

# Mansfield Board of Education Meeting

November 10, 2016

Mansfield Middle School 7:30 p.m.

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

## Agenda

### CALL TO ORDER

### APPROVAL OF MINUTES

October 27, 2016 Meeting (M) (P. 1)  
November 2, 2016 Board Workshop (M) (P. 2)

### RECOGNITION AND CELEBRATION

Mansfield Middle School: Language Arts Writing Progression Grades 5-8

### HEARING FOR VISITORS

### COMMUNICATIONS

### ADDITIONS TO THE PRESENT AGENDA

### BOARD REPORTS

### INFORMATION, PRESENTATIONS, AND ACTIONS

- Professional Learning
- Proposed 2017-2018 School Calendar (P. 3)
- Facility Planning Update

### NEW BUSINESS (If needed)

### CONSENT AGENDA (M) (P.5)

The following item for the Board of Education November 10, 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 request for maternity and unpaid childrearing leaves of Danielle Heersink, Speech Therapist at Vinton School effective March 30, 2017 for the remainder of the 2016-2017 school year.

### 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  
October 27, 2016  
Minutes**

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

The meeting was called to order at 7:31pm by Mr. Walikonis

**APPROVAL OF MINUTES:**

- Motion by Ms. Ward, seconded by Mr. Fratiello, to approve the minutes of the October 13, 2016 meeting.  
Vote: Unanimous in favor.

Ms. Silver-Bernstein arrived at 7:32pm

**RECOGNITION AND CELEBRATION:**

2017 Teacher of the Year Ceremony: Diane Hutton, Spanish and ELL Teacher at Southeast School and Spanish Teacher at Mansfield Middle School was honored as Mansfield's Teacher of the Year.

Southeast PTO: Kimberly Christenson, President, reviewed programs the PTO sponsors to support the education of students at Southeast School.

HEARING FOR VISITORS: Ben Wiles, Co-Chair MAC Food Quality and Sourcing Working Group, praised the work of Stephanie Richard, Food Service Director.

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: Motion by Mr. Walikonis, seconded by Mr. Rueckl, to add a Board Workshop regarding Superintendent evaluation process on November 2, 2016 at 5:00pm. Vote: Unanimous in favor.

**BOARD REPORTS:**

- Personnel Committee: Mr. Walikonis reported they are still waiting on the finalization of the UPSEU contract.

**INFORMATION, PRESENTATIONS, AND ACTIONS:**

- Food Service Update: Stephanie Richard, MS, RD, Director of Food Services, discussed projects and goals for her first year, including Farm-to-School, changes to the menu and resources for parents.
- School Development Plan: Mrs. Lyman presented the Mansfield Public Schools 2016-2017 Development Plan.
- 2016-2017 Board of Education Meeting Calendar: The Board discussed moving the proposed December 14<sup>th</sup> meeting to December 7<sup>th</sup> due to Hanukkah. Motion by Mr. Rueckl, seconded by Ms. Silver-Bernstein, to adopt the proposed calendar with the recommendation to meet on December 7<sup>th</sup>. Vote: Unanimous in favor.
- 2016-2017 Policy Changes: Motion by Mr. Rueckl, on behalf of the Policy committee, to accept the 2016-2017 Mansfield Board of Education Policy Manual as revised by the board attorney and recommended by the Board of Education Policy Committee. Vote: Unanimous in favor.

**NEW BUSINESS:**

Motion by Mr. Rueckl, seconded by Mr. Fratiello, to amend the 2016 calendar to add Board Workshop on November 2, 2016 at 5:00pm. Vote: Unanimous in favor

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: Ms. Ward requested an update on recess at Mansfield Middle School.

Motion by Mrs. Kelly, seconded by Mr. Fratiello to adjourn at 9:35pm. Vote: Unanimous in favor.

Respectfully submitted,  
Celeste Griffin, Board Clerk

**Mansfield Board of Education Workshop**  
**November 2, 2016**  
**Draft Minutes**

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

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**Excused:** Martha Kelly, Katherine Paulhus

- I. Call to Order: The meeting was called to order at 5:05pm by Mr. Walikonis.
- II. Superintendent Evaluation Process: Discussion, facilitated by Dr. Robert Villanova, regarding superintendent evaluation process.
- III. Adjournment - Meeting adjourned at 6:08pm.

# Mansfield Public Schools

## 2017-2018

DRAFT

### Notes

August 17 (2)						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	PD	PD	30	31		

September 17 (20)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 17 (20)						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	H	PD	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17 (18)						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	PD	8	9	H	11
12	13	14	15	16	17	18
19	20	21	22	H	V	25
26	27	28	29	30		

December 17 (16)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	V	V	V	V	30
31						

January 18 (21)						
Su	M	Tu	W	Th	F	Sa
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 18 (17)						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	PD	17
18	H	V	21	22	23	24
25	26	27	28			

March 18 (20)						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	PD	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	H	31

April 18 (16)						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	V	V	V	V	V	21
22	23	24	25	26	27	28
29	30					

May 18 (22)						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

June 18 (15)						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	PD	23
24	25	26	27	28	29	30

Visit  
<http://mansfieldct.gov/schoolcal>  
 for up-to-date calendar events.

 Early Closing  
 Holiday

 Professional Development Day - No School  
 Vacation

\*Last day for students includes 5 built-in weather related closings. If these days are not needed, the last school day will be adjusted accordingly. If the district uses all 5 built-in weather days and requires additional days, consideration will be given to Professional Development Days in March, February, and October. Total Instructional Days will not exceed 182.

Adopted by the Mansfield Board of Education on . Also available on line @ <http://www.mansfieldct.gov/MBOE>

<b>August:</b>
28-29: Certified/Non-Certified Staff Prof. Day
30: First Day - Students
<b>September:</b>
4: Labor Day Holiday
<b>October:</b>
9: Columbus Day: No School
10: Certified/Non-Certified Staff Prof. Day
<b>November:</b>
7: Certified Staff Professional Day
10: Veteran's Day
20-22: Early Closing
23-24: Thanksgiving Holiday
<b>December:</b>
22: Early Closing
25-29: Winter Vacation
<b>January:</b>
1: New Year's Holiday
15: Martin Luther King, Jr. Holiday
<b>February:</b>
16: Certified Staff Professional Day
19: Presidents' Day
20: Vacation Day
<b>March:</b>
9: Certified/Non-Certified Staff Prof. Day
30: Good Friday
<b>April:</b>
16-20: Spring Vacation
<b>May:</b>
28: Memorial Day Holiday
<b>June:</b>
21: Last Day for Students (Early Closing)*
22: Certified Staff Professional Day



2016 OCT 28 PM 12:52

October 26, 2016

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

Dear Kelly Lyman,

I am writing to inform you that my husband and I are expecting a child in March. Based upon the advice of my physician, I intend to use the maternity leave as outlined in Article 11, E 2 of the MEA/Board of Education contract, starting March 30, 2017.

In addition, I request an unpaid Childrearing leave as outlined in Article 11, J, for the remainder of the school year.

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

Sincerely,



Danielle Heersink

Cc: Michael Seal  
Rachel Leclerc