

Mansfield Board of Education Meeting

September 12, 2013

Council Chambers 7:30 p.m.

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

Agenda

- 7:30 Call to Order
7:35 Introduction of New Certified Staff (P. 1)
8:00 Hearing for Visitors
8:05 Communications (P. 11)
8:10 Additions to the Present Agenda

Reports:

- 8:15 Personnel Committee, Policy Committee – 2013-2014 Policy Updates (M)
- 8:40 Report of the Superintendent
- Field Trip Request (M) (P. 13)
 - Windham Hospital Foundation Grant (P. 17)
 - 2012-2013 4th Quarter Financial Report (M) (Encl.)
 - Budget Transfers 2012-2013 (M) (P. 25)
 - Preschool Transportation
 - 2013 Board Meeting Locations (P. 31)
 - Security Update (P. 33)
 - Summer Programs (P. 35)
 - Books on Bus
 - Summer School
 - Summer Online Programs
 - Board Goals and Objectives: Sample Strategies and Sample Evidence (P. 37)
 - Board Fall Retreat with Administrators (September 26th 5:30-9:00pm)
 - Common Core State Standards (P. 43)
 - Climate Survey (P. 47)
 - Enhancing Student Achievement
 - Class Size/Enrollment

APPROVAL OF MINUTES:

- June 13, 2013 Meeting (M) (P. 49)
June 20, 2013 Special Meeting (M) (P. 53)
June 20, 2013 Retreat (M) (P. 55)
July 9, 2013 Special Meeting (M) (P. 57)
July 9, 2013 Retreat (M) (P. 59)
August 12, 2013 Special Meeting (M) (P. 61)

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

CONSENT AGENDA: (M) (P. 1)

The following items for the Board of Education September 13, 2012 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 approves the minutes of the June 13, 2013, June 20, 2013, and August 12, 2013 Board meetings.

That the Mansfield Public Schools Board of Education approves the employment of Amanda Doyle, Literacy Coach, Southeast School, effective July 1, 2013; Diane Glasmann, French Teacher, Mansfield Middle School, effective August 22, 2013; Heather Lasky, Preschool Teacher, Goodwin School, effective July 1, 2013; Jessica Mongeau, Grade 8 Teacher, Mansfield Middle School, effective July 1, 2013; Shamim Patwa, School Psychologist, Goodwin School, effective July 1, 2013; Elizabeth Whitley, Music Teacher, Goodwin School, effective July 1, 2013; and Ashley Zeppa, Grade 7 Teacher, Mansfield Middle School, effective August 26, 2013.

That the Mansfield Public Schools Board of Education accepts the resignation of Megan Baker, Special Education Teacher, Mansfield Middle School effective August 6, 2013

9:30* Hearing for Visitors

9:45 Suggestions for Future Agenda

9:50 Executive Session (M) for discussion of strategy with respect to collective bargaining.

Possible action on UPSEU contract

Adjournment

* Estimate

Mansfield Public Schools: Board of Education Goals – 2013-2014

- I) Help each student to be a confident and successful learner through differentiated instruction and support. Monitor student progress to ensure growth.
 - a. Engage and motivate each student.
 - b. Improve the mathematics, reading, science, and writing skills of each student to support college and career readiness.
 - c. Promote the cognitive, social, and emotional development of each student.
 - d. Support the full breadth of the district's programs, systematically review program offerings, and explore expanding programs.
 - e. Provide positive school climate through positive behavior support systems and encouraging character development to ensure student safety, health, physical, and emotional well-being.
 - f. Increase engagement and participation of parents/guardians in the education of their children.
 - g. Encourage the civic engagement of students.
 - h. Align our current Language Arts/ Reading, Science and Mathematics curriculum with the Common Core State Standards (CCSS).
 - i. Integrate current technology into the instructional program to extend student learning of subject matter and appropriate use of technology.
 - j. Explore additional support services for students in need of community and/or health services.
 - k. Ensure all student transitions within and between environments are supported and successful.
 - l. Incorporate curricula that investigate energy use and environmental issues.
- II) Attract, support, and retain qualified, motivated, and diverse professional staff.
 - a. Facilitate and encourage a positive, professional learning community.
 - b. Recognize teacher and staff effort and success regularly.
 - c. Foster a climate of mutual respect at all levels.
 - d. Maintain quality educational programs at multiple sites while adjusting staff levels and resources despite any changes in overall enrollment.
 - e. Support current and future school/district leadership to maintain and surpass current levels of student achievement.
 - f. Implement, with input and collaboration from certified staff, an effective professional development and evaluation program that supports the development of confident student learners and encourages the continued growth of all staff.
 - g. Provide regular opportunities for all staff to share feedback about the effectiveness of the district's programming.
- III) Monitor the District's quality and efficiency 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 the improved school security and technology recommendations as approved by the Board.
- IV) Increase the effectiveness of the Board of Education.
 - a. Invest time and effort in Board members' learning and development.
 - b. Celebrate and acknowledge student achievements at Board meetings and other venues.
 - c. Foster and encourage communication between the Board and the communities it serves.
 - d. Collaborate with community members and organizations that support the District's students; including Mansfield Youth Services Bureau and Mansfield Advocates for Children.
 - e. Examine evidence regarding school readiness and review prekindergarten educational opportunities for Mansfield children.
 - f. Meet regularly with our state legislators.
- V) Plan for long-term fiscal sustainability.
 - a. Advocate for continued Education Cost Sharing which supports current programming and develop a plan to address any change 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 at large on long-term financial ramifications of balancing board goals and priorities.

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.



September 12, 2013

PERSONNEL SUMMARY SHEET

CERTIFIED STAFF

Employment (M):

Amanda Doyle, Literacy Coach, Southeast School, effective July 1, 2013 at an annual salary of \$84,932, Level 2, Step 14 of the Teachers' Salary Schedule.

Diane Glasmann, French Teacher, Mansfield Middle School, effective August 22, 2013 at an annual salary of \$62,704, Level 2, Step 14, of the Teachers' Salary Schedule.

Heather Lasky, Preschool Teacher, Goodwin School, effective July 1, 2013 at an annual salary of \$51,195, Level 1, Step 3, of the Teachers' Salary Schedule.

Jessica Mongeau, Grade 8 Teacher, Mansfield Middle School, effective July 1, 2013 at an annual salary of \$52,243, Level 2, Step 2, of the Teachers' Salary Schedule.

Shamim Patwa, School Psychologist, Goodwin School, effective July 1, 2013 at an annual salary of \$71,044, Level 4, Step 11, of the Teachers' Salary Schedule.

Elizabeth Whiteley, Music Teacher, Goodwin School, effective July 1, 2013 at an annual salary of \$42,213, Level 1, Step 4, of the Teachers' Salary Schedule.

Ashley Zeppa, Grade 7 Teacher, Mansfield Middle School, effective August 26, 2013 at an annual salary of \$52,243, Level 2, Step 2, of the Teachers' Salary Schedule.

Retirements:

Lynda Barrow, Enrichment Teacher, Vinton School, effective June 30, 2013.

Norma Fisher-Doiron, Principal, Southeast School, effective June 30, 2013.

Jamie Lang-Rodean, Teacher, Goodwin School, effective June 30, 2013.

Barbara Zirakzadeh, Literacy Coach, Southeast School, effective June 30, 2013.

Resignations:

Megan Baker, Special Education Teacher, Mansfield Middle School, effective August 6, 2013. (M)

Phyllis Bain, Teacher, Mansfield Middle School, effective June 30, 2013.

Julie Brennan, Teacher, Southeast School, effective June 30, 2013.

Kelly Brouse, Enrichment Teacher, Mansfield Middle School, effective June 30, 2013.

Yalibi D'Addario, French Teacher, Mansfield Middle School, effective June 30, 2013.

John Hart, Music Teacher, Mansfield Middle School, effective June 30, 2013.

Roseann Holden, School Psychologist, Goodwin School, effective June 30, 2013.

Mary Mindek, Teacher, Mansfield Middle School, effective June 30, 2013.

Carol Sweet Patterson, Teacher, Mansfield Middle School, effective June 30, 2013.

Madelyn Williams, Teacher, Goodwin School, effective June 30, 2013.

NON-CERTIFIED STAFF

Employment:

Jill Mindek, Instructional Assistant, Goodwin School, effective September 3, 2013.

Darlene Murphy, Secretary, Southeast School, effective August 5, 2013.

Pierce Streeter, Custodian, Mansfield Middle School, effective July 1, 2013.

Retirements:

Anne Dumont, Food Service, Goodwin School, effective June 30, 2013.

Jane Hazzard, Secretary, Southeast School effective, July 12, 2013.

Resignations:

Nancy Cantara, Instructional Assistant, Goodwin School, effective August 23, 2013.

Jessica Neumuth, Instructional Assistant, Goodwin School, effective August 8, 2013.

Nikki Pelto, Instructional Assistant, Vinton School, effective June 30, 2013.

Toni Kirk, Instructional Assistant, Goodwin School, effective August 1, 2013.

Sheri Lee, Instructional Assistant, Vinton School, effective August 15, 2013.

Theresa Smith, Instructional Assistant, Goodwin School effective June 30, 2013.

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Literacy Coach - Southeast Elementary School
Recommended Candidate:	Amanda Doyle
Education	<p>Masters - Education University of Virginia Charlottesville, VA</p> <p>Bachelor of Arts - Psychology Colby College Waterville, ME</p>
Experience:	<p>Instructional Coach Windham Center School Windham, CT 2008-2013</p> <p>Teacher - Reading Windham Center School Windham, CT 2007-2008</p> <p>Teacher - Grade 3 Windham Public Schools Willimantic, CT 2005-2006</p>
Salary:	\$84,932
Effective Date:	July 1, 2013
Submission for Confirmation:	September 12, 2013 Frederick Baruzzi, Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	French Teacher -Mansfield Middle School
Recommended Candidate:	Diane Glasmann
Education	Masters - French Middlebury College Middlebury, VT Bachelor of Arts - Psychology Western State Colorado University Gunnison, CO
Experience:	Teacher - French E.O. Smith High School Storrs, CT 1998-2013 Fulbright Classroom Teacher Exchange College Boris Vian Retournac, France 2010-2011 French Lecturer Quinebaug Valley Community College Danielson, CT 1999-2000
Salary:	\$62,704
Effective Date:	August 22, 2013
Submission for Confirmation:	September 12, 2013 Frederick Baruzzi, Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Preschool Teacher - Goodwin Elementary School
Recommended Candidate:	Heather Lasky
Education	<p>Masters - Special Education University of Saint Joseph Hartford, CT</p> <p>Bachelor of Science - Education Central Connecticut State University New Britain, CT</p>
Experience:	<p>Teacher - Special Education Preschool Smith School/Lincoln School New Britain, CT 2012-2013</p> <p>Long Term Substitute - Special Education Preschool Pine Grove School Avon, CT February 2011-December 2011</p> <p>Long Term Substitute - Special Education Preschool Connecticut Christian Academy Middletown, CT 2008-2009</p>
Salary:	\$51,195
Effective Date:	August 26, 2013
Submission for Confirmation:	<p>September 12, 2013 Frederick Baruzzi, Superintendent</p>

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Grade 8 Teacher - Mansfield Middle School
Recommended Candidate:	Jessica Mongeau
Education	Masters - Secondary Education Sacred Heart University Griswold, CT Bachelor of Science - Human Development and Family Relations University of Connecticut Storrs, CT
Experience:	Long Term Substitute - Mathematics Putnam High School Putnam, CT January 2013-June 2013 Assistant Library Media Specialist Putnam High School Putnam, CT 2010- 2012
Salary:	\$52,243
Effective Date:	July 1, 2013
Submission for Confirmation:	September 12, 2013 Frederick Baruzzi, Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	School Psychologist - Goodwin Elementary School
Recommended Candidate:	Shamim Patwa
Education	<p>Doctorate - School Psychology University of Connecticut Storrs, CT</p> <p>Masters of Business Administration University of Colorado Denver, CO</p> <p>Bachelor of Arts - Economics Smith College Northampton, MA</p>
Experience:	<p>Assistant Professor in Residence University of Connecticut Storrs, CT 2012-2013</p> <p>School Psychologist Pitkin Elementary School Hartford, CT 2006- 2012.</p> <p>School Psychologist Natchaug Elementary School Willimantic, CT 2002-2006</p>
Salary:	\$71,044
Effective Date:	July 1, 2013
Submission for Confirmation:	September 12, 2013 Frederick Baruzzi, Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Music Teacher - Goodwin Elementary School
Recommended Candidate:	Elizabeth Whiteley
Education	Bachelor of Arts - Music Education Providence College Providence, RI
Experience:	Teacher - General Music and Chorus Enfield Public Schools Enfield, CT 2012- 2013 Preschool and Primary Music Specialist La Escuela de Lancaster, A.C. Mexico City, Mexico
Salary:	\$42,213
Effective Date:	July 1, 2013
Submission for Confirmation:	September 12, 2013 Frederick Baruzzi, Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Grade 7 Teacher - Mansfield Middle School
Recommended Candidate:	Ashley Zeppa
Education	<p>Masters - Curriculum and Instruction University of Connecticut Storrs, CT</p> <p>Bachelor of Arts - History University of Connecticut Storrs, CT</p> <p>Bachelor of Science - Education University of Connecticut Storrs, CT</p>
Experience:	<p>Teacher - Social Studies Killingly High School Killingly, CT 2012- 2013</p> <p>Long Term Substitute - History East Hartford High School East Hartford, CT December 2011-March 2012</p> <p>Long Term Substitute - History Henry James Memorial School Simsbury, CT October 2011-December 2011</p>
Salary:	\$52,243
Effective Date:	August 26, 2013
Submission for Confirmation:	September 12, 2013 Frederick Baruzzi, Superintendent

From: [REDACTED]
Sent: Tuesday, September 03, 2013 9:38 AM
To: Fred A. Baruzzi; Mark LaPlaca
Subject: Note of Appreciation

Dear Mr. Baruzzi and Mr. LaPlaca,

We just want to share with you the appreciation that we feel for actions taken—above and beyond—by Lauren Rodriguez and Holly Harakaly this weekend following an incident that occurred with our son at Southeast School on Friday. [REDACTED] is 3 and has just started Holly's Pre-K program this year. On Friday, the school had a fire drill. The announcement, and later the noise, turned out to be quite traumatic for him, and the staff at Southeast spent the rest of the afternoon calming him down and trying to reassure him. The school psychologist and Darlene Murphy, the new school secretary, were particularly helpful in comforting him.

On Sunday, without any contact from us, we received a call from Ms. Rodriguez, who detailed the actions that her staff took on Friday, then invited us to meet her at the school on Monday afternoon, Labor Day, to sit in [REDACTED] classroom with him and help him to get re-accustomed to the building and his new surroundings in a comfortable way. We later found out that upon being notified that this would occur, Ms. Harakaly quickly told Ms. Rodriguez that she wanted to be there too.

So, there we were on a holiday, alone at Southeast with the principal, the teacher, and our son, just letting him play on the floor, and subtly answering his occasional questions about the fire alarm and Southeast being a safe place. We cannot express enough our appreciation for the care they showed on their day off to help [REDACTED] re-gain a feeling of comfort for this new environment.

Who knows how it will go—we will surely have more to do to help [REDACTED] get used to fire drills and overcome some of the fears that come with childhood. But, we are pleased to be reminded so early of what we already knew from our experience with our daughter: Southeast *is* a great, safe place, and as we told Ms. Rodriguez yesterday, we can trust her and her attuned, proactive staff implicitly to help us raise our son.

Sincerely,

[REDACTED]

**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 27th – Sunday, September 29th, 2013

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 on Mt. Pierce and stay in the lodging facilities of the AMC. [Appalachian Mountain Club] The violinists and cellists also have two opportunities to perform for appreciative audiences at an AMC 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.

The performances will include tunes of varied difficulty that will challenge our students musically. Student speakers will be applying their academic skills when introducing the selections, and gaining proficiency in social skills as they interact with others on during weekend.

Outdoor Activity: In today's sedentary world it is important for young people to learn how to seek out fun that will get them outside with friends for a little strenuous activity. This is especially true for young musicians ... who are hopefully spending substantial amounts of time alone practicing in order to acquire much needed technical skills.

Date(s) of Trip: Friday, September 27th – Sunday, September 29th, 2013

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 - **Cost:** 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	See above		
Transportation	See above		
Lodging	See above		
Meals	See above		
Other	See above		
TOTAL		\$160.00	none

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?

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.

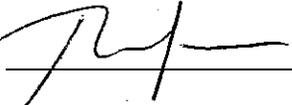
Section Below Completed By Administrator Only:

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

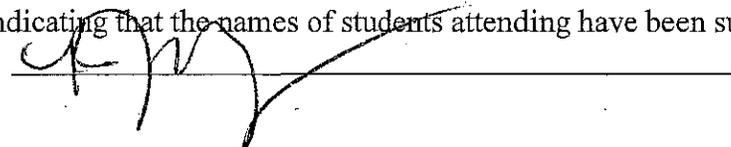
Number of chaperones required: Staff Members Outside Personnel _____

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

_____ Approved _____ Denied Trip Itinerary required and attached

Administrators Signature:  Print Name: Thanh Nguyen

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 Middle School

205 SPRING HILL ROAD | STORRS, CT 06268

WEBSITE: WWW.MANSFIELDCT.GOV/MMS

EMAIL: MMSOFFICE@MANSFIELDCT.ORG

PHONE: 860.429.9341

FAX: 860.429.1020

THANH V. NGUYEN, PRINCIPAL

CANDACE V. MORELL, ASSISTANT PRINCIPAL

August 13, 2013

Doreen H. Downham, Executive Director
SBM Charitable Foundation, Inc.
935 Main Street, Level C, Suite B101
Manchester, CT 06040

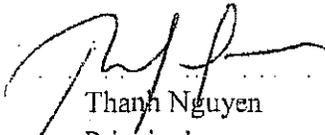
Dear Ms. Downham:

I would like to extend our sincere gratitude for the grant for the Nutrition/Exercise Program here at Mansfield Middle School. Our staff is looking forward to launching this exciting program with our students.

Thank you again to the SBM Charitable Foundation for your generous contribution to our school.

We look forward to working with Windham Hospital to get this program underway.

Sincerely,


Thanh Nguyen
Principal

cc: Fred Baruzzi
Karen Molloy

**Windham Hospital Foundation
Nutrition/Exercise Program for Middle School Students
June 2013**

Program Summary

Proposal

The Windham Hospital Foundation and the Windham Hospital Nutrition Staff in collaboration with the Captain Nathan Hale Middle School in Coventry, CT and the Mansfield Middle School in Mansfield, CT propose to create and implement a sustainable, school-based program to teach students about the importance of healthy eating and physical activity.

The total cost of the program for two schools is \$35,347. We are requesting \$28,731 from the SBM Charitable Foundation. Grant funds will provide training for middle school staff, equipment and incentives to run the sustainable program.

Problem Statement

The social burden of pediatric obesity, especially during middle childhood and adolescence, may have lasting effects on self-esteem, body image and economic mobility. Obesity in the adolescent is the leading cause of pediatric hypertension, is associated with Type 2 diabetes, increases the stress on joints, lowers self-esteem, affects relationships with classmates, can lead to the development of depression and leads to the persistence of obesity into adulthood. (Karnik et al, 2012)

Obesity in the adult can lead to the development of depression, diabetes, increased risk of cardiovascular disease, increased risk of asthma, premature mortality and negatively affects the individual's quality of life. (Gortmaker et al, 1993)

The prevalence of overweight and obese children has increased dramatically in recent decades. Since 1968, the percentage of overweight children aged 6 to 17 years has more than doubled. Studies have shown that nearly 70% of overweight children will remain overweight or obese as adults. (Gorden-Larsen et al, 2004) The high prevalence and dramatic trend toward increasing childhood obesity suggest that without aggressive approaches to prevention and treatment, health, economic and social consequences will be both substantial and long-lasting. (Wang, 2002; Must, 1999).

Effective obesity treatment programs for children and adolescents do not have weight loss as a goal. The aim is to slow or halt weight gain so the child will grow into his or her body weight over a period of months to years. Early and appropriate intervention is critical, as there is much evidence suggesting that childhood eating and exercise habits are more easily modified than adult habits. (Katz et al, 2008) There are three key components to a successful obesity treatment program: physical activity, dietary management and behavior modification. (Waters, E. et al, 2011)

Program Summary

The Windham Hospital Foundation and Windham Hospital, collaborating with the Captain Nathan Hale Middle School and the Mansfield Middle School; propose a team approach in providing a multi-faceted intervention to promote healthier eating and increased physical activity among 5th through 8th grade school children. The multidisciplinary team will consist of hospital dietitians, school nurses, physical education teachers and health teachers. Middle school staff trained by the hospital's nutrition staff will work with the middle school students to modify behavior, promote healthy eating and exercise habits during the 2013-14 school years.

Our program will use the best practices reported in professional literature (Whitlock, 2010) and will build upon the lessons learned from the Windham Wildcat Marathoners Program at the Windham Middle School, established by Windham Hospital Nutrition Staff and funded by SBM Foundation in 2011 and 2012.

The program's goal is to slow or halt the rate of excessive childhood weight gain that is currently being reported by national organizations such as Healthy People 2020.

Our proposed program, developed through collaboration with staff from the participating schools will provide education about basic nutrition, opportunities for increased physical activity, exposure to healthier foods and tools for lifestyle behavior modification.

The intended audience is middle school students, grades 5-8, who have been shown to be more receptive to acquiring and using new knowledge (Brown, 2009). The intent is they will use their newly acquired knowledge about nutrition and exercise to slow or halt personal weight gain. The program is designed so the schools can easily assume responsibility for its continuation.

Captain Nathan Hale Middle School will run their Nutrition/Exercise program as an after school program with approximately 24 class sessions of 90 minute duration.

Mansfield Middle school will run their program twice a week for approximately 30 weeks with a 45 minute class during the school day and an 80 minute after school class. Both schools will run their programs throughout the entire 2013/2014 school year.

Windham Hospital Dietitians will create the nutrition/exercise program and train the participating middle school teachers. They will provide educational support to the school staff throughout the school year and give refresher courses at the beginning of each school year. Materials and supplies obtained for the educational sessions will become property of the schools so that this nutrition/exercise program can be sustained and provided to future students.

The **Nutrition/Exercise Program** will require the following grant-funded materials and equipment:

1. The **Conversation Map for Children entitled "Healthy Kids and the Keys to Good Health"** program will be purchased and provided to each middle school. School staff will be trained by hospital nutrition staff on how to use the maps. The conversation map program includes six 30-minute modules that address keys to good health. Each module utilizes five colorful maps that are put on the table for 5-8 children to share. The map is designed to engage children in the learning process. Map illustrates the health messages contained in each module and the activities promote discussion, problem solving and learning.
 - a. An **Optional Parent Module** is included in each Conversation Map set and can be used at the discretion of the school. The Hospital's dietitians will also provide education to school staff on how to use the parent module entitled "Sharing the Keys to Good Health with Your Children".
 - b. A **"1,2,3 and 1/2 Diary"** tool is included in the Conversation Map kit and can be used to track learned healthy behaviors. This is a log that the participating students will use to track one hour of physical activity daily, 2 hours or less screen time, consumption of 3 cups of low-fat milk daily and fill half of their plates with fruits and vegetables.
 - c. **"Exercise Your Options**, a Dairy Council curriculum will supplement the Conversation Map program. This curriculum will be utilized to enhance the development of personal responsibility and critical thinking and problem solving skills of the older middle school students.
2. A **Nutrition Component** (healthy snack) will be prepared by the school for each weekly class throughout the duration of the program. The healthy snack will often be fruits or vegetables not commonly eaten by adolescents and assortments of other healthy foods and beverages. This teaches the importance of having a healthy snack between meals that may prevent them from becoming so hungry that they reach for unhealthy junk food.

3. A **Food Model** set will be provided to each school. Food models (replicas) make perfect substitutes to demonstrate perishable real foods. Models provide a realistic visual of typical serving sizes and can represent any food group. They are less expensive and less time-consuming than real foods by eliminating food preparation and messy cleanup associated with real food.
4. **Teacher Stipends** must be paid for teachers involved in after school programs. Stipends are a part of the teachers' contract with the school district.
5. **Pedometers** will be given to the schools so that their students can measure the steps they take throughout the duration of the program. The schools will be provided with pedometer storage boxes for storage and tracking. The pedometers become the property of the schools.
6. A **"Marathon"** (26.2 miles) will be held during the school year. Participating students will use pedometers to measure the amount of steps taken during the program and during their non-school activities. Students will record their steps taken throughout the year and report the total number of steps to the school staff running the program on a weekly basis. The grand total number of steps taken by all the students in the program will be reported as the **"Marathon"** (The Windham Middle School students reported 2.4 million steps during the 2011-2012 school years). The Middle Schools will periodically publicize the progress of the program to all the Middle School students, the parents, school staff and school administrators and use this publicity as an incentive and encouragement tool for the participating students.
7. **Necklaces** will be provided to each student to collect incentive charms. Students will keep the necklaces.
8. **Incentive charms** will be provided to the students as they achieve each one mile milestone (2,000 steps) throughout the program. Students will keep the incentive charms.
9. A **live theatrical performance group** will be scheduled by each school to perform at an all school assembly. This event will use the power of live theater (songs, skits, audience participation and humor) to teach students learn how to make good health choices in a fun and engaging fashion.
10. A **Celebration Event** is a very important component of the overall program. Students revel in the positive feedback from their peers, faculty, school administrators and family for what they have learned and accomplished. Each school will be given a budgeted amount to create and personalize their own celebration event.
11. A **Celebration T-Shirt** will be provided to each student who completes the program and the marathon. The last mile of the marathon could be completed as a group on the school track and the celebration event would follow. The T-Shirt is a reward for the student's hard work and an item they can wear, be proud of and be reminded of what they've learned and accomplished.

Hospital Staff/Trainers

Windham Hospital Nutrition Staff are highly qualified and have many years of experience.

Suzanne Gerety, RD, CDE, CDN, Director of Nutrition, Food Services & Diabetes Education has been employed at Windham Hospital since 1991

- BS in Dietetics from St. Joseph College, West Hartford
- Registered Dietitian since 1984
- Certified Diabetes Educator since 1992
- Certified Dietitian Nutritionist
- Member:

- Academy of Nutrition and Dietetics
- American Association of Diabetes Educators
- American Diabetes Association
- Association for Healthcare Foodservice

Lynne has been employed as a Dietitian since 2011 and teaches out-patient classes on diabetes, pre-diabetes and better breathing. Lynne does presentations out in the community on nutrition and provides individual medical nutritional counseling session.

- B.S. in Dietetics from UCONN
- Certified Diabetes Educator
- Certified Dietitian
- Member:
 - The American Dietetic Association
 - Connecticut Association of Diabetes Educators

The Diabetes Education Program within the Nutrition Department at Windham Hospital has held a "Certificate of Recognition" from the American Diabetes Association since 1991. Windham Hospital was the first community hospital in the United States to meet the National Standards for Diabetes Self-Management Education to be awarded this Recognition status by the American Diabetes Association. Windham Hospital Nutrition Staff have special training in diabetes and are Certified Diabetes Educators (CDE). The Nutrition department serves approximately 800 outpatients patients each year with issues such as Obesity, Diabetes, Metabolic Syndrome, Elevated Cholesterol, Hypertension, Cancer, Gluten Intolerance and Eating Disorders, among others.

School Information/Staff

Captain Nathan Hale Middle School serves approximately 550 students in grades five to eight. The school anticipates approximately 20 to 25 students in the 6th to 8th grades will be involved in the program however the enrollment is open to all interested students. The anticipated participants will be targeted from a fitness screening tool (CT State Fitness Test Mile Run/Walk Assessment) used on all students and typically be those students that are overweight, may need some extra motivation and assistance to succeed in a healthier nutrition and exercise regimen.

The staff involved with this program is:

- Dena DeJulius, Principal
- Corine Cagianello-Jones, B.A., Family and Consumer Science Teacher, has taught at Captain Nathan Hale Middle School for 10 years
 - B.A. in Business Administration, UCONN
 - Graduate of CT Dept of ED – ARC Program
- Anna Glowacki, M.S., Spanish Teacher with five years of experience
 - B.S. in Geography/Tourism
 - M.S. in Multiple Intelligences
 - Graduate of CT Dept of ED – ARC Program
- Matthew Leitao, B.S., Health and Physical Education Teacher
 - B.S. in Health and Physical Education, Eastern Connecticut State University
 - B.S. in Human Development and Family Studies, UConn
- Michelle Talaga, M.S., Health and Physical Education Teacher for 14 years
 - M.S. from Central Connecticut State University
- Robin Rosen, MA, LADC, Health Teacher for 13 years
 - M.A. in Curriculum and Instruction
 - Licensed Alcohol and Drug Counselor

Mansfield Middle School serves approximately 580 students in grades five to eight. They plan to have all their 5th grade students (130) participate in this program.

The staff members involved in this program ~~are~~

- Karen Molloy, M.S., RN, School Nurse for 6 years
 - B.S. in Nursing from Penn State University
 - M.S. in Nursing from Johns Hopkins University
 - Pediatric Nurse for 24 years

- Brenda Bissell, M.A., Physical Education Teacher for 10 years
 - B.S. in Social work and Physical Education from Eastern Connecticut State University
 - M.S. in Physical Education from Tennessee Technical University
 - CT. Coaching Certification

- Nora Dickenson, M.S. Grade 5 Science Teacher
 - B.S. from ECSU in Biology/Education
 - M.S. from UConn in Special Ed; M+15 from New England University
 - Member of National Science Teachers Association; CT Reading Association
 - Recipient of 2013 Mikelson Exxon Mobile Science Academy award
 - Mentor and Cooperating teacher for student teachers from UConn and ECSU
 - Mansfield Teacher of the Year (1999-2000)
 - UConn Science Teacher of the Year Nominee (1997; 1999)
 - Taught for past 25 years; work with EastConn and the Connecticut River Salmon Association to revitalize the Wild Atlantic Salmon population
 - Member of Science Curriculum Council at local, district, and regional levels.

School Contribution

Each school will determine and manage all administrative requirements of the program, including obtaining parental permission, if needed. Each school will pay the teachers' salaries while they are being trained and while they are running any portion of the program provided during the regular school day. Each school will bear the total costs for all incidental expenses this program may require, for example; copying, all communication methods, food services staff salaries, transportation for any event, preparation and organization of any assembly or event, etc.

Conclusion

The funds awarded to create and provide this program can be considered a significant investment in better health for future generations. (Hollingworth, 2012) Without intervention, increasing numbers of children face a lifetime of obesity and its documented adverse effects on their physical health, psychosocial well-being and overall quality of life. (Wang, 2002; Must, 1999). Children today are spending more of their time away from home in school, afterschool programs, or daycare. Schools-based programs are a perfect opportunity for students to learn and practice healthful eating and physical activity behaviors.(Johnson, 2012)

Sources cited:

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11. Katz DL, O'Connell M, Njike VY, Yeh MC, Nawaz H., Strategies for the prevention and control of obesity in the school setting: systematic review and meta-analysis., *Int J Obes (Lond).* 2008 Dec;32(12):1780-9.

INTEROFFICE MEMORANDUM

TO: MANSFIELD BOARD OF EDUCATION
FROM: CHERIE TRAHAN
SUBJECT: YEAREND BUDGET TRANSFERS 2012/13
DATE: SEPTEMBER 12, 2013

The attached schedule details the requested transfers for fiscal year 2012/13. Board expenditures were \$2,524 under budget. A brief description of the significant requested transfers is detailed below.

Additional appropriations

Music: \$13,112 – This increase is due to the yearend purchase of acoustical shells for the Mansfield Middle School auditorium.

Information Technology: \$8,478 – This increase is due to the yearend purchase of computer workstations.

Preschool: \$16,165 – This increase is due to a miscoding of an Instructional Assistant but is offset by savings in Special Ed Instruction.

Tuition Payments: \$133,710 – Due to savings in other line items, we did not use the Special Ed Reserve fund as anticipated.

Curriculum Development: \$45,154 – This increase is primarily due to the construction of a greenhouse at Mansfield Middle School \$39,600. Also, an additional \$6,000 was needed for contracted services.

Business Management: \$72,955 – This increase is to fund the full cost of LAN/WAN services whose budget was reduced to include the math book series. The math book series was funded with 2011/12 year end monies.

Plant Operations Building: \$25,985 – The cost for Refuse Collection was more than anticipated. In addition, there were emergency repairs during the year such as repairs to the folding gym door at Vinton and additional water testing at all the schools. In addition, the gym floors at Mansfield Middle School were refinished.

Regular Transportation: \$60,475 – To cover the cost for preschool and summer transportation previously budgeted in Special Education Transportation and now included in Regular Education Transportation.

Special Education Transportation: \$35,715 – Due to savings in other line items, we did not need to use the budgeted Special Education Reserve Fund.

Due to the number of budget reductions, please find a brief description of reductions that were greater than \$10,000.

Major Reductions

Regular Instruction: \$63,645 – This reduction is due to unpaid leaves and maternity leaves.

Mathematics: \$33,022 – Yearend 2011/12 funds helped to offset the cost of textbooks.

Special Ed Instruction: \$21,663 – This savings is offset by an additional appropriation in Preschool due to a miscoding of an Instructional Assistant. Also there is a combination of savings within line items for supplies, software, and textbooks.

Summer School: \$15,467 – This savings is due to a reduction in the number of teachers and Instructional Assistants needed for the program. Also, a combination of savings within line items for Physical Therapists, Occupational Therapy, and Instructional Supplies were less than anticipated.

Outside Eval/Contracted Services: \$11,284 – This reduction is due to the savings in Occupational Therapy.

Special Education Administration: \$11,837 – This reduction is due to savings in numerous line items: Professional & Tech Services, Equipment Maintenance Contracts, Printing and Binding, Postage, Office Supplies, and Other Program Supplies.

**Mansfield Board of Education
Yearend Budget Transfers
FY 2012/13**

	<u>Department</u>	<u>Budget</u>	<u>Add'l</u>	<u>Reduction</u>	<u>Approp.</u>	<u>YTD Encumb. Expenditures</u>	<u>Balance</u>
112-61101-54999	Regular Instruction	8,014,740		(63,645)	7,951,095	7,951,095	-
112-61102-54999	English	49,520	197		49,717	49,717	-
112-61104-54999	World Languages	10,090		(2,516)	7,574	7,574	-
112-61105-54999	Health & Safety	7,730		(1,849)	5,881	5,881	-
112-61106-54999	Physical Education	12,690	640		13,330	13,330	-
112-61107-54999	Art	14,060		(3,652)	10,408	10,408	-
112-61108-54999	Mathematics	75,470		(33,022)	42,448	42,448	-
112-61109-54999	Music	17,300	13,112		30,412	30,412	-
112-61110-54999	Science	30,750		(3,891)	26,859	26,859	-
112-61111-54999	Social Studies	20,680		(3,587)	17,093	17,093	-
112-61115-54999	Information Technology	201,250	8,478		209,728	209,728	-
112-61122-54999	Family & Consumer Scienc	9,080		(989)	8,091	8,091	-
112-61123-54999	Technology Education	10,830	3,776		14,606	14,606	-
112-61201-54999	Special Ed Instruction	1,306,180		(21,663)	1,284,517	1,284,517	-
112-61202-54999	Enrichment	412,820		(4,255)	408,565	408,565	-
112-61204-54999	Preschool	318,700	16,165		334,865	334,865	-
112-61310-54999	Remedial Reading/Math	340,590	1,259		341,849	341,849	-
112-61400-54999	Summer School	54,500		(15,467)	39,033	39,033	-
112-61600-54999	Tuition Payments	-	133,710		133,710	133,710	-
112-61900-54999	Central Service-Instr Suppl	159,760	847		160,607	160,607	-
112-62102-54999	Guidance Services	146,000		(7,543)	138,457	138,457	-
112-62103-54999	Health Services	210,650		(9,894)	200,756	200,756	-
112-62104-54999	Outside Eval/Contracted S	230,500		(11,284)	219,216	219,216	-
112-62105-54999	Speech And Hearing Serv	147,240		(7,811)	139,429	139,429	-
112-62106-54999	Pupil Services - Testing	6,570		(6,570)	-	-	-
112-62108-54999	Psychological Services	238,640		(1,547)	237,093	237,093	-
112-62201-54999	Curriculum Development	123,780	45,154		168,934	168,934	-
112-62202-54999	Professional Development	36,990		(3,993)	32,997	32,997	-
112-62302-54999	Media Services	71,200		(3,818)	67,382	67,382	-
112-62310-54999	Library	299,470		(2,920)	296,550	296,550	-
112-62401-54999	Board Of Education	590,060		(179,896)	410,164	407,640	2,524
112-62402-54999	Superintendent's Office	351,780		(1,015)	350,765	350,765	-
112-62404-54999	Special Education Admin	292,970		(11,838)	281,132	281,132	-
112-62520-54999	Principals' Office Services	1,033,930		(1,134)	1,032,796	1,032,796	-
112-62521-54999	Support Services - Central	16,490		(2,608)	13,882	13,882	-
112-62523-54999	Field Studies	13,500		(442)	13,058	13,058	-
112-62601-54999	Business Management	262,010	72,955		334,965	334,965	-
112-62710-54999	Plant Operations - Building	1,465,780	25,984		1,491,764	1,491,764	-
112-62801-54999	Regular Transportation	710,300	60,475		770,775	770,775	-
112-62802-54999	Spec Ed Transportation	112,000	35,715		147,715	147,715	-
112-63430-54999	After School Program	40,330	2,192		42,522	42,522	-
112-63440-54999	Athletic Program	36,190		(6,402)	29,788	29,788	-
112-68000-54999	Employee Benefits	3,038,190		(7,408)	3,030,782	3,030,782	-
112-69000-54999	Transfers Out To Other Fur	46,850			46,850	46,850	-
Grand Total		20,588,160	420,659	(420,659)	20,588,160	20,585,636	2,524

Budget Transfers

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

Motion to approve the 2012-2013 Budget Transfers.

MANSFIELD BOARD OF EDUCATION
2013 Meeting Dates
Council Chambers
(unless otherwise noted)
7:30 p.m.

Thursday, January 24, 2013
Goodwin School

Thursday, January 31, 2013
Mansfield Middle School

Thursday, February 7, 2013
Vinton School

Thursday, February 21, 2013
Southeast School

Thursday, March 14, 2013

Thursday, April 11, 2013

Thursday, May 9, 2013

~~Thursday, May 23, 2013~~
(Workshop – TBD)

~~Thursday, June 6, 2013~~
(Workshop – Bishop Center 5:30pm)

Thursday, June 13, 2013

Thursday, June 20, 2013
(Workshop – Bishop Center 5:30pm)

Tuesday, July 9, 2013
(Workshop – TBD)

Thursday, September 12, 2013

Thursday, September 26, 2013
(Workshop - TBD)

Thursday, October 10, 2013

Thursday, October 24, 2013

Thursday, November 14, 2013

Thursday, December 12, 2013

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 October 25, 2012 (Revised June 5, 2013)

SAFE AND SECURE ENVIRONMENT

The Mansfield Public Schools strives to create a safe and secure environment for our entire school community.

To these ends, we are asking parents and other members of the community who have a legitimate reason to be on school property to strictly adhere to the district's policies and procedures concerning visitors on school property. We have included a list of emergency procedures enhancements adopted by the Mansfield Board of Education on March 14, 2013, as well as information regarding an implementation timeline. Each school may have school-specific security measures in place, which also must be adhered to strictly.

I assure you that we have as our goal the provision of a safe environment for your children in our schools. I ask you to join us and do all you can to help.

Mansfield Public Schools Emergency Procedures Recommendation Implementation Timeline March 14, 2013

To Be Completed	On/before April 29 th	Prior to		
		End of school year 12/13	Opening of school 13/14	End of school year 14/15 & 15/16
Enhance signage on school property to restrict the use of school property during the school day.	X			
Review staff, parent, and public parking to minimize disruption and risk throughout the school day.	X			
Review and enhance ability of school staff and police to view the perimeter of the school buildings through an upgrade to software and selected camera placement.			X	
All exterior doors to all schools will be numbered for identification by first responders.	X			
Expand the size of monitors of exterior cameras within the school office.			X	
Review all entrances to minimize and/or reinforce unprotected glass.			X	
Create a second verification process for all visitors to the school except for the opening and closing of the school day (ie. use of vestibule with phone and cameras and/or staff verification).			X	
All exterior doors to all schools will be locked (red) unless being supervised by school staff.	X			
All interior doors to all instructional/non-instructional spaces will be in the locked position and teachers/staff utilizing the space will determine if the door is open or closed depending on the intended purpose or activity.	X			
Replace and relocate telephone communication systems at the four schools and address staff capability to contact school, district, and police.				X
Provide the capability for selected school staff and local police to view schools interior hallways during the conduct of a drill and/or live events to increase response effectiveness. Install additional door locks as needed.			X	
Review the continuum of student support services offered by the schools and town to enhance the identification of students or families in need of assistance.	X			
Maximize the use of state and federal funds to increase student and staff safety and security reduce risk to students and staff.		X		
Install blinds/shades in doors with windows to be pulled down in the event of a lockdown.			X	
Conduct state approved risk assessment at all schools when available to determine the most cost effective mitigation strategies considering safety and security issues.			X	
Initiate simple, clear, and direct instructions to students and staff regarding all types of incidents.	X			
Orient all staff to changes in Emergency Procedures and to school operating procedures.	X			
Orient all parents, guardians, and community members to changes in school procedures.	X			
Provide training to all school staff relevant to all aspects of the plan.		X		

VISITORS TO THE SCHOOLS

In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the Principal or designee of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When determining whether to approve a request to visit and/or observe student programs, the building Principal or designee shall consider the following factors:
 - a) the frequency of visits;
 - b) the duration of the visit;
 - c) the number of visitors involved;
 - d) the effect of the visit on a particular class or activity;
 - e) the age of the students;
 - f) the nature of the class or program;
 - g) the potential for disclosure of confidential personally identifiable student information;
 - h) whether the visitor/observer has a legitimate educational interest in visiting the school;
 - i) whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;
 - j) any safety risk to students and school staff.
5. The building Principal or designee has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.
6. If a building Principal or designee approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy.
7. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.
8. A refusal to comply with any of the Board's policy provisions and/or regulation concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

**Mansfield Public Schools
2013 Summer Programs**

Books on Bus							
Number of Individuals Getting on Bus and Checking Out Items							
Run	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 5	Wk. 6	Wk. 7
Goodwin	-----	44	53	45	55	49	46
Southeast	26	27	16	12	10	11	8
Vinton	28	13	23	22	26	23	18
MMS Evenings	2	5	9	7	15	8	--
Week Total	56	89	101	86	106	91	72
New MPL card applications	0	0	0	0	1	0	0

Summer School Programs			
Goodwin		MMS	
Grade	Enrollment	Grade	Enrollment
PreK/K	6	5/6	8
K/1	14	6/7	12
1/2	9	7/8	4
2/3	8	Life Skills	6
3/4	3		
4/5	6		
Total	46		30
Grand Total	76		

Online Summer School		
Program	Grades	#
SOAR	3-7	42
Summer Raz-Kids Reading	1-3	123
Read Live & Read Plus	6-7	10
Read Live	5-8	13
Super Science Summer Review	5-6	20
Total		208

Mansfield Public Schools: Board of Education Goals – 2013-2014

- l) Help each student to be a confident and successful learner through differentiated instruction and support. Monitor student progress to ensure growth.
- a. Engage and motivate each student.
- Sample Strategies:
- Develop strong relationships with students and parents, knowing and understanding them as individuals and caring for each child
 - Provide classroom instruction that addresses the full range of intelligences and learning styles
 - Provide before, during, and after-school activities that address a wide variety of interests and needs
 - Provide students with feedback and reinforcement regarding their learning
- Sample Evidence:
- Progress report/report card effort grade summaries
 - Extracurricular activities program and attendance data
 - Documentation of participation in activities and programs
 - Documentation of student work completion
- b. Improve the mathematics, reading, science, and writing skills of each student to support college and career readiness.
- Sample Strategies
- Implement high quality Tier I direct instruction for skill development
 - Conduct frequent review of student work by grade level/subject teachers and support staff
 - Continue Response to Intervention/Scientific Research-Based Interventions (RTI/SRBI) procedures
 - Continue teaching and time management strategies
 - Provide remedial instruction, as needed, through a wide variety of Support Services
- Sample Evidence
- Review RTI/SRBI data regarding Tier II, III, and special education students related to interventions and progress
 - Review Connecticut Mastery Test (CMT) scores (as part of district testing report)
 - Provide data on district reading, writing, mathematics, and science achievement to include EO Smith High School.
- c. Promote the cognitive, social, and emotional development of each student.
- Sample Strategies
- Review data regarding each area and determine individual and group priorities
 - Survey students to assess needs
 - Implement programs at classroom, grade level, and schoolwide to meet student needs.
- Sample Evidence
- Review assessment results to determine growth over time
 - Review survey data to determine program offering effectiveness
- d. Support the full breadth of the district's programs, systematically review program offerings, and explore expanding programs.
- Sample Strategies
- Provide adequate staff, time, and financial resources to support the full breadth of the district's program
 - Provide challenging and engaging classroom instruction in music, art, world languages and physical education
 - Provide enrichment opportunities in all curriculum areas
 - Provide opportunities for students to perform in the arts and sports
 - Provide opportunities for students to explore cultures and technologies as they engage in 21st century citizenship
 - Continue District Curriculum Activity 2011-2015
 - Solicit review and resolve to the extent possible program offering issues
- Sample Evidence
- Review district data regarding staffing, time, and financial resources allocated to programs
 - Document students' participation and accomplishments in areas listed above to include cultural diversity.
 - Review curriculum council goals and current challenges
 - Review consultant recommendations regarding all program offerings
- e. Provide positive school climate through positive behavior support systems and encouraging character development to ensure student safety, health, physical, and emotional well-being.
- Sample Strategies

- Provide staff training in precautions and response
 - Provide direct student instruction through health program
 - Conduct program review of our Human Development and Health Education curriculum
 - Conduct Crisis Response Drills
 - Conduct Table Top exercises with key building staff and local fire and police officers
 - Maintain state requirements regarding bullying
 - Conduct dental health program at each school
 - Conduct parent, staff, and student climate surveys and develop plans to address identified needs
- Sample Evidence
- Provide school student accident data
 - Provide selected school health data
 - Provide school climate data required by the CT State Department of Education.
 - Provide school and district plans regarding school climate.
- f. Increase engagement and participation of parents/guardians in the education of their children.
- Sample Strategies
- Continue practice of inviting a parent/guardian to sit on certified staff searches
 - Keep parents/guardians informed and involved by frequent and timely communication
 - Invite parent participation in sharing student work and/or accomplishments
- Sample Evidence
- Review search committee participation
 - Monitor frequency of communication used by teachers, principals, schools, and district
 - Individual parent replies regarding involvement and/or engagements
- g. Encourage the civic engagement of students.
- Sample Strategies
- Continue current events instruction to provide opportunities for students to get involved
 - Provide meaningful opportunities for student involvement in important decisions through both informal means, as well as through student government
 - Provide opportunities for student involvement in kindness, conservation and charity efforts
 - Continue and support the Dorothy C. Goodwin Bequest Fund.
 - Continue instructional programs that promote civic engagement in the curriculum
- Sample Evidence
- Document number of students who engage in kindness, conservation and/or civic projects
 - Document student involvement in decisions
 - Document students' participation in student government and instructional programs
- h. Align our current Language Arts/ Reading, Science and Mathematics curriculum with the Common Core State Standards (CCSS).
- Sample Strategies
- Implement district plan – year 1
 - Solicit feedback from constituent groups
 - Develop district plan – year 2
- Sample Evidence
- Document degree of success in implementing year 1 plan
 - Document specific needs to be addressed year 2
- i. Integrate current technology into the instructional program to extend student learning of subject matter and appropriate use of technology.
- Sample Strategies
- Continue instructional program technology to enhance classroom instruction
 - Continue instructional program technology to extend student learning beyond the regular school day
- Sample Evidence:
- Determine effort regarding the school day
 - Document efforts regarding outside the school day
- j. Explore additional support services for students in need of community and/or health services.
- Sample Strategies
- Collaborate with town, state, federal, and other agencies to provide comprehensive services to students in need
- Sample Evidence:
- Review services provided to students with specific needs
- k. Ensure all student transitions within and between environments are supported and successful.
- Sample Strategies
- Review all current transitional programs and adjust/modify as appropriate
 - Monitor transitional process

- Discuss with transition programs/schools way to enhance the process

Sample Evidence

- Review data and propose enhancements as appropriate
- Review feedback from transitioning programs/school

I. Incorporate curricula that investigate energy use and environmental issues.

Sample Strategies

- Maintain compost program at each school
- Install solar energy panels at all schools
- Continue K-8 curricula which emphasizes energy use and environmental issues

Sample Evidence:

- Provide information regarding energy use and environmental issues discussed throughout the school year

II) Attract, support, and retain qualified, motivated, and diverse professional staff.

a. Facilitate and encourage a positive, professional learning community.

Sample Strategies

- Promote the Mansfield Public Schools to highly qualified educators
- Participate in local and/or regional recruiting opportunities
- Continually review and/or refine staff selection process
- Provide an induction program to support teachers new to Mansfield and to promote their professional development
- Continue professional development based on individual/group needs

Sample Evidence:

- Provide data on recruiting and retention
- Provide data on specific professional development growth opportunities offered

b. Recognize teacher and staff effort and success regularly.

Sample Strategies

- Recognize teachers and staff for effort and/or success

Sample Evidence

- Provide data on methods of recognition

c. Foster a climate of mutual respect at all levels.

Sample Strategies

- Model a climate of respect at the classroom, grade level, school, and district level
- Provide opportunities for all staff to increase their skills regarding a climate of respect
- Promote positive student interactions in classrooms & public spaces

Sample Evidence

- Review examples of respect between all levels
- Provide data on professional development opportunities to staff on this topic
- Share observations of students in public situations (e.g., field trips, concerts, special events)

d. Maintain quality educational programs at multiple sites while adjusting staff levels and resources despite any changes in overall enrollment.

Sample Strategies

- Review program staffing monthly as part of the budget process

Sample Evidence

- Review staffing levels and program offerings

e. Support current and future school/district leadership to maintain and surpass current levels of student achievement.

Sample Strategies

- Retain current leaders
- Provide opportunities for current staff development and/or exhibit leadership

Sample Evidence

- Retention of school/district leadership
- Provide results of leadership searches

f. Implement, with input and collaboration from certified staff, an effective professional development and evaluation program that supports the development of confident student learners and encourages the continued growth of all staff.

Sample Strategies

- Provide opportunities for certified staff to discuss and implement all aspects of the professional development and evaluation program
- Provide building, district, and outside support to certified staff as appropriate
- Adjust program implementation based on year one data

Sample Evidence

- Solicit feedback from individual staff through building administrators and the Professional Development & Evaluation Committee
- Revise plan as appropriate based on feedback from all certified staff
- g. Provide regular opportunities for all staff to share feedback about the effectiveness of the district's programming.
- Sample Strategies
 - Implement a process for all staff to provide comments and/or suggestions regarding program implementation
 - Conduct program reviews including input from appropriate staff
- Sample Evidence
 - Review data and implement revisions and/or modifications based on the data

III) Monitor the District's quality and efficiency 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.
- Sample Strategies
 - Implement procedures and building enhancements approved by the Mansfield Board of Education
 - Provide updates to the Mansfield Board of Education, students, staff, parents, and the community as necessary
 - Conduct training exercises with students and staff with support from town emergency staff and local police
- Sample Evidence
 - Conduct objective school safety audit
 - Review data related to emergency procedures policy and schedule training as necessary
- b. In collaboration with the Town Council, develop and implement a long-term plan, supported by voters, to address prek-8 building needs.
- Sample Strategies
 - Initiate a discussion with the Mansfield Town council which reflects the current status of four schools and develop a long term plan
- Sample Evidence
 - Review meeting dates, agenda, and resolutions regarding the Mansfield Town Council, Mansfield Board of Education, and as appropriate the school building committee
- c. Implement the improved school security and technology recommendations as approved by the Board.
- Sample Strategies
 - Implement policies and procedures as outlined
- Sample Evidence
 - Monitor for compliance and address issues related to procedures and/or equipment
 - Review concept plan in light of state requirements and best practice

IV) Increase the effectiveness of the Board of Education.

- a. Invest time and effort in Board members' learning and development.
- Sample Strategies
 - Provide opportunities for Board members to increase their learning and development
 - Solicit specific areas of interest for Board members and develop a plan to address needs
- Sample Evidence:
 - List opportunities provided regarding Board members' learning and development
- b. Celebrate and acknowledge student achievements at Board meetings and other venues.
- Sample Strategies
 - Share student accomplishments as part of Board meetings and other venues.
- Sample Evidence:
 - Record student achievements, recognition, and celebrations throughout the school year at all venues.
- c. Foster and encourage communication between the Board and the communities it serves.
- Sample Strategies
 - Create opportunities for the Board as a whole to communicate with the communities it serves
 - Create opportunities for members of the Board to communicate with the communities it serves
- Sample Evidence:
 - List opportunities provided for conversation between the Board and the communities it serves
- d. Collaborate with community members and organizations that support the District's students; including Mansfield Youth Services and Mansfield Advocates for Children.
- Sample Strategies

- Solicit support as appropriate for community members and organizations to support school and/or district programs
- Support community members and organizations that offer programs and/or services which support the district's students.

Sample Evidence:

- List community members and organizations that support school and/or district programs
- List community members and organizations that offer programs and/or services which support the district's students.

- e. Examine evidence regarding school readiness and review prekindergarten educational opportunities for Mansfield children.

Sample Strategies

- Provide information regarding best practice in early childhood programming
- Review current program options and continuum of preschool services

Sample Evidence

- Develop program enhancements based on constituent feedback

- f. Meet regularly with our state legislators.

Sample Strategies

- Schedule regular meetings with state legislators to discuss education items of interest

Sample Evidence

- Review meetings, items covered, and results

V) Plan for long-term fiscal sustainability.

- a. Advocate for continued Education Cost Sharing which supports current programming and develop a plan to address any change to current funding level.

Sample Strategies

- Monitor state legislators discussion regarding Education Cost Sharing
- Provide information and testimony to state legislature as necessary to maintain level of support

Sample Evidence:

- Review legislation proposed/passed regarding Education Cost Sharing

- b. Continue to explore partnerships with other groups to maximize program effectiveness while containing costs.

Sample Strategies

- Review current partnerships and solicit additional partnerships as appropriate to increase program effectiveness

Sample Evidence:

- Review partnerships maintained and/or created

- c. Investigate alternative revenue sources, including public and private grant opportunities.

Sample Strategies

- Review and pursue appropriate alternatives revenue sources

Sample Evidence

- Evaluate efforts expended and return on investment regarding district programs

- d. Continue to educate ourselves and the public at large on long-term financial ramifications of balancing board goals and priorities.

Sample Strategies

- Attend CAFE and organization informational session regarding finance

Sample Evidence

- Review log of sessions attended and information learned

To: All Certified Staff
From: Fred
CC: Administrative Council
Date: June 13, 2013
Re: Mansfield Public Schools' Common Core State Standards District Plan for 2013-2014

I write to provide information regarding our Mansfield Public Schools' Common Core State Standards District Plan for 2013-2014. This plan was developed and endorsed by the Administrative Council after reviewing input from certified staff, advice from our district language arts and mathematics consultants, as well as reviewing regional, state, and national material resources. The district plan seeks to establish annually a purposeful, predictable, and deliberate approach to addressing instruction, curriculum, and assessment issues inherent in this initiative, as well as supporting and/or reinforcing other existing district initiatives.

Background:

Effective July 7, 2010, the Connecticut State Board of Education adopted the Common Core State Standards (CCSS) in English Language Arts and Mathematics. These standards establish what Connecticut students should know and be able to do as they progress through grades K-12.

During the course of the 2010-2011 and 2011-2012 school year, district staff members have:

- Reviewed both drafts and final standards in English Language Arts and Mathematics and are currently reviewing Science.
- District consultants and other teachers and administrators have attended updates provided by the CT State Department of Education, reviewed materials from state and federal agencies, and reviewed products from commercial vendors.
- Grade level meetings throughout the current school year have included initial discussions of instructional and curriculum shifts to be implemented in the future. On Monday, March 26, 2012, the district provided an initial three hour overview for all pk-8 staff at Mansfield Middle School to emphasize the major elements of the standards, as well as the need for all certified staff to participate and support both training and implementation strategies to the extent possible.
- Additional K-4 mathematics instructional and curricular issues were discussed at final full day grade level meetings in lieu of spring assessment scoring.
- The K-8 Common Core Curriculum Maps were purchased for all certified staff by building principals and were used as a framework for the 2012-2013 school year. This provided teachers the opportunity to participate in a national Professional Learning Communities (PLC) which focused on refining lesson design, developing activities and assessments, and making material selections.
- Summer Curriculum Proposals were reviewed and approved based on adherence and support of this CCSS district initiative.
- In order to facilitate the work which followed, we maintained the current district assessment plan in both Language Arts and Mathematics for the 2012-2013 school year. Elementary school writing prompt scoring was conducted during scheduled grade level meetings at each building.

During the course of the 2012-2013 school year, the district plan was implemented as outlined to certified staff on June 13, 2012. Highlights included but were not limited to the following:

- Voluntary Junior Great Books training
- District grade level meetings to discuss Language Art and Mathematics standards
- Application of Rigor and Depth of Knowledge training
- Language Arts unit development
- Mathematics alignment between Bridges K-5 and CPM Core Connections
- Supplementary non-fiction science materials for K-4
- Conducted evaluation of the Language Arts Program
- Feedback was solicited from all participants throughout the course of the 2012-2013 and was considered in the development of the 2013-2014 plan

2013-2014 Plan Highlights include the following:

- Junior Great Books Training for all reading, language arts, science, social studies, and related support services staff in October and November
- Implementation of Junior Great Books instructional strategies with content related supplemental material
- Revising pk-8 grade level Language Arts and Mathematics student learning objectives
- Development of a pk-8 spelling program which support Common Core State Standards
- Development of curriculum units which integrate language arts standards and are based on theme, science and social studies, and/ or strategies
- Art, Music, Physical Education, World Language, Family & Consumer Science, and Technology Education development of content area curriculum, instruction, and assessment relevant to Common Core State Standards
- Expand grade level(s) meeting time and focus on the development of content area curriculum, instruction, and assessment relevant to Common Core State Standards

Through the combined efforts of the entire Mansfield Public Schools staff, we strive to make this transition to CCSS manageable and meaningful for staff, resulting in a motivating, rigorous, and relevant twenty-first century instructional experience for students. I look forward to our work together in this endeavor.

The following Mansfield Public Schools CCSS Plan 2013-2014 outlines specific items to be addressed.

**Mansfield Public Schools
Common Core State Standards District Plan
2013-2014**

Date	Time	Audience	Subject		Location	Presenter	Comments
Aug. 26, 2013	9:45-11:00	All Certified Staff	Curriculum Councils		MMS		
Aug. 27, 2013	8:30-3:30	Selected Certified Staff	5 Year Language Arts Vision		MMS TBD	TBD	
		Related Arts, Non-ELL World Language, Phys. Ed.	CCSS Curriculum, Instruction, Assessment				
Sept. 24, 2013	8:30-3:30	K. Gr. Level Teams & Support Staff	Math – a.m.	ELA – p.m.	Council Chambers	Karen Moylan, Judy Shay	
Sept. 25, 2013		Gr. 1 Level Teams & Support Staff	- Math in the Common Core	- Common Core Types of Writing			
Oct. 1, 2013		Gr. 2 Level Teams & Support Staff					
Oct. 2, 2013		Gr. 3 Level Teams & Support Staff					
Oct. 8, 201		Gr. 4 Level Teams & Support Staff					
October 15, 2013	8:30-3:30	Selected Certified Staff	Junior Great Books Day 1		MMS TBD	TBD	
- 45 -		Related Arts, Non-ELL World Language, Phys. Ed.	CCSS Curriculum, Instruction, Assessment				
		All Instructional Assts.	CCSS Update				
Oct. 22, 2013	12:15-2:45	Gr. 5-6 Level Teams & Support Staff	Math and CCSS Types of Writing		MMS TBD	Karen Moylan, Judy Shay	
Oct. 24, 2013	12:15-2:45	Gr. 7-8 Level Teams & Support Staff	Math CCSS Types of Writing		MMS TBD	Karen Moylan, Judy Shay	
Nov. 12, 2013	8:30-3:30	Selected Certified Staff	Junior Great Books Day 2		MMS TBD	TBD	TBD
		Related Arts, Non-ELL World Language, Phys. Ed.	CCSS Curriculum, Instruction, Assessment				
Jan. 7, 2014	8:30-3:30	K. Gr. Level Teams & Support Staff	ELA – a.m.	Math – p.m.	Council Chambers	Karen Moylan, Judy Shay	
Jan. 8, 2014		Gr. 1 Level Teams & Support Staff	- Common Core Types of Writing	- Math in the Common Core			
Jan. 14, 2014		Gr. 2 Level Teams & Support Staff					
Jan. 15, 2014		Gr. 3 Level Teams & Support Staff					
Jan. 22, 2014		Gr. 4 Level Teams & Support Staff					

Date	Time	Audience	Subject	Location	Presenter	Comments
Jan. 28, 2014	12:15-2:45	Gr. 5-6 Level Teams & Support Staff	Math and ELA CCSS Types of Writing	MMS TBD	Karen Moylan, Judy Shay	
Jan. 30, 2014	12:15-2:45	Gr. 7-8 Level Teams & Support Staff	Math and ELA Types of Writing	MMS TBD	Karen Moylan, Judy Shay	
March 31, 2014	8:30-3:30	All Certified Staff	Curriculum Instruction and Assessment - Junior Great Books - Writing Strategies - Depth of Knowledge	TBD		
April 29, 2013	8:30-3:30	K. Gr. Level Teams & Support Staff	Math – a.m. - Math in the Common Core ELA – p.m. - Common Core Types of Writing	Council-Chambers	Karen Moylan, Judy Shay	
April 30, 2013		Gr. 1 Level Teams & Support Staff				
May 6, 2013		Gr. 2 Level Teams & Support Staff				
May 7, 2013		Gr. 3 Level Teams & Support Staff				
May 14, 2012		Gr. 4 Level Teams & Support Staff				
May 20, 2014	12:15-2:45	Gr. 5-6 Level Teams & Support Staff	Math and ELA Types of Writing	MMS TBD	Karen Moylan, Judy Shay	
May 22, 2014	12:15-2:45	Gr. 7-8 Level Teams & Support Staff	Math and ELA Types of Writing	MMS TBD	Karen Moylan, Judy Shay	

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8
Other Opportunities

Date	Time	Audience	Subject	Location	Presenter	Comments
June 11, 12, 13	Varied	All Certified Staff	Curriculum Council Meetings	Varied	Curriculum Conveners	
June-Aug.	TBD	Selected Staff	Summer Curriculum Language Arts Proposals with a focus on CCSS <ul style="list-style-type: none"> Align LA Curriculum scope and sequence with CCSS K-8 Determine Mansfield's model for organizing and planning literacy block K-6 Unit 1 Development by Grade Level Literature unit alignment with CCSS CCSS alignment of LA poetry/memoir unit & creation of online assessments as practice for Smarter Balanced progress monitoring assessments format with 6 traits of writing Align current Gr. 8 LA curriculum to CCSS and identify new curriculum needs Spelling/Word Work K-8 	Vary by project		Information will be provided to all relevant groups upon completion



THE PUBLIC SCHOOLS OF MANSFIELD, CONNECTICUT

FREDERICK A. BARUZZI, SUPERINTENDENT

AUDREY P. BECK BUILDING
FOUR SOUTH EAGLEVILLE ROAD
MANSFIELD, CT 06268
(860) 429-3350
Fax: (860) 429-3379

Seeking Parent/Guardian Input

September 9, 2013

Dear MMS Parent/Guardian:

The Mansfield Public Schools strives to promote and maintain a safe and healthy school climate for all students and staff. During the past school year, the district implemented a comprehensive school bullying policy which included in-service training for all school staff enabling them to recognize and respond quickly to bullying type behaviors. In addition, the district appointed a District Safe School Climate Coordinator, each school appointed Safe School Climate Specialist, and each school established a School Climate Committee.

The Mansfield Public Schools seek your assistance in determining ways to maintain and improve school climate. The Connecticut State Department of Education in conjunction with Public Act 11-232, has provided each school district in Connecticut with professional development opportunities for our staff and survey instruments to help us measure the effectiveness of our efforts to maintain (a) safe school(s).

Beginning today, **Monday, September 9, 2013**, we will be surveying all parents/guardians. The survey is completely anonymous, quite brief, and can be taken online at the following unique school link: <https://www.surveymonkey.com/s/59HWZJS>. If you do not have access to this online survey, please pick up a paper copy in your school office, complete it, and leave it in the box designated for that purpose. Parent survey responses will be collected until **Friday, September 27, 2013**. If you have children in more than one school, please complete each school's survey.

Students and all staff will be asked to complete a similar, appropriate survey online at their school during the week of September 16, 2013.

We hope you will take the time to provide us with this valuable information. Feel free to call the superintendent's office (860-429-3350) if you have any questions. Each school's total survey results will be shared with the School Climate Committee. The Committee will analyze school results and develop appropriate strategies, procedures, and/or programs to enhance the school climate. The results of the survey will be made available on our district/schools websites. A follow-up survey will be conducted in the spring to assess progress made during the school year.

Sincerely,

Frederick A. Baruzzi

DRAFT

**Mansfield Board of Education Meeting
June 13, 2013
Minutes**

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice Chair, Susannah Everett, April Holinko, Katherine Paulhus, Jay Rueckl, Superintendent Fred Baruzzi, Board Clerk, Celeste Griffin

Absent: Martha Kelly, Carrie Silver-Bernstein

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

SPECIAL PRESENTATIONS:

- Board Member Presentation: Shamim Patwa was honored for thirteen years' service on the Board of Education.
- Bus Driver Presentation: Sue Rizdon was honored for 24 years' service as a Mansfield Public Schools bus driver.
- CAFE Award: Heather Abdullah and Sam Huang, eight graders at the middle school, were honored by Mr. LaPlaca with the CAFE Student Leadership Award.
- Southeast School Presentation: Sue Irvine, Enrichment teacher, presented three students who shared their talent they performed in the Southeast School Talent Show. The students were Tim Newmyer, Athavan Balakumar, and Yuria Yamamoto.

HEARING FOR VISITORS: None

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: None

Carrie Silver-Bernstein arrived at 8:15pm

BROADCASTING BOARD MEETINGS: Mr. Baruzzi presented options for broadcasting meetings held in the Council Chamber, which the Board reviewed and discussed. MOTION by Mrs. Paulhus, seconded by Mr. Rueckl to audiotape meetings in Council Chamber beginning September 2013, and if possible meetings elsewhere, with link to taping to be posted on website and Parent Handbook to be revised to reflect taping at meetings. Vote: Unanimous in favor.

COMMITTEE REPORTS: Teacher of Year Committee: Ms. Silver-Bernstein reported that Mike DiCicco, fifth grade teacher at the middle school, has been appointed Mansfield's 2014 Teacher of the Year.

REPORT OF THE SUPERINTENDENT:

- Mansfield Public Schools Professional Learning and Evaluation Plan
<http://www.mansfieldct.gov/content/11150/13915/11152/13583/default.aspx>
Dr. Linda Robinson reviewed the components of Mansfield's plan which has been approved by the State Department of Education. MOTION by Mrs. Holinko, seconded by Ms. Silver-Bernstein, to adopt the Mansfield Public Schools Professional Learning and Evaluation Plan. VOTE: Unanimous in favor.
- 2013-2014 Food Service Price: Mr. Baruzzi reviewed the Mansfield Food Service program and its success this year resulting in the recommendation to not increase meal prices for the 2013-2014 school year. MOTION by Mrs. Paulhus, seconded by Ms. Everett to accept the Superintendent's recommendation of no price increase for the 2013-2014 school year. VOTE: Unanimous in favor.
- Healthy Food Certification: MOTION by Mr. Walikonis, seconded Mrs. Paulhus to adopt the Connecticut Nutrition Standards Healthy Food Certification Statement for the 2013-2014 school year. VOTE: Unanimous in favor. MOTION by Mr. Walikonis, seconded by Mrs. Paulhus to adopt the Connecticut Nutrition Standards Exclusion for the 2013-2014 school year. VOTE: Unanimous in favor.

- Quarterly Financials: Cherie Trahan, Director of Finance reported there were no significant issues in third quarter financial statements. MOTION by Mr. Walikonis, seconded by Mr. Rueckl to accept the Quarterly Financial Statements for the Quarter ending March 31, 2013. VOTE: Unanimous in favor.
- 2013-2014 Budget: Mr. Baruzzi reviewed his recommendation for the reinstatement of \$200,000 to the Board's 2013-2014 budget as approved at the Mansfield Town Meeting. MOTION by Mrs. Paulhus, seconded by Mr. Walikonis to approve the Superintendent's recommendations with line item adjustments for employee benefits. VOTE: Unanimous in favor.
- Paraprofessional of the Year: Dr. Leclerc announced that Mansfield's Paraprofessional of the Year is Lodamia Clark, Instructional Assistant at Vinton School.
- Teacher Evaluation Report: Mr. Baruzzi presented the annual teacher evaluation report.
- Board of Education Retreat: The Retreat is June 20, 2013 at 5:30pm at the Bishop Center.
- Mansfield Public Schools Common Core State Standards District Plan 2013-2014: Mr. Baruzzi presented the plan which was distributed to staff on Thursday.
- German Exchange Breakfast, Monday, September 30, 2013: Mr. Baruzzi reported that the German Exchange will not occur during a Board of Education meeting. In lieu of the students attending a Board meeting, a breakfast for the Board to honor the visitors will be held on September 30, 2013 in the middle school cafeteria.
- Mansfield Public Schools 2013 Summer Programs: Mr. Baruzzi reviewed the various summer programs the district will hold this summer.
- Class Size/Enrollment: The principals noted no major changes in class size or enrollment in the past month.

NEW BUSINESS: MOTION by Mrs. Paulhus, seconded by Mr. Walikonis to remove the minutes from the Consent Agenda. VOTE: Unanimous in favor.

MOTION by Mr. Walikonis, seconded by Mrs. Holinko to approve the minutes of the Board of Education May 9, 2013 meeting. VOTE: Unanimous in favor with Mrs. Paulhus and Mr. Rueckl abstaining.

CONSENT AGENDA: MOTION by Mrs. Paulhus, seconded by Ms. Everett, to approve the following items for the Board of Education May 9, 2013 meeting. VOTE: Unanimous in favor.

That the Mansfield Public Schools accept the retirement of Lynda Barrow, Enrichment teacher at Vinton School effective the end of the 2012-2013 school year.

That the Mansfield Public Schools accept the resignation of Kelly Brouse, Enrichment teacher at Mansfield Middle School effective the end of the 2012-2013 school year.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None

MOTION by Mr. Walikonis, seconded by Ms. Silver-Bernstein to move into Executive Session to discuss Superintendent's evaluation, non-union wages and salaries, and grievance settlement at 10:10pm. VOTE: Unanimous in favor.

Mr. Baruzzi joined the Board in executive session until 11pm.

The Board returned to open session at 11:19 pm.

MOTION by Ms. Paulhus, seconded by Ms. Holinko to vote individually on wages and salaries of each non-union Board employee, rather than as a group. VOTE: Ms. Paulhus and Ms. Holinko in favor. Ms. Silver-Bernstein, Mr. Rueckl, Mr. Walikonis, and Ms. Everett opposed. The motion failed.

MOTION by Mr. Walikonis, on behalf of the Personnel Committee to increase the salaries of the Asst. Director of Facilities, Food Service co-directors, Administrative Assistant to the Superintendent, the Personnel Assistant and the IT Director by 1.7% and to change the percentage of insurance premiums paid by the Asst. Director of Facilities and the Food Service co-directors to 15%, the Administrative Assistant to the Superintendent and the Personnel Assistant to 16.5% and the IT Director to 18%. VOTE: Ms. Silver-Bernstein, Mr. Rueckl, Mr. Walikonis, Mrs. Holinko, Ms. Everett and Mr. LaPlaca in favor. Mrs. Paulhus opposed. The motion passed.

MOTION by Mr. Walikonis, on behalf of the Personnel Committee to extend the Superintendent's contract by an additional year, to give a 0% increase the Superintendent's base salary, to increase the percentage of insurance premium paid by the Superintendent to 18% and to add to the Superintendent's contract a Board contribution to an annuity in the same amount currently established in the Administrator's contract. VOTE: Unanimous in favor.

MOTION by Ms. Everett, seconded by Mr. Walikonis to adjourn at 11:25pm. VOTE: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

DRAFT

**Mansfield Board of Education Special Meeting
June 20, 2013 Minutes**

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair, Susannah Everett, Jay Rueckl, Carrie Silver-Bernstein, Superintendent Fred Baruzzi
Absent: Mrs. Holinko, Mrs. Paulhus, Martha Kelly

Mr. LaPlaca called the special meeting to order at 5:30.

Superintendent Baruzzi introduced Lauren Rodriguez, his recommendation for Principal of Southeast School. He described the process for her selection.

Mrs. Paulhus arrived at 5:45pm.

Ms. Rodriguez spoke about her professional and personal qualifications and answered questions from Board members.

Motion by Mr. Walkonis to appoint Lauren Rodriguez as the Principal of Southeast Elementary School, effective July 15, 2013. Seconded by Mrs. Paulhus. VOTE: Unanimous in favor (6-0)

Motion to adjourn by Mr. Walikonis, seconded by Mr. Rueckl at 6:10pm - VOTE: Unanimous in favor.

Mark LaPlaca
Chair

DRAFT

**Mansfield Board of Education Retreat
June 20, 2013 Minutes**

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair, Susannah Everett, April Holinko, Katherine Paulhus, Jay Rueckl, Carrie Silver-Bernstein, Superintendent Fred Baruzzi

Absent: Martha Kelly

Mr. LaPlaca called the retreat to order at 6:30

The Board discussed 2012-2013 goals, the Four Schools Building Project and budgetary concerns with the Superintendent and the building administrators.

The administrative team left at 9:15pm.

The Board continued a discussion of 2012-2013 goals with the Superintendent.

Motion to adjourn by Ms. Paulhus, seconded by Ms. Everett at 9:40 pm - VOTE: Unanimous in favor

Mark LaPlaca
Chair, Mansfield Board of Education

DRAFT

**Mansfield Board of Education Special Meeting
July 9, 2013 Minutes**

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair, Martha Kelly, Secretary, April Holinko, Jay Rueckl, Carrie Silver-Bernstein,
Absent: Susannah Everett, Katherine Paulhus

Mr. LaPlaca called the special meeting to order at 5:30

The Board received the recommendation of the Mansfield Democratic Town Committee that Sarah Lacombe be appointed to the Board.

Ms. Everett arrived at 5:37

Ms. Lacombe spoke about her qualifications and desire to fill the vacancy and answered questions from Board members.

MOTION by Mr. Rueckl that Sarah Lacombe be appointed to the BOE to fill a vacancy until the November 2013 municipal elections. Seconded by Ms. Silver-Bernstein. VOTE: 7-0 unanimous in favor.

Ms. Lacombe was invited to participate in the meeting but not eligible to vote until sworn in by Town Clerk

Mr. LaPlaca appointed Ms. Lacombe to the Personnel Committee and Mr. Walikonis to the Finance Committee.

The Board discussed the Superintendent's recommendations on reducing the 2013-14 budget by \$100,000 as mandated by the Town Council.

MOTION by Mr. Walikonis to accept the reductions to the 2013-14 budget as recommended by the Superintendent. Seconded by Mr. Rueckl. VOTE: 7-0 unanimous in favor.

MOTION by Ms. Holinko to go into executive session for the purpose of discussing strategy with respect to collective bargaining. Seconded by Mr. Walikonis. VOTE: 7-0 unanimous in favor.

The Board was joined by Ms. Lacombe in executive session.

Superintendent Baruzzi arrived and joined the Board in executive session at 6:00.

The Board returned to open session at 6:10pm.

MOTION to adjourn by Ms. Everett at 6:11pm. Seconded by Ms. Holinko VOTE: 7-0 Unanimous in favor

Martha Kelly, Secretary

DRAFT

**Mansfield Board of Education Retreat
July 9, 2013 Minutes**

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice-Chair, Martha Kelly, Secretary, Susannah Everett, April Holinko, Katherine Paulhus, Jay Rueckl, Carrie Silver-Bernstein, Superintendent Fred Baruzzi

Mr. LaPlaca called the retreat to order at 6:30pm.

The Board discussed 2013-2014 Board of Education Goals.

Mrs. Paulhus left at 9:45pm

The Board continued a discussion of 2012-2013 goals with the Superintendent.

Motion to adjourn by Mrs. Kelly, seconded by Mrs. Holinko at 10:28 pm - VOTE: Unanimous in favor

Martha Kelly
Secretary

DRAFT

**Mansfield Board of Education Special Meeting
August 12, 2013
Minutes**

Attendees: Mark LaPlaca, Chair, Randy Walikonis, Vice Chair, Martha Kelly, Secretary, Susannah Everett, April Holinko, Sarah Lacombe, Jay Rueckl, Carrie Silver-Bernstein, Superintendent Fred Baruzzi, Board Clerk, Celeste Griffin

Absent: Katherine Paulhus

The meeting was called to order at 6:00pm by Mr. LaPlaca

COMMITTEE REPORTS: Personnel Committee: Mr. Walikonis reported the committee has begun negotiations with the MEA and is close to an agreement with UPSEU. Policy Committee: Mr. Rueckl reported the committee will meet in the near future to continue discussion of the religious pluralism policy and review Policy Updates for 2013-2014.

Mansfield Public Schools Board of Education Goals and Objectives 2013-2014: Following discussion and review of proposed goals and objectives, a motion was made by Mrs. Kelly, seconded by Mrs. Holinko, to adopt the proposed Mansfield Public Schools Goals and Objectives 2013-2014 as finalized. Vote: Unanimous in favor.

REPORT OF THE SUPERINTENDENT:

- Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant Application: Mr. Baruzzi discussed the competitive grant the district would like to submit which include purchase of technology to support implementation of Common Core State Standards and aligned assessments. Motion by Ms. Silver-Bernstein, seconded by Ms. Everett, to authorize the Superintendent to apply for the Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant. Vote: Unanimous in favor.
- 2013 School Security Grant Application: Mr. Baruzzi reviewed the competitive grant application which would help fund district costs for updating school security. Motion by Mr. Walikonis, seconded by Mrs. Holinko, to authorize the superintendent to apply for the 2013 School Security Grant and subsequent school security grants. Vote: Unanimous in favor
- Mansfield Public Schools Professional Learning and Evaluation Plan http://www.mansfieldct.gov/filestorage/1904/5335/2170/20130613_packet_sup1.pdf: Mr. Baruzzi reviewed a change in the teacher evaluation rubric. Motion by Mr. Rueckl, seconded by Ms. Silver-Bernstein, to approve the proposed changes to the Mansfield Public Schools Professional Learning and Evaluation Plan. Vote: Unanimous in favor.

MOTION by Mr. Rueckl, seconded by Mrs. Holinko, to move into Executive Session for discussion of strategy with respect to collective bargaining at 8:08pm. **VOTE:** Unanimous in favor
The Superintendent joined the Board in Executive Session

The Board returned to open session at 8:18pm

MOTION by Ms. Everett, seconded by Mrs. Holinko to adjourn at 8:18pm. **VOTE:** Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

