

Mansfield Board of Education Meeting

June 11, 2015

Council Chambers 7:30 p.m.

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

Agenda

- 7:30 Call to Order
7:35 Special Presentation: CABA Award
7:50 Hearing for Visitors
8:00 Communications – P. 1
8:05 Additions to the Present Agenda

Reports:

- 8:10 Committee Reports:
Superintendent Search Committee
Personnel Committee
Teacher of Year Committee
- 8:30 Report of the Interim Superintendent
- Paraprofessional of the Year
 - Class Size/Enrollment
 - Professional Learning Schedule 2015-2016 – P. 3
 - Minimum Budget Requirement

APPROVAL OF MINUTES: (M)

- May 7, 2015 Meeting – P. 9
May 18, 2015 Special Meeting – P. 10

- 9:30 CONSENT AGENDA: The following item for the Board of Education June 11, 2015 meeting be approved or received for the record, unless removed by a Board member or the Interim Superintendent of Schools. P. 11
That the Mansfield Board of Education accepts the retirement of Marc Kronisch, Physical Education teacher, Vinton School, effective the end of the 2014-2015 school year.
The Mansfield Board of Education accepts the resignation of John Murch, School Psychologist, Southeast School, effective the end of the 2014-2015 school year.

OLD BUSINESS:

- Policy Committee's Proposed Changes to Board's Code of Ethics (M) – P. 13

NEW BUSINESS:

- Food Service Lunch Prices (M) – P. 15
- Healthy Food Certification (M) – P. 27
- Field Trip Request (M) – P. 31

- 10:00* Hearing for Visitors
10:10 Suggestions for Future Agenda

Executive Session (M) to discuss contract negotiations and non-union wages and salaries.
Possible action on contract negotiations and non-union wages and salaries

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

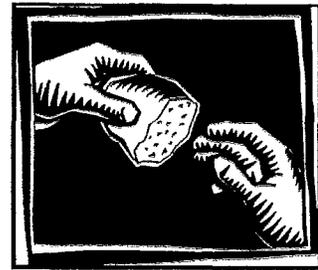
- I. Engage, motivate and support each student to become confident and successful learners through differentiated instruction and holistic support. Monitor student progress to ensure growth.
 - A. Improve the mathematics, reading, science and writing skills of each student to support college and career 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.

Covenant Soup Kitchen

220 Valley Street, Willimantic, CT 06226

www.CovenantSoupKitchen.org

860-423-1643



May 2015

Dear Board of Education/Mansfield Public Schools,

Thank you! We received your generous donation of \$350.00 in honor of the Staff of the Mansfield Public Schools to The Covenant Soup Kitchen, and it means the world to us. Because of you, we can continue to serve our community, and provide them with a loving, nurturing, and healthy place to have a meal where they feel welcomed and wanted.

We would like to extend an offer to have you visit or volunteer in our Kitchen and/or Pantry; see some of the 140,000+ meals we provide every year, the thousands of people that YOU rescue from having to go to bed hungry, each night.

Thank you again for your investment in The Covenant Soup Kitchen and our community. Thank you for your belief that our guests deserve to get the nourishment they need to survive with dignity and respect that we here at the Kitchen provide.

Sincerely,



With the Staff, Guests, and Board of Directors to the Covenant Soup Kitchen

Covenant Soup Kitchen, Inc. is a 501(c) 3 nonprofit organization Federal Tax ID #20-3498376.

No goods or services were received in consideration of this gift.

This letter may be used as a tax deductible receipt.

Elementary Schools Priority Focus Areas	Implementation: How and When				
	August	September	October	November	December
Continued training on writer's workshop assessments and creating differentiated instructional lessons.		½ day Lang Arts per grade level (sub coverage) ½ day Math per grade level (sub coverage) - 8:35am to 11:50am (either LA or Math) - 12:35am to 3:50pm (either LA or Math) [note these days are only once per week – meaning only 1 grade level per week to limit disruption & allow for administrator participation]			
Applying a deeper understanding of the eight mathematics practices to creating differentiated instructional lessons, as well as grade 3-4 training in argumentation in mathematics writing.					
Integrating Google Classroom, Chromebooks, and technology into instruction and learning.	½ day during August 25 PD Day (emphasis on Google)		½ day during Oct. 12; includes paraeducators too (technology strands)		
Applying and standardizing SRBI interventions, strategies, and progress monitoring, as well as continued training on determining eligibility for special education services.			½ day during October 12 th PD Day (includes paraeducators too)		
Implementing differentiated instructional strategies and lessons for reading and math units.		1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant
Advanced training in teaching the Great Books program.					
Using STAR and other assessment data to better support tier one instruction.	Joint effort by Math & Reading Consultants, Literacy Coaches, Administrators, Data Teams, and I.T. to lead efforts going forward using potential times such as staff, SRBI, data team, and team meetings.				
<p>Additionally, the above topics will receive ongoing and sustained attention throughout the school year. Some examples of additional times/formats that are used for PD include staff, SRBI, data team, and team meetings; one-on-one support; and on-demand support (i.e. webinars, online documents, and reference handouts).</p>					
<p>Art, Music, PE, World Language, and ESL also have some unique needs so the schedule will be varied for teachers in these content areas.</p>					

Elementary Schools Priority Focus Areas	Implementation: How and When					
	January	February	March	April	May	June
Continued training on writer's workshop assessments and creating differentiated instructional lessons.	½ day Lang Arts per grade (sub coverage) ½ day Math per grade level (sub coverage) - 8:35am to 11:50am (either LA or Math) - 12:35am to 3:50pm (either LA or Math) [note these days are only once per week – meaning only 1 grade level per week to limit disruption & allow for administrator participation]		½ day Lang Arts per grade (sub coverage) ½ day Math per grade level (sub coverage) - 8:35am to 11:50am (either LA or Math) - 12:35am to 3:50pm (either LA or Math) [note these days are only once per week – meaning only 1 grade level per week to limit disruption & allow for administrator participation]			June 21 st PD Day to be determined depending on how needs progress.
Applying a deeper understanding of the eight mathematics practices to creating differentiated instructional lessons, as well as grade 3-4 training in argumentation in mathematics writing.						
Integrating Google Classroom, Chromebooks, and technology into instruction and learning.	½ day during January 19 th PD Day (technology strands)		½ day during March 24 th PD Day (technology strands)			
Applying and standardizing SRBI interventions, strategies, and progress monitoring, as well as continued training on determining eligibility for special education services.	½ day during January 19 th PD Day (emphasis on teacher sharing)		½ day during March 24 th PD Day			
Implementing differentiated instructional strategies and lessons for reading and math units.	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	1 Monthly Team Meeting with LA Consultant; 1 Monthly Team Meeting with Math Consultant	
Advanced training in teaching the Great Books program.						
Using STAR and other assessment data to support tier one instruction.	Joint effort by Math & Reading Consultants, Literacy Coaches, Administrators, Data Teams, and I.T. to lead efforts going forward using potential times such as staff, SRBI, data team, and team meetings.					
Additionally, the above topics will receive ongoing and sustained attention throughout the school year. Some examples of additional times/formats that are used for PD include staff, SRBI, data team, and team meetings; one-on-one support; and on-demand support (i.e. webinars, online documents, and reference handouts).						
Art, Music, PE, World Language, and ESL also have some unique needs so the schedule will be varied for teachers in these content areas.						

Mansfield Middle School

Priority Focus Areas for the 2015-2016 School Year

- Mindsets in the Classroom – This summer’s professional read is Mindsets in the Classroom written by Mary Cay Ricci. Professional development time will be devoted to identifying growth mindset strategies that we will embed within our classroom practices. Staff will collaborate to develop an action plan for growing the growth mindset in our school culture.
- Star Assessment - Continued focus on developing a stronger understanding of the tools and resources embedded within the Star program that support tier one instruction.
- Articulation - Aligning curriculum, refining student expectations and continued common language development within and across content areas.
Grades 5-8
Grades 7-12
- Implementation of Argument Writing in Mathematics – Grades 5-8
This has been a yearlong initiative in grades 5& 6. This year we will expand the practice to grades 5-8.
- Performance Task Development ELA & Math
Performance tasks challenge students to apply their knowledge and skills to respond to complex real-world problems. Teachers will collaborate on the development of performance tasks that measure student capacities such as depth of understanding, writing and research skills, and complex analysis of the task.
- Differentiated Professional Development - Through strand offerings staff will participate in professional development tailored to their specific learning needs. Faculty will work together to develop their expertise on relevant topics that are ongoing. Strands will be developed in collaboration with classroom teachers who have completed considerable work in these areas or have an interest in pursuing this work.
- Integration of Technology in Instruction – Staff will continue to develop their skill set in the use of technologies such as Google Apps to enhance classroom instruction

School: Mansfield Middle

Professional Development Plan 15-16

August	September	October	November	December	January
<p>Monday, 8/24 & Tuesday, 8/25 PD Days:</p> <p>Content Area Articulation:</p> <ul style="list-style-type: none"> • Articulation with E.O. Smith High School Grades 7 & 8 World Language Related Arts • Articulation Grades 5-8 • Mindsets in the Classroom Developing the growth mindset <p>Technology:</p> <ul style="list-style-type: none"> • PowerSchool / PowerTeacher Gradebook setup Weighting scales • Google Apps Google Classroom Goobrics Google Read & Write. 	<p>Staff Meetings Wednesday, 9/9 Wednesday, 9/16 Wednesday, 9/30</p> <ul style="list-style-type: none"> • Teacher Evaluation- Process Review SBAC Data Review • Teacher Evaluation Goal Development • STAR Assessment – Using the tools and resources to inform instruction 	<p>Tuesday, 10/13 PD Day Fall Strand (Session 1)</p> <ul style="list-style-type: none"> • Self-Selected ½ Day (3 hours of PD) <p>Suggested Strand Topics:</p> <ul style="list-style-type: none"> - Writing in the content area - Content area reading strategies - Math Argument Writing - Classroom Mindsets - PE/RAWL focused topics - Physical Education – Ropes course recertification • ½ Day (3 hours of PD) - Performance Task Development - PE/RAWL Content Area Focus Work <p>Staff Meetings Wednesday, 10/7 Wednesday, 10/21</p> <ul style="list-style-type: none"> - Star Data Review - SBAC Interim Assessments 	<p>Staff Meetings Wednesday, 11/4 Wednesday, 11/18</p> <ul style="list-style-type: none"> • Fall Strand (Session 2) One Hour follow-up session • Mindsets in the Classroom – Whole staff work session 	<p>Staff Meeting Wednesday, 12/2</p> <ul style="list-style-type: none"> • Webpage Development & Updating 	<p>Tuesday, 1/19 PD Day: Fall Strand (Session 3)</p> <ul style="list-style-type: none"> • ½ Day (3 hours of PD) Same Strand as started on 10/13 • ½ Day (3 hours of PD) <ul style="list-style-type: none"> - Performance Task Development - PE/RAWL Content Area Focus Work <p>Staff Meetings Wednesday, 1/13 Wednesday, 1/27</p> <ul style="list-style-type: none"> • SBAC Interim Assessment Review • Google Apps

February	March	April	May	June	July
<p>Staff Meetings Wednesday, 2/10 Wednesday, 2/24</p> <ul style="list-style-type: none"> • Teacher Evaluation / Interim Conference Preparation time • Star Data Review 	<p>Thursday, 3/24 PD Day:</p> <ul style="list-style-type: none"> • Fall Strand Recap Sharing our Successes: Resources, Lessons, Rubrics • Performance Task Development & Review • Content Area Articulation Next steps in unit and language alignment <p>Staff Meetings Wednesday, 3/9 Wednesday, 3/23</p> <ul style="list-style-type: none"> • Differentiation – Designing Learning Tasks with Student Choice • SBAC Administration / Preparation 	<p>Staff Meetings Wednesday, 4/6 Wednesday, 4/27</p> <ul style="list-style-type: none"> • Google Resources: Updates on what's new with Google. • Aligning Writing Rubrics in grades 5-8 <p>Team Meeting Time: SBAC Preparation – grade level and kid specific information</p>	<p>Staff Meeting Wednesday, 5/4</p> <ul style="list-style-type: none"> • Teacher Evaluation: Preparation for summative meetings 	<p>Monday, 6/20 PD DAY:</p> <ul style="list-style-type: none"> • Mindsets in the Classroom- A year in review. • Articulation Grades 5-8 • SBAC Data Review • Goal Setting for 16-17 	

DRAFT

Mansfield Board of Education

May 7, 2015

Minutes

Attendees:	Randy Walikonis, Chair, Jay Rueckl, Vice-Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein, Kathy Ward
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The meeting was called to order at 7:30pm by Mr. Walikonis

HEARING FOR VISITORS: None

COMMUNICATIONS: Mr. Walikonis congratulated Lisa Corriveau, MMS Band Director, and her students on an excellent band concert on Wednesday night.

ADDITIONS TO THE PRESENT AGENDA: None

COMMITTEE REPORTS:

- Superintendent Search Committee: Mr. Walikonis reported the search consultant is receiving applications and interviews will be held in late May and early June. The Search Consultant was pleased with the participation in the focus groups and online survey.
- Finance Committee: Mr. Walikonis reported the committee reviewed the 3rd Quarter Financial Report and recommends the Board accepts it in the Consent Agenda.
- Policy Committee: Mr. Rueckl reported the report of the committee's April 22nd meeting will be discussed under New Business.
- Personnel Committee: Mrs. Lacombe reported the committee is continuing negotiations with the nurses.

REPORT OF THE INTERIM SUPERINTENDENT:

- Information Technology Staffing/Reorganization: Dr. Kisiel and Mr. Russell reviewed the proposed restructure of the Elementary Schools' Technology Coordinator position. The Board supports the restructure.
- Professional Learning in Mansfield Public Schools: Dr. Kisiel reported on the April 21st Professional Learning workshop. The workshop participants developed a set of guiding beliefs regarding professional learning, identified the obstacles and barriers in the district to an effective professional development program, and identified the teacher and student learning needs, which will be used to guide the creation of a schedule of professional development next year. A smaller group will meet on May 29, 2015 to create a schedule of district and school level programming for the next school year.
- SBAC Testing Status Report: Dr. Kisiel reviewed the SBAC testing at the schools. The parents of 33 middle school students have refused to allow their children to take the test along with seven students at the elementary level. Problems with the IT system and computers were negligible and unremarkable.

APPROVAL OF MINUTES:

Motion by Mr. Rueckl, seconded by Ms. Ward, to adopt the minutes of the April 8, 2015 meeting. Vote: Unanimous in favor.

NEW-BUSINESS: Policy Committee Proposed Changes to BOE Code of Ethics. Mr. Rueckl reviewed the committee's recommendation regarding gifts. The Board will continue discussion at the June 11th meeting with possible action.

CONSENT AGENDA: Motion by Mrs. Paulhus, seconded by Ms. Everett that the following item for the Board of Education May 7, 2015 meeting be approved or received for the record, with regrets for the retirement of Mrs. Norrish. Vote: Unanimous in favor.

That the Mansfield Board of Education accepts the 2014-2015 3rd Quarter Financial Report.

That the Mansfield Board of Education accepts the retirement of Carole Norrish, Family and Consumer Science teacher, Mansfield Middle School, effective the end of the 2014-2015 school year.

HEARING FOR VISITORS: Carrie Holman, President of MEA, spoke regarding the changes in IT staffing.

SUGGESTIONS FOR FUTURE AGENDA: Mr. Walikonis would like a facilities report on the condition of the roofs and other imminent school building needs.

Motion by Ms. Paulhus, seconded by Ms. Ward to adjourn at 9:10pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

DRAFT

**Mansfield Board of Education
Special Meeting May 18, 2015
Minutes**

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

The meeting was called to order at 5:03pm by Mr. Walikonis

REPORT OF THE INTERIM SUPERINTENDENT:

- 2015-2016 Board of Education Budget
 - Approval of 2015-2016 Board of Education Budget as amended at the May 12, 2015 Town Meeting: Dr. Kisiel asked the Board to approve the addition of \$92,400 to the 2015-2016 budget. Motion by Mr. Rueckl, seconded by Ms. Ward to approve the 2015-2016 Board of Education Budget of \$22,140,150 as amended at the May 12, 2015 Town Meeting. Vote: Ms. Silver-Bernstein, Ms. Lacombe, Ms. Everett, Mr. Fratiello, Ms. Ward, Mrs. Paulhus, Mr. Rueckl, and Mr. Walikonis in favor. Mrs. Kelly opposed. Motion passed.
 - Place on hold the appointment of a Director of Curriculum and reinstate the positions of Mathematics Consultant and Reading/Language Arts Consultant: Dr. Kisiel recommended the Board move to place on hold the Director of Curriculum position and reinstate the Mathematics and Reading/Language Arts Consultants. Discussion followed. Motion by Mr. Rueckl, seconded by Ms. Ward to place on hold the appointment of a Director of Curriculum and reinstate the positions of Mathematics Consultant and Reading/Language Arts Consultant. Vote: Ms. Silver-Bernstein, Ms. Lacombe, Ms. Everett, Ms. Ward, Mrs. Paulhus, Mr. Rueckl, and Mr. Walikonis in favor. Mrs. Kelly and Mr. Fratiello opposed. Motion passed.

Motion by Ms. Everett, seconded by Mr. Fratiello to adjourn at 5:34pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

Marc Kronisch
495 Chaffeeville Road
Storrs-Mansfield CT 06268

2015 MAY 6 AM 11:07

Dr. Richard Kisel
Superintendent
Mansfield Public Schools
4 South Eagleville Rd
Storrs, CT 06268

May 7, 2015

Dear Dr. Kisel,

I am electing to retire from the Mansfield School system under the early retirement provision effective at the end of the 2014-15 school year.

Sincerely,



Marc D. Kronisch
Physical Education Teacher

May 11, 2015

To Whom It May Concern;

My work as a school psychologist for the Mansfield Board of Education will end on 6/23/2015. It was a pleasure to help support the district as it continues to define its needs. If I may be of any further assistance please feel free to contact me.

Sincerely,
John Murch

**Mansfield Board of Education
Report of Policy Committee
Code of Ethics
May 7, 2015**

Existing policies:

Town ordinance:

A gift does not include:

-
- Gifts in-kind of nominal value not to exceed \$25.00 tendered on gift-giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from all donors do not combine to exceed one hundred dollars.

BOE policy:

A gift does not include:

-
- Gifts in-kind of nominal value tendered on gift-giving occasions generally recognized by the public.

Adopted by Policy Committee (April 22, 2015):

At its April 22, 2015 meeting, the Policy Committee unanimously agreed to recommend to the full Board:

- (a) To revise the definition of a gift in the Code of Ethics to include the following:

Gifts to Individuals. Incidental gifts to employees from students, parents or guardians are not prohibited provided that such gifts are less than \$25.00 in value.

Group Gifts. A school employee is not prohibited from accepting an unsolicited gift or several gifts during the school year, from groups of students, parent, or guardians, with an aggregated value up to \$150, if the gift is identified only as being from a group and the identity of the givers and amounts given are not identified to the recipient. Group gifts given to the classroom or school shall be in accordance with Board policy and school regulations.

- (b) To direct the superintendent to establish administrative regulations that guide students, parents, or guardians in making decisions regarding group gifts.

Amended Recommendation

The wording of the above recommendation was based on a Town Council proposal and did not consider the context of the full BOE Board of Ethics. The revised motion is as follows:

(a) To inform the Town Council of our intention to revise BOE policy to read:

Gift: Anything of value, including entertainment, food, beverage, travel and lodging given or paid to a Board of Education official and Board of Education employee, to the extent that a benefit of equal or greater value is not received. A gift does not include: 1) A political contribution otherwise reported as required by law or a donation or payment as described or defined in subdivision (9) or (11) of subsection (b) of Conn. General Statutes Section 9-601a; 2) Services provided by persons volunteering their time to the school district; 3) A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business; 4) A gift received from a Board of Education official or Board of Education employee's spouse, fiancé or fiancée, the parent, brother or sister of such spouse or such individual, or the child of such individual or the spouse of such child; 5) Goods or services which are provided to the school district and facilitate school district action or functions; 6) A certificate, plaque or other ceremonial award costing less than one hundred dollars; 7) A rebate or discount on the price of anything of value made in the ordinary course of a business without regard to that person's status; 8) Printed or recorded informational material germane to school district action or functions; 9) Items of nominal value, not to exceed twenty dollars, containing or displaying promotional material; 10) An honorary degree bestowed upon a Board of Education official or Board of Education employee by a public or private university or college; 11) A meal provided at an event and/or the registration or entrance fee or travel costs to attend such an event, in which the Board of Education official and Board of Education employee participates in his/her official capacity; 12) A meal provided in the home by an individual who resides in Mansfield; **13) Incidental gifts to Board of Education employees from individual students and their parents or guardians, provided that such gifts are less than \$25.00 in value; 14) Gifts to Board of Education employees from groups of students, parent, or guardians, provided that the total value of such gifts in any school year from all donors do not combine to exceed \$150.00, and provided that such gifts are identified only as being from a group and the identity of the givers and amounts given are not identified to the recipient; 15) Gifts given in an employee's name to the classroom or school; or 16) Gifts in-kind of nominal value given to a Board of Education official not to exceed \$25.00 tendered on gift-giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from all donors do not combine to exceed one hundred dollars.**

(b) To direct the superintendent to establish administrative regulations that guide students, parents, or guardians in making decisions regarding group gifts.

MEMORANDUM

DATE: June 11, 2015
TO: Richard Kisiel
FROM: Kariann Gallegos

After reviewing the 2014-2015 budget and corrective action requested by the Connecticut State Department of Education, it is recommended that we increase school lunch prices for the 2015-2016 school year. Also included for your information are the prices proposed for E. O. Smith for the high school meal program.

Lunch

School	2014-15	2015-16	Increase
Elementary	\$2.10	\$2.25	\$0.15
Middle	\$2.35	\$2.50	\$0.15
High School	\$2.75 / \$3.25	\$2.75 / \$3.25	--*

Breakfast

School	2014-15	2015-16	Increase
Elementary	\$1.30	\$1.30	--
Middle	\$1.55	\$1.55	--
High School	\$1.75	\$1.75	--

*High School raised prices by \$0.10 for SY 14-15

cc: C. Trahan

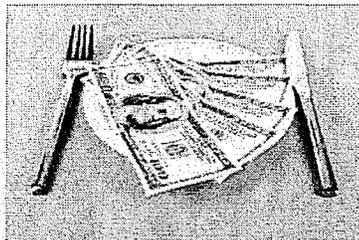
Mansfield Public Schools Food Services

Proposed changes in Food Service Lunch Prices
for SY 2015-2016

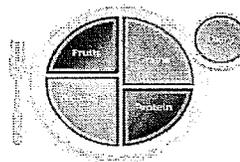


The transition from a

sale driven business



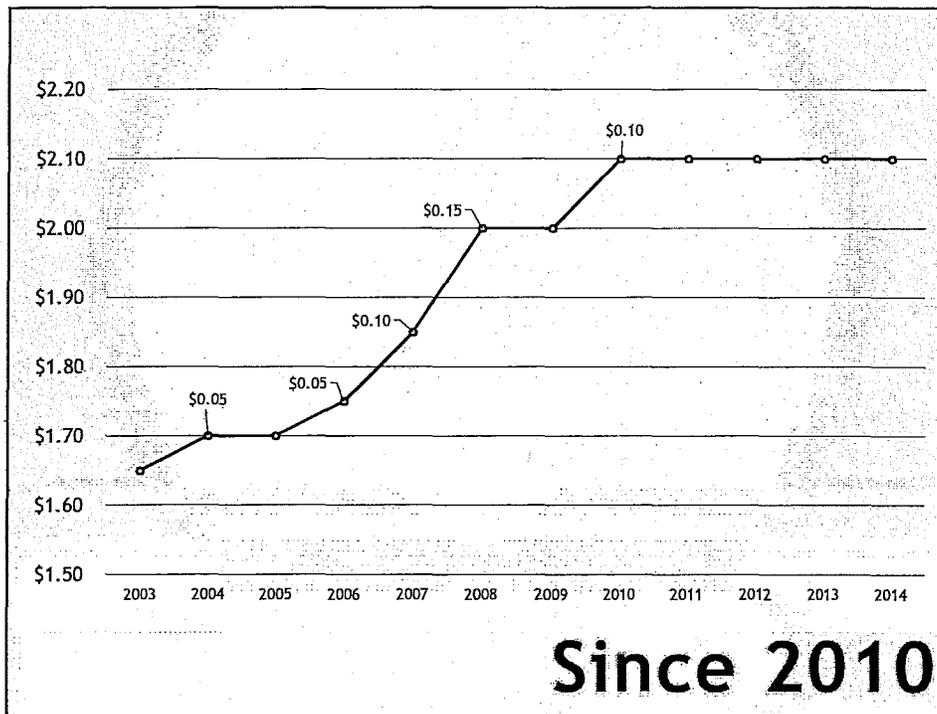
to a



Nutrition driven service

Fruits	Fruits must be offered daily at Breakfast and Lunch
Veggies	Vegetables must be offered daily at Lunch (throughout the week 5 types of vegetables must be offered: Red/Orange, Dark Green, Legumes, Starchy, & Other)
Grains	All grains offered in schools must be Whole-Grain Rich
Meals	In order to receive reimbursement, a student must take a FRUIT or VEGETABLE or JUICE
Snacks	Snacks sold in school must meet Smart Snack Guidelines and cannot include coffee, tea, or sports drinks

Since 2010...



Administrative Review

CT State Department of Education Review

- *Reviewed previous year's Paid Lunch Equity Tool to find numbers were incorrect

"Paid lunch equity tool was not completed correctly. Tool completed on-site, indicated increase of .27 is necessary." (for SY 14-15)

Corrective Action

- *"Complete Paid Lunch Equity Tool for SY 15-16 and assess prices. Forward plan to CSDE as to how the district will meet this increase requirement."

- *PLE for SY 15-16 showed a \$0.36 total price increase

- * **Paid Lunch Equity Tool:** Federally legislated calculator provided by the state that uses data from lunches sold with current Paid Lunch Price to determine whether lunch prices need to be increased and by how much.

Federal funding in the form of reimbursement provided for Free and Reduced-Price Lunches sold should not be used to keep Paid Lunch Prices down.

Currently, the amount received for a Free or Reduced-Price meal being provided is

\$3.14

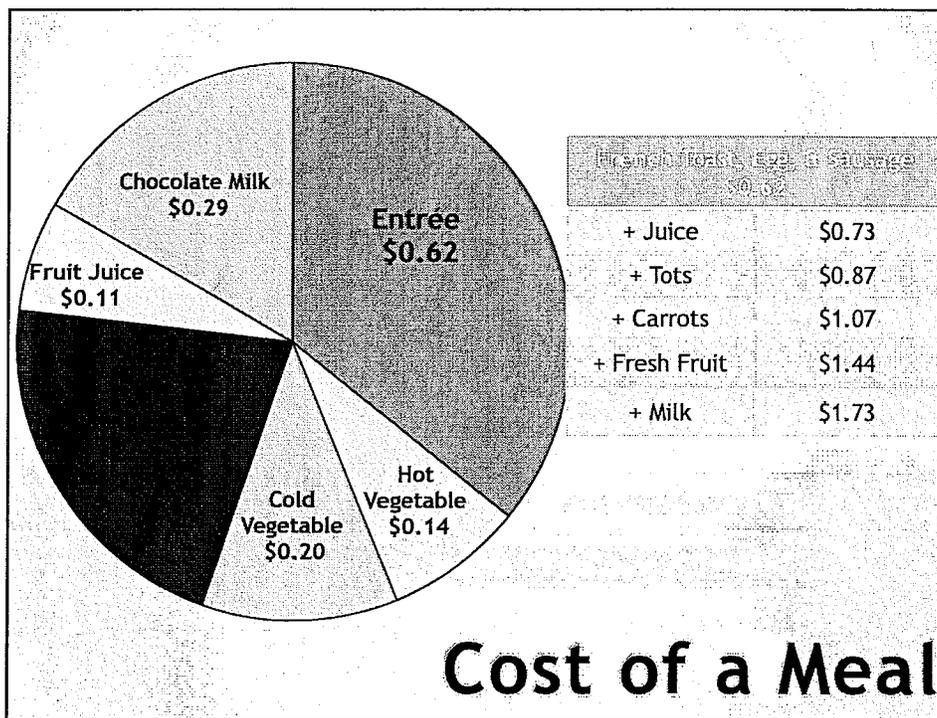
The amount received for a Paid meal is

\$2.10 price + \$0.44 federal reimbursement = **\$2.54** (elementary)

&

\$2.35 price + \$0.44 federal reimbursement = **\$2.79** (middle)

Reimbursement



Fresh Fruit, Eggs, & Sausage \$0.02	
+ Juice	\$0.73
+ Tots	\$0.87
+ Carrots	\$1.07
+ Fresh Fruit	\$1.44
+ Milk	\$1.73

Cost of a Meal

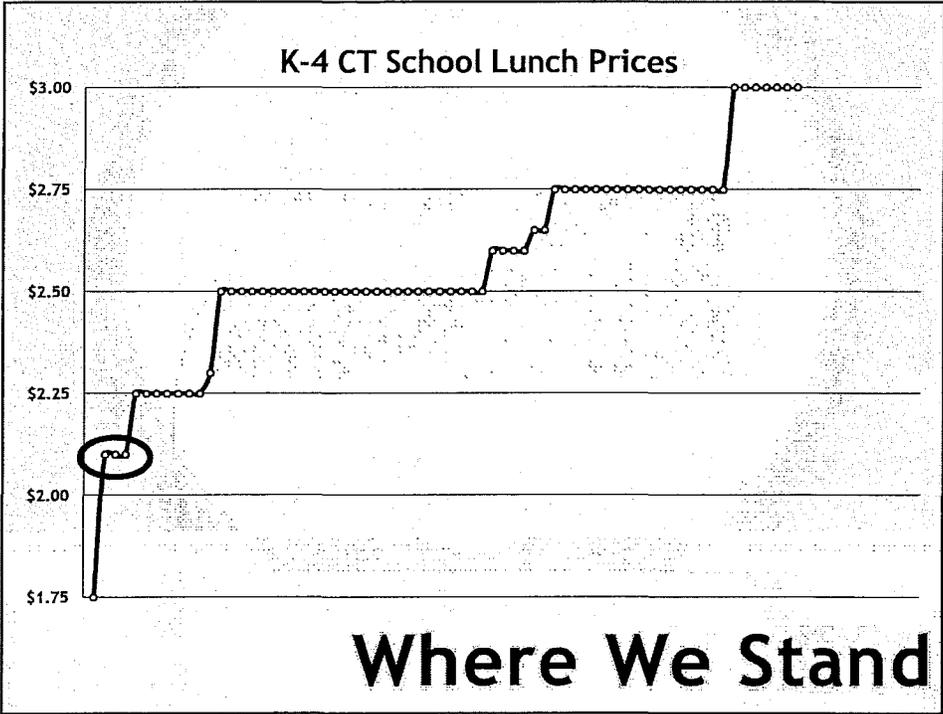
Entrée \$0.62		
+ Juice	\$0.73	\$1.55
+ Tots	\$0.87	\$1.69
+ Carrots	\$1.07	+ \$0.82 \$1.89
+ Fresh Fruit	\$1.44	\$2.26
+ Milk	\$1.73	\$2.55

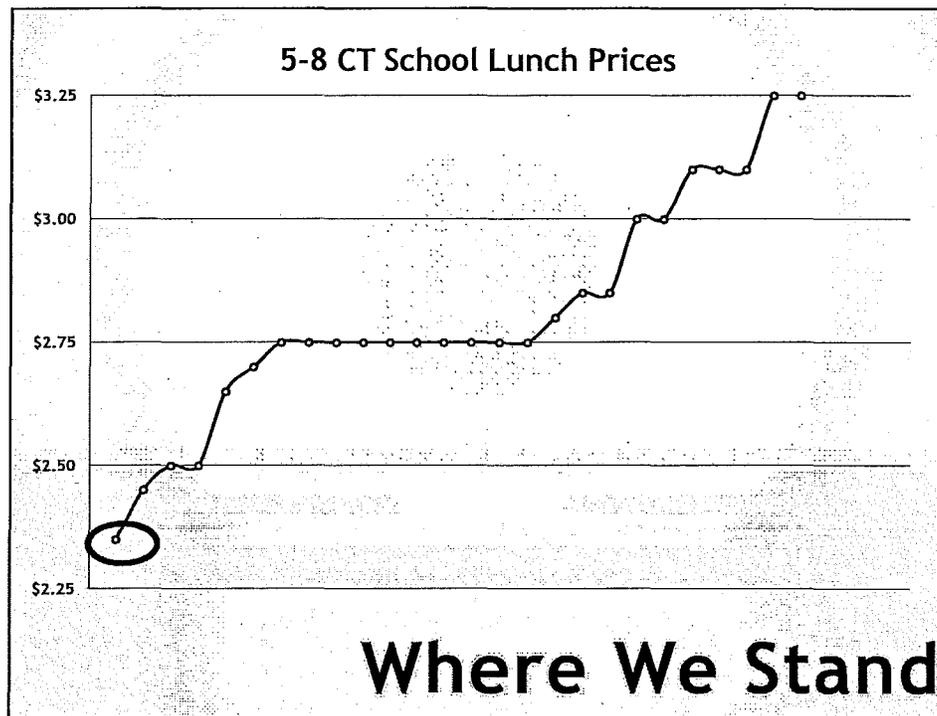
Labor

Based off of our October 2014 participation numbers, our revenue from paid lunches (without food or labor costs) is \$19,636 per month. That add ups to \$196,355 per year:

Elementary- \$102,732 (48,920 meals)
 Middle- \$93,624 (39,840 meals)

Items Offered	Food & Labor Cost per meal	Revenue: Elem/Middle	Current Annual Revenue for Paid Meals	Proposed Price Annual Revenue for Paid Meals
+ Juice	\$1.55	\$48,431 / \$49,402	\$97,833	\$111,147
+ Tots	\$1.69	\$41,582 / \$43,824	\$85,406	\$98,720
+ Carrots	\$1.89	\$31,798 / \$35,856	\$67,654	\$80,968
+ Fresh Fruit	\$2.26	\$13,698 / \$21,115	\$34,813	\$48,127
+ Milk	\$2.55	-\$489 / \$9,562	\$9,073	\$22,387
+\$13,314 Revenue Annually			Revenue	





Increasing Revenue in SY 15-16

- **Theme Days** - On average, themed lunches such as Holidays, School Events, and Pop Culture Happenings increase participation by 26% for a small (if any) cost
- **Seasonal Menus** - Promotion of seasonal menus to provide increased variety while keeping favorites on year-round
- **Free/Reduced** - Increase efforts to ensure households are aware that the Free/Reduced Meal Program covers both Breakfast *and* Lunch
- **Catering Menus** - Establish more readily available information regarding what Food Services can offer outside of the Child Nutrition Program to adults for meetings and events including Holiday Pies in November
- **Staff Menus** - Increase availability of information to staff members on the value and convenience of eating at their school café!

Decreasing Costs in SY 15-16

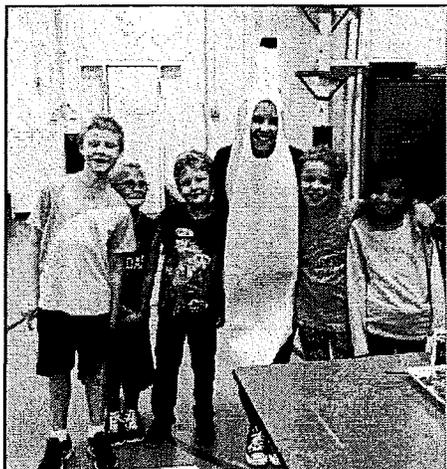
- **Monthly Inventory Checks-** Kitchen managers will be asked to provide a monthly inventory to ensure product is being utilized and there is no over/under ordering
- **Labor Cuts-** Approximately 15-30.5 hours a week will be cut for an estimation of -\$7,233-\$11,175 annually

Taking into consideration the recommendation of the CT State Department of Education of a \$0.36 price increase and the presented information, I propose a \$0.15 price increase for Mansfield Public Schools.

Elementary: \$2.25

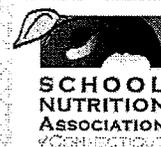
Middle School: \$2.50

Price Increase Proposal



Questions?
Feedback?
Suggestions?

Kariann Gallegos, DTR, SNS
Food Service Director
gallegoskm@mansfieldct.org
860.429.7824



Food Service Lunch Prices

A motion is in order if the Board approves the food service lunch prices.

Motion to approve the increase of \$0.15 for elementary and middle school lunch for the 2015-2016 school year.

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the Connecticut Nutrition Standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

▶ ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the _____ and
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

will *(must complete Sections 3 and 4 on page 2)*

will not *(sign below and return form)*

meet said standards during the period of **July 1, 2015 through June 30, 2016**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (*select appropriate box*)

- will
- will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2015 through June 30, 2016.**

**Local or Regional Board of Education or
Governing Authority**

Signature: _____
(Signature of the Authorized Representative) (Printed Name of the Authorized Representative)

Title (Superintendent of Schools, President or Chairperson of the Board) Date of Authorization

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____ **Kathy Demsey** _____
(Signature of State Agency Representative) (Printed Name of State Agency Representative)

Chief Financial Officer _____
Title Date

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

Motion
Healthy Food Certification Statement
June 11, 2015

The Mansfield Board of Education hereby certifies that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department meet said standards during the period of July 1, 2015 through June 30, 2016. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

Motion
Mansfield Board of Education
Connecticut Nutrition Standards Exclusion
June 11, 2015

The Board of Education of Mansfield Public Schools excludes from certification food items that do not meet the Connecticut Nutrition Standards if 1) the sale is in connection with an *event* occurring *after the end of the regular school day or on the weekend*, 2) the sale is at the *location* of the event, and 3) the food is *not sold from a vending machine or school store*. Further, the Board grants a general exclusion from the Connecticut Nutrition Guidelines to any after-school or weekend event, provided the event meets the three criteria as set forth above.

Adopted:

Celeste N. Griffin, Board Clerk
Mansfield Board of Education

Mansfield Public Schools School Trip Request Form

Type of Trip:

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

Class, Club, or Organization: History Day

Requested by: Jennifer McMunn Date Requested: 5/14/15

Destination (Be Specific): The National History Day competition takes place at the University of Maryland in College Park, MD. I will attend the opening ceremonies and first day of judging and activities at UMD.

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

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

Date(s) of Trip: 6/14/15-6/16/14 Number of School Days to be Missed: 2

Time of Departure: 6:00 a.m. Time Returning: 3:00 p.m.

Number Attending:

Students Faculty Staff Parents Others

If the date(s) requested impact(s) instructional time, please give valid rationale why the trip cannot be taken during a non-instructional period:

The trip will be during instructional time because the National History Day Competition takes place from June 14-18.

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

A substitute will be necessary for one staff member. Summative assessments will be planned accordingly. Instruction will proceed as planned. Teacher is returning with two class days remaining to wrap up the year's instruction.

School Trip Request: Cost Detail

Expense Detail	District Share (total)	Student Share (per)	Chaperone Share (per)
Substitutes	Two days		
Admission Fees	\$565.00		
Transportation	\$400		\$
Lodging	\$266.38		
Meals	\$100		
Other			
TOTAL	\$1331.38		

Other Trip/Cost Related Notes:

Admissions fees reflect the National History Day charge of \$105 per student entrant and \$40 per teacher entrant. The district will cover student & teacher registration costs using the enrichment budget.

Transportation costs entail air transportation from Bradley International to BWI (\$233), parking fees at Bradley (max \$24 a day for three days), and metro/taxi fees for teacher transportation from the airport to the hotel.

Lodging and Meals costs include the teacher's hotel stay (to be covered by the enrichment budget) and three days' worth of teacher food.

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

How have students/parents been informed that financial assistance is available for students in need?

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

Are funds available to support students in need?

n/a

Section Below Completed By Administrator Only:

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

Number of chaperones required: Staff Members _____ Outside Personnel _____

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

Approved Denied Trip Itinerary required and attached

Administrators Signature: Carol Annell Print Name: S/20/15

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 Request

A motion is in order if the Board approves the MMS field trip request.

Motion to approve the Mansfield Middle School Field Trip Request to National History Day June 14 – June 16, 2015.