



*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

June 10, 2021

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

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://townhallstreams.com/town.php?id=69> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity). Public Comment will be accepted by email at [mboesupt@mansfieldct.org](mailto:mboesupt@mansfieldct.org) either before the meeting or prior to the 2<sup>nd</sup> Hearing for Visitors. Comments may also be sent via USPS mail, care of the Mansfield Board of Education, 4 South Eagleville Road, Mansfield, CT 06268.

### Agenda

#### CALL TO ORDER

#### APPROVAL OF MINUTES (M)

May 13, 2021

June 3, 2021 Special Meeting

#### SPECIAL PRESENTATIONS:

Student Recognition, CABE Award:

Bailey Fuerst

Benjamin Legassy

Recognition of Retirees:

Ivy Pomeroy

Cheryl Hathway

Maureen Gagne

Carol Lagrotteria

Norma LoMonaco

Mickey Maheu

James Jenks

Michelle Barnett

Judy Parenteau

Barbara Vaughan

Mansfield Middle School Paraeducator

Southeast School Teacher

Southeast School Cafeteria Manager

Southeast School Paraeducator

Southeast School Paraeducator

Southeast School Paraeducator

Southeast School Custodian

Vinton School Paraeducator

Vinton School Paraeducator

Mansfield Public Schools Suzuki Teacher

#### HEARING FOR VISITORS:

#### COMMUNICATIONS:

#### ADDITIONS TO THE PRESENT AGENDA:

#### BOARD REPORTS:

#### INFORMATION, PRESENTATIONS, AND ACTIONS

- Superintendent's Report
- Summer Programs
- ARP ESSER Grant Update and Continuity of Learning Plan
- Enrollment Update, Forecast for 2021-22

- MMS Roof Update
- Elementary School Update

#### **NEW BUSINESS** (If needed)

#### **HEARING FOR VISITORS**

#### **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**CONSENT AGENDA:** (M) The following item for the Board of Education June 10, 2021 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 Cheryl Hathway, teacher at Southeast School effective June 30, 2021.

That the Mansfield Public Schools Board of Education accepts the resignation of Jocelyn Dunnack, teacher at Mansfield Middle School effective June 30, 2021.

That the Mansfield Public Schools Board of Education accepts the resignation of Robin Blomstrann, teacher at Mansfield Middle School effective June 30, 2021.

That the Mansfield Public Schools Board of Education approve the request from Julie Charry for unpaid Childrearing leave from the beginning of the 2021-2022 school year through January 24, 2022.

**EXECUTIVE SESSION:** (M) to discuss Superintendent's evaluation and non-union wages and salaries.

Possible Action regarding Superintendent's evaluation and non-union wages and salaries.

#### **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 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  
May 13, 2021  
Minutes**

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

The meeting was called to order at 7:01pm by Ms. Ward

Ms. Allison read the Mission Statement of the Mansfield Board of Education.

Ms. Ward read the following statement: In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity). Public Comment will be accepted by email at [mboesupt@mansfieldct.org](mailto:mboesupt@mansfieldct.org) or by USPS mail care of the Mansfield Board of Education, 4 South Eagleville Road, Mansfield, CT 06268 and must be received by 3:00 p.m. on the day of the meeting to be included in an updated meeting packet. Public comment received after this time will be shared at the next meeting.

**APPROVAL OF MINUTES:**

Motion by Ms. Aubrey, seconded by Ms Everett, to approve the minutes of the April 8, 2021 meeting.

Vote: unanimous in favor.

Motion by Mrs. Verge, seconded by Ms Allison, to approve the minutes of the April 8, 2021 meeting,

Vote: Unanimous in favor

Motion by Ms. Allison, seconded by Ms. Aubrey to approve the minutes of April 28, 2021. Vote: Unanimous in favor.

Ms Zimmermann arrived at 7:15pm

HEARING FOR VISITORS: None

COMMUNICATIONS: A request for maternity leave and unpaid child rearing leave beginning October 25, 2021 until February 1, 2022 from Merin Chiramel, teacher at the middle school.

A request for maternity leave and unpaid child rearing leave beginning May 30, 2021 until January 18, 2022 for Britta Spinella, teacher at Goodwin School.

ADDITIONS TO THE PRESENT AGENDA: Motion by Ms Everett, seconded by Ms Aubrey, to add to the Consent Agenda to include the votes to grant maternity and unpaid child rearing leaves to Merin Chiramel and Britta Spinella. VOTE: Unanimous in favor.

BOARD REPORTS: Personnel Committee: Ms. Ward reminded the Board there will be an Executive Session following this meeting. Finance Committee: Ms Ward reported Charmaine Bradshaw-Hill, Director of Finance presented to the Committee the Financial statements dated 3.31.21. There are no expenditure concerns at this time.

Mr. Litrico arrived at 7:45

**INFORMATION, PRESENTATIONS, AND ACTIONS**

- Superintendent's Report: Mrs. Lyman gave the Board a Covid-19 update. She reported the number of students opting into remote learning continues to decline. She reported many of the traditional end of year activities will be held.
- Food Services Update: Stephanie Deason, Director of Food Services, presented a report on the 2020-21 Food Services Program. With the onset of COVID-19, the USDA announced schools may provide universal free meals. During the summer, the department established pick-up areas on specific days for families to pick up free lunches. Charmaine Bradshaw-Hill reviewed the financials for the program.
- Efforts to Promote Equity: Mrs. Lyman, Mr. Dart, and Mrs. Rodriguez reviewed the districts efforts to promote equity. They announced that this summer the district will host a 2021 Equity Institute for all staff and expect an equity audit to follow.

- ESSER Grant Process: Mrs. Lyman reported the ESSER II Grant Application has been completed. The total allocation is \$400,634 and must be spent as specified by the grant. Some areas of spending are academic supports, learning loss, school safety, remote learning, and staff development. Details on the American Recovery Plan funds are being received. Mansfield will receive \$745,781.
- Core Beliefs and Mission Statement: The Board and district have been working on revised Core Beliefs and a Mission Statement. It is complete and was in the packet.
- MMS Roof Update: Mr. Litrico reported Imperial Roofing Company was chosen as the contractor. An RFQ will be posted to hire an owner's rep.
- Elementary School Update: Ms Ward reported Newfield Construction has been hired as general contractor.

NEW BUSINESS: None

CONSENT AGENDA: Motion by Mr. Litrico, seconded by Ms. Everett that the Consent Agenda Items for Board of Education April 8, 2021 meeting be approved.

The request for maternity leave and unpaid child rearing leave October 25, 2021 until February 1, 2022 from Merin Chiramel, teacher at the middle school.

The request for maternity leave and unpaid child rearing leave beginning May 30, 2021 until January 18, 2022 for Britta Spinella, teacher at Goodwin School.

HEARING FOR VISITORS: None

SUGGESTIONS FOR FUTURE AGENDA: None

EXECUTIVE SESSION: Motion Ms Aubrey, seconded by Ms Allison, to move into an executive session at 9:05pm for the discussion of personnel, and contract negotiations with Superintendent Lyman in attendance.

The Board returned to regular session at 9:18pm.

Motion by Ms Allison, seconded by Ms Zimmermann, to approve the proposed agreement between the Mansfield Board of Education and the Mansfield Public Schools' Secretaries' Association effective July 1, 2021 through June 30, 2022.

VOTE: Unanimous in favor

Motion by Ms Everett, seconded by Mrs. Paulhus, to adjourn at 9:21pm. Vote: Unanimous in favor

Celeste N. Griffin  
Board Clerk

# Mansfield Board of Education

## Virtual Special Meeting

### Minutes

June 3, 2021

5:30pm

**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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- **Call to Order:** Ms. Ward called meeting to order at 5:34
- **Motion by Mrs. Paulhus, seconded by Ms. Allison to move into Executive Session for the purpose of discussing Superintendent's Evaluation Adjournment and ask Superintendent Lyman to join. Vote: Unanimous in favor**
- Ms. Zimmermann arrived at 5:40
- Mrs. Lyman left the session at 6:49
- Ms. Aubrey arrived at 7:00pm
- **Motion by Mrs. Paulhus, seconded by Mr. Litrico to adjourn meeting at 8:00pm. Vote: Unanimous in favor**

Respectfully submitted,  
Martha Kelly, Secretary





2021 MAY 14 AM 11:39

Cheryl Hathway  
17 Riverdale Drive  
Windham, Ct. 06280

To: Kelly M. Lyman, Superintendent of Mansfield Public Schools; and Members of the Mansfield Board of Education

Date: May 12, 2021

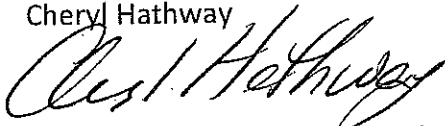
RE: Intent to Retire

Please accept this letter as notification that I will be retiring from my position as a teacher from Mansfield Public Schools at the end of the 2020-21 school year. I have thoroughly enjoyed my time in Mansfield and am honored to have touched the lives of so many children.

As I was growing up, aspiring to become a teacher was a dominant thought. Little did I know then that I would become an elementary school teacher in my own home town. The Mansfield student became the Mansfield teacher. My professional career has been a storied life. As I have come full circle, I don't feel it's a point of finality ~ more one of completion.

With heartfelt thanks and warmest regards,

Cheryl Hathway



Cc: Lauren Rodriguez, Principal

March 8, 2021

Michele Beers  
Human Resources  
Mansfield Public Schools  
4 South Eagleville Road  
Storrs, CT 06268

Dear Michele,

I am writing to officially submit my resignation from Mansfield Public Schools, effective June 30, 2021. I would like to thank you, Kelly Lyman, Candace Morell, and the Board of Education for all of the support this past year and during my teaching career. It has truly been an honor to teach in Mansfield.

Sincerely,

Jocelyn M. Dunnack

2021 MAY 21 PM 4:02

May 21, 2021

Dear Mrs. Lyman and Mrs. Morrell,

I am writing to express that I will not be returning to school for the 2021 - 2022 school year due to family needs.

I had hoped to take a leave of absence, but since that is not possible, I will not be returning.

Thank you to the MMS administrators and staff for their support over the past decade. The middle school is a special place, and I am proud of the time, passion, and energy that I dedicated to the students of Mansfield.

The students I have taught and the staff with whom I have worked will hold a special place in my heart always.

My hope is that this letter does not close the door for future opportunities. I would be interested in part time positions in particular.

Thank you again for everything.

Kind regards,  
Robin Blomstrann

May 20, 2021

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

Dear Mrs. Lyman,

I am writing to inform you that my husband and I are expecting a child this July. I'm requesting an unpaid Childrearing leave as outlined in Article 11, J, from the start of the 2021-2022 school year through January 24, 2022.

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

Sincerely,

Julie Charry

Cc: Peter Dart  
Human Resources