

Mansfield Board of Education Meeting

February 11, 2016

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

CALL TO ORDER

APPROVAL OF MINUTES

- January 21, 2016 (M) (P. 1)
- January 28, 2016 Workshop (M) (P. 3)
- February 4, 2016 Workshop (M) (P. 4)

HEARING FOR VISITORS

COMMUNICATIONS (P. 5)

ADDITIONS TO THE PRESENT AGENDA

BOARD REPORTS: Finance Committee (P.9), Personnel Committee

INFORMATION, PRESENTATIONS, AND ACTIONS

- 2016-2017 Budget Review and Adoption

NEW BUSINESS (If needed)

CONSENT AGENDA: (Encl.)

The following item for the Board of Education February 11, 2016 meeting be approved or received for the record, unless removed by a Board member or the Acting Superintendent of Schools.
That the Mansfield Board of Education accepts the 2015-2016 2nd Quarter Financial Report.

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

January 21, 2016

Minutes

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

APPROVAL OF MINUTES

Motion by Ms. Everett, seconded by Ms. Ward, to approve the minutes of the December 10, 2015 meeting. Vote: Unanimous in favor with Mrs. Lacombe in abstention.

Motion by Mr. Rueckl, seconded by Mrs. Lacombe, to approve the minutes of the January 7, 2016 workshop. Vote: Unanimous in favor.

HEARING FOR VISITORS: None

Ms. Silver-Bernstein arrived at 7:34pm.

COMMUNICATIONS: Letter of retirement from Karen Moylan, Mathematics Consultant. Letter of resignation from Denise Proffer, Special Education teacher at Southeast School

ADDITIONS TO THE PRESENT AGENDA: Motion by Mr. Walikonis, seconded by Mr. Fratiello, to add consent agenda to address correspondence. Vote: Unanimous in favor.

BOARD REPORTS: None.

INFORMATION, PRESENTATIONS, AND ACTIONS

- 2016-2017 School Calendar: Discussion regarding reduction of one instructional day and adding a Professional Development Day. Motion by Mr. Rueckl, seconded by Mr. Fratiello, to adopt the proposed 2016-2017 school calendar. Vote: Mr. Fratiello, Ms. Everett, Mrs. Lacombe, Mr. Rueckl, Mr. Walikonis, Ms. Ward, and Ms. Silver-Bernstein in favor. Mrs. Kelly opposed. Motion passed.

Mrs. Paulhus arrived at 7:55pm.

- Capital Improvement Projects: Allen Corson, Director of Facilities Maintenance, Bill Trietch, Assistant Director of Facilities Maintenance, and Cherie Trahan, Director of Finance reviewed conditions of schools, particularly Mansfield Middle School gym and Vinton School boiler. The need for a facilities study was also reviewed by Mrs. Lyman and the above. Motion by Mr. Rueckl, seconded by Mrs. Paulhus to support the request for a FY 16/17 Capital Improvement Project for repairs and improvements to the Middle School gymnasium at an estimated cost of \$873,000. Vote: Unanimous in favor. Motion by Ms. Silver-Bernstein, seconded by Ms. Ward, to support the request for a FY 16/17 Capital Improvement Project for the replacement of the boiler at Vinton School at an estimated cost of \$450,000. Vote: Unanimous in favor. Motion by Ms. Everett, seconded by Mrs. Lacombe, to support the request for a FY 16/17 Capital Improvement Project for a Facility Study at an estimated cost of \$160,000. Vote: Unanimous in favor.
- 2016-2017 Proposed Budget – Introduction and Overview: Mrs. Lyman presented the Superintendent's proposed budget of \$23,112,140 representing a 4.9% increase from the adopted 2015-2016 budget. She provided background and an overview of the budget stating that the budget would be reviewed in detail in the upcoming workshops.

CONSENT AGENDA: Motion by Mr. Walikonis, seconded by Mr. Rueckl, that the following items for the Board of Education January 21, 2016 meeting be approved. Vote: Unanimous in favor.

That the Mansfield Board of Education accepts the retirement of Karen Moylan, Mathematics Consultant, effective the end of the 2015-2016 school year.

That the Mansfield Board of Education accepts the resignation of Denise Proffer, Special Education teacher at Southeast School, effective February 12, 2016.

HEARING FOR VISITORS: Rochelle Marcus, Co-President MEA and parent, expressed support of the proposed budget.

SUGGESTIONS FOR FUTURE AGENDA ITEMS: None

ADJOURNMENT: Motion by Mrs. Paulhus, seconded by Mrs. Lacombe, to adjourn at 9:40pm.
Vote: Unanimous in favor.

Celeste Griffin, Board Clerk

DRAFT

**Mansfield Board of Education
Budget Workshop
January 28, 2016
Minutes**

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

Excused: Sarah Lacombe, Katherine Paulhus

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

BUDGET REVIEW: BUDGET REVIEW: The Superintendent, Building Administrators, and Director of IT reviewed the Regular Instructional Programs in the proposed 2016-2017 budget.

DISCUSSION OF PROPOSED BUDGET/BOARD QUESTIONS: The Superintendent, Building Administrators, and Director of IT answered questions by Board Members regarding the sections reviewed.

Motion by Mr. Fratiello, seconded by Ms. Ward to adjourn at 9:08pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

DRAFT

**Mansfield Board of Education
Budget Workshop
February 4, 2016
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 7:32pm by Mr. Walikonis.

HEARING FOR VISITORS:

Jason Courtmanche spoke regarding addition of one fifth grade teacher.

Clare Kingoo spoke regarding second grade class size at Vinton.

Laura Hilton spoke regarding second grade class size at Vinton.

Elyse Poller, resident and teacher at MMS, spoke regarding proposed budget and class size.

Ric Hossack spoke regarding budget, salaries, benefits, and class size.

David Freudmann spoke regarding class size and budget.

Betty Wassmundt spoke regarding microphones, class size, and special education.

Esther Soffer-Roberts spoke regarding class size.

BUDGET REVIEW: Mrs. Lyman, Superintendent and Mrs. Cherie Trahan, Director of Finance, reviewed District Management, Support Services, Special Education, and Other sections of the proposed 2016-2017 budget.

DISCUSSION OF PROPOSED BUDGET/BOARD QUESTIONS: The Board asked questions of the above regarding the sections reviewed.

Motion by Mrs. Paulhus, seconded by Mr. Fratiello to adjourn at 9:58pm. Vote: Unanimous in favor.

Respectfully submitted,
Celeste Griffin, Board Clerk

Celeste N. Griffin

From: Randall S. Walikonis
Sent: Thursday, February 04, 2016 11:22 AM
To: Celeste N. Griffin
Subject: FW: Elementary Schools Renovation

Not sure if you got this.

From: Jonathan Sgro [jonsgro@gmail.com] on behalf of Jonathan Sgro [jon@sgro.com]
Sent: Thursday, February 04, 2016 9:34 AM
To: Town Clerk; MBOE_BOE
Subject: Elementary Schools Renovation

Mansfield Town Council & Mansfield Board of Education,

I'm following up on one of the action items outlined in Goal 5.2 in the Mansfield Tomorrow Plan for Conservation and Development, regarding high-quality public education.

Action Item 4 under Strategy B:

"Advocate for changes to State school construction reimbursement formulas:

Current state funding formulas do not support sufficient funding for renovating or constructing new elementary schools. Without changes to state funding formulas, it is unlikely that the Town can financially support 'renovate like new' projects at the existing schools unless Town taxpayers are willing to fund the project."

It's marked as a "Short Term" goal and is supposed to be handled by "Staff Time and/or Volunteer Time".

I am inquiring to see if anyone has started talking to the State to see what can be done to accommodate us for renovation instead of new building.

When it was proposed, between 2006-2012, that the options for our elementary schools were to: build 1 new school, build 2 new schools, or renovate the 3 existing schools – the vast majority of parents did not want the 1 or 2 school options at all. Parents in Mansfield want 3 schools. We want to renovate the 3 schools. We all live in Mansfield specifically for the 3 schools. If we wanted our children in larger schools then we'd live elsewhere.

I've heard that this topic is bubbling up again and I'm surprised that anyone is thinking of devoting more time and money to planning and researching the 1 and 2 school options, when those plans were already proven to be hated by the community.

The Plan was to instead work with the State to change the funding formulas so that we could do what the people actually want and renovate the existing schools.

If we can't get any more reimbursement from the state then I for one would be fine with the tax burden, instead of taking state money to build new schools that nobody wants.

Jonathan Sgro
57 Browns Rd

February 2, 2016

Dr. James Palmer, Principal, Annie Vinton Elementary School
Kelly M. Lyman, Superintendent of Schools
Mansfield Board of Education Members
Mansfield Town Council Members

Good Afternoon,

I'm writing to you today because I have some very serious concerns regarding the class size of the current 2nd grade cohort at Annie Vinton Elementary School. I have been informed that this cohort has been divided into two classes since Kindergarten, and that you intend to continue on this path for third grade. This is why I feel the need to speak up. As a parent of a (new!) second grade student at Annie Vinton, I already notice the ways in which the large class size is affecting my daughter. As I am new to this school and district, I am unsure how best to get my message across, so I'm beginning here.

As soon as we purchased our home in Mansfield, people began singing the praises of both the Mansfield school system and specifically Annie Vinton Elementary. In fact, my husband went through the Mansfield system, and was a huge proponent of getting into this school system by the time our children began middle school. However, as soon as we arrived, I began having doubts.

Having come from a smaller town, with 13-16 children per class, I worried about how my daughter might adjust academically, knowing that she would not have as much individual attention as she was accustomed to. In addition, she has had quite a social adjustment, being the new shy student in a much larger class. I have also come to understand that the second grade students have no science program. I'm unsure of whether there is an inability to manage the subject area due to class size. I am sure, however, that my daughter, a science and nature girl to the core, is suffering from the lack of a science program. It has always been her favorite subject. Further, I'm sure that the classrooms are tight in order to accommodate so many little bodies. I can only assume it is more difficult to stay focused, keep the noise and chatter to a minimum, etc. My daughter has reported on several occasions that she had to miss most or all of recess in order to finish her work. I don't even know where to begin to respond to this. Children in second grade need active play time during their school day. In fact, I'm a proponent of MORE recess, not less. I hate to admit that I often question our move, wondering if it was, in fact, the best decision for our children.

I understand that the school simply cannot accommodate an additional classroom. Likely, when this cohort entered Kindergarten, it had the smallest enrollment, which is why the decision was made. However, it looks as if it no longer has lower enrollment than the classes beneath it (K and 1st). Being a new parent, I have no history to go by, either. The amount of physical classrooms is a constant, so how has this been handled in the past? Have there been other cohorts who had only two large classes all the way through elementary school? The BOE guidelines for K-3rd is 14-18 in each class, and this cohort has been well above that for 3 years in a row now. I fail to understand why we are penalizing the same group of children over and over. Hearing that the

plan was to continue in this vein for next year has me extremely frustrated. Third grade is a time for much more challenging academic work, with exploration in math and science, and higher levels of critical thinking and reading. These children DESERVE the same attention and devotion given to the third grade classes before them. I know that Kindergarten classes (who are more focused on play, following directions, and creative expression) always have a primary teacher and a full-time para, so wouldn't it make sense to combine those classes and add a part-time floater?

I am not the only concerned parent. I'm a new resident here, so I do not know all of the rules, regulations, or challenges of the district. I do know that the district is full of dedicated, highly intelligent, creative educators and administrators who are truly devoted to the needs of our children. Knowing this, I can only assume that you have thought about alternative options in this case. What I don't know is why alternative options have never been explored further or implemented. I would like to know what steps you are taking to change the situation for when our children enter 3rd grade. I need some reassurance that you are always working for **everyone's** children's best interests.

Thank you in advance for your consideration in this matter.

I look forward to hearing from you,

Laura A. Hilton, M.S., ABD Clinical Psychology
Mansfield Resident



Mansfield Board of Education Department of Finance

To: Finance Committee, Board of Education
From: Amy Meriwether, Accounting Manager/Treasurer
CC: Cherie Trahan, Finance Director
Kelly Lyman, Superintendent
Date: February 11, 2016
Re: Student Activity Fund Questions

This memo is written in response to questions submitted by Martha Kelly to Cherie Trahan on January 4, 2016.

1. Request for student activity records for FY13/14 as well as FY14/15.
 - a. These records are attached for review.
2. Who manages the fund and signs for transfers out?
 - a. The student activity fund is managed by the Middle School Secretary. There is additional oversight of this fund by the School Principal as well as the Finance Department.
 - b. All checks are signed by the School Secretary and the School Principal. Two signatures are required on all checks.
 - c. Bank statements are reconciled monthly by the Finance Department and check register activity reviewed.
3. Where is the lockbox/safe kept and who has access to the lockbox/safe at each site?
 - a. The safe is located in the Middle School main office. The two secretaries, Principal and Assistant Principal all have access to the safe. Once inside the safe, a key is needed to reach any of the deposits. The Middle School Secretary is the only one with a key to the deposits.
4. Should a daily activity log be kept for these funds at each site?
 - a. Student activity fund activity is recorded daily within Quicken. Quicken serves as the accounting system solely for the student activity fund.

**Mansfield Board of Education
Student Activity Fund Details
June 30, 2015**

<u>Activity</u>	<u>Balance 7/1/2014</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance 6/30/15</u>
Grade 8 Activities	\$ 2,769	\$ 10,588	\$ 13,294	\$ 63
Lost Books	531	258	-	789
Lost Locks	298	-	-	298
Hodovan Scholarship	3,031	910	1,194	2,746
School Service	455	3,414	4,053	(184)
Student Projects	159	-	-	159
Student Council	1,350	2,121	2,066	1,405
Computers	247	-	-	247
Band	1,394	708	102	2,000
Chorus	5,579	12,829	13,705	4,703
Orchestra	6,280	2,741	5,123	3,898
Second Chance Music Fund	1,000	-	-	1,000
School Productions	4,068	4,801	3,207	5,662
Library	4,294	6,062	5,280	5,076
Field Trips	1,390	29,796	29,203	1,983
Special Ed Breakfast Program	117	-	-	117
Technology Education	282	100	308	74
Enrichment	7,341	10,219	7,837	9,723
International - Germany	46,211	23,127	41,807	27,531
International - China	5,741	-	-	5,741
Restitution	282	-	148	134
Macuiuka	250	-	-	250
School Store	674	533	396	811
Peace Garden	33	-	-	33
Rebecca Baxter Scholarship	2,673	-	-	2,673
MMSA Grants	885	12,144	11,584	1,445
FCS	250	-	246	4
Amateur Radio Club	155	-	-	155
Student International Travel Exploration	720	-	-	720
Total	98,458	120,350	139,553	79,254

**Mansfield Board of Education
Student Activity Fund Details
June 30, 2014**

<u>Activity</u>	<u>Balance 7/1/2013</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Balance 6/30/14</u>
Grade 8 Activities	\$ 4,014	\$ 11,083	\$ 12,328	\$ 2,769
Lost Books	512	79	60	531
Lost Locks	275	23	-	298
Hodovan Scholarship	2,796	944	710	3,031
School Service	152	10,482	10,179	455
Student Projects	159	-	-	159
Student Council	971	3,728	3,348	1,350
Computers	247	-	-	247
Band	1,363	683	651	1,394
Chorus	2,707	18,521	15,649	5,579
Orchestra	10,111	3,593	7,425	6,280
Second Chance Music Fund	1,000	-	-	1,000
School Productions	5,621	6,349	7,902	4,068
Library	3,637	5,975	5,318	4,294
Field Trips	2,732	24,156	25,498	1,390
Special Ed Breakfast Program	117	-	-	117
Technology Education	481	-	198	282
Enrichment	2,163	22,084	16,906	7,341
International - Germany	26,283	46,895	26,967	46,211
International - China	5,741	-	-	5,741
Restitution	282	-	-	282
Macuiuka	250	-	-	250
School Store	1,291	1,034	1,651	674
Peace Garden	58	500	525	33
Rebecca Baxter Scholarship	2,673	-	-	2,673
MMSA Grants	1,170	6,933	7,218	885
FCS	250	-	-	250
Amateur Radio Club	155	-	-	155
Student International Travel Exploration	720	-	-	720
Total	77,930	163,062	142,534	98,458