



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

May 14, 2020

Virtual Meeting 7:00pm

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

Board Members are encouraged to phone in. This meeting is physically closed to the public but the public may view the meeting on livestream at https://townhallstreams.com/towns/mansfield_ct. Public Comment will be accepted by email at MBOEpubliccomment@mansfieldct.org at any time before or during the meeting or submitted by USPS mail by Tuesday, May12.

Agenda

CALL TO ORDER

APPROVAL OF MINUTES (M)

April 2, 2020 Meeting (P. 1)

HEARING FOR VISITORS:

COMMUNICATIONS:

ADDITIONS TO THE PRESENT AGENDA:

BOARD REPORTS: Finance Committee (encl), Personnel Committee, Policy Committee

INFORMATION, PRESENTATIONS, AND ACTIONS

- COVID-19 Update
- 2019-2020 Board of Education Policy Updates (1st Read) (P. 3)
- School Building Projects Update
- Food Service Report

NEW BUSINESS (If needed)

HEARING FOR VISITORS

SUGGESTIONS FOR FUTURE AGENDA ITEMS

CONSENT AGENDA: (M) The following item for the Board of Education April 14, 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 3rd Quarter Financials dated March 31, 2020.

That the Mansfield Public Schools Board of Education approves the budget transfers.

That the Mansfield Public Schools Board of Education approves the request for leave of Jocelyn Dunnack, teacher at MMS, for the 2020-21 school year. (P, 17)

That the Mansfield Public Schools Board of Education accepts the retirement of Carol Phelps, teacher at Vinton School effective June 30, 2020. (P. 18)

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.



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Mansfield Board of Education

April 2, 2020

DRAFT Minutes

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

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

Ms. Everett noted for the public that members are participating by Zoom based on State and CDC guidance for social distancing to prevent community spread of COVID-19 and that members of the public have also been invited to send their comments to MBOEpubliccomments@mansfieldct.org and may view the meeting at townhallstreams.com/town/Mansfield_Ct.

APPROVAL OF MINUTES: Motion by Ms. Zimmermann, seconded by Mr. Litrico, to approve the minutes of the March 19, 2020 meeting. Vote: Unanimous in favor.

HEARING FOR VISITORS: None

ADDITIONS TO THE PRESENT AGENDA: Motion by Ms. Aubrey, seconded by Ms. Zimmermann, for a discussion of sending letter of gratitude to MBOE staff. Vote: Unanimous in favor.

COMMUNICATIONS: None

INFORMATION, PRESENTATIONS, AND ACTIONS:

- **COVID-19 Update:** Mrs. Lyman updated the Board on the Governor's Executive Orders pertinent to schools, Food Services free breakfast and lunch program, and School at Home virtual learning.
- **School Building Projects Update:** Mrs. Lyman reported that an RFQ/RFP for the architectural design has been issued and site previews are being scheduled with interested firms. Ryszard Szczypek, Jeff Brown, and Mehmet Sahin from TSKP Studio presented the design selected by the Elementary School Building Committee for the new school. They took questions and comments from the Board members.
- **Healthy Food Certification:**
 - Motion by Ms. Allison, seconded by Ms. Aubrey, that pursuant to C.G.S. Section 10-215f, the Mansfield Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2019, through June 30, 2020. This 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 sponsored by the school or by non-school organizations and groups. Vote: Unanimous in favor
 - Motion by Ms. Allison, seconded by Ms. Aubrey, that the Mansfield Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held. Vote: Unanimous in favor.
 - Motion by Ms. Allison seconded by Ms. Aubrey, The Mansfield Board of Education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales. Vote: Unanimous in favor

- Budget Update: Mrs. Lyman reminded the Board they will present their budget to the Town Council on April 22nd at 6:30pm in the Council Chambers. The Governor has announced town budgets (2020-21) may be determined without a town meeting or referendum. The governing board of the town can set the budget.

NEW BUSINESS: Motion by Ms. Allison, seconded by Ms. Paulhus, that the Board of Education will send a letter to all staff to express appreciation of the work they do. Vote: Unanimous in favor.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None

EXECUTIVE SESSION: Motion by Mrs. Paulhus, seconded by Ms. Aubrey, to go into Executive Session for the discussion of non-renewal of teachers with Superintendent Lyman and with Mr. Russell to manage the technology during this session. Vote: Unanimous in favor.

The Board returned to regular meeting at 9:18pm. Motion by Mr. Litrico, seconded by Ms. Zimmermann to accept the Superintendent's recommendation of a non-renewal of a teacher. Vote: Unanimous in favor.

Motion by Ms. Aubrey, seconded by Mrs. Paulhus to adjourn at 9:22pm Vote: Unanimous in favor

Respectfully submitted, Celeste Griffin, Board Clerk

MANSFIELD BOARD OF EDUCATION

Proposed Policy Revisions and New Policies

**Presented at the Policy Committee Meeting
March 3, 2020**

MANSFIELD BOARD OF EDUCATION
Index of Revised Policies and Newly Proposed Policies

Fiscal Management

1. Board Budget Procedures and Line Item Transfers

Personnel

2. Alcohol, Tobacco and Drug-Free Workplace
3. Child Abuse or Neglect or Sexual Assault of Students by School Employees, Reporting
4. Employment Checks (Administrative Regulations)
5. Non-Discrimination
6. Non-Discrimination/Complaints of Race, Color, Religion, National Origin, Sex, Sexual Orientation, or Gender Identity or Expression Discrimination (Administrative Regulations)
7. Sex Discrimination and Sexual Harassment
8. Sex Discrimination and Sexual Harassment (Administrative Regulations)

School, Community and Home Relations

9. Non-Discrimination
10. Non-Discrimination (Administrative Regulations)
11. Smoking Prohibited

Students

12. Bullying Behavior in the Schools
13. Bullying: Safe School Climate Plan
14. Food Allergy and Glycogen Disease Management Plan and Guidelines (Administrative Regulations)
15. Homeless Children and Youth
16. Homeless Children and Youth (Administrative Regulations)
17. Non-Discrimination
18. Non-Discrimination (Administrative Regulations)
19. Physical Activity and Discipline
20. Section 504 of the Rehabilitation Act of 1973/Title II of the Americans with Disabilities Act of 1990 (Administrative Regulations)
21. Student Discipline
22. Alternative Educational Opportunities for Expelled Students (Administrative Regulations)
23. Truancy/Student Attendance, Truancy and Chronic Absenteeism (Administrative Regulations)

Support Services

24. Transportation

New Policies for the Board's Consideration

25. School Nutrition Programs (Code of Conduct)
26. Sunscreen Application in School



SUMMARY OF POLICY RECOMMENDATIONS
Presented to the Mansfield Board of Education Policy Committee
March 3, 2020

This memorandum serves as a collective summary of the suggested revisions to Mansfield Board of Education policies, regulations and accompanying documents that we have recommended as a result of the 2019 legislative session, as well as changes based on legal trends or best practices. The bases for our recommended changes to existing policies for each respective series are discussed below.

Fiscal Management

Budget Procedures and Line Item Transfers

This policy has been revised to clarify the process for line item transfers between budgetary categories of the itemized estimate of the board of education's budget.

Code of Conduct Child Nutrition Programs - NEW

In accordance with the requirements of federal and state law, we have developed a model code of conduct relating to the procurement of goods and services in connection with Connecticut's School Nutrition Program.

Personnel

Alcohol, Tobacco and Drug-Free Workplace

The Alcohol, Tobacco and Drug-Free Workplace policy was revised to conform to the changes to the community series smoking policy, and now also prohibits smoking on property owned, leased, contracted for, or utilized by the Board.

Child Abuse, Neglect, Sexual Assault Reporting

We have revised the Child Abuse, Neglect and Sexual Assault Reporting policy for organizational clarity.

Employment and Student Teacher Checks

This policy, formerly titled Employment Checks, has been revised in accordance with Public Act 19-91, which makes various changes to the requirements for conducting criminal background checks. The Act, among other things, now requires schools to conduct national and state criminal background checks for student teachers and requires that all prospective employees explain, in writing, whether they have been convicted of a crime and, if charges are pending, what the charges are and in what court they are pending. The Act further clarifies that fees for criminal background checks for student teachers are waived.

Non-Discrimination

The Non-Discrimination policy and administrative regulations have been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

Sex Discrimination and Harassment in the Workplace

The Sex Discrimination and Harassment in the Workplace policy and administrative regulations were revised based on Public Acts 19-16 and 19-93 to update the mandatory training requirements. Additionally, the amended policy updates the required notice, which must now be emailed to employees within three months of hire with the subject line "Sexual Harassment Policy." Lastly, the policy updates information related to potential remedies for victims of sexual harassment.

School, Community and Home Relations

Non-Discrimination (Community)

The Non-Discrimination policy and administrative regulations have been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

Smoking

We have updated the Smoking policy to prohibit smoking on school grounds, as provided by PA 19-13. Previously, the policy only prohibited smoking within indoor facilities.

Students

Bullying Behavior in the Schools

This policy was revised to include reference to the new administrator training required by Section 5 of Public Act 19-166.

Bullying and Safe School Climate Plan

The Bullying and Safe School Climate policy was revised to include reference to the new administrator training required by Section 5 of Public Act 19-166. The Act requires each board, in collaboration with the Connecticut State Department of Education, to post on its website training materials to school administrators regarding the prevention of and intervention in discrimination against and targeted harassment of students based on actual or perceived differentiating characteristics.

Food Allergies and/or Glycogen Storage Disease

This policy was revised in accordance with feedback provided by the Office for Civil Rights. The revisions include adding students with diabetes to the protections provided to students with life-threatening food allergies and glycogen storage disease. The revisions also clarify that students with life-threatening food allergies and diabetes are virtually always students with disabilities and should be referred to a Section 504 team.

Homeless Children and Youth

The Homeless Children and Youth policy and administrative regulations have been revised in accordance with Public Act 19-179 to incorporate changes concerning the hearing and appeal process afforded to school-age homeless children and youth who are denied access to school accommodations, under Connecticut General Statutes Section 10-186. The policy was further revised to clarify the rights of unaccompanied youth.

Non-Discrimination

The Non-Discrimination policy and administrative regulations have been revised to clarify that discrimination based on alienage, or citizenship status, is prohibited by law.

Physical Activity and Student Discipline

This policy was revised based on Public Act 19-173 to include provisions related to the devotion of time to undirected play for elementary students in addition to the twenty minutes of required time for physical exercise. The policy also addresses the prevention of students from participating in the entire time devoted to physical exercise and undirected play as a form of discipline.

Section 504/ADA

We have updated the complaint procedures in the administrative regulations associated with this policy in accordance with feedback provided by the Office for Civil Rights.

Student Discipline

The Student Discipline policy was revised, pursuant to PA 19-91, to narrow the authority of boards to expel students for conduct on school grounds or at a school-sponsored activity to situations in which the conduct either (1) violates a publicized policy of such board *and* is seriously disruptive of the educational process, or (2) endangers persons or property. In addition, the definitions for “electronic nicotine delivery system” and “vapor product” have also been revised.

In accordance with Public Act 19-13, we also revised the policy to clarify that, even though it is no longer unlawful for individuals under the age of 18 to possess tobacco products, possession of tobacco products on school grounds or at school-sponsored activities can subject students to discipline as a violation of board policy.

The expulsion hearing notice was revised to clarify, pursuant to the new law, that a Board may expel a student for conduct on school grounds or at a school-sponsored activity if the conduct either (1) violates a publicized policy of such board *and* is seriously disruptive of the educational process, or (2) endangers persons or property.

Sunscreen Application in School - NEW

We have added a new policy concerning sunscreen application in school, in accordance with Public Act 19-60. Students six (6) years of age and older may now self-apply sunscreen in school prior to outdoor activities, with the signed permission of the parent or guardian. This policy also includes a sample permission form.

Truancy/Student Attendance, Truancy and Chronic Absenteeism

We have revised the Attendance, Truancy and Chronic Absenteeism Policy to include a sample withdrawal form for students age seventeen.

Support Services

Transportation

The Transportation policy for students was revised to clarify that it is not a hazardous condition for a student whose residence abuts a public street, road, or highway to either (1) wait on the private property for the bus to arrive, or (2) exit a school bus on the public street, road, or highway so that the student can access the private property where he or she resides.

Mansfield Board of Education Code of Conduct

Section: FISCAL MANAGEMENT

**CODE OF CONDUCT
GOVERNING THE PROCUREMENT OF
SCHOOL NUTRITION PROGRAM GOODS AND SERVICES**

In compliance with Code of Federal Regulations 2 C.F.R. § 200.318

[Federal law requires non-Federal entities, including school districts, that receive federal funds to develop and implement a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and/or administration of Federally funded contracts. This means that, in all applicable cases, food, food products, supplies, equipment, and/or services purchased with Connecticut School Nutrition Program funds must be purchased in accordance with a written code of conduct. Federal law also requires that the school district's code of conduct provide for disciplinary actions to be taken for violating the standards set forth in its code of conduct. This document provides a sample code of conduct that complies with 2 C.F.R. § 200.318 and outlines proper practices for expending Connecticut School Nutrition Program funds with fairness and integrity.]

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract expending Connecticut School Nutrition Program ("School Nutrition Program") funds by any Mansfield Board of Education ("Board") employee or agent.

Article I. Purpose

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts expending School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

Article II. Code of Conduct Provisions

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by School Nutrition Program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest

arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:

- a. The employee, officer, or agent of the Board;
 - b. Any immediate family member of the Board employee, officer, or agent (spouse, brother, sister, parent, child);
 - c. The partner of the Board employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.
2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the federal government, in whole or in part. [*Optional: 2 C.F.R. § 200.318 (c) (1) permits the Board to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. For example, the Board could include language such as the following: "In determining whether an item is an impermissible gratuity or of monetary value, the definition of 'gratuity' shall be anything of more than ten dollars in value."*]
3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a1.pdf (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015, https://fnsprod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf (November 2014).

Connecticut Statutes, Regulations, Guidance

Conn. Gen. Stat. § 1-79 Definitions.

Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts, <https://portal.ct.gov//media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf> (August 2016).

ADOPTED: _____

REVISED: _____

Mansfield Board of Education Policy

Section: STUDENTS

POLICY CONCERNING SUNSCREEN APPLICATION IN SCHOOL

The Mansfield Board of Education (the "Board") permits the application of sunscreen by students within the Mansfield Public Schools (the "District"), in accordance with State law. Specifically, notwithstanding the provisions of Connecticut General Statutes § 10-212a and the Board's policy and/or administrative regulations concerning the administration of medication in school, any student who is six (6) years of age or older may possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity.

For a student to apply sunscreen prior to engaging in any outdoor activity, the following elements must be met:

1. The student's parent or guardian must sign the Board's written authorization and submit the authorization to the school nurse; and
2. The student and the student's parent or guardian, where applicable, must comply with any individual school procedures concerning the possession and self-application of sunscreen in school.

The Board authorizes the Superintendent or his/her designee to develop administrative regulations to implement this policy.

Legal References:

Conn. Gen. Stat. § 10-212a Administration of medications in schools, at athletic events and to children in school readiness programs

Public Act 19-60, "An Act Allowing Students to Apply Sunscreen Prior to Engaging in Outdoor Activities"

ADOPTED: _____

REVISED: _____

Mansfield Board of Education Administrative Regulations

Section: STUDENTS

**ADMINISTRATIVE REGULATIONS
CONCERNING SUNSCREEN APPLICATION IN SCHOOL**

The Mansfield Public Schools (the "District") permits the application of sunscreen by students within the District, in accordance with State law and Board of Education policy and administrative regulations. Specifically, notwithstanding the provisions of Connecticut General Statutes § 10-212a and the Board's policy and/or administrative regulations concerning the administration of medication in school, any student who is six (6) years of age or older may possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity.

- A. For a student to apply sunscreen prior to engaging in any outdoor activity, the following elements must be met:
1. The student's parent or guardian must sign the Board's written authorization and submit the authorization to the school nurse; and
 2. The student and the student's parent or guardian, where applicable, must comply with individual school procedures concerning the possession and self-application of sunscreen in school.
- B. Individual schools shall develop processes and procedures for the self-application of over-the-counter sunscreen in school by students age six (6) and older prior to engaging in an outdoor activity, which processes and procedures must include that (a) the student's parent or guardian must sign the Board's written authorization and submit the authorization to the school nurse and (b) a student may only apply sunscreen that belongs to and has been brought into school by the individual student; and may include the following:
1. The location for self-application of sunscreen.
 2. The time during the school day and in school of self-application.
 3. The labeling of the sunscreen.

Legal References:

Conn. Gen. Stat. § 10-212a

Administration of medications in schools, at athletic events and to children in school readiness programs

Public Act 19-60, "An Act Allowing Students to Apply Sunscreen Prior to Engaging in Outdoor Activities"

ADOPTED: _____
REVISED: _____

Mansfield Board of Education

**WRITTEN AUTHORIZATION FOR THE
POSSESSION AND APPLICATION OF SUNSCREEN IN SCHOOL**

Name of Child: _____ Date of Birth: _____

Address of Child: _____

Name of
Parent(s): _____

Address of
Parent(s): _____
(if different from child)

Connecticut law permits students six (6) years of age or older to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, with signed parent/guardian consent.

I, _____, the parent/guardian of _____,

Print name of parent/guardian

Print name of student

permit my child to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity. I understand and agree that the Mansfield Board of Education assumes no responsibility or liability whatsoever with regard to the possession or application of the over-the-counter sunscreen, including but not limited to whether, or the manner in which, the sunscreen is applied; the expiration of the sunscreen; and/or any reaction the student may have to the application of the sunscreen.

Signature of Parent/Guardian

Date

Please return the completed original form to your child's school nurse.

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

Jocelyn Dunnack
5th Grade Teacher
Mansfield Middle School

April 13, 2020

Dear Board Members and Kelly,

I write to request a leave of absence from Mansfield Schools for the 2020-2021 school year. Over my career in Mansfield, I have served in a variety of teaching and additional roles. One of my favorites was serving on the Professional Development and Evaluation Committee at the time we were re-envisioning how we could meet our evaluation requirements with valuable, meaningful job-embedded professional learning. I now find myself with an opportunity to work with CPM, the publisher of our math program for Grades 6-8, in a brand new role as Professional Learning Coordinator. I will be part of a team working to re-design CPM's teacher support system to better fit 21st Century learning, and the realities of 21st Century schools. This is an exciting opportunity, both personally and professionally, that I feel I must pursue. Unfortunately, the task is so large it cannot be done part time, in addition to my teaching responsibilities. So, I write to request a year leave of absence to try something a little bit different.

Thank you in advance for your support of this endeavor.

Sincerely,

Jocelyn Dunnack
Grade 5
Mansfield Middle School

From: **Carol Phelps** <phelpsc@mansfieldct.org>

Date: Thu, Apr 9, 2020 at 4:51 PM

Subject: Retirement

To: Kelly Lyman <lymankm@mansfieldct.org>

CC: Mike Seal <sealm@mansfieldct.org>, Michele Beers <BeersML@mansfieldct.org>

April 9, 2020

Dear Kelly,

I am writing to inform you that I will be retiring as of June 30, 2020. It has been a privilege to work in Mansfield for the past thirty-one years. Thank you for all of your support during your time in Mansfield.

Sincerely,
Carol A. Phelps