

# Mansfield Board of Education Meeting

June 9, 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

### SPECIAL CELEBRATIONS:

CABE Award: Daniella Johnson, Zachary Donald  
Retirees Celebration (P. 1): Joan Carr, James Palmer

### APPROVAL OF MINUTES

May 9, 2016 (M) (P. 3)  
May 26, 2016 Workshop (M) (P. 5)  
May 26, 2016 Special Meeting (M) (P. 6)

### HEARING FOR VISITORS

### COMMUNICATIONS

### ADDITIONS TO THE PRESENT AGENDA

**BOARD REPORTS:** Finance Committee, Mansfield, Willington Cooperative Agreement Study Committee

### INFORMATION, PRESENTATIONS, AND ACTIONS

- Food Service Update
- Healthy Food Certification (M) (P. 7)
- Student Activity Accounts (M) (P. 11)
- Mansfield Middle School Tennis Courts
- Wellness Presentation Follow-up
- Board of Education Mission and District Framework 2016-2021 (M) (P. 13)
- July 14<sup>th</sup> Workshop

### NEW BUSINESS (If needed)

### HEARING FOR VISITORS

### SUGGESTIONS FOR FUTURE AGENDA ITEMS

**EXECUTIVE SESSION (M)** to discuss Superintendent's evaluation and non-union wages and salaries.

Possible Action regarding Superintendent's evaluation and non-union wages and salaries

### 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.

The Mansfield Board of Education  
invites you to join them in  
celebrating our 2016 retirees!

Mansfield Board of Education Meeting  
Thursday, June 9, 2016  
7:30pm  
Council Chambers, Audrey Beck Building

*RSVP: if you plan to attend, please call 860.429.3349*

***2016 Retirees***

*Joan Carr, Teacher, Southeast Elementary School  
27 years of service*

*\*Jeanne Jones, Paraeducator, Goodwin Elementary School  
22 years of service*

*\*Karen Moylan, Math Consultant, Mansfield Public Schools  
10 years of service*

*James Palmer, Principal, Vinton Elementary School  
34 years of service*

*\*Unable to attend*



**Draft**

**Mansfield Board of Education**

**May 12, 2016**

**Minutes**

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

**SPECIAL CELEBRATIONS:**

Paraeducator of the Year: Andrea Stever Lennon was honored by the Board and Southeast School staff as Mansfield's 2016 Paraeducator of the Year.

National Blue Ribbon School: Susan Muirhead, Principal, with staff and students, were recognized for their Blue Ribbon award granted by the U.S. Department of Education.

**APPROVAL OF MINUTES:** Motion by Mrs. Paulhus, seconded by Ms. Everett, to approve the minutes of the April 28, 2016 meeting. Vote: Unanimous in favor with Ms. Silver-Bernstein and Mrs. Lacombe in abstention.

**HEARING FOR VISITORS:** None

**COMMUNICATIONS:** Letter from Kariann Gallegos, Director of Food Services.

**ADDITIONS TO THE PRESENT AGENDA:** Motion by Ms. Silver-Bernstein, seconded by Mr. Fratiello, to add communication to consent agenda. Vote: Unanimous in favor

**BOARD REPORTS:**

**Finance Committee:** Mr. Walikonis reported the Finance Committee met this evening and received the 3<sup>rd</sup> Quarter Financials. After review with Cherie Trahan, Director of Finance, the Committee accepted the report and recommends the Board accept the report as well.

**Goals and Objectives Committee:** Ms. Everett reported the committee met this evening and will share work at the Board Retreat.

**Willington/Mansfield School Study Committee:** Mr. Walikonis reported the Mansfield committee members will consist of the Mansfield Board of Education Finance Committee, Mayor, Town Manager, Director of Finance, and Superintendent of Schools.

**INFORMATION, PRESENTATIONS, AND ACTIONS:**

- **Wellness in Our Schools:** Candace Morell, Principal, Mansfield Middle School and Larry Barlow, Assistant Principal, Mansfield Middle School reviewed Program Offerings at MMS which included Health Instruction, Physical Wellness, and School Counseling.
- **Field Trip Requests:** Mrs. Morell reviewed two upcoming overnight field trips.
  - **National History Day:** Motion by Mrs. Paulhus, seconded by Ms. Ward to approve the National History Day trip to College Park, Maryland June 12, 2016 – June 15, 2016. Vote: Unanimous in favor.
  - **German Exchange:** Motion by Mrs. Paulhus, seconded by Ms. Ward to approve the German Exchange trip to Sarstedt, Germany September 10, 2016 – October 1, 2016. Vote: Unanimous in favor.
- **Budget Update:** Mr. Walikonis reported the 2016-2017 budget was passed at the Town Meeting on May 10, 2016

**NEW BUSINESS:** None

**CONSENT AGENDA:**

Motion by Ms. Everett, seconded by Mrs. Lacombe, that the following items for the Board of Education May 10, 2016 meeting be approved or received for the record. Vote: Unanimous in favor

That the Mansfield Public Schools Board of Education accepts the 2015-2016 3<sup>rd</sup> Quarter Financial Report.

That the Mansfield Public Schools Board of Education accepts the resignation of Kariann Gallegos, Director of Food Service, effective June 30, 2016

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA ITEMS: Mrs. Kelly would like to discuss broadcasting meetings.

EXECUTIVE SESSION: Motion by Ms. Everett, seconded by Mr. Fratiello, to move to Executive Session at 9:10pm to discuss Superintendent's evaluation and non-union wages and salaries, also to invite the Superintendent to the session. Vote: Unanimous in favor.

Mrs. Lyman joined the Board at the Executive Session.

The Board returned to regular session at 9:34pm.

ADJOURNMENT: Motion by Mrs. Paulhus, seconded by Ms. Everett, to adjourn at 9:37pm.

Vote: Unanimous in favor.

Celeste Griffin, Board Clerk

**Mansfield Board of Education Workshop**  
**May 26, 2016**  
**Draft Minutes**

**Attendees:** Randall Walikonis, Chair, Jay Rueckl, Vice-Chair, Susannah Everett, John Fratiello, Sarah Lacombe, Kathy Ward, Kelly Lyman, Superintendent

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**Excused:** Martha Kelly, Katherine Paulhus, Carrie Silver-Bernstein

- I. Call to Order: The meeting was called to order at 4:10pm by Mr. Walikonis.
- II. Board Goals and Objectives 2016-2021: Ms. Everett, Chair, Goals and Objectives Committee, described process; parent and staff input was solicited via focus groups and surveys.
- Mrs. Paulhus arrived at 4:20pm  
Board reviewed mission, beliefs, and frameworks.
- III. Adjournment - **MOTION** by Ms. Everett, seconded by Ms. Ward to adjourn at 5:20pm.  
**VOTE:** Unanimous in favor.

**Mansfield Board of Education**  
**Special Meeting**  
**May 26, 2016**  
**Draft Minutes**

**Attendees:** Randall Walikonis, Chair, Jay Rueckl, Vice-Chair, Susannah Everett John Fratiello, Sarah Lacombe, Katherine Paulhus, Carrie Silver-Bernstein, Kathy Ward, Kelly Lyman, Superintendent

**Excused:** Martha Kelly, Carrie Silver-Bernstein

Call to Order: The meeting was called to order at 5:35pm by Mr. Walikonis.

Discussion with Michael Seal

Motion by Mrs. Lacombe, seconded by Ms. Ward, to accept the Superintendent's recommendation of Michael Seal as Annie E. Vinton Principal effective July 1, 2016. Vote: Unanimous in favor.

Adjournment - Motion by Mrs. Paulhus, seconded by Ms. Ward to adjourn at 5:55pm. Vote: Unanimous in favor.

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 (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, 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 CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the NSLP.***

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)*

comply with the CNS during the period of **July 1, 2016 through June 30, 2017**. 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/schools choosing the healthy food option, i.e., those districts/schools 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 exclude from certification food items that do not meet the CNS, 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.
- will not exclude from certification food items that do not meet the CNS.

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

► *To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools 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

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*(Name of the Board of Education or Governing Authority)*

is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from **July 1, 2016 through June 30, 2017.**

**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: \_\_\_\_\_

*(Signature of State Agency Representative)*

Kathy Demsey

*(Printed Name of State Agency Representative)*

Chief Financial Officer

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

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Motion  
Healthy Food Certification Statement  
June 9, 2016

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 comply with the CNS during the period of July 1, 2016 through June 30, 2017. 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 9, 2015

The Board of Education of Mansfield Public Schools excludes 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*. 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:

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Celeste N. Griffin, Board Clerk  
Mansfield Board of Education



Student Activity Accounts Motion:

Resolved, to designate Cheryl Trahan, Director of Finance, as the authorized individual to act on the Mansfield Board of Education's behalf, with full powers to bind the Mansfield Board of Education with respect to opening and maintaining bank accounts as well as execute and deliver any documents that may be required to open and to maintain accounts on behalf of the registered owner.



# Mansfield Board of Education 2016-2021

## **Mission:**

It is the mission of the Mansfield Board of Education, in partnership with the Mansfield community, to ensure that all children acquire the knowledge, skills, and attributes essential for personal excellence in learning, life, and work within our global community.

## **We Believe:**

- It is our obligation to teach academic and social skills while promoting the emotional, physical, and behavioral development of all children.
- Children thrive and experience success when we provide instruction and opportunities that value individual abilities and interests.
- Equal access to our district's programs and services will be afforded to all children.
- All children and staff deserve a safe, secure and supportive school environment.
- Schools excel when staff engage in continuous improvement of practice and life-long learning.
- It is the responsibility of our schools to engage, support, and involve families.
- Our schools are strengthened when the school and community work together, each contributing to the success of the other.

## **District Framework:**

1. The district is committed to promoting rigorous academic outcomes, social skills, and the habits of mind necessary for growth in life, learning, and work beyond school including the ability to communicate effectively, work collaboratively, and think critically and creatively.
2. The district is committed to providing student-centered instructional practices that are responsive to student learning styles, promote resilience, and allow for personalization and individual growth in academics and the related arts.
3. The district uses purposeful assessments to inform instruction and monitor individual student progress aligned with learning goals.
4. The district supports embedded professional learning that advances the goals of the district and engages staff in continuous improvement.
5. The district celebrates the unique and diverse community of Mansfield by building partnerships between families, schools, and the larger community.
6. The district works in a fiscally responsible manner to align its organizational systems and resources to achieve established goals.