

Mansfield Board of Education Meeting

September 24, 2015

GOODWIN SCHOOL 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

Revised Agenda

CALL TO ORDER

APPROVAL OF MINUTES

June 23, 2015 Special Meeting (M)

September 10, 2015 Meeting (M)

RECOGNITION AND CELEBRATION

Goodwin School Ambassadors

HEARING FOR VISITORS

COMMUNICATIONS

ADDITIONS TO THE PRESENT AGENDA

BOARD REPORTS

INFORMATION, PRESENTATIONS, AND ACTIONS

- Transportation Update
- Professional Development 2015-2016
- Enriching Student Achievement

NEW BUSINESS (If needed)

HEARING FOR VISITORS

SUGGESTIONS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

Robert's Rules of Order General Guidelines

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

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

Mansfield Public Schools: Board of Education Goals

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

DRAFT

**Mansfield Board of Education
Special Meeting June 23, 2015
Minutes**

Attendees: Randy Walikonis, Chair, Martha Kelly, Secretary (by phone), Susannah Everett, John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein, Kathy Ward

Excused: Jay Rueckl

The meeting was called to order at 5:30pm by Mr. Walikonis

Discussion and Possible Action Regarding Appointment of New Superintendent: Mr. Walikonis reported the Search Committee has chosen a candidate for the vacant position. Motion by Mr. Walikonis, seconded by Mrs. Lacombe, to appoint Kelly Lyman, Superintendent of Schools. Vote: Unanimous in favor.

Board of Education 2015-2016 Budget: Dr. Kisiel recommended to meet the \$117,400 reduction set by the Town Council following the Town Referendum on June 16, 2015, the Board reduce expenditures in the salary line due to salary savings in filling vacancies by \$62,000; reduce the full time paraeducators in the kindergarten classrooms to half time for a reduction of \$55,400. However, if no additional teacher is need as determined by an enrollment count in our elementary schools by mid to late August, use the contingency funds to reinstate the kindergarten paraeducators. Discussion and questions by Board members followed. Motion by Ms. Silver-Bernstein, seconded by Ms. Everett, to reduce the salary lines for classroom instruction – certified by \$62,000 and to reduce the salary lines for paraeducators by \$55,400. Vote: Unanimous in favor.

Motion by Mrs. Paulhus, seconded by Ms. Everett to adjourn at 6:24pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

DRAFT

Mansfield Board of Education

September 10, 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 7:33pm by Mr. Walikonis

APPROVAL OF MINUTES:

- June 11, 2015 Meeting: Motion by Mr. Rueckl, seconded by Ms. Ward, to approve the minutes of the June 11, 2015 meeting. Vote: Unanimous in favor with Mr. Fratiello in abstention.
- June 23, 2015 Special Meeting: Tabled until September 24, 2015
- August 18, 2015 Special Meeting: Motion by Ms. Everett, seconded by Mrs. Paulhus, to approve the minutes of the August 18, 2015 meeting. Vote: Unanimous in favor.

RECOGNITION AND CELEBRATION: The administrators introduced the new certified staff for the 2015-2016 school year.

HEARING FOR VISITORS: The following residents spoke regarding school bus transportation: Nancy Gifford and Kimberly Christenson, Nancy Trudeau, Kyle Kravchuk, Kay Wille, Beth DeRicco, Phil DeRicco. The following residents spoke regarding the Mansfield Challenge Program: Carol Budzinski, Kit Andersen, Jon Andersen.

COMMUNICATIONS: Emails were received regarding bus transportation from the following residents: Ellen Tulman, Nancy Barry (MBOE Employee), Karen Molloy (MBOE Employee), Michelle Rosado, Matt Shepard, Jason Chandler, Alicia Almagro, Brenda Barney, Beth DeRicco, Ana Diaz, Carol Atkinson-Palombo, Prescott Powers, Sharon Luc. Watson Stokland.

ADDITIONS TO THE PRESENT AGENDA: None

BOARD REPORTS:

- Finance Committee: Mr. Walikonis reported the committee reviewed and accepted the 4th Quarter Financial Report and recommends the Board accepts it in the Consent Agenda. The year ended within the budget. The committee also reviewed and approved the Budget Transfers 2014-2015 and recommends the Board accepts it in the Consent agenda.
- Policy Committee: Mr. Rueckl reported the Policy Committee will meeting on August 28, 2015 at 6:00pm at the Mansfield Middle School
- Board Retreat: Mr. Walikonis proposed to reschedule the Board Retreat to the October 22, 2015 meeting for a workshop on Goal Setting. The September 23, 2015 meeting will be a regular Board meeting and will be held at Goodwin School. The October 8, 2015 meeting will be at Mansfield Middle School.

INFORMATION, PRESENTATIONS, AND ACTIONS:

- Transportation: Mrs. Lyman provided an update on the status of changes to the bus runs developed to address concerns from 2014-2015 and previous years.
- Challenge Program: Curt Vincente, Director of Mansfield Parks and Recreation, Chuck Leavens, Director Mansfield Challenge Program, Candace Morell, Principal, Mansfield Middle School, and Kathleen Kissane, E.O. Smith senior and staff member of Mansfield Challenge 38 reviewed the success of the program and thanked the Board for their support.
- Summer Programs
 - Books on Bus: Dr. Robinson reviewed the summer program the Board sponsors to bring library books to the community on school buses.
 - Summer School: Dr. Leclerc reviewed the special education summer school which was held at Goodwin School for PK-4 students and at Mansfield Middle School for 5-8 students
 - MMS Achievement & Challenge Camp: Mrs. Morell reviewed the summer program at the middle school.
- Field Trip Request: Mrs. Morell asked the Board to approve the annual Fiddlehike Trip to New Hampshire. Motion: Mr. Rueckl, seconded by Mr. Fratiello, to approve the Fiddlehike Field Trip, September 25th – September 27th, 2015. Vote: Unanimous in favor.
- CSDE Bureau of Health/Nutrition Authorized Signature Change Form (ED-099): Mrs. Lyman reported the State requires the Board authorize the signature change form with the appointment of a new superintendent. Motion by Mr. Rueckl, seconded by Ms. Ward, to revise the Authorized signers of the

ED-099 Agreement for Child Nutrition Program to designate Kelly M. Lyman, Superintendent of Schools, and Cheryl A. Trahan, Director of Finance, as authorized signers. Vote: Unanimous in favor.

NEW BUSINESS: None

CONSENT AGENDA: Motion by Mrs. Paulhus, seconded by Ms. Everett that the following item for the Board of Education September 10, 2015 meeting be approved or received for the record. Vote: Unanimous in favor.

That the Mansfield Public Schools Board of Education approves the Budget Transfers 2014-2015. (Encl.)

That the Mansfield Public Schools Board of Education accepts the 2014-2015 4th Quarter Financial Report. (Encl.)

That the Mansfield Public Schools Board of Education accepts the request for maternity and unpaid childrearing leaves of Kimberly Core, teacher, Southeast School effective approximately September 2, 2015 for 1—12 weeks and Denise Proffer, teacher, Southeast School effective October 12, 2015 through March 6, 2016. (P. 38)

That the Mansfield Public Schools Board of Education approves the employment of: (P. 41)

William Bergan, Teacher, Mansfield Middle School, effective August 24, 2015 at an annual salary of \$85,750, Level 2, Step 14 of the Teachers' Salary Schedule.

Lindsey Clark, Teacher, Mansfield Middle School, effective August 24, 2015 at an annual salary of \$48,535, Level 1, Step 1 of the Teachers' Salary Schedule.

Margaret (Pallis) Cofrancesco, Teacher, Mansfield Middle School, effective August 24, 2015 at an annual salary of \$53,584, Level 2, Step 2 of the Teachers' Salary Schedule.

Kimberly Core, Teacher, Southeast Elementary School, effective August 24, 2015 at an annual salary of \$85,750, Level 2, Step 14 of the Teachers' Salary Schedule.

Margaret Curtis, Teacher, Mansfield Middle School, effective August 24, 2015 at an annual salary of \$85,750, Level 2, Step 14 of the Teachers' Salary Schedule.

Kaye Jakan, Reading/Language Arts Consultant, Mansfield Public Schools, effective August 24, 2015 at an annual salary of \$75,883, Level 2, Step 13 of the Teachers' Salary Schedule.

Valerie Moseley, Teacher, Mansfield Middle School, effective August 24, 2015 at an annual salary of \$58,763, Level 2, Step 5 of the Teachers' Salary Schedule.

Alissa Philopena, School Psychologist, Southeast Elementary School, effective August 24, 2015 at an annual salary of \$53,255, Level 4, Step 1 of the Teachers' Salary Schedule.

Katherine Sutton, Teacher, Mansfield Middle School, effective August 24, 2015 at an annual salary of \$42,867, Level 2, Step 2 of the Teachers' Salary Schedule.

Joshua Tamosaitis, Teacher, Vinton Elementary School, effective August 24, 2015 at an annual salary of \$51,135, Level 1, Step 2 of the Teachers' Salary Schedule.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: Mrs. Kelly suggested report on the Student Activity Fund, discussion of audio recording meetings not held in Council Chambers, TV recording in Chambers, reinstating transportation committee, and process for superintendent contract.

Motion by Mr. Fratiello, seconded by Mrs. Paulhus to adjourn at 10:00pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk