

Board of Education Meeting

Tuesday, February 6, 2007 7:30 PM

Hammonasset Room, 10 Campus Drive , Madison, CT 06443

I. Call to Order / Attendance

II. Executive Session - 6:30 p.m.

III. School Community Session - 7:30 p.m.

III.A. Recognition: CIRMA Risk Management Award

III.B. Recognition: 2006 Durham School Services
Safety Award

III.C. Public Participation

IV. Board of Education Student Representatives' Report

Speaker(s): Jeff
Cavallo and Emma
Norris

V. Board of Education Roundtable Discussion: Education Issues and Proposed Legislation

Speaker(s): Invited
Guests: Senator
Edward Meyer and
Represen

VI. Board Members' Comments

VII. Superintendent's Report

Speaker(s): Dr. H.
Kaye Griffin

VII.A. Discussion: AT&T proposal for leased
Fiber Optic Cable Project eligible for funding
through the Universal Service Fund (E-Rate)

Speaker(s): Art
Sickle

VII.B. Update: Tiger Fitness Center

Speaker(s): Dr. H.
Kaye Griffin

VII.C. Announcement: Kindergarten Registration

Speaker(s): Dr. H.
Kaye Griffin

VII.D. Distribution: Additional Budget Book
Materials

Speaker(s): Dr. H.
Kaye Griffin

VIII. Distribution of Executive Summaries from Board Committees / Liaison

VIII.A. Policy Committee Report

Speaker(s): Holly
Sellers, Chair;
Harriet Gowanlock;
David You

VIII.A.1. Review Policies: #1330 Community Use of
School Facilities

Speaker(s): Holly
Sellers, Chair;
Harriet Gowanlock;
David You

IX. Audience Response to Information Presented

X. Consent Agenda (Items 10.1 - 10.6)

X.A. Bills Payable: \$3,976.11 (05/06) and
\$690,272.66 (06/07)

X.B. Line Transfers: \$7,923.39

X.C. Budget Expenditure Report as of 1.31.07

X.D. Donation: High Touch High Tech Programs
(\$1,566.00) for Island Avenue School from Island
Avenue School PTO

X.E. Donation: Cultural Arts Program (\$1,926) for
Island Avenue School from Island Avenue School
PTO

X.F. Donation: Grade 1 and 2 Field Trips (\$3,210)
for Jeffrey School from Jeffrey School PTO

XI. **Action Item: Agreement between Madison Public
Schools and AT&T for leased Fiber Optic Cable
Project (Reference Bylaw#9540.8)**

XII. **Action Item: Used Tiger Fitness Center
Equipment (Referency Policy #3323)**

XIII. **Action Item: Minutes 1.16.07 Meeting**

XIV. **Old Business**

XV. **New Business**

XVI. **Future Agenda Items**

XVII. **Adjournment**

Board of Education Meeting
January 16, 2007
Town Campus

Meeting Minutes

1. Call to Order / Attendance

The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 7:00 p.m.

Present: John Dean; Debbie Frey; Harriet Gowanlock; Robert Hale, Kathleen Rossini; Atty. Holly Sellers.

Also present: Dr. H. Kaye Griffin, Superintendent.

MOTION: by Gowanlock, seconded by Rossini to enter Executive Session at 7:00 p.m. to discuss personnel issues.

AYES: Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 6-0

2. Executive Session

Personnel issues were discussed.

MOTION: by Frey, seconded by Dean to adjourn Executive Session at 7:25 p.m.

AYES: Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 6-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:30 p.m. Chairman Hale led the Pledge of Allegiance.

Present: Becky Coffey; John Dean; Debbie Frey; Harriet Gowanlock; Robert Hale, Kathleen Rossini; Atty. Holly Sellers.

Also present: Dr. H. Kaye Griffin, Superintendent; Anita Rutlin, Assistant Superintendent for Curriculum, Instruction, and Assessment; district administrators; faculty; staff; students; community members.

3. School Community Session

3.1. Recognition of Staff: Jill Hale / CAS 2007 Assistant Principal of the Year

Dr. Griffin acknowledged members of Ms. Hale's family in the audience. She stated that Ms. Hale's husband, who is the principal at the Westbrook High School, is the current 2006 Principal of the Year for Connecticut. Dr. Griffin stated that Ms. Hale has 25 years professional experience, 18 years as a teacher and 7 years as an Assistant Principal. She is currently serving as the Interim Director of Special Education / Student Services. The award is from the Connecticut Association of Schools for Middle School Assistant Principal of the Year and is a deserving honor.

Mr. Frank Henderson, Principal of Polson School, congratulated Ms. Hale on her well-deserved award and read comments from faculty members and parents about Ms. Hale's dedication.

Ms. Hale thanked everyone for the honor and stated that she has been blessed and privileged to serve the Madison school system.

3.2. Public Participation

Kim Chiecko, 33 Tamarac Drive, inquired about the budget workshops especially as relates to safety and security requests at the schools. Ms. Chiecko inquired whether funds have been requested for staff and equipment.

Mr. Hale responded that all details of budget request are not complete at this time, but funds have been requested for staff members to serve as greeters at the doors of the schools for next school year. The Board is also reviewing the possibility of utilizing a consulting service.

Dr. Griffin stated that the school system currently has a crisis management plan and assistance of a consultant was used to address security and safety needs at the time the plan was prepared. She also indicated that a meeting with a consultant may be set in the future to discuss updating the plan. Dr. Griffin also reported that the State of Connecticut is considering offering a grant opportunity (\$15 million) to school districts for safety and security issues. No details are available on the grant yet.

Dr. Griffin also responded that if a parent has a specific concern that it should be immediately reported to school principal.

Jodie Small, 380 Horsepond Road, stated that Radon testing was recently done at the schools and questioned whether mold / air quality is tested.

Dr. Griffin responded that the district has a Tools for Schools Committee. This Committee addresses air quality issues on a regular basis. The Committee has implemented changes in procedures for cleaning the buildings to control for mold growth. Custodians were trained in the use of new products and cleaning sequences have been modified.

4. Board Members' Comments

Ms. Gowanlock commented that she attended last week's Elementary Principals meeting for parents to discuss CMT results and the accreditation process. She felt the meeting was very informative and thanked the principals for sponsoring the event.

Dr. Griffin added that in the Administrative Council retreat, preliminary plans to enhance communication with parents was addressed. The use of parent forums was recommended. She hopes that more parents will attend the meetings in the future.

5. Board Committees / Liaison Updates

5.1. Planning Committee

Ms. Rossini reported that the fitness center at Polson got a certificate of occupancy which clears them to bring in equipment. The center will serve middle and high school students and a schedule of use is being worked on.

5.2. Personnel Committee

Mr. Dean reported a meeting was held with the health insurance consultant where the current health insurance contract was reviewed. They also discussed potential changes for upcoming negotiations and the overall cost of the health insurance program (\$5 million). Last Friday, a meeting was held to discuss the upcoming MAESS negotiations which will start next month.

5.3. Policy Committee

Ms. Sellers reported the Policy Committee will meet this Thursday and the major agenda item will be the facilities policy.

5.4. Finance Committee

Ms. Coffey reported the Finance Committee met earlier this evening and worked on the budget document. This document is in a different format from the past as it has moved from an object-based budget to a program-based budget. Ms. Coffey requested that questions on the budget document be e-mailed to her.

5.5. LEARN Liaison

Ms. Rossini reported that a meeting was held last week which had two presentations. The first presentation was from the LEARN Director of Special Ed regarding an applied behavior program for autistic children. The second presentation was from the Interim Superintendent of Old Saybrook who discussed what it means to be an Interim Superintendent. Ms. Rossini also reported that a vote was held on the proposed tuition increase for LEARN special education programs for next year. The increases range from 5% – 25%.

6. Budget Workshop: General Introduction to Proposed 2007-2008 Budget

Mr. Hale commended the Superintendent and her Assistant for the long hours and hard work in preparing the budget document. It is not a complete document, but is in a different format than prior years. The budget gives program detail and connects funding requests to the Board's goals and objectives. It will also show how changes impact the programs and goals. He feels the document will give everyone a better understanding of the education budget.

Dr. Griffin reviewed the set-up of the budget document. The document is divided into 5 sections: Introduction; Executive Summary; Budget Detail; Student and Staff; and Support Documents.

The Introduction section has the Chairman's letter, the Superintendent's letter, an Overview of the Budget Process, the Board of Education's Goals, Action Steps for 2007-2008, Budget Development Assumptions, a Revenue Summary and Academic Progress.

The Executive Summary provides an overview of the budget broken down by component, debt service and the comprehensive budget.

The budget detail section has the K-12 comprehensive budget detail. Ms. Griffin stated that every dollar proposed for 2007-2008 is represented on these pages. She introduced the concept of program budgeting. The pages provide a budget history, the 2007-2008 budget request with any corresponding increase. FTEs history and requests are also listed in this section. Dr. Griffin stated that all hourly employees have been converted into FTE equivalents.

The next section is Students and Staff which has enrollment history and projections and will include class size information.

The final section of the budget is Support Documents.

Ms. Coffey requested that all Board members e-mail questions to her to consolidate for the Superintendent. She requested that the questions be broken into 2 categories: 1) format / tracking dollars; and 2) fiscal and program questions

Ms. Gowanlock inquired whether an object summary would be included in the budget document.

7. Audience Response to Information Presented

Ms. Chico, 33 Tamarac Drive, questioned the specific dollars requested for school security.

Dr. Griffin responded that at elementary level there is a request for a total 5 positions (2.6 FTEs) in the 3 elementary schools and the Brown School who work the school day. The dollar request is \$68,000. Mr. Hale added

that other funds hope to be obtained through a State grant. Ms. Gowanlock stated that other dollars for security are in the budget embedded in other accounts, i.e. transportation.

Ms. Small, 380 Horsepond Road, questioned the next step in the budget process. Mr. Hale responded that the Board will hold budget workshops and those dates are provided on the website.

8. Consent Agenda (8.1 - 8.3)

8.1. Bills Payable: \$118,128.37

8.2. Line Transfers: \$96,737.33

8.3. Donations: Library Books (\$2,997.68) for Ryerson School Library Media Center from Ryerson School PTO

MOTION: by Dean, seconded by Sellers to approve the Consent Agenda.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 7-0

Ms. Sellers recognized the Ryerson School PTO for the outstanding fundraising to purchase almost \$3,000 in books for the school library.

9. Action Item: Minutes 1.9.07 Meeting

MOTION: by Coffey, seconded by Gowanlock to approve the minutes of the 1.9.07 meeting.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 7-0

10. Old Business

MOTION: by Coffey, seconded by Sellers to adopt the Daniel Hand High School Program of Studies.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 7-0

MOTION: by Hale, seconded by Sellers to recognize the Polson Middle School's outstanding job on their Program of Studies.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 7-0

11. New Business

11.1. Action Item: Daniel Hand High School Orchestra attendance at North American Music Festival (reference Policy #5100.8 and 6153)

MOTION: by Coffey, seconded by Sellers to approve the attendance of the Daniel Hand High School Orchestra at the North American Music Festival.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 7-0

12. Future Agenda Items

No future agenda items were requested.

13. Adjournment

MOTION: by Dean, seconded by Gowanlock to adjourn the meeting at 9:05 p.m.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Rossini, Sellers.

NAYS: None

MOTION CARRIED: 7-0

Submitted for approval at the 2.6.07 BOE meeting.
hgd