:30 p.m.**

Thursday, January 23, 2020

Thursday, January 30, 2020  
(Budget Workshop)

Thursday, February 6, 2020  
(Mid-Year Review (5:30pm)  
(Budget Workshop: 7:30pm)

Thursday, February 13

Thursday, March 12, 2020

Thursday, April 9, 2020

Thursday, May 14, 2020

Thursday, May 28, 2020  
(Workshop – TBD)

Thursday, June 11, 2020

Thursday, September 10, 2020

Thursday, September 24, 2020  
(Workshop – TBD)

Thursday, October 8, 2020

Thursday, October 22, 2020

Thursday, November 12, 2020

Thursday, December 10, 2020 \*

\*1<sup>st</sup> night of Hanukkah

***Board members are requested to reserve the fourth Thursday in each month if an additional Board or sub-committee meeting is needed.***

*Adopted by the Board Education on*



Kelly M. Lyman  
Superintendent

**DATE:** October 10, 2019  
**TO:** Mansfield Board of Education  
**FROM:** Kelly Lyman  
**SUBJECT:** *Professional Improvement*

As outlined in the current contract between the Mansfield Board of Education and the Mansfield Education Association (page 26: Article 20, Section E) the following employees have completed requirements for professional improvement and will receive an increase in salary, retroactive to the start of the contract year.

The courses taken by these teachers as well as their individual plan of study were reviewed and approved in advance.

LAST NAME	FIRST NAME	CURRENT LEVEL	NEW LEVEL	COST INCREASE
Moulton	Brenda	MA, Step 14 \$90,852	MA+15, Step 14 <b>\$93,128</b>	\$2,276
Welch	Patrice	MA, Step 14 \$90,852	MA+15, Step 14 <b>\$93,128</b>	\$2,276

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## **Professional Improvement**

A motion is in order due to contractual obligations regarding professional improvement of staff.

Motion to approve the increase in salary, retroactive to the start of the school year as outlined in the current contract between the Mansfield Board of Education and the Mansfield Education Association for Brenda Moulton and Patrice Welch.

Mansfield Public Schools  
Mansfield, Connecticut

Staff Data Sheet

<b>Position:</b>	PreK-8 Mathematics and Science Consultant
<b>Recommended Candidate:</b>	Carly Paine-Arpin
<b>Education</b>	<p>B.A., History/Social Studies Eastern Connecticut State University</p> <p>M.A.Ed, Teaching and Learning Post University</p> <p>Administrator Preparation Program, 6<sup>th</sup> year &amp; Certification in Educational Leadership University of Connecticut</p>
<b>Experience:</b>	<p>Instructional Coach, Grade 3 &amp; 4 Metacomet Elementary School, Bloomfield, CT 2018 - October 2019</p> <p>Elementary School Teacher, Grade 3 &amp; 4 Metacomet Elementary School, Bloomfield, CT 2011 - 2018</p> <p>Elementary School Teacher, Grade 3 America's Choice at SAND, Hartford, CT 2009 - 2011</p>
<b>Salary:</b>	\$79,159
<b>Effective Date:</b>	October 21, 2019
<b>Submission for Confirmation:</b>	October 24, 2019 Kelly Lyman, Superintendent