



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

February 13, 2020

Council Chambers 7:00 p.m.

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

CALL TO ORDER

APPROVAL OF MINUTES (M)

- January 23, 2020 Meeting (P.1)
- January 30, 2020 Workshop (P. 2)
- February 6, 2020 Meeting (P. 3)
- February 6, 2020 Workshop (P. 4)

HEARING FOR VISITORS: None

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: None

BOARD REPORTS: Finance Committee, Policy Committee

INFORMATION, PRESENTATIONS, AND ACTIONS

- Mansfield After School Program (MASP) Donation
- Science Instruction
- MMS Roof Project (M)
- 2020-21 School Calendar (M) (P. 5)
- Board Meeting Dates – Revision (M) (P. 7)
- Budget 2020-2021: Superintendent's Proposed (M)
- Elementary School Project Update

NEW BUSINESS (If needed)

HEARING FOR VISITORS

CONSENT AGENDA: (M) The following item for the Board of Education February 13, 2020 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 Financial Statements for the Period Ending December 31, 2019 (Encl.)

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.



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Mansfield Board of Education January 23, 2020 DRAFT Minutes	
Attendees:	Kathy Ward, Chair, Susannah Everett, Vice-Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, David Litrico, Elizabeth Verge (via Phone), Kelly Zimmermann
Excused:	Katherine Paulhus

The meeting was called to order at 7:00pm by Ms. Ward.

APPROVAL OF MINUTES:

Motion by Mr. Litrico, seconded by Ms. Aubrey, to approve the minutes of the December 12, 2019 meeting. Vote: Unanimous in favor.

HEARING FOR VISITORS: None

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: Motion by Ms. Allison, seconded by Ms. Aubrey, to add a School Building Committee Update to the agenda after the budget presentation. Vote: Unanimous in favor.

Motion by Ms. Aubrey, seconded by Ms. Zimmermann, to add 2020-21 School Calendar – 1st draft to New Business. Vote: Unanimous in favor.

BOARD REPORTS: Finance Committee: Ms. Ward ask Mrs. Trahan to review the Health Insurance Program – Reserve Policy the Town Council recently approved. Ms. Ward reported the Finance Committee also discussed the RFQ's for legal services with Mrs. Lyman, Superintendent of Schools. The Finance Committee supported the Interview Committee's decision to use Shipman and Goodwin's services.

INFORMATION, PRESENTATIONS, AND ACTIONS:

- School Building Committee Update: Kathy Ward reported the committee has selected a commissioning agent for the Elementary School Building. Some committee members and Mrs. Lyman visited two schools that had been designed by TSKP.
- MMS Roof Needs: Mrs. Lyman and Mr. Corson, Director of Facilities, reviewed the state of the roof which needs to be replaced in the next few years. The Board by census gave the go ahead for Mrs. Lyman and Mr. Corson to further pursue what is required by the State to replace a roof.
- Budget 2020-2021: Superintendent's Proposed: Mrs. Lyman provided an introduction and overview to the Proposed Mansfield Board of Education 2019-2020. The proposed budget is \$23,490,240 representing a (0.62%) decrease from the adopted 2019-2020 budget. Mrs. Trahan provided a report on budget development.

NEW BUSINESS: 1st draft 2020-2021 School Calendar: Mrs. Lyman reviewed the proposed calendar. The Board plans to adopt the calendar at the February 13th meeting.

HEARING FOR VISITORS: None

CONSENT AGENDA: Motion by Mr. Litrico, seconded by Ms. Everett that the following items for the Board of Education January 20, 2020 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.

SUGGESTIONS FOR FUTURE AGENDA: Ms. Everett asked for a report on ELL (English Language Learners).

Motion by Ms. Allison, seconded by Ms. Aubrey, to adjourn at 9:02pm. Vote: Unanimous in favor

Respectfully submitted, Celeste Griffin, Board Clerk



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**Mansfield Board of Education
Budget Workshop
January 30, 2020
Council Chambers, 7:00 p.m.**

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

Agenda

Call to Order

2020-21 Superintendent's Proposed Budget Review: General Instruction, Support Services, Special Education

Discussion of Proposed Budget/Board Questions

Adjournment



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**Mansfield Board of Education Meeting
February 6, 2019
Minutes**

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

The special meeting was called to order at 5:44pm by Ms. Ward.

Motion by Mrs. Paulhus at 5:36pm, seconded Edith Allison, to move into Executive Session for the purpose of Superintendent Evaluation and invite Mrs. Lyman, Superintendent of Schools. Vote: Unanimous in favor.
Returned to Regular session at 6:53pm

Motion by Kelly Zimmerman, seconded by Mrs. Paulhus to adjourn at 6:53pm. All in Favor.



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Mansfield Board of Education Workshop February 6, 2020 Minutes	
Attendees:	Susannah Everett, Vice Chair, Martha Kelly, Secretary, Edith Allison, Rebecca Aubrey, David Litrico, Katherine Paulhus, Kelly Zimmermann
Excused:	Elizabeth Verge, Kathy Ward

The workshop was called to order at 7:03pm by Ms. Everett

FACILITIES MAINTENANCE PLANNING: . The Director of Facilities provided an update on current MMS facilities needs 2020 to 2022.

2020-2021 BUDGET REVIEW: The Superintendent, Director of Facilities, Director of Finance, Director of IT, and Library Media Services Coordinator reviewed the proposed 2020-2021 budget. Questions by Board members were answered regarding individual sections of the budget.

Motion by Mrs. Paulhus, seconded by Ms. Aubrey, to adjourn at 8:19pm.

Respectfully submitted, Celeste Griffin, Board Clerk

Mansfield Public Schools

Draft 1/23/20

2020-2021

Notes

August 20 (0)						
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	28	29
30	PD					

September 20 (19)						
Su	M	Tu	W	Th	F	Sa
			PD	PD	3	4
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 20 (20)						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	H	PD	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 20 (18)						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	H	V	28
29	30					

December 20 (17)						
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13	14	15	16	17	18	19
20	21	22	23	V	H	26
27	V	V	V	V		

January 21 (19)						
Su	M	Tu	W	Th	F	Sa
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 21 (17)						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	PD	13
14	H	V	17	18	19	20
21	22	23	24	25	26	27
28						

March 21 (23)						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 21 (16)						
Su	M	Tu	W	Th	F	Sa
				1	H	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	V	V	V	V	V	24
25	26	27	28	29	30	

May 21 (20)						
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	H	25	26	27	28	29
30	31					

June 21 (19)						
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	29	30			



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 October, February, March and April vacation days. Total Instructional Days will not exceed 182.

Adopted by the Mansfield Board of Education on. Also available online @ mansfieldct.gov/mboe

August/ September:	
31: Certified/Non-Certified Staff Prof. Day	
1-2: Certified/Non-Certified Staff Prof Day	
7: Labor Day Holiday	
October:	
12: Columbus Day: No School	
13: Certified/Non-Certified Staff Prof. Day	
November:	
3: Professional Development Day	
23-25: Early Closing	
26-27: Thanksgiving Holiday	
December:	
23: Early Closing	
24-31: Winter Vacation	
January:	
1: New Year's Holiday	
18: Martin Luther King, Jr. Holiday	
February:	
12: Certified Staff Professional Day	
15: Presidents' Day	
16: Vacation Day	
April:	
2: Good Friday	
19-23: Spring Vacation	
May:	
24: Memorial Day Holiday	
June:	
25: Last Day for Students (Early Closing)*	
28: Certified Staff Professional Day	

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

MANSFIELD BOARD OF EDUCATION
2020 Meeting Dates
Council Chambers
(unless otherwise noted)
7:00pm

Thursday, January 23, 2020

Thursday, January 30, 2020
(Budget Workshop)

Thursday, February 6, 2020
(Mid-Year Review (5:30pm)
(Budget Workshop: 7:30pm)

Thursday, February 13

Thursday, March 19, 2020

Thursday, April 2, 2020

Thursday, May 11, 2020
(Workshop – TBD)

Thursday, May 14, 2020

Thursday, June 11, 2020

Thursday, September 10, 2020

Thursday, September 24, 2020
(Workshop – TBD)

Thursday, October 8, 2020
(Workshop TBD)

Thursday, October 22, 2020

Thursday, November 12, 2020

Thursday, December 3, 2020

Board members are requested to reserve the fourth Thursday in each month if an additional Board or sub-committee meeting is needed.

Adopted by the Board Education on November 14, 2019