

Mansfield Board of Education Meeting

September 8, 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

- June 9, 2016 Meeting (M) (P. 1)
- July 13, 2016 Special Meeting (M)
- July 13, 2016 Workshop (M)

RECOGNITION AND CELEBRATION

Introduction of New Certified Staff

HEARING FOR VISITORS

COMMUNICATIONS

ADDITIONS TO THE PRESENT AGENDA

BOARD REPORTS

Finance Committee

INFORMATION, PRESENTATIONS, AND ACTIONS

- Superintendent's Report on the Opening of School
- Facilities Update
- Transportation Update
- Summer Programs
 - Books on Bus
 - Summer School
 - MMS Achievement & Challenge Camp
 - SWEIT (Success with Early Intervention Techniques)
- Field Trip Request (M)
- September 22, 2016 Workshop (M)
- Superintendent Evaluation Process

NEW BUSINESS (If needed)

CONSENT AGENDA (M)

The following items for the Board of Education September 8, 2016 meeting be approved or received for the record, unless removed by a Board member or the Superintendent of Schools.

That the Mansfield Public Schools Board of Education accepts the 2015-2016 4th Quarter Financial Report. (Encl.)

That the Mansfield Public Schools Board of Education approves the Budget Transfers 2015-2016. (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 November 10, 2016 for the remainder of the 2016-2017 school year.

That the Mansfield Public Schools Board of Education accepts the resignations of Katie Sutton, Latin teacher, Mansfield Middle School effective June 30, 2016, Julie Hurlock, Special Education teacher, Southeast School effective August 17, 2016, and Kimberly Gilmore, Art teacher, Vinton School effective July 7, 2016.

That the Mansfield Public Schools Board of Education accepts the retirement of Donna Koropatkin, 8th grade ELA teacher, Mansfield Middle School effective August 8, 2016.

That the Mansfield Public Schools Board of Education approves the employment of:

Max Bakke, English, Language Arts Teacher, Mansfield Middle School, effective August 29, 2016 at an annual salary of \$49,324, Level 1, Step 1 of the Teachers' Salary Schedule.

Kevin Ballestrini, Latin Teacher, Mansfield Middle School, effective August 29, 2016 at an annual salary of \$70,303, Level 2, Step 11 of the Teachers' Salary Schedule.

Jessica Cydylo, Grade 3 Teacher, Vinton Elementary School, effective August 29, 2016 at an annual salary of \$54,455, Level 2, Step 2 of the Teachers' Salary Schedule.

Jessica Deschenes, Grade 4 Teacher, Goodwin Elementary School, effective August 29, 2016 at an annual salary of \$54,455, Level 2, Step 2 of the Teachers' Salary Schedule.

Kim King, FTE 0.60 Art Teacher, Vinton Elementary School, effective August 29, 2016 at an annual salary of \$39,079, Level 2, Step 8 of the Teachers' Salary Schedule.

Katherine Smallidge, FTE 0.80 Music Teacher, Southeast Elementary School, effective August 29, 2016 at an annual salary of \$69,714, Level 2, Step 14 of the Teachers' Salary Schedule.

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 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.

Draft	
Mansfield Board of Education	
June 9, 2016	
Revised Minutes	
Attendees:	Randy Walikonis, Chair, Jay Rueckl, Vice Chair, Martha Kelly, Secretary, Susannah Everett, John Fratiello, Sarah Lacombe, Carrie Silver-Bernstein, Kathy Ward
Excused:	Katherine Paulhus

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

SPECIAL CELEBRATIONS:

CABE Award: Mr. Walikonis honored MMS students, Zachary Donald and Daniela Johnson, with the CABE Student Leadership Award which is designed to honor Connecticut High School and Middle School students who exhibit exemplary leadership skills.

Mrs. Paulhus arrived at 7:42pm

Retirees Celebration: The Board honored the following retirees:

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

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

Also, the following retirees were unable to attend but were acknowledged:

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

Karen Moylan, District Math Consultant, 10 years of service.

The Board recessed for a brief reception and returned to the meeting at 8:49pm.

APPROVAL OF MINUTES:

Motion by Ms. Silver Bernstein, seconded by Ms. Everett, to approve the minutes of the May 12, 2016 meeting. Vote: Unanimous in favor with Mr. Rueckl in abstention.

Motion by Ms. Everett, seconded by Mrs. Lacombe, to approve the minutes of the May 26, 2016 workshop. Vote: Unanimous in favor with Mrs. Kelly and Ms. Silver-Bernstein in abstention.

Motion by Mrs. Paulhus, seconded by Mr. Fratiello, to approve the minutes of the May 26, 2016 special meeting. Vote: Unanimous in favor with Mrs. Kelly and Ms. Silver-Bernstein in abstention.

HEARING FOR VISITORS: None

COMMUNICATIONS: Letter from Jiff Martin and Ben Wiles regarding Farm to School Grant Program. Mrs. Lyman reported she had contacted both regarding process for grant applications.

ADDITIONS TO THE PRESENT AGENDA: None

BOARD REPORTS:

Finance Committee: Mr. Walikonis reported the Finance Committee met this evening regarding Shared Services agreement between the Town of Mansfield, Mansfield Board of Education, and Region 19 for Employee Benefits, Financial Management, Information Technology and Risk Management Services. The Committee endorses approval for the Superintendent to sign the agreement. The Committee also recommends the Board approve student activity accounts be set up for each elementary school.

Mansfield, Willington Cooperative Agreement Study Committee: Mr. Walikonis reported the committee will be meeting on June 23rd at 7:30pm in the Council Chambers. Representatives from the Connecticut State Department of Education will be present to provide information.

Personnel Committee: Mrs. Lacombe reported negotiations continue with UPSEU and there will be an Executive Session to discuss Superintendent's evaluation and non-union wages and salaries

INFORMATION, PRESENTATIONS, AND ACTIONS:

- Food Service Update: Kariann Gallegos, Food Service Director, and Cherie Trahan, Director of Finance, updated the Board on the 2015-2016 food service programs and status of program funding. School meal prices will remain stable for 2016-2017.

- Healthy Food Certification: Motion by Mr. Rueckl, seconded by Ms. Ward, that 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. Vote: Unanimous in favor.
Motion by Mr. Rueckl, seconded by Ms. Ward, that 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. Vote: Unanimous in favor.
- Student Activity Agreement: Motion by Mr. Rueckl, seconded by Mrs. Paulhus, 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. Vote: Unanimous in favor.
- Shared Services Agreement: Motion by Mr. Rueckl, seconded by Mrs. Lacombe, to authorize the Superintendent to sign the Shared Services agreement between the Town of Mansfield, Mansfield Board of Education, and Region 19 for Employee Benefits, Financial Management, Information Technology and Risk Management Services. Vote: Unanimous in favor with Mrs. Paulhus in abstention.
- Mansfield Middle School Tennis Courts: Curt Vincente, Director of Parks and Recreation, and Candace Morell, Mansfield Middle School Principal asked consensus from the Board to support removal of tennis courts and addition of playing field in its place. The Board supported this request.
- Wellness Presentation Follow-up: A study committee will be formed by the principal of the Middle School during 2016-2017 school year consisting of faculty and parents to review what is offered and how best to meet the needs of the middle level learner, while maintaining the breadth of the programs at Mansfield Middle School.
- Board of Education Mission and District Framework 2016-2021: Motion by Mr. Rueckl, seconded by Mr. Fratiello, to adopt the Mansfield Board of Education Mission and District Framework 2016-2021. Vote: Unanimous in favor.
- July 14, 2016 Workshop: Mrs. Lyman reported the workshop will be facilitated by experts in the Education field on how education and schools are changing to meet the needs of today's learner.

NEW BUSINESS: None

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA ITEMS: None.

EXECUTIVE SESSION: Motion by Mr. Rueckl, seconded by Mrs. Paulhus, to move to Executive Session at 10:13pm 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 and was excused at 10:40pm.

The Board returned to regular session at 11:15pm

Motion by Mrs. Lacombe, seconded by Mr. Fratiello, to change the percentage of insurance premiums paid by the Personnel Assistant to 18.5%, Administrative Assistant to the Superintendent and Board of Education to 18.5% and the IT Specialists to 18.5% and to increase the salaries of the Personnel Assistant, Administrative Assistant to the Superintendent and Board of Education, IT Specialists, and Assistant Director of Facilities

Maintenance by 2%. Vote: Mr. Fratiello, Ms. Everett, Mrs. Lacombe, Mr. Rueckl, Mr. Walikonis, Ms. Ward, Mrs. Paulhus, Ms. Silver-Bernstein in favor. Mrs. Kelly opposed.

Motion to increase the salary of the Superintendent by 3% and the percentage of HAS insurance premium paid by the Superintendent to 14%. Vote: Unanimous in favor.

ADJOURNMENT: Motion by Mr. Rueckl, seconded by Ms. Everett, to adjourn at 11:19pm.
Vote: Unanimous in favor.

Celeste Griffin, Board Clerk

Mansfield Board of Education
Special Meeting
July 13, 2016
Draft Minutes

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

Excused: Carrie Silver-Bernstein

Call to Order: The meeting was called to order at 5:20pm by Mr. Walikonis.

Motion by Mrs. Paulhus, seconded by Mr. Rueckl, to move into Executive Session to discuss non-union benefits with the Superintendent in attendance. Vote: Unanimous in favor.

The Board returned to Regular Session at 5:31pm

Motion by Mrs. Paulhus, seconded by Mrs. Lacombe, to increase the percentage of insurance premiums paid by the Assistant Director of Facilities to 12.5% for the HDHP/HAS and 18.5% for the PPO. Vote Unanimous in favor.

Adjournment – Motion by Mrs. Paulhus, seconded by Ms. Ward to adjourn at 5:32pm. Vote: Unanimous in favor.

Draft Minutes
Mansfield Board of Education Workshop
July 13, 2016

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

Also in attendance: Superintendent Lyman and Dr. Ronald Beghetto, Neag School of Education

The Workshop was called to order at 6:10pm by Mr. Walikonis.

Dr. Beghetto led a discussion on promoting creativity in the classroom in the context of 21st Century Learning.

The meeting was adjourned at 7:54.

Respectfully submitted,

Randy Walikonis

Mansfield Public Schools
Mansfield, Connecticut

Staff Data Sheet

Position:	Grade 8 English/Language Arts
Recommended Candidate:	Max Bakke
Education	B.A., English/Journalism University of Connecticut
Experience:	<p>Long-term Substitute Teacher Great Oak Middle School, Oxford, CT April 2016 - June 2016</p> <p>Student Practicum James Hillhouse High School, New Haven, CT February 2016 - April 2016</p> <p>Freelance Writer/Journalist/Essayist New Haven, CT January 2014 - present</p>
Salary:	\$49,324
Effective Date:	August 29, 2016
Submission for Confirmation:	September 8, 2016 Kelly Lyman, Superintendent

Mansfield Public Schools
Mansfield, Connecticut

Staff Data Sheet

Position:	Latin Teacher – Middle School
Recommended Candidate:	Kevin Ballestrini
Education	B.A., Classics and Ancient Mediterranean Studies University of Connecticut M.A., Classics University of Colorado
Experience:	World Language Teacher-Latin and Greek Norwich Free Academy, Norwich, CT 2009 - 2016 Latin Teacher Kingswood Oxford School, West Hartford, CT 2007 - 2009
Salary:	\$70,303
Effective Date:	August 29, 2016
Submission for Confirmation:	September 8, 2016 Kelly Lyman, Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Grade 3 Teacher - Vinton Elementary School
Recommended Candidate:	Jessica Cydylo
Education	B.S., Elementary Education: Math University of Connecticut M.A., Curriculum and Instruction University of Connecticut
Experience:	Long-Term Substitute, Grade 4 Live Oaks School, Milford, CT February 2016 - June 2016 Long-Term Substitute, Grade 3 Race Brook School, Orange, CT September 2015 - January 2016 Long-Term Substitute, Grades 4 and 5 Samuel Staples Elementary School, Easton, CT October 2014 - June 2015
Salary:	\$54,455
Effective Date:	August 29, 2016
Submission for Confirmation:	September 8, 2016 Kelly Lyman, Superintendent

Mansfield Public Schools
Mansfield, Connecticut

Staff Data Sheet

Position:	Grade 4 Teacher - Goodwin Elementary School
Recommended Candidate:	Jessica Deschenes
Education	B.S., Elementary Education University of Connecticut M.A., Curriculum and Instruction University of Connecticut
Experience:	Long-Term Substitute, Grade 4 Hebron Public Schools, Hebron, CT August 2015 - June 2016 Substitute Teacher Vernon Public Schools, Vernon, CT May 2015 - June 2015
Salary:	\$54,455
Effective Date:	August 29, 2016
Submission for Confirmation:	September 8, 2016 Kelly Lyman, Superintendent

**Mansfield Public Schools
Mansfield, Connecticut**

Staff Data Sheet

Position:	Art Teacher – Vinton Elementary School
Recommended Candidate:	Kim King
Education	B.F.A., Art Photography Syracuse University M.A., Art Education New York University
Experience:	Art Teacher Goodwin College Early Childhood Magnet School, East Hartford, CT 2013 - 2016 Assistant Kindergarten Teacher South Windsor Child Development Center, South Windsor, CT 2012 - 2013 Art Teacher Westbrook High School, Westbrook, CT 2000 - 2003
Salary:	\$39,079
Effective Date:	August 29, 2016
Submission for Confirmation:	September 8, 2016 Kelly Lyman, Superintendent

Mansfield Public Schools
Mansfield, Connecticut

Staff Data Sheet

Position:	Music Teacher - Southeast Elementary School
Recommended Candidate:	Katherine Smallidge
Education	B.M., Music B.S., Education University of Connecticut M.A., Music Education Eastman School of Music, Rochester, NY
Experience:	Choir and Elementary General Music Irving A. Robbins Middle School and East Farms Elementary School, Farmington, CT 2015 - 2016 General/Choral Music Teacher Union School, Farmington, CT 2007 - 2015
Salary:	\$69,714
Effective Date:	August 29, 2016
Submission for Confirmation:	September 8, 2016 Kelly Lyman, Superintendent

Mansfield Public Schools Summer Programs 2016

<u>Books on Bus</u>									
Length of program and number of sessions offered (if more than one)	6 weeks GW, SE, VN neighborhoods 1 x week								
Total number of books circulated	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Week 1: 199</td> <td style="width: 50%;">Week 4: 147</td> </tr> <tr> <td>Week 2: 173</td> <td>Week 5: 151</td> </tr> <tr> <td>Week 3: 153</td> <td>Week 6: 200</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total: 1,022</td> </tr> </table>	Week 1: 199	Week 4: 147	Week 2: 173	Week 5: 151	Week 3: 153	Week 6: 200	Total: 1,022	
Week 1: 199	Week 4: 147								
Week 2: 173	Week 5: 151								
Week 3: 153	Week 6: 200								
Total: 1,022									
Focus and intended outcomes of program	Increase student access to quality reading materials.								

<u>Summer School</u>	
Length of program and number of sessions offered (if more than one)	4 weeks (Monday – Thursday) 16 days total
Total number of students who participated	43 Grades PK-8
Focus and intended outcomes of program	For most students (those with IEPs), it was a continuation of goals and objectives – both academic, behavioral and social skill work. For non-special education students, the focus was on reading and writing.
Planned follow-up of student performance	Each student was issued a summary of performance for summer school that was sent home to parents and to the schools. Progress will be reviewed by teachers for individual follow-up.

Achievement & Challenge Camp

Length of program and number of sessions offered (if more than one)	<p>Session I July 11th-21st Session II July 25th -August 4th</p> <p>Each session was from 9:00 a.m. to 12:00 noon and met Monday through Thursday, for a total of eight meetings per session. This program provided students with the opportunity to receive 1.5 hours of daily targeted skill instruction in reading and writing or math, combined with 1.5 hours of experience on our high and low ropes course.</p>
Total number of students who participated	<p>Session I had a total of 18 students participate Session II had a total of 19 students participate Grades 5-8</p>
Focus and intended outcomes of program	<p>Achievement & Challenge Program focused on skill needs in reading/writing and math. Each child received small group instruction focused on their specific math or reading/writing skill needs. In addition to the small group instruction, each child had the opportunity to develop their problem solving skills as they completed various group challenges on the MMS ropes course.</p>
Planned follow-up of student performance	<p>A half day ropes course follow-up session is planned for all participants in late fall.</p>

Summer SWEIT

Length of program and number of sessions offered (if more than one)	<p>July 11th to August 4th - 4 weeks; 16 sessions; each session is 30 minutes</p>
Total number of students who participated	<p>10 Grades K-2</p>
Focus and intended outcomes of program	<p>One -to-one reading instruction; focusing on increasing student's ability to apply strategies to decode unknown words, and comprehend text</p>
Planned follow-up of student performance	<p>Assessment data will be shared with the student's teacher and the child's progress with reading will be examined in the fall</p>

**Mansfield Public Schools
School Trip Request Form**

Type of Trip:

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

Class, Club, or Organization: Mansfield Middle School Fiddlehike

Requested by: Lindsey Clark **Date Requested:** Friday, September 23rd – Sunday, September 25th, 2016

Destination (Be Specific): MMS string players will join Ms. Clark on a music enrichment trip to the White Mountains in New Hampshire, where they will hike well marked, established trails in the area and stay in several Appalachian Mountain Club lodges/full service AMC huts. The violinists and cellists also have two opportunities to play for appreciative audiences at an Appalachian Mountain Club lodge and at the historic Mount Washington Hotel, both in Bretton Woods, New Hampshire.

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

- *“Not only mastery of basic skills, but also higher level thinking and learning.”*
- *“We want students to become responsible citizens”*
- *“We emphasize cooperation and concern for others, and respect for individual and cultural differences.”*
- *“Children have the opportunity to explore a wide range of school activities.”*

Date(s) of Trip: Friday, September 23rd – Sunday, September 25th, 2016

Number of School Days to be Missed: Students leave school late Friday morning

Time of Departure: 10:00 Friday morning **Time Returning to School:** Monday-regular time for a full day

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: A scheduled Friday evening performance of the group requires travel time and setup time beforehand. The performances are an integral part of the experience.

If substitute coverage will be provided, please describe how classroom instruction is likely to be affected: no substitute time is requested.

School Trip Request: Cost Detail-The cost for each student is a single lump sum of \$170.00, and it includes all food, lodging, and transportation. Students are asked not to bring more than \$10 for extra spending money. We will be traveling in Mansfield’s Town Van. Mike Carbonneau has a special driving license certifying him to

operate this vehicle. The cost of the trip is substantially reduced because a conventional hourly paid bus driver does not have to be hired for this extended time period.

Expense Detail	District Share (total)	Student Share (per)	Chaperone Share (per)
Substitutes	0		
Admission Fees	0		
Transportation	0		
Lodging	0	\$170.00	
Meals	0	All inclusive	
Other	0	All inclusive	
TOTAL	0	\$1,530.00	none

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

This is an annual culminating trip of MMS's Country Fiddle String Band, and families are advised throughout the year on how to finance the trip.

Are funds available to support students in need? Yes

MMS has several sources available to help families of participating students. The most commonly used is the Hodovan Fund, which has a flexible structure, allowing funding to get to deserving students when needed.

Section Below Completed By Administrator Only:

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

Number of chaperones required: Staff Members 1 Outside Personnel 1

Retired MMS Orchestra Teacher Michael Carbonneau
--

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

Approved Denied

Trip Itinerary required and attached

Administrators Signature: *Calvin Mullen* Print Name: _____

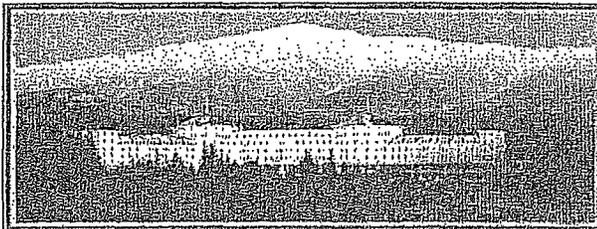
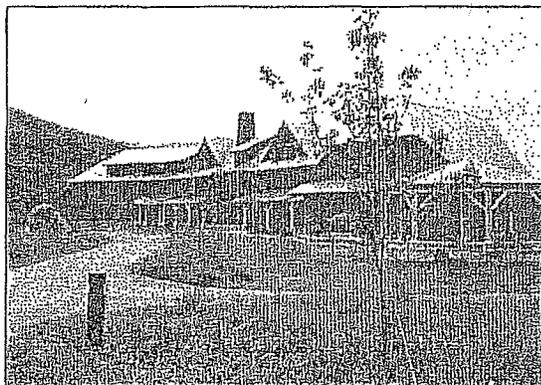
Date of Board Approval if Applicable: _____

Nurse's signature indicating that the names of students attending have been submitted 10 school days in advance of the trip: *[Signature]*

Fiddlehike

White Mountain Tour – Fall 2016

Join the MMS Country Fiddle String Band for a weekend in New Hampshire's White Mountains. We will be performing twice in the area and hiking out to stay the night in one of the Appalachian Mountain Club's full service trailside "huts".



Dates: Required Parent/Student Meeting September 19th at 4:45 p.m.; Weekend trip September 23rd-25th. Required after school rehearsals to be announced upon acceptance.

Lodging/Supervision: single gender bunkrooms chaperoned by Ms. Clark and Mr. Carbonneau. Pillows and bedding provided. The lodge has complete bathrooms with showers, towels provided. For complete descriptions, see the AMC's website <http://www.outdoors.org/lodging>

Transportation: Mansfield town van, driven by Mr. Carbonneau.

Food: Breakfasts, suppers, and Saturday's lunch are professionally cooked and served at the lodge, hotel, and hut. AMC staff will accommodate for dietary needs including vegetarian, vegan, gluten-free, and food allergies. We will make a cold lunch on Sunday. All meals and snacks listed in the itinerary are included.

Gear: Proper clothing, footwear, and a small day pack will be needed. A checklist will be provided closer to the trip date. Don't forget the fiddles!

Cost: \$170 per student includes all food, lodging, and transportation. Students should not bring more than \$10 for extra spending money.

Please see reverse for more detailed information.

Important Parent/Student Meeting

Monday, September 19th : 4:45pm In The Orchestra Room

All students who are going on the "Fiddlehike" trip are required to attend with at least one parent on Monday, September 19th at 4:45pm. Parents should come with family medical insurance numbers, doctor phone numbers, special dietary information ... etc. to put on any required forms. This will also be a time when questions can be asked and we can talk about the packing that will be needed for the trip.

An Optional Enrichment Experience – Not a Required CFSB Activity

Participation is limited to nine students due to space available in the town van. Please consider your personal comfort level with all aspects of the itinerary. Students will not be penalized in any way for being unable to attend this trip.

Anticipated Performance Venues

The Highland Center (Friday Night) The Appalachian Mountain Club (AMC) Highland Center is a hub for hiking and other outdoor sports located on Rte. 302 in Crawford Notch. We will perform for visitors to the area who are at the lodge for supper, weather and trail information, etc...

The Mount Washington Hotel (Saturday Morning) Built in 1902 and recently restored, the magnificent "Grand Hotel" is a historic landmark of luxury at the foot of Mt. Washington. MMS fiddlehikers have traditionally played in the Conservatory Auditorium, a unique glassed-in area designed for beautiful acoustic sound projection. For more information please visit <http://www.mtwashington.com>

Three Short Hikes Included in the Trip

- **Saturday Afternoon:** everyone walks to Mizpah Hut. This is a 2.6 mile trail with a 1900 foot elevation gain. AMC rates this as a moderate level trail taking around two hours to complete. Many families with much younger children regularly do this walk and stay overnight at the hut.
- **Saturday Late Afternoon:** optional small group hike from Mizpah Hut to nearby Mt. Pierce. Students who wish to stay back at the hut will be supervised by one of the chaperones while the other accompanies this smaller group to the summit. This short round trip loop is 1.5 miles long with an elevation gain of 500 feet, and is estimated to take one hour.
- **Sunday Morning** return trip from Mizpah Hut.

Fiddlehike

Projected Weekend Itinerary

Friday, September 23rd

7:20 Pack student bags, instruments and bag lunch into the town mini-bus in the upper MMS parking lot before school

9:40 Come to orchestra room – depart

12:00 Bag Lunch from home eaten at rest stop (drink provided)

3:00 Snack at a quick stop along the way

5:00 Check into the Appalachian Mountain Club (AMC) Highland Center Lodge in Crawford Notch

6:30 Full hot buffet supper at the lodge

7:30 Clean up and dress for the performance

8:00 Evening Fiddling performance for other guests at the Highland Center

8:30 Attendance at other evening presentations before "lights out"

10:00 In bed for a good night's sleep

Saturday, September 24th

6:30 Breakfast at the Highland Center

8:00 Clean up, dress for the performance, pack and check out of the lodge

9:00 Take the mini-bus to the Mount Washington Hotel in Crawford Notch

10:00 Fiddling performance in hotel's "Conservatory Auditorium" - adjacent to the lobby – lunch at the hotel.

11:45 Proceed to the AMC Highland Center to change into hiking clothes and store the instruments for the night.

12:30 Proceed to the trailhead and group hike 2.6 miles in to the AMC "Mizpah Springs Hut"

4:00 Settle in at the hut and eat a small snack – set up the bunkroom areas

4:30 Relax with other students in the hut or join another short group hike to the nearby summit of Mount Pierce

6:00 Full hot supper prepared and served by the hut staff

7:30 Attendance at an evening presentation by the hut staff naturalist

8:30 Quietly relax in the common areas of the hut

9:30 "Lights Out" and off to sleep for the night in the bunkrooms

Sunday, September 25th

6:00 Rise and shine!

6:30 Full hot breakfast prepared and served by the hut staff

8:00 Group hike the 2.6 miles back out to the trailhead where the mini-bus (and a snack) will be waiting.

11:00 Depart for home, stopping down the road to pick up the instruments before we leave the mountains

1:00 Approximate time when we will stop for a cold lunch along the way

4:30 Snack at a quick stop along the way

7:00 Planned arrival time at MMS for parent pickup. We will call homes by cell phone as we approach Connecticut to let families know a more specific pickup time.

2016 Fiddlehike Permission Slip

Student Name: _____

Please check the appropriate box below.

- Enclosed is a \$170.00 payment to include my child in the MMS Country Fiddle String Band's "Fiddlehike", which will take place from 9:40am Friday, September 23rd until approximately 7:00pm on Sunday, September 25th (parent pickup time). At least one parent will attend the Parent Meeting at 4:45pm on Monday, September 19th in order to receive other needed information.

- Please include my child on the wait list for the MMS Country Fiddle String Band's "Fiddlehike", which will take place from 9:40am Friday, September 23rd until approximately 7:00pm on Sunday, September 25th (parent pickup time). I agree to return payment to Ms. Clark as soon as possible if notified of acceptance.

[Please make check payable to the MMS Student Activity Fund]

Parent Signature _____ Date: _____

Note: A Blue MMS T-Shirt must be worn by each student
(available for purchase from Mr. Johnson, \$10)

Parent Information:

Parent 1 Name: _____

Phone – home: _____ work: _____ cell: _____

Parent 2 Name: _____

Phone – home: _____ work: _____ cell: _____

Email Address(es): _____

Food Allergies/Dietary Needs: _____

2016 AUG 4 PM 3:31

August 1, 2016

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

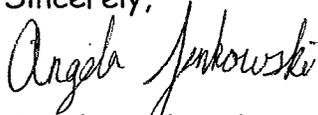
Dear Mrs. Lyman,

As my husband and I are expecting a child in November, I am writing to inform you of my intent to use the maternity leave as outlined in Article 12 of the MEA/Board of Education collective bargaining agreement, commencing the day I give birth, which is expected on or around November 10, 2016.

In conjunction with this, I would like to request an unpaid childrearing leave as outlined in Article 12, Section J, Subsection 1, for the remainder of the 2016-2017 school year.

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

Sincerely,



Angela Jankowski

Cc: Susan Muirhead
Personnel Assistant

98 Newberry rd
South Windsor, CT, 06074
Cell: 860 462 6020
suttonk1115@gmail.com

Ms. Kelly Lyman and Mansfield Board of Education,

Please accept this letter as my official resignation from my position as Latin teacher with Mansfield Middle School. I've opened a new and different chapter in my life and have elected to pursue these fresh goals and dreams.

I have enjoyed my time and treasure the work that I have completed with the students at MMS. In addition, it has been my pleasure to learn and grow with your talented and friendly staff. Thank you very much for the opportunity.

I have organized lesson plan materials in folders saved on the school drive and will be happy to assist the new Latin teacher in order to make this transition as seamless as possible. Please let me know if you need any additional information and do not hesitate to reach out with questions by phone at (860) 462 6020 or email at suttonk1115@gmail.com.

Sincerely,

Katie Sutton

Celeste N. Griffin

From: Julie I. Hurlock
Sent: Wednesday, August 17, 2016 9:25 PM
To: Kelly M. Lyman; Rachel D. Leclerc
Cc: Lauren B. Rodriguez; Kim E. Raggi

Kelly, Rachel, and Lauren,

I would have loved to deliver this news via phone or in person, but my voice is not quite connected to my thoughts at this point...

It is with very mixed emotions that I submit this letter of resignation.

While I have been completely satisfied and eager to join another team of brilliant professionals within the district, an unexpected opportunity presented itself and I had to explore. My life's journey has taken a beautiful turn and I have decided to move forward to create a life that my family is ready to experience. I have sold my house in Mansfield and bought another beautiful home in West Hartford, making the commute to Mansfield a little more difficult, but definitely worth every extra minute. However, as mentioned before, an unexpected opportunity with a position that fit my qualifications was presented in the Rocky Hill School system, and offered to me. After a large amount of introspect, I have decided to accept this position as a new member of the special education staff, to cut my commute in half and ultimately be able to spend more time with my family and the new life that we are creating.

I hope giving this notice at this time will allow for enough time for hiring the next teacher for the position, but also understand the responsibility and commitment that I owe to the district that has taken care of me for so long.

I have enjoyed working at Goodwin Elementary School, in the Mansfield School district for the last 13 years. While the job has been challenging at times, I will be leaving with 13 years of knowledge and experience that could only be described as inspirational. I will miss the brilliance that surrounded me on a daily basis and I will cherish the fond memories of friendships gained and families created throughout this journey.

Thank you for your support over the last 25 years. Mansfield will always have very a place in my heart.

Julie Hurlock

Kimberly Gilmore
119 Woodland Drive
Cheshire, CT 06410
(860) 933-4048

July 7, 2016

Mr. Mike Seal, Principal
Annie E. Vinton Elementary School
306 Stafford Road
Mansfield, CT 06250

Dear Mr. Seal,

Please accept this letter as formal notification of my resignation from my position as art teacher at Annie E. Vinton Elementary School, effective July 7, 2016. My husband and I have decided that it is best for our family if I am closer to home during the school year. I apologize for the late notice, however, this decision was made in light of very recent changes in our personal circumstances.

I am truly grateful for the opportunity to work in Mansfield for the past six years. I have grown professionally and have enjoyed being a part of such a caring and supportive learning community. It has been the best experience thus far in my 12 year teaching career. I will miss working with the dedicated staff and wonderful families and children at Vinton. This decision is very bittersweet as I love my job as an art teacher and have loved working at Vinton. I hope that our paths will cross again in the future. If I can be of any assistance during the transition, please let me know.

Sincerely,

Kimberly Gilmore

42 Stage Harbor Rd
Marlborough, CT 06447
08/08/2016

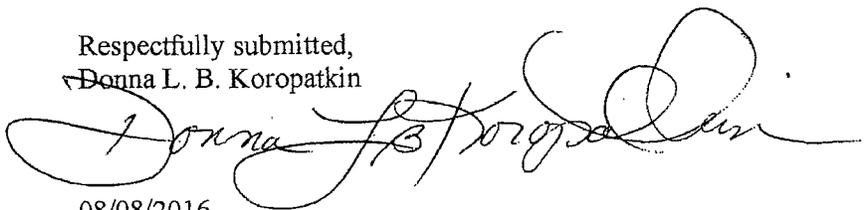
Dear Mansfield Board of Education members, Kelly Lyman, Candace Morell,
Larry Barlow, Michele Beers,

After 21 years of teaching, it is with inexpressible appreciation and anxious anticipation that I submit my papers of resignation/retirement effective *Sept. 1, 2016*. Crowded with current circumstances beyond my control (health issues), and considering future realities, my mind whirled until it settled upon this outcome. This decision was by no means easy. It was, in fact, grueling. Thank you, Candace and Larry for your guidance.

There is no doubt that I will be retiring from one of the finest schools and districts in the state of CT: Our Mansfield Board of Education members and Superintendent are committed to excellence and are progressively visionary. The administrations under which I served were and are professional, intelligent, supportive leaders beyond reproach – I learned so much from each of them. My colleagues, all of whom earned my admiration long ago, are among the most dedicated, amazing teachers and staff to walk the halls of any school! And my students and their families continue to inspire me. Gratefully, my memories, love, and thankfulness exceed the limitation of mere words. So, I will close by simply saying that I know I have been blessed to be part of the Mansfield Middle School family. I will miss each of you and the excitement and challenge of being a full time teacher in Mansfield Middle School. However unbelievable, it is now time that I look forward and start writing the next chapter of my life!

Please feel free to contact me with any questions or concerns, and/or any details I might have overlooked.

Respectfully submitted,
Donna L. B. Koropatkin



08/08/2016

Please find attached signed letter (PDF).
I will email a formal health/dental insurance request to Michele Beers separately.

September 9, 2016

PERSONNEL SUMMARY SHEET

CERTIFIED STAFF

Employment: (M)

Max Bakke, English, Language Arts Teacher, Mansfield Middle School, effective August 29, 2016 at an annual salary of \$49,324, Level 1, Step 1 of the Teachers' Salary Schedule.

Kevin Ballestrini, Latin Teacher, Mansfield Middle School, effective August 29, 2016 at an annual salary of \$70,303, Level 2, Step 11 of the Teachers' Salary Schedule.

Jessica Cydylo, Grade 3 Teacher, Vinton Elementary School, effective August 29, 2016 at an annual salary of \$54,455, Level 2, Step 2 of the Teachers' Salary Schedule.

Jessica Deschenes, Grade 4 Teacher, Goodwin Elementary School, effective August 29, 2016 at an annual salary of \$54,455, Level 2, Step 2 of the Teachers' Salary Schedule.

Kim King, FTE 0.60 Art Teacher, Vinton Elementary School, effective August 29, 2016 at an annual salary of \$39,079, Level 2, Step 8 of the Teachers' Salary Schedule.

Katherine Smallidge, FTE 0.80 Music Teacher, Southeast Elementary School, effective August 29, 2016 at an annual salary of \$69,714, Level 2, Step 14 of the Teachers' Salary Schedule.

Employment:

Michael Seal, Principal, Vinton Elementary School, effective July 1, 2016

Retirements:

Joan Carr, Teacher, Southeast Elementary School, effective June 30, 2016.

Donna Koropatkin, Mansfield Middle School, effective September 1, 2016.

Karen Moylan, Language Arts Consultant, Mansfield Public Schools, effective June 30, 2016.

James Palmer, Principal, Vinton Elementary School, effective June 30, 2016.

Resignations:

Kimberly Gilmore, Teacher, Vinton Elementary School, effective July 7, 2016.

Julie Hurlock, Teacher, Southeast Elementary School, effective August 18, 2016.

Denise Proffer, Teacher, Southeast Elementary School, effective February 12, 2016.

Katie Sutton, Teacher, Mansfield Middle School effective August 4, 2016.

NON-CERTIFIED STAFF

Employment:

Christine Coleman, Food Service Assistant, Vinton Elementary School, effective August 29, 2016.

Christophe Graupner, Paraeducator, Mansfield Middle School, effective August 30, 2016.

Leslie Kendig, Paraeducator, Vinton Elementary School, effective August 29, 2016.

Ellyn Lambeck, Paraeducator, Mansfield Middle School, effective August 29, 2016.

Debra Luberto, Paraeducator, Goodwin Elementary School, effective August 29, 2016.

Stephanie Richard, Food Service Director, effective August 1, 2016.

Kristen Sawyer, Food Service Assistant, Southeast Elementary School, effective August 31, 2016.

Mullai Scinivasan, Paraeducator, Vinton Elementary School, effective August 31, 2016.

Kendra Wallace, Library Specialist, Mansfield Public Schools, effective August 29, 2016.

Retirements:

Pam Bailey, Paraeducator, Goodwin Elementary School, effective August 29, 2016.

Cheryl Courteau, Paraeducator, Goodwin Elementary School, effective December 1, 2015.

Jeanne Jones, Paraeducator, Goodwin Elementary School, effective June 30, 2016.

Resignations:

Erin Christopher, Paraeducator, Vinton Elementary School, effective June 30, 2016.

Kelly Donovan, Paraeducator, Mansfield Middle School, effective April 15, 2016.

Kariann Gallegos, Food Service Director, effective June 30, 2016.

Kelsey Haddad, Paraeducator, Southeast Elementary School, effective August 8, 2016.

Faith Lewis, Paraeducator, Vinton Elementary School, effective March 11, 2016.
Jennifer Moore, Paraeducator, Goodwin Elementary School, effective July 25, 2016.
Vicki Naumec, Food Service Helper, Southeast Elementary School, effective August 16, 2016
Tony Noel, Custodian, Mansfield Community Center, effective November 14, 2015.
Susan Owens, Paraeducator, Southeast Elementary School, effective June 30, 2016.
Livia Pfeffer, Paraeducator, Goodwin Elementary School, effective February 17, 2016.
Robert Rios, Custodian, Mansfield Middle School, effective July 11, 2016.
Carmen Rivera-Garrett, Paraeducator, Vinton Elementary School, effective October 2, 2015.
Cheryl Wakely, Library Paraeducator, Southeast Elementary School, effective August 29, 2016.
Amber Wheeler, Paraeducator, Mansfield Middle School, effective April 1, 2016.