



It is the mission of the Mansfield Public Schools, in partnership with the Mansfield community, to ensure that each and every child develops the knowledge, skills, and dispositions essential for civic engagement and personal excellence in learning, life, and work within our local and global community.

Mansfield Board of Education Meeting

October 14, 2021

Council Chambers 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

The public may view the meeting live at <https://mansfieldct.gov/video>.

Agenda

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: (P. 1)

September 23, 2021 Special Meeting (M)

September 23, 2021 Workshop (M)

October 6, 2021 Special Meeting (M)

RECOGNITION AND CELEBRATION

HEARING FOR VISITORS

COMMUNICATIONS: Congratulatory letter to Kathy Ward from Connecticut Association of Boards of Education on earning Master Board of Education Member designation (P. 4)

Letter from the State of CT Board of Education acknowledging the work the BOE and Superintendent are doing in support of schools (P. 5)

ADDITIONS TO THE PRESENT AGENDA

COMMITTEE REPORTS

Personnel

INFORMATION, PRESENTATIONS, AND ACTIONS

- Superintendent's Report
- Transition Plan for New Elementary School
- October 1 Enrollment Report (P. 6)
- MMS Modernization Study (P. 11)
- Approval of Furniture, Fixtures and Equipment Specifications for new elementary school (FF&E) (M)
- Approval of Technology Plan Specifications for new elementary school (M)
- Update on School Building Project
 - Watch our school grow https://www.youtube.com/watch?v=OTD_kqI39ZY
- MMS Roof Project Update

NEW BUSINESS (if needed)

Superintendent Contract (M)

HEARING FOR VISITORS

CONSENT AGENDA: (M) The following items for the Board of Education October 14, 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 approve the salary increase for **Louis Goffinet**, Technology Integration Specialist, effective July 1, 2021, at an annual salary of \$61,119, Level MA, Step 3 of the Teachers' Salary Schedule (P. 13)

That the Mansfield Public Schools Board of Education approves the resignation of **Jeremy McKenzie**, Teacher at Mansfield Middle School; effective October 1, 2021 (P. 14)

EXECUTIVE SESSION (if needed)

ADJOURNMENT

**Mansfield Board of Education
2021-2026**

Mission:

It is the mission of the Mansfield Public Schools, in partnership with the Mansfield community, to ensure that each and every child develops the knowledge, skills, and dispositions essential for civic engagement and personal excellence in learning, life, and work within our local and global community.

Core Beliefs:

- **Lead with equity.** We believe that children must be supported to learn and develop in a safe, antiracist environment free from discrimination, bias, and prejudice against all people where conscious efforts and intentional actions ensure equitable opportunities.
- **Develop the whole child.** We believe schools have an obligation to teach academic and social skills while nurturing the emotional, physical, and behavioral development of all children.
- **Ensure active learning.** We believe students learn best when they engage in joy-filled, empowering, intellectually challenging, and personalized experiences that deepen understanding of the world while building academic and social-emotional skills.
- **Build partnerships.** We believe engaging families and the community as equal partners is necessary to fulfill the mission and vision of Mansfield Public Schools.
- **Prepare global citizens.** We believe schools must develop young people to be stewards of their community, nation, and the larger world around them by instilling the skills needed to contribute to a peaceful society and sustainable world.
- **Grow educators.** We believe that providing an environment that allows for inquiry, supports risk taking, provides for continuous learning, and attends to the whole person is as important for educators as it is for students.

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 Special Meeting
September 23, 2021
DRAFT Minutes**

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

The meeting was called to order at 6:30pm by Ms. Ward.

APPROVAL OF MINUTES: None

HEARING FOR VISITORS: None

COMMUNICATIONS: None

ADDITIONS TO THE PRESENT AGENDA: None

BOARD REPORTS:

Finance Committee - Chair gave the Finance Committee report from Finance Committee meeting of September 21, 2021

INFORMATION, PRESENTATIONS, AND ACTIONS: None

NEW BUSINESS (if needed): None

HEARING FOR VISITORS: None

CONSENT AGENDA:

The Mansfield Public Schools Board of Education accepts the June 30, 2021 Yearend Financials
The Mansfield Public Schools Board of Education accepts the Yearend 2021 Budget Transfers

Motion by Ms. Allison, second by Mr. Litrico to approve the Consent Agenda. Vote: Unanimous in Favor

ADJOURNMENT: Motion by Ms. Everett, seconded by Ms. Allison to adjourn at 6:44pm. Vote: Unanimous in favor.

Respectfully submitted, Kathy Ward, Chair



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**Mansfield Board of Education
Workshop
September 23, 2021
DRAFT Minutes**

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

The meeting was called to order at 6:45pm by Ms. Ward.

INFORMATION, PRESENTATIONS, AND ACTIONS:

Superintendent and Administrative Team introduced the new Mansfield School Development Plan.

ADJOURNMENT: Motion by Ms. Allison, seconded by Mr. Litrico to adjourn at 7:52pm. Vote: Unanimous in favor.

Respectfully submitted, Kathy Ward, Chair



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**Mansfield Board of Education Special Meeting
October 6, 2021
DRAFT Minutes**

Attendees: Kathy Ward, Chair, Susannah Everett, Vice-Chair, David Litrico, Edith Allison, Rebecca Aubrey

Absent: Martha Kelly, Secretary, Katherine Paulhus, Kelly Zimmermann, Elizabeth Verge

The public may view the meeting live at <https://mansfieldct.gov/video>

The meeting was called to order at 7:37pm by Ms. Ward.

INFORMATION, PRESENTATIONS, AND ACTIONS:

- Susan Pinckney of TSKP Studio, gave a detailed presentation on the furniture, fixtures and equipment (FF&E) specifications for the new elementary school.
- Jaime Russell, Mansfield Director of Technology, gave a detailed presentation on the Technology Plan for the new elementary school.

Mrs. Lyman advised the Board they will need to review these plans and a vote to approve the specifications will be taken at the 10/14 Board meeting.

CONSENT AGENDA: Motion by Mr. Litrico, seconded by Ms. Aubrey to accept the Consent Agenda. Vote: Unanimous in favor.

EXECUTIVE SESSION: Motion by Ms. Everett, seconded by Ms. Allison to go into Executive Session and to invite Kelly Lyman to join at 8:20pm. Ms. Ward declared the Executive Session is over at 8:28.

Ms. Aubrey made a motion to appoint the Mansfield Board of Education as the search committee for a new superintendent of schools. Ms. Everett seconded. Vote: Unanimous in favor.

ADJOURNMENT: Motion by Ms. Allison, seconded by Ms. Aubrey to adjourn at 8:30pm. Vote: Unanimous in favor.

Respectfully submitted, Jil Corso, Board Clerk



Connecticut Association of Boards of Education

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Senior Staff Associate
for Professional Development
and Communications

Teresa Costa
Coordinator of Finance
and Administration

August 30, 2021

Ms. Kathleen Ward
51 Chatham Drive
Storrs, CT 06268

Dear Ms. Ward:

Congratulations! You have earned CABE's **Master Board of Education Member** designation. Very few other Connecticut board of education members have earned this prestigious honor.

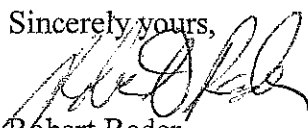
With your attendance at numerous CABE/CAPSS Conventions, CABE workshops and programs and other events, you have acquired a wide variety of skills, knowledge and abilities. This is a great accomplishment and you are to be commended.


In earning this honor, you initially earned the required 20 credits in the areas of board relations, policy, curriculum, school finance, school law, labor relations and board operations. This gave you the Certificated Board of Education Member Award. You have now earned an additional 20 credits in the areas of leadership, effective meetings, school/community relations, strategic planning, group dynamics, board member ethics, school finance, labor relations and school law.

Enclosed is a press release template for your use. On behalf of CABE, Baldwin Media will also be sharing this information with the press.

We encourage you to continue to participate in CABE workshops and webinars to further develop your boardmanship skills. Your commitment to public education and to the children in your community is admirable. Again, congratulations on accomplishing this difficult and time-consuming feat!

Sincerely yours,


Robert Rader
Executive Director


Lisa Steimer
Sr. Staff Associate for Professional Development
and Communications

cc: Mansfield Board of Education, Board Chair
Mansfield Public Schools, Superintendent



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



September 2021

Dear Board of Education Members and Superintendents:

As members of the Connecticut State Board of Education, we recognize the significant challenges currently facing our schools and school leaders. As such, we want to take this opportunity to acknowledge the critical work that you continue to do in support of our schools, faculty, families and students. Especially during the COVID-19 pandemic, we applaud you for all of your efforts to keep our schools open and safe, and our students learning.

What we have learned during the past school year, and what is supported by recent assessment data, is that students learn best in-person with their educators and friends, and in-person instruction is only made possible through the consistent employment of a series of mitigation efforts and protocols to support safe and healthy school environments. We understand how stressful these situations can be, in the face of opposition, and truly appreciate your courage and commitment to supporting your schools, staff, families and students.

The only way we can get through this pandemic is to work together in support of our communities. We always invite everyone to the table to provide input and collaborate, and we encourage you to continue this practice wherever possible. For the sake of our children and their continued success in learning, we join you in placing them at the center of all our discourse and our efforts.

In Support,

The Members of the State Board of Education

Mansfield Public Schools 2021 Enrollment Report

The October 2021 Enrollment Report indicates there were 1006 resident students in Mansfield on October 1, 2021. This enrollment report includes 996 enrolled students, 7 magnet school students, and 3 Special Education Out of District students.

Resident Student Enrollment

Year	District	Magnet Schools	Outplaced	Total
2017-18	1134	11	6	1151
2018-19	1140	8	3	1151
2019-20	1130	14	3	1147
2020-21	1038	11	4	1053
2021-22	996	7	3	1006

School	October 1, 2021 Enrollment
Goodwin	152
Southeast	161
Vinton	209
MMS	474
Total	996

October 1, 2021 Enrollment by Grade

Elementary Enrollment 2021				
Grade	Goodwin	Southeast	Vinton	Total
PreK	20	21	22	63
K	27	34	43	104
1	26	32	37	95
2	27	20	36	83
3	25	28	36	89
4	27	26	35	88

Middle School Enrollment 2021	
Grade	
5	110
6	119
7	120
8	125

Ten Year Enrollment Data

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Goodwin	223	221	201	220	207	200	176	185	191	168	152
Southeast	257	253	242	242	242	227	180	183	161	153	161
Vinton	269	272	258	260	269	254	232	220	226	196	209
PreK-4 Total	749	746	701	722	718	681	588	588	578	517	522
MMS	576	570	547	520	530	533	546	552	552	521	474
Dist. Total	1325	1316	1248	1242	1248	1214	1134	1140	1130	1038	996

**Mansfield Public
Schools 2021 Enrollment
Report**

**PreK – 4 Class Size
October 1, 2021**

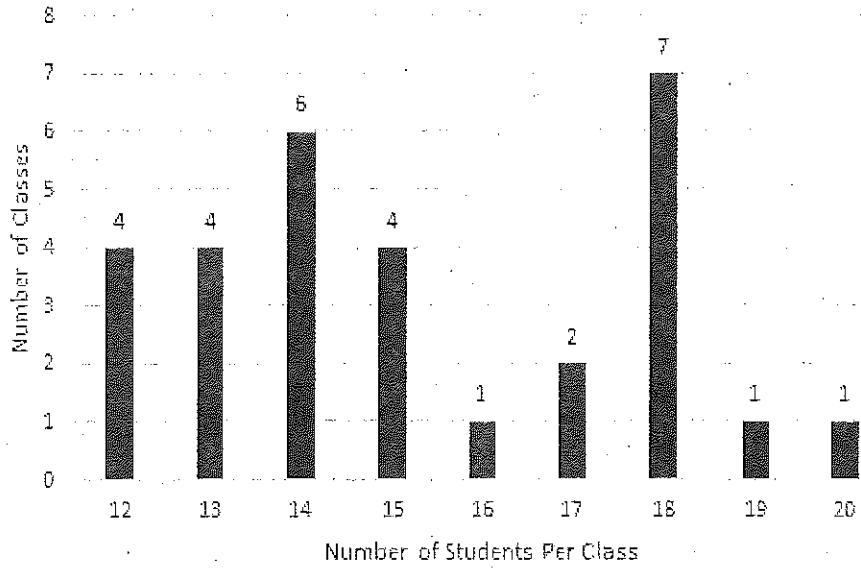
Goodwin			
Grade	Class Sizes	BOE Guidelines	Total
PreK	11, 9	n/a	20
K	14	14-18	27
1	14	14-18	26
2	14	14-18	27
3	12	14-18	25
4	12	16-20	27
Total			152

Southeast			
Grade	Class Sizes	BOE Guidelines	Total
PreK	10, 11	n/a	21
K	16, 18	14-18	34
1	17, 15	14-18	32
2	20	14-18	20
3	15	14-18	28
4	12	16-20	26
Total			161

Vinton			
Grade	Class Sizes	BOE Guidelines	Total
PreK	11, 11	n/a	22
K	14, 15, 14	14-18	43
1	19, 18	14-18	37
2	18, 18	14-18	36
3	18, 18	14-18	36
4	17, 18	16-20	35
Total			209

Below Class Size Guidelines
Above Class Size Guidelines

October 1, 2021
K-4 Class Size Distribution



**Grades 5-8 Class Size
October 1, 2021**

Grade 5	Class Size
Reading	16, 19, 17, 16, 19, 18, 5, 1
Language Arts	18, 17, 17, 17, 18, 19, 4, 1
Math	20, 20, 17, 17, 17, 15, 3, 1
Science	18, 19, 20, 20, 16, 17, 1
Social Studies	16, 17, 20, 18, 20, 20
Spanish	12, 15
French	15, 11
Latin	13, 16
Art	14, 15
Life & Consumer Sciences	15, 14
Technology Education	13, 10
Music	15, 15
Physical Education	17, 19, 19, 18, 20, 18

Grade 6	Class Size
Reading	18, 22, 20, 22, 17, 17, 3
Language Art	20, 22, 21, 17, 19, 17, 3
Math	16, 21, 18, 21, 17, 18, 3, 6
Science	17, 18, 17, 22, 23, 21, 1
Social Studies	20, 17, 21, 17, 22, 21, 1
Spanish	18, 18
French	19, 12
Latin	10, 15
Art	13, 16
Life & Consumer Sciences	15, 15
Technology Education	16, 14
Music	14, 16
Physical Education	21, 20, 20, 20, 20, 18

Grade 7	Class Size
Literature	21, 19, 19, 20, 15, 17, 6, 2, 2, 1
Language Arts	17, 19, 17, 21, 21, 16, 6, 2, 1
Math	20, 17, 16, 12, 24, 21, 7, 3, 1
Science	16, 20, 19, 16, 20, 16, 13
Social Studies	19, 21, 21, 20, 22, 14, 1
Spanish	16, 21
French	10, 16
Latin	15, 15
Art	17, 16
Life and Consumer Sciences	14, 14
Technology Education	15, 13
Music	16, 15
Physical Education	14, 25, 22, 12, 21, 29

Grade 8	Class Size
Literature	20, 17, 15, 17, 18, 17, 16, 2, 2, 1, 1
Language Arts	16, 17, 21, 19, 16, 16, 17, 2, 1, 1
Math	17, 19, 17, 18, 14, 16, 18, 3, 1
Science	17, 17, 16, 18, 18, 17, 19, 1, 1
Social Studies	20, 16, 18, 14, 17, 20, 19, 1, 1
Spanish	17, 15
French	21, 18
Latin	15, 16
Art	16, 16
Life & Consumer Sciences	16, 15
Technology Education	19, 15
Music	15, 14
Physical Education	19, 19, 23, 17, 22, 25

Large Group Music Ensembles	Class Size
Chorus I	33
Chorus II	37
Junior Band	50
Concert Band	41
Orchestra I	31
Orchestra II	30

Class Size Guidelines
Gr. 5: 16-20
Gr. 6-8: 21-23

Enrollment Projections

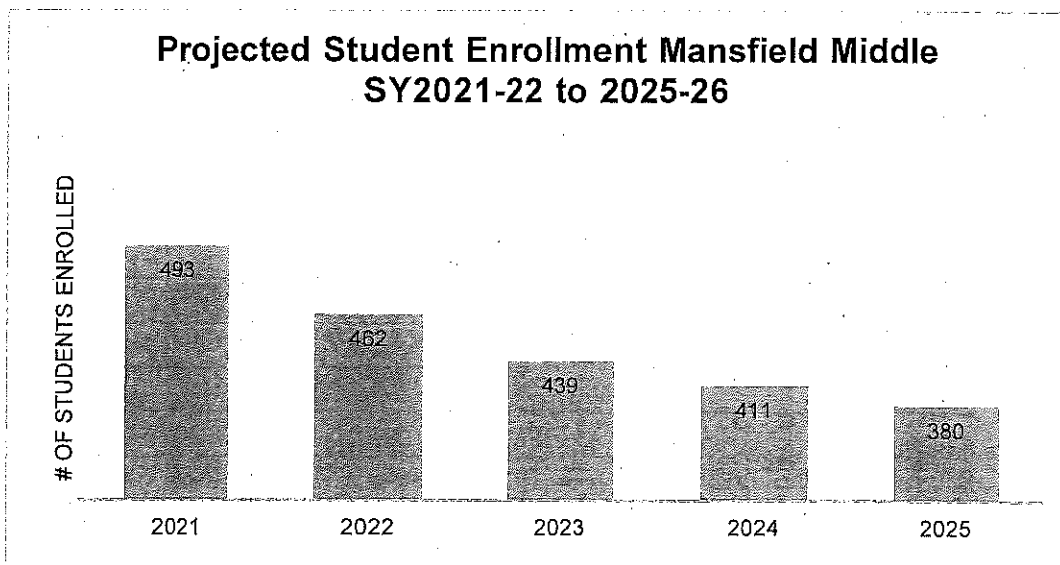
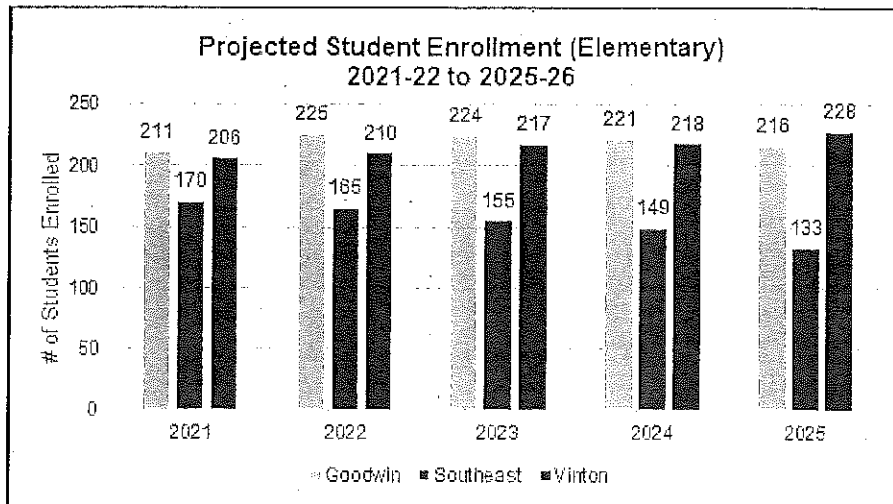
(Studies Completed November 15, 2019 and
November 18, 2020)

Actual Enrollment v. Projected

	Oct. 1, 2021	Oct. 1, 2020	Enrollment Projection 2021	Change	
				Oct. 2020 - Oct. 2021	Projection - Oct. 2021
Goodwin	152	168	211*	-16	-59
Southeast	161	153	170*	8	-9
Vinton	209	196	206*	13	-3
Pk-4	522	517	587*	5	-65
MMS	474	521	493**	-47	-19
Total	996	1038	1080**	-37	-84

*Projections from 2019 Study

**Projections from 2020 Study



TO: Mansfield Board of Education
FROM: Superintendent Kelly Lyman
RE: Mansfield Middle School Modernization Study
DATE: October 8, 2021

In 2016, the Board of Education commissioned a facility planning study that focused on evaluating the degree to which the current facilities were supporting the educational outcomes desired by the community. That study resulted in the identification of a set of goals for our school buildings.

1 Common Spaces

Open, flexible common spaces that promote collaboration, teamwork, movement, and play

2 Classroom Spaces

Large, flexible classrooms that allow for project-based learning, collaboration, and movement

3 Quiet Spaces

Enclosed, soundproof spaces for individual reflection and quiet work time

4 Furniture & Seating

Multiple options for comfortable seating and standing which can be reconfigured to promote student agency in creating the environment that best meets their learning needs

5 Outdoor Spaces

Outdoor learning spaces which support the integration of the environment and academic learning

6 Accessible Resources

Accessible physical and digital resources, materials, and tools to facilitate student creativity and exploration

This was followed by a series of community input sessions that educated the public about the condition of our buildings, our enrollment and fiscal outlook, and our instructional practices. Input gathered was relevant to all our buildings although there was an understanding that the greatest need existed at the elementary level.

Following these community sessions, the Board requested the Town Council establish a building committee to build one new elementary school. Following a successful referendum, design and construction of the new school began. During this time, the administration developed a detailed multi-year plan to address the facilities needs at Mansfield Middle School. That plan has successfully implemented resulting in many maintenance upgrades and facility refinements. (A review of the multi-

year plans will be presented at the Board of Education meeting on October 14.) At this time, the remaining projects are costly, large scale projects, some of which require structural changes.

Therefore, last spring, the Board agreed that undertaking a modernization study for Mansfield Middle School (MMS) would provide us with the best information possible to decide how to meet our goals and address facility needs at MMS.

Through a competitive bid process, Colliers International was chosen to conduct this study. The study is expected to be completed by early March. Allen Corson, Facilities Director, will be present at the next Board of Education meeting to provide details of the study. We expect an update from Colliers will be provided to the Board mid-way through the study.

Kelly M. Lyman
Superintendent

DATE: October 7, 2021
TO: Mansfield Board of Education
FROM: Kelly Lyman
SUBJECT: *Professional Improvement*

As outlined in the current contract between the Mansfield Board of Education and the Mansfield Education Association (page 26: Article 20, Section E) the following employee has completed requirements for professional improvement and will receive an increase in salary, retroactive to the start of the contract year.

The courses taken by this teacher, as well as his individual plan of study, were reviewed and approved in advance:

LAST NAME	FIRST NAME	CURRENT LEVEL	NEW LEVEL	COST INCREASE
Goffinet	Louis	BA, Step 3 \$58,022	MA, Step 3 \$61,119	\$3,097

JEREMY M. MCKENZIE

113 BULL HILL ROAD • COLCHESTER, CT 06415
CELL (912) 659-6065 • E-MAIL: JEREMY_MCKENZIE@ALUMNI.BROWN.EDU

September 16, 2021

Mrs. Candace Morell
Principal
Mansfield Middle School

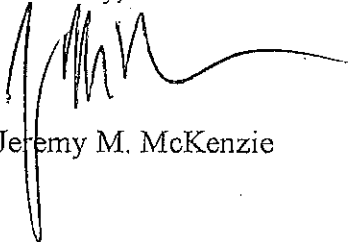
Dear Candace,

I am writing to announce my resignation from Mansfield Middle School effective at the close of business on Friday, October 1, 2021. I have decided to take an opportunity to chase my dream of flying professionally again.

This was not an easy decision to make. The past year has been both challenging and rewarding. The staff at MMS are truly amazing public servants who care deeply for our students. I've enjoyed working for you and being a part of your team.

Thank you for the opportunities for growth that you have provided me. I wish you and all of the rest of the staff at MMS all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,



Jeremy M. McKenzie