

# Board of Education Regular Meeting

Tuesday, October 16, 2007 7:30 PM

Town Campus Hammonasset Room, 10 Campus Drive , Madison, CT 06443

## I. Call to Order / Attendance

## II. Executive Session - 5:30 p.m.

II.A. Personnel Items

II.B. Contractual Items

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

III.A. Public Participation

## IV. Board of Education Student Representatives' Report

**Speaker (s):** Emma Norris and Thomas Presti

## V. Superintendent's Report

**Speaker (s):** Dr. H. Kaye Griffin

V.A. Preliminary Discussion: Enrollment Projections (Applied Data Services Report)

**Speaker (s):** Dr. H. Kaye Griffin

V.B. Presentation: Middle School Intramural Program Pilot 2007-2008

**Speaker (s):** Frank Henderson and Julianne Phelps

## VI. Board Members' Comments

## VII. Board Committees / Liaison Updates

VII.A. Planning Committee

**Speaker (s):** Members: Kathleen Rossini, Chair; Becky Coffey; Debra Frey

VII.B. Personnel Committee

**Speaker (s):** Members: John Dean, Chair; Becky Coffey; David Youngerman

VII.C. Policy Committee

**Speaker (s):** Members: Holly Sellers, Chair; Harriet Gowanlock; David Youngerman

VII.D. Finance Committee

**Speaker (s):** Members: Becky Coffey, Chair; Harriet Gowanlock; Diana Lynch

VII.E. LEARN Liaison

**Speaker (s):** Liaison: Kathleen Rossini

## VIII. Audience Response to Information Presented

## IX. Consent Agenda (Items 9.1 - 9.6)

IX.A. Bills Payable: \$18,589.16 (2006/07) & \$236,406.47 (2007/08)

IX.B. Line Transfers: \$8,232.25

IX.C. Line Transfers: \$33,928.00

IX.D. Acknowledgement: Out-of-State Travel for Daniel Hand High School Students (Reference Policy #6100.16.1)

IX.E. Donation: \$1,500 from R.H. Brown PTO to Robert H. Brown School for Grade 5 Field Trips (Reference Policy #3281)

IX.F. Donation: \$1,483.88 from Island Avenue PTO to Island Avenue School for Soccer Nets (Reference Policy #3281)

X. **Action Item: Reschedule Board Meeting from 11/6/07 to 11/8/07**

XI. **Action Item: Minutes 10.2.07 Meeting (Reference Bylaw #9540.8)**

XII. **Action Item: Minutes 10.3.07 Meeting (Reference Bylaw #9540.8)**

XIII. **Action Item: Minutes 10.9.07 Meeting (Reference Bylaw #9540.8)**

XIV. **Old Business**

XV. **New Business**

XVI. **Future Agenda Items**

XVII. **Adjournment**

Public Participation Guidelines:

Members of the community are invited to speak on topics of interest and / or topics to be addressed in the agenda. The Board of Education may choose to interact with participants, but will not act upon topics that require further study before action is taken. The participation time will be limited to three (3) minutes per person and fifteen (15) minutes overall to guarantee efficient operation of the entire meeting.

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Members of the community are invited to speak on topics of interest and / or topics to be addressed in the agenda. The Board of Education may choose to interact with participants, but will not act upon topics that require further study before action is taken. The participation time will be limited to three (3) minutes per person and fifteen (15) minutes overall to guarantee efficient operation of the entire meeting.

Consent Agenda:

The following agenda items are designated as routine and appropriate for approval as a single action by the Board of Education, if so desired. A Board member may request removal of any item from the consent agenda for review and discussion.

Board of Education Meeting  
October 2, 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 6:50 p.m.

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Diana Lynch; Robert Hale; Kathleen Rossini; Holly Sellers.

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

MOTION: by Frey, seconded by Gowanlock to enter Executive Session at 6:50 p.m. to discuss personnel issues.

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

NAYS: None

MOTION CARRIED: 8-0

2. Executive Session

Personnel issues discussed  
Contractual issues discussed.  
Legal issues discussed.

MOTION: by Coffey, seconded by Lynch to adjourn Executive Session at 7:20 ~~8~~ p.m.

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

NAYS: None

MOTION CARRIED: 8-0

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; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; 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 Public Participation

Barbara Ciotti, 12 Amber Trail, commented about a flyer she received for a senior football parent tailgate party to be held at the Surf Club that indicated that the event was b.y.o.b. She added that the party was sponsored by board member, Debra Frey. Ms. Ciotti stated that the board has policies in regard to alcohol consumption, the town has ordinances regarding alcohol consumption on town property and the Beach and Recreation Department requires a permit for the consumption of alcohol at the Surf Club facility. She added that these policies are normally announced prior to all football games. She expressed concerned regarding the disregard of these policies for this event. Ms. Ciotti added that the location of the party was changed by Ms. Frey when she realized her error in judgment.

Chairman Hale responded that Ms. Frey realized her error in judgment and made effort to correct them.

Chris Kehoe, 66 Beaver Pond Road, stated that she would like to correct her statement from the minutes of the September 4, 2007 Board of Education meeting. She stated that she did not inquire about the posting of the position for Director of Special Education but about how the position was filled. Ms. Kehoe stated that she wanted to address at this meeting the statements and answers from her last discussion with the board at its September 4<sup>th</sup> meeting. She indicated that she contacted the State Department of Education regarding whether Madison received an exemption to the certification requirements for the Director of Special Education. Ms. Kehoe distributed to the board a copy of the response letter received from Nancy Pugliese at the Bureau of Educator Standards and Certification with a section highlighted stating "...no person shall be eligible to serve for a board of education in a position for which certificates or permits are issued, unless such person holds a valid Connecticut certificate or permit appropriate for such position. Our records do not reflect any information concerning Ms. Hale being authorized to serve as the Director of Special Education without appropriate certification, nor do we have any authority to grant an exception to state law." She stated that the letter from the State Department of Education indicates that Ms. Hale did not receive authorization to serve as the Director of Special Education and did not allow for an exemption for her to serve in this position. Ms. Kehoe added that she did not fault Ms. Hale with the situation as she was most likely informed that an exemption existed, but was upset with the comments from Dr. Griffin that an exemption was authorized. She added that she feels Mr. Hale should be aware of the state law and should have spoken up regarding the appointment. She requested that the board and Vice-Chairperson Sellers in particular, enforce the same decision made when the board suspended the Athletic Director for not following a board policy with Dr. Griffin.

Joan Walker, 39 Stepping Stone Lane, stated that she read the recent press release from the board on the superintendent search process but had some further questions for the board. She inquired whether board members only are involved in the interview process and the number of rounds of interviews. Mr. Hale responded that board members only are sitting on the interview panel and that the board intends to finalize the interviews by the end of November. Ms. Walker then inquired whether there would be more than one finalist selected. Mr. Hale responded that the board intends to select one finalist and then set-up public forums to introduce the finalist to various groups including administrators, staff and the public. The person would not be officially offered the position until after the public forums. Ms. Walker did request that the board reconsider their position of not including vested members of the district and the public in the interview process. She feels that this would be a compromise to an open search process.

Steve Lutz, 66 High Hill Circle, directed his comments to Chairman Hale. He stated that he has been attending board meetings since March and recognizes that board members work hard and are volunteers. But, he feels that the behaviors and actions of the board do not match up with statements from members of the board. He believes that there is a disconnect in policies as applied to staff members of the district. He has tried to connect the board policies to the recent actions of the board. For instance, back in March during the issue of the Director of Athletics administrative leave, the board made it clear that they would not discuss personnel but board member Ms. Lynch spoke about the personnel issue in the press. He added that Mr. Hale speaks in support of the students, but at a board meeting in April chastised 3 students. Mr. Lutz indicated that Mr. Hale did apologize for his actions. He further went on to discuss the situation with the football coach and that although the board could get involved in the situation that they chose not to. Mr. Lutz also discussed the borrowing of a board meeting tape by Chairman Hale and stated that he did not understand by Mr. Hale could not watch the tape at the same time as the public. Again, Mr. Hale apologized for the situation. He expressed concern regarding the party led by board member Ms. Frey and recent comments made by board member Mr. Youngerman regarding a student. Mr. Lutz stated that his conclusion is that the actions of the board members do not mirror the board policies.

Mr. Hale responded to incident regarding the board meeting tape and stated that he did not realize that one non-showing of the tape would cause such a concern. He indicated that he made a mistake in judgment.

Chris Kehoe, 66 Beaver Pond, questioned that board about when the district was notified that Ms. Hale not qualified for the position of Director of Special Education.

Dr. Griffin responded that the board has already seen the letter distributed to them from the State Department of Education. There have been no compliance issues that have brought any disadvantage to the district. She added that in a telephone conversation with the State Department it was indicated that a 092 certification was allowed for the

interim position of Director of Special Education, although nothing was sent to the district in writing. The district received notification in May when the State discovered that it was not in compliance and the district took appropriate action to deal with the situation. Dr. Griffin added that an ED-166 (note: actual report title is ED-163) was completed by the district in January. There was contact with the members of the State Department regarding an issue with coding and the coding issues were changed. The district did not receive any further contact from the State Department of Education until May. Dr. Griffin added that several other members of the administration are aware of the telephone conversation with the state about the 092 certification for the position of Interim Director of Special Education. She further stated that Madison is one of the few districts that continually receive commendations from the State Department of Education for certification compliance. Dr. Griffin stated that this certification issue was not an intentional disregard of policy but an honest error.

Ms. Kehoe responded that she feels injustices done because other staff members who did not follow policy were subject to sanctions and the Superintendent should be subject to the same sanctions.

Ms. Rossini responded that the issue with the Athletic Director was an intentional ignorance of the policies in order to obtain equipment prior to discussion and review with the Planning Committee. She stated that the difference between the two issues related to intent. Ms. Rossini took umbrage to the comments that actions taken by individuals of the board relate to a disconnect of the board as a whole. She added that these been isolated incidents by individual board members and that the work of the board as a whole has been exemplary.

Chairman Hale added the statements mentioned to be made by Mr. Youngerman were not made during a convened board meeting.

Ms. Lynch stated that she is continually offended by the e-mails that she constantly receives from Mr. Lutz. She feels that he is violating his own corporate policy by using his work e-mail to send information to the board.

Mr. Lutz agrees that incidents individually are not much and that when taken collectively are a concern.

Atty. Seller spoke to the comments about the board not following policies. She stated, as the Chairman of the Policy Committee, that if the board took the time to analyze all their actions over the last school year relative to compliance with board policy it would reflect that the vast majority of actions of the board continuously follow the intent of board policies. She added that these would greatly outweigh any errors that might have occurred.

#### 4. Board of Education Student Representatives' Report

Ms. Norris reported that the senior picnic and pep rally was held last Friday, September 28. The classes dressed up in their colors – freshmen in white; sophomores in red; juniors in green and seniors in blue. Student progress reports will be received on October 15<sup>th</sup> for the first 30 days of the first trimester.

Mr. Presti reported that the fall sports have gotten off to an amazing start. PSATs are to be held on October 20<sup>th</sup>. This is a practice SAT for sophomores and juniors

#### 5. Superintendent's Report

##### 5.1 Update: Student Enrollment / Class Size

Dr. Griffin distributed the 10.1.07 official student enrollment report. She added that the report includes additional data to give a more comprehensive view of student enrollment. The total in-district enrollment is 3,772 students. The projected enrollment was for 3,834 students. The student enrollment including school choice, out-district placement, TCLC and home schooling total 3,831 students. These figure represents all the students supported by the school budget, even though; they all might not be in schools in Madison.

##### 5.2 Overview: Student Activity Account Management

Dr. Griffin distributed a draft document on student activity account management. This document is part of a discussion with the Finance Committee to document procedure that are already in place for student activity fund (internal accounts / pass-through accounts) accounting. These accounts are used for things such as collection of fees

for field trips and payment of the field trip. There are activity accounts at all the schools and the principal of the school is the primary trustee of the funds. The document will standardize the procedures for managing the funds, collection of fees, deposits of checks and cash, documentation of receipts, monthly bank reconciliation, etc. The major difference that these new procedure entails is the addition of these accounts on the district financial system. This will allow for the on-line management of the funds and for various reports to be prepared related to them. The Director of Fiscal Services will go to all the schools to provide training for the staff. Dr. Griffin requested that the board review the document and provide any comments / suggestions to Finance Committee.

### 5.3 Overview: Professional Development Activities 10.8.07

Ms. Rutlin spoke about fall professional development day scheduled for 10.8.07. The workshops primarily focus on curriculum, instruction and assessment. Most of the workshop presenters are the district's own experts. Some consultants on phonics, elementary science and special education will also be brought in.

Dr. Griffin added that the professional development day includes a continuation of the cohort 1 training on Blackboard. Three days of training days on Blackboard were held last week. The teachers are excited about the product and the potential.

## 6. Board Member Comments

Chairman Hale reported that the State Task Force on High School Reform still meeting and refining their recommendations. These recommendations include an increase in state requirements for graduation. He added that Madison currently meets these requirements.

## 7. Distribution of Executive Summaries from Board Committees / Liaisons

### 7.1. Policy Committee

#### Third Reading: Policy #5170 Activities / Fees / Charges

Ms. Sellers reported that policy 5170 is on third reading tonight. The Policy Committee met this evening and incorporated 3 changes to the information. The changes include language regarding board approval of any fees, remove reference to driver's education program, and to expand the references for consumable supplies that are student responsibilities.

## 8. Audience Response to Information Presented

Barbara Ciotti, 12 Amber Trail, questioned that status of the school liaison project.

Mr. Hale responded that some board members have selected their liaison assignments. In terms of the role of the liaison, he indicated that normally the school principal will invite the liaison to 2-3 faculty meetings per year and invite them to PTO meetings. Ms. Gowanlock indicated that she will be serving as liaison to the Island Avenue School and attended their recent PTO meeting. Ms. Sellers stated that she is serving as a liaison to the Ryerson School. Ms. Rossini added that board members are also participating in the NEASC accreditation / visitation process at the Polson and Brown schools.

Steve Lutz, 66 High Hill Circle, applauded the board for their effort on school liaisons. He inquired whether the board plans to publicize their board. Mr. Hale indicated that the board recently appointed a new ad hoc Community Outreach Committee that is working to get information out on the Madison Public Schools.

Mr. Lutz then questioned the roll out of the Blackboard project. Dr. Griffin responded that initial training is underway with an intention to train trainers for the district.

Elizabeth Wilson, 45 Dairy Hill Road, questioned that board about Madison students being involved in foreign exchange programs and receiving school credit. Dr. Griffin indicated that this would require review and have policy implications. She suggested that Ms. Wilson connect with the Assistant Superintendent, Anita Rutlin, to begin discussion on this issue.

9. Consent Agenda (Items 9.1-9.8)
  - 9.1 Bills Payable: \$22,407.32 (06/07) and \$815,816.81 (07/08)
  - 9.2 Line Transfers: \$19,459.38
  - 9.3 Budget Expenditure Reports as of 9.27.07
  - 9.4 Application for Beginning Educator Support and Training (BEST) Program for Kris Connors, Art Teacher at Daniel Hand High School
  - 9.5 Notice of Intent for Instruction of Student at Home for 3 Students
  - 9.6 Donation: \$2,400 to Daniel Hand Football Boosters from the Shirley French Lilac Foundation
  - 9.7 2007 – 2008 District Consolidated Application for ESEA Federal Grants
  - 9.8 CCCT Arts Presentation Grant Application

MOTION: by Coffey seconded by Sellers to approve the consent agenda.

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

NAYS: None

MOTION CARRIED: 8-0

Ms. Rossini thanked the Shirley French Lilac Foundation for their donation to the Daniel Hand Football Boosters.

10. Action Item: Snow Removal Services

MOTION: by Planning Committee to award the bid for 2007 – 2008 snow removal and sanding services to The Seashore Construction Company.

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

NAYS: None

MOTION CARRIED: 8-0

11. Action Item: Activities / Fees / Charges Policy #5170

MOTION: by Policy Committee approve the revisions to the Activities / Fees / Charges Policy #5170

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

NAYS: None

MOTION CARRIED: 8-0

12. Action Item: Minutes 9.18.07 Meeting

MOTION: by Coffey, seconded by Sellers to approve the minutes of the 9.18.07 meeting.

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

NAYS: None

ABSTAIN: Dean, Lynch

MOTION CARRIED: 6-0

13. Action Item: Minutes 9.19.07 Meeting

MOTION: by Coffey, seconded by Sellers to approve the minutes of the 9.19.07 meeting.

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

NAYS: None

ABSTAIN: Dean, Lynch

MOTION CARRIED: 6-0

14. Action Item: Minutes 9.25.07 Meeting

MOTION: by Sellers, seconded by Frey to approve the minutes of the 9.25.07 meeting.

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

NAYS: None

MOTION CARRIED: 8-0

15. Action Item: Minutes 9.26.07 Meeting

MOTION: by Coffey, seconded by Sellers to approve the minutes of the 9.26.07 meeting.

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

NAYS: None

MOTION CARRIED: 8-0

MOTION: by Coffey, seconded by Rossini to open the agenda and approve line-item transfers in the amount of \$334,291.40 for annual salary reconciliation.

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

NAYS: None

MOTION CARRIED: 8-0

MOTION: by Frey, seconded by Sellers to open the agenda and approve line-item transfers in the amount of \$45,000.00 for curriculum lab substitutes.

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

NAYS: None

MOTION CARRIED: 8-0

16. Old Business

No old business was discussed.

17. New Business

Ms. Gowanlock commented on NEASC visitation schedule and how hard the schools area working to achieve the accreditation process.

18. Future Agenda Items

No future agenda items were discussed.

19. Adjournment

MOTION: by Dean, seconded by Coffey to adjourn the meeting at 8:39 ~~8~~-p.m.

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

NAYS: None

MOTION CARRIED: 9-0

Submitted for approval at the 10.16.07 BOE meeting.

Board of Education Special Meeting  
October 3, 2007  
Town Campus

Meeting Minutes

The special meeting of the Board of Education was called to order by Chairman Robert Hale at 4:45 p.m.

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers.

MOTION: by Frey, seconded by Rossini to enter Executive Session at 4:45 p.m. to discuss personnel issues.

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

NAYS: None

MOTION CARRIED: 8-0

1. Executive Session

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers.

Also present: Consultant Dr. George Goens.

David Youngerman arrived at 6:30 p.m.

The superintendent search was discussed and interviews were conducted with candidates.

MOTION: by Gowanlock, seconded by Lynch to adjourn Executive Session and the meeting at 10:30 ~~8~~-p.m.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Lynch, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 9-0

Board of Education Special Meeting  
October 9, 2007  
Town Campus

Meeting Minutes

The special meeting of the Board of Education was called to order by Chairman Robert Hale at 6:45 p.m.

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers and David Youngerman.

MOTION: by Rossini, seconded by Gowanlock to enter Executive Session at 6:45 p.m. to discuss personnel issues.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Lynch, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 9-0

1. Executive Session

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers and David Youngerman.

Also present: Consultant Dr. George Goens.

The superintendent search was discussed.

MOTION: by Youngerman, seconded by Frey to adjourn Executive Session and the meeting at 9:20 ~~8~~ p.m.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Lynch, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 9-0