

Mansfield Board of Education Meeting

January 22, 2015

Council Chambers 7:30 p.m.

Board Members: Randy Walkonis, Chair, Jay Rueckl, Vice-Chair; Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein, Kathy Ward

Agenda

- 7:30 Call to Order
7:35 Hearing for Visitors
7:50 Communications
7:55 Additions to the Present Agenda

Reports:

- 8:00 Committee Reports: Personnel Committee, Policy Committee
8:15 Report of the Superintendent
- 2015-2016 School Calendar (P. 1)
 - Enhancing Student Achievement (P. 3)
 - Class Size/Enrollment
 - 2014-2015 Proposed Budget – Introduction and Overview

APPROVAL OF MINUTES: (M)

December 11, 2014 Meeting (P. 5)

NEW BUSINESS:

CONSENT AGENDA: (M) (P. 7)

The following items for the Board of Education January 22, 2015 meeting be approved or received for the record, unless removed by a Board member of the Superintendent of Schools

That the Mansfield Public Schools accepts the retirement of Terri Beck, Mansfield Middle School Support Services teacher effective the end of the 2014-2015 school year.

That the Mansfield Public Schools accepts the retirement of Gayle Hightower, Mansfield Middle School Latin teacher, effective the end of the 2014-2015 school year.

That the Mansfield Public Schools accepts the retirement of Barbara Hunter, Mansfield Middle School seventh grade science teacher effective the end of the 2014-2015 school year.

That the Mansfield Public Schools accepts the retirement of Dona Stratton, Mansfield Middle School eighth grade social studies teacher, effective the end of the 2014-2015 school year.

That the Mansfield Public Schools accepts the retirement of Deborah Csere, Vinton School third grade teacher effective the end of the 2014-2015 school year.

That the Mansfield Public Schools approves the request for maternity leave effective March 1, 2015 through the end of the 2014-2015 by Sara Sroka, Goodwin School grade 2 teacher.

That the Mansfield Public Schools approves the request for maternity and unpaid childrearing leave effective February 4, 2015 through May 8, 2015 school year by Jessica Hodge, Goodwin School grade 4 teacher.

- 9:25* Hearing for Visitors
9:30 Suggestions for Future Agenda
9:35 Executive Session for the purpose of strategy with respect to collective bargaining (M)
Possible action on Mansfield Paraeducators Chapter contract.

Adjournment

* Estimate

Robert's Rules of Order General Guidelines

As outlined in the MBOE By-Laws, Robert's Rules of Order shall govern the proceedings of the Board unless otherwise provided by the by-laws. Following are some general guidelines from Robert's Rules and the By-Laws that should be followed to ensure efficient meetings and the rights of all members, aid decision-making and allow all to be heard.

1. During any discussion, a member must be recognized by the Chair before speaking.
2. A member will not be allowed to speak a second time until all other members wishing to speak have been allowed to do so.
3. Members should refrain from speaking a second time unless they have a new point to make or need to respond to new information.
4. As a general rule during discussion, comments should be directed through the Chair to the whole Board, rather than to other or individual members. All discussion is with the Board as a whole. Questions of the Superintendent or other non-BOE members making presentations should be directed to that individual.
5. Private conversations can be distracting to those speaking and should be limited.
6. During discussion, the Chair should try to provide equal time to those in favor or against a given topic or motion.
7. A majority is more than half of the votes cast, not a majority of the Board. For example: if only 7 members choose to vote, and the result is 4-3 in favor, the motion is adopted. Members who abstain are "refraining from voting".
8. If discussion on a **motion** is lasting a long time, any member can "move the previous question" or "call the question". They must be recognized by the Chair in order to do so. This is not debatable, and a two-thirds vote is required to pass. If two-thirds vote in favor of ending debate, the Board ends all discussion on a motion and then moves to an immediate vote on that motion.
9. Committee reports that recommend action should be submitted in writing. This allows for clear understanding of recommendations.

Mansfield Public Schools: Board of Education Goals: 2014-2015

- I. Engage, motivate and support each student to become confident and successful learners through differentiated instruction and holistic support. Monitor student progress to ensure growth.
 - A. Improve the mathematics, reading, science and writing skills of each student to support college and career readiness.
 - B. Align our current Language Arts/Reading, Science and Mathematics curriculum with the Common Core State Standards (CCSS).
 - C. Promote the cognitive, social, and emotional development of each student while cultivating character and fostering civic engagement.
 - D. Support the full breadth of the district's programs, foster environmental awareness and sustainability, systematically review program offerings, and explore other programs.
 - E. Provide a positive school climate through constructive behavior support systems to ensure student safety, health, physical and emotional well-being.
 - F. Promote the engagement and participation of parents/guardians in the education of their children.
 - G. Integrate relevant technology into the instructional program to enhance student learning of subject matter, technology and its use.
 - H. Help connect students and families with community support services.
 - I. Ensure student transitions are supportive and successful.
 - J. Acknowledge student achievements.
- II. Attract, support and retain qualified, motivated and diverse professional staff by fostering positive, professional learning communities.
 - A. Foster a climate of mutual respect and regularly recognize staff leadership, effort and success.
 - B. Maintain superior educational programs, adjusting staff levels and resources as required.
 - C. Support administrative leadership to maintain and surpass current levels of student achievement.
 - D. Implement, with input and collaboration from certified staff, an effective professional development and evaluation program that supports the growth and confidence of our students and promotes staff success.
 - E. Seek input from staff regarding important issues affecting the district.
- III. Monitor the district's quality of facilities, sufficiency of space, level of security, adequacy of maintenance and efficiency of student transportation.
 - A. Communicate quarterly with Town Council about ongoing needs for infrastructure, security and technology.
 - B. In collaboration with the Town Council, develop and implement a long-term plan, supported by voters, to address prek-8 building needs.
 - C. Implement school security and technology improvements as approved by the Board.
- IV. Increase the effectiveness of the Board of Education.
 - A. Provide Board members with appropriate professional development opportunities to promote effectiveness.
 - B. Encourage communication and collaboration between the Board and our community.
 - C. Collaborate with community members and organizations – including E. O. Smith High School's Region 19 Board -- to support the district's students.
 - D. Review prekindergarten educational opportunities for Mansfield children.
 - E. Evaluate the Board's goal-setting process.
- V. Plan for long-term fiscal sustainability.
 - A. Meet periodically with our state legislators to advocate for continued Education Cost Sharing; develop a plan to address changes to current funding level.
 - B. Continue to explore partnerships with other groups to maximize program effectiveness while containing costs.
 - C. Investigate alternative revenue, including public and private funding sources and grant opportunities.
 - D. Continue to educate ourselves and the public about long-term financial ramifications of balancing Board goals and priorities.
 - E. Improve the readability of our budget.

Mansfield Public Schools 2015-2016

DRAFT 1/12/15

Notes

August 15 (3)						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	PD	PD	26	27	28	29
30	31					

September 15 (21)						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 15 (20)						
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November 15 (18)						
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29	30					

December 15 (17)						
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27	V	V	V	V		

January 16 (13)						
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31						

February 16 (19)						
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14	H	V	17	18	19	20
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28	29					

March 16 (21)						
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20	21	22	23	PD	H	26
27	28	29	30	31		

April 16 (16)						
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17	V	V	V	V	V	23
24	25	26	27	28	29	30

May 16 (21)						
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29	H	31				

June 16 (14)						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	PD	22	23	24	25
26	27	28	29	30		

 Early Closing
 Holiday

 Professional Development Day for Teachers
 Vacation

August:
24-25: Certified/Non-Certified Staff Prof. Day
26: First Day - Students
September:
7: Labor Day Holiday
October:
12: Columbus Day: No School
13: Certified/Non-Certified Staff Prof. Day
November:
11: Veterans' Day: No School
24-26: Early Closing
27-28: Thanksgiving Holiday
December:
24-31: Winter Vacation
January:
1: New Year's Holiday
18: Martin Luther King, Jr. Holiday
19: Certified Staff Professional Day
February:
15: Presidents' Day
16: Vacation Day
March:
24: Certified Staff Professional Day
25: Good Friday
April:
18-22: Spring Vacation
May:
30: Memorial Day Holiday
June:
20: Last Day for Students (Early Closing)*
21: Certified Staff Professional Day

*Last day for students includes 5 built-in weather related closings. If these days are not needed, the last school day will be adjusted accordingly. If the district uses all 5 built-in weather days and requires additional days, consideration will be given to Professional Development Days in March, November, and October. Total Instructional Days will not exceed 183.

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

**Mansfield Public Schools
Enhancing Student Achievement
2013-2014**

School	Gr.	Number Served	Subject	Focus	Activity Name	# of Sessions	Length of Each Session	Instructional Hours Per Student	Start/End Date	Total Cost	# Enrolled
GW	K	All	Reading	Read Aloud	Books & Breakfast	5	1 hr.	5	10/15/14-11/12/14	\$387.00	8
GW	4	12	Science, Math	Recycling/Sustainability	GW Green Thumb Club	8	1 hr.	8	10/1/14-5/6/15	\$315.00	12
GW	2-4	15	All	Homework Completion	Homework & Independent Work Club	10	1 hr.	10	1/12/15-2/13/15	\$1,822.70	
GW	2-4	15	All	Homework Completion	Homework & Independent Work Club	10	1 hr.	10	3/9/15-4/10/15	\$1,822.70	
GW	2-4	15	All	Homework Completion	Homework & Independent Work Club	10	1 hr.	10	4/27/15-5/29/15	\$1,822.70	
SE	K	All	Reading	Read Aloud	Books & Breakfast	5	1 hr.	5	10/21/14-11/25/14	\$462.50	5
SE	3-4	All	Physical Fitness	Improving Physical Fitness	Southeast Running Club	10	1 1/4 hrs.	12.5	10/19/14-11/21/14	\$1702.50	67
SE	2-4	All	Math	Math Skills	After School Math Lab	20	1 hr.	20	1/28/15-4/2/15	\$616.00	
VN	K	All	Reading	Read Aloud	Books & Breakfast	5	1 hr.	5	10/16/14-11/13/14	\$387.00	8
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session I	12	1 1/4 hrs.	15	9/15/14-10/31/14	\$450.00	6
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session II	16	1 1/4 hrs.	20	11/3/14-1/16/15	\$600.00	7
MMS	5-8	10	Enrichment	Explore Chinese Language	Chinese Language Club Session III	22	1 1/4 hrs.	27.50	1/20/15-4/3/15	\$825.00	
MMS	5-8	10	World Language	Explore Chinese Language	Chinese Language Club Session IV	18	1 1/4 hrs.	22.50	4/6/15-6/11/15	\$675.00	
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session I	18	1.25 hrs.	22.5	9/15/14-10/30/14	\$675.00	
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session II	24	1.25 hrs.	30	11/3/14-1/16/15	\$900.00	

School	Gr.	Number Served	Subject	Focus	Activity Name	# of Sessions	Length of Each Session	Instructional Hours Per Student	Start/End Date	Total Cost	# Enrolled
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session III	33	1.25 hrs.	41.25	1/20/15-4/3/15	\$1,237.50	
MMS	5-8	All	All	Completion of Homework	Afterschool Homework Help Session IV	27	1.25 hrs.	33.75	4/6/15-6/11/15	\$1,012.50	
TOTAL										\$15,713.10	
REMAINING BALANCE										\$14,286.90	

DRAFT

**Mansfield Board of Education
December 11, 2014
Minutes**

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

The meeting was called to order at 7:33pm by Mr. Walikonis.

SPECIAL PRESENTATION: Southeast Spanish Program

Diane Hutton, Spanish Teacher, reviewed the elementary Spanish Program and student performed songs and presented work done in Spanish class.

HEARING FOR VISITORS: Ric Hossack spoke for Betty Wassmundt (Town Councilor) regarding the Town Personnel Committee meeting on Ethics Policy. David Freudmann spoke regarding ethics policy and the audit. Arthur Smith spoke regarding ethics policy and criminal investigation. Carrie Holman, MEA President, Karen Moylan, Math Consultant spoke regarding Professional Development. Carrie Holman read a letter regarding Professional Development from Rich Weyel, Goodwin teacher and town resident.

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: None

Southeast PTO: Erin Christopher and Erin Clark, Co-Presidents, reported on activities the group participates in to support programs at Southeast School.

COMMITTEE REPORTS:

Personnel Committee: Policy Committee: Mr. Rueckl reported that the Policy Committee will meet once the Board attorney has advised them on the Ethics Policy. **Personnel Committee:** Mr. Walikonis reported there is no need for an Executive Session.

CABE/CAPSS Convention: Mr. Walikonis and Ms. Ward reported on the convention and the sessions they attended. The Board discussed having CABE provide Board Professional Development.

Status Update on Audit: Mr. Walikonis reported the Board attorney has received a preliminary draft report. The next step is a meeting with the superintendent, his attorney, the Board attorney, and Mr. Walikonis. A special meeting of the Board will be called when appropriate.

REPORT OF THE ACTING SUPERINTENDENT:

- **Food Service Update:** Kariann Sadlon, Mansfield Food Service Director, reviewed the school food program and nutritional changes required this year.
- **Budget Transfers:** Mrs. Trahan reported there was a reduction in budget salaries. Motion by Mr. Rueckl, seconded by Ms. Silver-Bernstein to approve the Salary Budget Transfers for the 2014-2015 school year. Vote: Unanimous in favor.
- **Professional Development Update:** Dr. Leclerc and the building principals reviewed the Professional Development Opportunities for teachers in the district and answered questions from the Board.
- **Enhancing Student Achievement:** Dr. Leclerc reported three new activities supported by the fund.
- **Class Size/Enrollment:** The administrators reported no significant change in class size or enrollment.

APPROVAL OF MINUTES:

Motion by Ms. Silver-Bernstine, seconded by Ms. Ward, to approve the minutes of the November 13, 2014 Meeting. Vote: Mr. Rueckl, Mrs. Kelly, Mrs. Paulhus, Ms. Silver-Bernstein, and Ms. Ward in favor. Mr. Walikonis and Ms. Everett abstained.

NEW BUSINESS: None

CONSENT AGENDA: Motion by Mr. Rueckl, seconded by Mrs. Paulhus that the following item for the Board of Education December 11, 2014 meeting be approved or received for the record with reluctance to accept the retirement of Mr. Maheu. Vote: Unanimous in favor.

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

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

HEARING FOR VISITORS: Carrie Holman, MEA President, regarding Professional Development. Arthur Smith spoke regarding ethics policy and criminal investigation.

SUGGESTIONS FOR FUTURE AGENDA: None

Motion by Mrs. Paulhus, seconded by Ms. Everett to adjourn at 10:30pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

Rachel Leclerc, Acting Superintendent of Schools
Mansfield Public Schools Office of the Superintendent
District Central Office
4 South Eagleville Road, Storrs, CT 06268

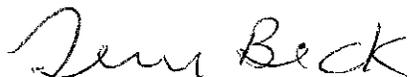
2014 DEC 1 PM 3:45

December 5, 2014

Dear Rachel:

Please accept this document as notification of my intent to retire as a Mansfield Public School teacher as of June 30, 2015 under the early retirement provision of my contract (page 29). Please send me any instructions I will need to follow in order to complete the retirement. It has been my pleasure and a privilege to work for the schools system. Thank you.

Very truly yours,



Terri Beck

Cc Michelle Beers

Rachel Leclerc
Acting Superintendent
Mansfield Board of Education
4 South Eagleville Road
Storrs, Connecticut, 06268

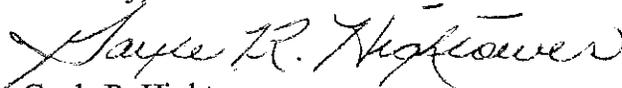
December 8, 2014

Dear Rachel,

I am writing to inform you of my intent to retire at the end of this school year (June, 2015). I am sending this to you prior to January 1, in accordance with the early retirement provision of the teachers' contract, page 29. After thirty-four years of teaching Latin at Mansfield Middle School, I feel that it is time to pass the torch. I have appreciated and valued the support that the various administrations and boards of education have given to me and to this program through the years. I hope the district will continue to value this opportunity for its students and I am confident that there is a teacher who is eager to continue this tradition.

I will truly miss my students and my colleagues. Remember that Latin teachers never die but they just keep "declining." If you do not understand this reference, please ask a Mansfield Middle school Latin student whom I am confident will be able to explain it-- just one of the advantages of a classical education.

Sincerely,



Gayle R. Hightower
Latin Teacher-Mansfield Middle School

cc: Michele Beers
Personnel Assistant

Rachel Leclerc
Acting Superintendent
4 South Eagleville Road
Storrs, CT 06268

2014 DEC 15 PM 1:45

December 12, 2014

Dear Rachel and the Mansfield Board of Education,

I am writing to inform you of my intent to retire at the end of the 2014 – 2015 school year. Although I am not eligible for the early retirement provision of our contract, I am aware that many planning decisions take place at this time of year and knowledge of staffing for next year plays a large part in those discussions.

I have been very fortunate to have been guided by many talented administrators. Dr. James Palmer, who gave me a chance to learn and grow as a first year teacher, Jeff Cryan who always led by exemplary example and Fred Baruzzi, who dedicated his immeasurable energy and steadfast character to maintaining Mansfield Schools as a place of learning, growth and excellence for both students and staff.

My colleagues and students have been my inspiration and support for over twenty years both at Vinton Elementary School and Mansfield Middle School. They will forever be a part of my memories of working here in Mansfield.

Sincerely,



Barbara J. Hunter

Seventh Grade Science Teacher – Mansfield Middle School

Cc: Michele Beers

Personnel Assistant

2014 DEC 16 PM 1:41

Mansfield Middle School
205 Spring Hill Road
Storrs, CT 06268

Acting Superintendent Rachel Leclerk
MBOE
4 N. Eagleville Rd.
Storrs, CT 06268

Dear Ms. Leclerk,

I have decided to retire at the end of the school year, effective 6/30/15, under the early retirement provision of the teachers' contract. I have been so privileged to have taught the children of Mansfield for forty five years and to have worked with such dedicated professional colleagues all that time.

Sincerely,



Dona M. Stratton

2014 DEC 30 AM 7:28

December 29, 2014

Rachel Leclerc
Acting Superintendent
Board of Education – Town of Mansfield
4 South Eagleville Road
Mansfield, CT 06268

Dear Rachel:

Please accept this letter as notice of my retirement as a teacher in the Mansfield School District, effective June 30, 2015 in accordance with the provisions of the Connecticut State Teachers Retirement System and consistent with receiving the negotiated retirement benefits of my contract.

My tenure in Mansfield has been a long one and I feel fortunate to have spent all of it at Vinton School. Throughout my 28 years, the Vinton staff has embodied all that is right with education: putting the needs of children first, working tirelessly to create an atmosphere of acceptance and support, and delivering academic lessons that nurture a love of learning.

I will miss my colleagues and students but look forward to the opportunities that retirement offers.

Sincerely,

Deborah Csere

Deborah S. Csere

December 9, 2014

Rachel Leclerc
Office of the Superintendent
4 South Eagleville Road
Storrs, CT 06268

Dear Ms. Leclerc,

I am writing to inform you that my husband and I are expecting our second child on March 1, 2015. Based upon the advice of my physician, I intend to use the maternity leave as outlined in Article 11, E 2 of the MEA/Board of Education contract.

I do not plan on returning to Goodwin for the remainder of the school 2014-2015 year. However, I am certainly returning for the 2015-2016 school year. Thank you for your consideration of this request, and I look forward to hearing from you soon. Please do not hesitate to contact me with any questions and/or concerns.

Sincerely,



Sara Sroka
Grade 2 Teacher
Goodwin Elementary

Cc: Susan Muirhead
Michele Beers
Celeste Griffin

December 8, 2014

Office of the Superintendent
4 South Eagleville Road
Storrs, CT 06268

Dear Dr. Leclerc,

I am writing to inform you that my husband and I are expecting a child in 2 months. Based upon the advice of my physician, I intend to use the maternity leave as outlined in Article 11, E 2 of the Mea/Board of Education contract, February 4, 2015.

In addition, I request an unpaid Childrearing leave as outlined in Article 11, J, for 3/20/15-5/8/15.

Thank you for your consideration of this request, and I look forward to hearing from you soon.

Sincerely,

Jessica Hodge

Cc: Principal
Personnel Assistant