



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.

Mansfield Board of Education Meeting

January 23, 2020

Council Chambers 7:00 p.m.

Board Members:	Kathy Ward, Susannah Everett, Vice Chair, Martha Kelly, Edith Allison, Rebecca Aubrey, David Litrico, Katherine Paulhus, Elizabeth Verge, Kelly Zimmermann
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Agenda

CALL TO ORDER

APPROVAL OF MINUTES

December 12, 2019 Meeting (M) (P: 1)

HEARING FOR VISITORS

COMMUNICATIONS

ADDITIONS TO THE PRESENT AGENDA

BOARD REPORTS: Finance Committee (P.3)

INFORMATION, PRESENTATIONS, AND ACTIONS

- MMS Roof Needs
- Budget 2020-2021: Superintendent's Proposed

NEW BUSINESS (If needed)

CONSENT AGENDA: (M) The following items for the Board of Education January 23, 2019 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 retirement of Peg Curtis, Mansfield Middle School teacher effective the end of the 2019-2020 school year. (P.6)
That the Mansfield Public Schools Board of Education accepts the retirement of Janet Pagoni, Goodwin Elementary School teacher effective the end of the 2019-2020 school year. (P. 7)

HEARING FOR VISITORS

SUGGESTIONS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

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.

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.

Audrey P. Beck Building
Council Chambers

DRAFT MINUTES

Attendees:	Kathy Ward, Chair, Edith Allison, Rebecca Aubrey, Katherine Paulhus, Elizabeth Verge Kelly Zimmermann
Excused:	Martha Kelly, David Litrico, Susannah Everett

The meeting was called to order by Ms. Ward at 7:31pm

APPROVAL OF MINUTES: Motion by Ms. Paulhus, seconded by Ms. Aubrey, to approve the minutes of November 14, 2019. Vote: Unanimous in favor.

HEARING FOR VISITORS: Julia Sherman, Peter Millman, Marie Cantino, and Roxano Mocano spoke supporting zero waste schools.

Ms. Everett arrived at 7:24pm.

COMMUNICATIONS: Letter from Kelly Villar, teacher at Southeast School requesting a leave and a letter of retirement from Sally Clark, teacher at Goodwin School.

ADDITIONS TO THE PRESENT AGENDA: Motion by Rebecca Aubrey, seconded by Katherine Paulhus, to add to the agenda under New Business, the request for leave from Kelly Villar and the retirement of Sally Clark. Vote: Unanimous in favor.

BOARD REPORTS: None

INFORMATION, PRESENTATIONS, AND ACTIONS:

- **Low Waste Schools:** Virginia Walton, Mansfield Recycling Coordinator, reported the Mansfield Schools are ahead of the curve in recycling and composting. She discussed the path to a zero waste school.
- **Enrollment Projection:** Mrs. Lyman discussed the Enrollment Report by Peter Prowda, PhD. He predicted a slight increase in projections from 2019 – 2028.
- **MMS Facility Needs:** Mrs. Lyman reviewed roof replacement needs and the recommendation of the 2017 Facility Planning Study to address facility improvement needs at Mansfield Middle School.
- **Voting at Vinton:** Mrs. Lyman reported the Registrars of Voters informed her office there will be an election in January to fill the vacancy created by Linda Orange. The voting can be held in the outside building at Vinton School. The Board agreed to leave school open while the voting takes place. Mrs. Lyman will secure police presence during school hours.
- **School Building Update:** Ms. Ward reported TSKP is working with CMTA and Kohler Ronan to design a building that attains Net Zero. RFPs for a Commissioning Agent and Professional Cost Estimator are being prepared. The first Charette will be on Monday December 16 at 4:15pm.
- **2002-21 Budget Calendar:** Mrs. Lyman presented the schedule for MBOE Budget Meetings.

NEW BUSINESS:

- Motion by Ms. Aubrey, seconded by Ms. Zimmermann, to approve the request for leave from Kelly Villar, 2nd grade teacher at Southeast School, effective February 24, 2020 through March 27, 2020 noting this was an incredible opportunity. Vote: Unanimous in favor.
- Motion by Ms. Everett, seconded by Mrs. Verge, to regretfully accept the retirement of Sally Clark, Kindergarten teacher at Goodwin School effective the end of the 2019-2020 school year. Vote: Unanimous in favor.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None

Motion by Ms. Zimmermann, seconded by Ms. Aubrey, to adjourn at 9:04pm. Vote: Unanimous in favor

Respectfully submitted,
Celeste Griffin, Board Clerk



TOWN OF MANSFIELD
HEALTH INSURANCE FUND: RESERVE POLICY
Adopted December 9, 2019

I. HEALTH INSURANCE FUND

The Health Insurance Fund is an internal service fund used to account for the financial activity associated with providing health insurance to current and former employees for the Town of Mansfield, Mansfield School District, and Regional School District 19 (Partners). Related agencies, such as the Eastern Highlands Health District and the Mansfield Downtown Partnership may also participate in the health insurance pool. Employer, employee, and retiree payments for health insurance are recorded in this fund as well as disbursements for claims and administration expenses. The Town of Mansfield is considered "self-insured" for employee health insurance claims, but like most organizations, purchases "stop-loss" insurance that essentially caps the Town's liability for an individual's claims in a fiscal year (currently, our cap is \$175,000 per enrollee); above that amount, the stop-loss insurer takes over.

This Policy document is meant to guide Town staff, Partners and board and commission members on managing the necessary reserves for the Health Insurance Fund and to provide information to the public on the Fund and reserving policies.

II. PURPOSE

The Health Insurance Fund (Fund) maintains a reserve for two potential liabilities:

- A. The Town's third party administrator, benefits consultant and the finance director estimates the likely cost of medical claims covered by the health insurance plans negotiated for the upcoming plan year and the health insurance premiums needed to cover these claims and plan administrative costs. While these projections are based on carefully calculated actuarial assumptions, they are not, and never can be, guaranties of future claim costs. Accordingly, the Town's advisor recommends a reserve amount to cover claim costs that exceed the actuarial projections in a given year.
- B. The second potential liability is "Claims Incurred but not Reported" (IBNR). IBNR is a feature of all insurance plans and reflects the fact that after the conclusion of a policy year, there will have been claims that have occurred and will be owed under the insurance plan, but not yet reported to the insurer or benefits administrator. This second potential liability is estimated to be 25% of current claims and would be applied to IBNR claims as needed.

III. APPLICABILITY

This policy applies to the Town-administered shared Health Insurance Fund as defined in Section I, Policy and the Fund's Partners. The related agencies, such as Eastern Highland Health District (EHHD) and the Mansfield Downtown Partnership purchase their insurance through the Health Insurance Fund, but are not considered partners and this policy is not applicable to them.

IV. FUND ADMINISTRATION

The Town of Mansfield administers a Health Insurance Fund to account for all financial activity associated with employee medical benefits for the Partners and related agencies.

- A. Revenue to this fund shall include employer contributions from the Partners and related agencies, employee premium share amounts, investment earnings, rebates and any other miscellaneous items relating to the administration of the health insurance benefits program.
- B. Expenditures from this fund will include expenses necessary for the maintenance and administration of the health insurance benefit program, including, but not limited to, covered employee medical, pharmaceutical and dental claims, administrative services fees, actuarial, consulting and legal fees, stop loss insurance and any other fees incurred on behalf of participating employees of the Partners and related agencies health insurance programs.

V. CONSIDERATIONS

There are two main costs to a self-insured plan: fixed annual costs and variable costs. The fixed annual costs include administrative fees, any stop-loss premiums, and any other set fees charged per employee. These costs are billed monthly by the plan administrator or carrier, and are charged based on plan enrollment. The variable costs are largely the payment of health care claims. These costs vary from month-to-month based on health care use by covered persons (e.g. employees and dependents) and the health care providers' billing practices.

VI. TARGET RANGE FOR FUND

The Town will maintain a reserve in the self-insured Health Insurance Fund equal to the greater of: (1) thirty percent (30%) of the most recent 36 month rolling 12-month average of claims experience, or (2) four times the monthly average of the most recent fiscal year claims experience. The purpose of the rolling average is to eliminate high or low claims experience in any given year and to provide for a longer-term calculation for a more accurate experience analysis. The Town's benefits consultant concurs, based on industry standards and experience, this is an appropriate reserve amount.

VII. PROCEDURE FOR USE

The Town Manager can approve the regular, routine, and anticipated expenditure from the Fund for Partners and related agencies. The Town Manager will recommend to the Town Council, for approval by resolution, the use of the Fund for any non-health insurance-related use.

VIII. MAINTENANCE OF FUND BALANCE

If the fund falls below this policy-designated target level, the Town Manager or Finance Director will promptly notify the Town Council and Partners. Partners shall first use any prior year surplus or excess General Fund Unassigned Fund Balance (according to the Fund Balance Policy) in future years to replenish the Health Insurance Fund until it reaches the policy target level. The Town must be diligent in ensuring the replenishment of the Health Insurance Fund prior to expending the Health Insurance Fund for non-health insurance purposes.

Any deficiency or surplus will be prorated between the Partners based on each entity's current enrollment in the health insurance pool.

- A. Deficiencies. When the Health Insurance Fund falls below the required level, as stated in this policy, it will be replenished within the following time periods:

- Deficiency resulting in a year-ending fund balance between 25% and 30% percent of fund expenditures shall be replenished over a period not to exceed one (1) year
 - Deficiency resulting in a year-ending fund balance between 20% and 24.99% percent of fund expenditures shall be replenished over a period not to exceed three (3) years
 - Deficiency resulting in a year-ending fund balance less than 20% percent of fund expenditures shall be replenished over a period not to exceed five (5) years
- B. Surplus. When the Health Insurance Fund exceeds the required level, as stated in this policy, the excess may be used by each Partner for the following purposes:
- Maintenance of employee premiums for the following plan year
 - Supplement the Partner's annual retiree benefits obligation (up to 100% funded)
 - Non-health related uses, with approval by vote of the respective Partner's governing body.

IX. ANNUAL REVIEW

Fund levels will be adjusted annually in accordance with this policy. Fund levels will be set at the end of each fiscal year in conjunction with the preparation of the Town's annual financial statements.

2020 JAN 9 PM 2:02

January 1, 2020
Michele Beers
4 South Eagleville Road
Mansfield Storrs, CT 06268

Dear Michele,

As I approach my 65th birthday, I realized there are big decisions to be made.. I will be retiring as of the end of the 2019-20 school year.

I have very much enjoyed by tenure in Mansfield at the Middle School. It has been a great time of learning and collaboration and I appreciate the opportunities afforded to me. I know as I move forward, I want the freedom to travel and spend time with family, but also would like to explore ways to stay connected with the Mansfield school community.

Sincerely,
Peg Curtis

Cc: Candace Morell



Dorothy C. Goodwin
Elementary School
A Whale of a School

Peter Dart, Principal
321 Hunting Lodge Road
Storrs, CT 06268
860-429-6216
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www.mansfieldct.org

Mansfield Board of Education
Kelly Lyman, Superintendent
4 South Eagleville Road
Mansfield, CT 06268

December 20, 2019

Dear Members of the Mansfield Board of Education and Kelly,

This letter is to notify you that it is my intent to retire from my position as a first grade teacher at Goodwin School effective at the close of the 2019-2020 school year. Additionally, I wish to bring to your attention that I am contractually entitled to receive an early retirement benefit upon my retirement which was in effect upon my date of hire – July 1, 1986.

I have had a wonderful 40 year teaching career and it has been an honor working for the Mansfield Public School District for the past 34 years. I would like to thank you for the commitment and support given to students and staff which is a hallmark of our school system. It has been a tremendous source of pride throughout my career in Mansfield to have been an educator in a district that provides teachers with whatever we need to truly make a difference for our students. While it will be difficult to leave the children and staff at Goodwin, I leave with a true sense of accomplishment having taught and supported the learning and social/emotional growth of hundreds of children. Each child I have taught has touched my heart and it is this connection we make as teachers that continues to drive us throughout our career and also what makes it so hard to say goodbye.

I leave with fond memories of my students and their families, as well as of my colleagues who are committed to excellence. Being surrounded by people who work tirelessly towards making sure all students are successful has been a constant joy and I will miss their friendship and support. Thank you for all that you do to contribute to our outstanding school district. I will be forever grateful to have had the privilege to teach in Mansfield.

Sincerely,

Janet L. Pagoni
First Grade Teacher
Dorothy Goodwin Elementary School