

Board of Education Regular Meeting

Tuesday, November 20, 2007 6:30 PM

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

I. Call to Order / Attendance

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

II.A. Personnel Items

II.B. Legal Items

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

III.A. Recognition: National Education Support Professionals Day (November 14, 2007): Maryanne Harmuth and Donna Allen - Co-Presidents Madison Association of Education Supportive Services

III.B. Public Participation

IV. Board of Education Student Representatives Report

Speaker (s): Emma Norris and Thomas Presti

V. Board of Education Organizational Session

V.A. Election of Officers

V.B. Assignments for Committees and LEARN Liaison

VI. Superintendent's Report

Speaker (s): Dr. H. Kaye Griffin

VI.A. Preliminary Discussion: Daniel Hand High School Program of Studies

Speaker (s): Barbara Britton

VI.B. Progress Report: CIAC Self-Evaluation Study

Speaker (s): Barbara Britton, Dr. H. Kaye Griffin, Craig Semple

VII. Board Members' Comments

VIII. Board Committees / Liaison Updates

VIII.A. Planning Committee

Speaker (s): Members: Becky Coffey, Debra Frey

VIII.B. Personnel Committee

Speaker (s): Members: John Dean, Becky Coffey

VIII.C. Policy Committee

Speaker (s): Members: Holly Sellers, Harriet Gowanlock

VIII.C.1. First Reading: Policy #5100.9.6 Maintenance and Development of Athletic Programs

Speaker (s): Members: Holly Sellers, Harriet Gowanlock

VIII.D. Finance Committee

Speaker (s): Members: Becky Coffey, Harriet Gowanlock

VIII.E. Community Outreach Committee

Speaker (s): Members:

IX. Audience Response to Information Presented

X. Consent Agenda (Items 10.1-10.6)

X.A. Bills Payable: \$1,726.85 (06/07) and
\$483,875.00 (07/08)

X.B. Line Transfers: \$14,909.59

X.C. Donation: \$6,000.00 for Field Trips to Jeffrey
School from Jeffrey PTO (Reference Policy #3281)

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

X.E. Application for Beginning Education Support and
Training (BEST) Program for Jennifer Coniff,
Social Studies Teacher at Robert H. Brown Middle
School

X.F. Department of Emergency Management and Homeland
Security (DEMHS) Grant Application (Reference
Bylaw #9540.8)

XI. Action Item: Minutes 11/05/07 Meeting

XII. Action Item: Minutes 11/08/07 Meeting

XIII. Old Business

XIV. New Business

XV. Future Agenda Items

XVI. 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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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 Special Meeting
November 5, 2007
Town Campus

Meeting Minutes

The special meeting of the Board of Education was called to order by Chairman Robert Hale at 6:05 p.m.

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

MOTION: by Frey, seconded by Rossini to enter Executive Session at 6:05 p.m. to discuss personnel issues.

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

NAYS: None

MOTION CARRIED: 8-0

1. Executive Session

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

Also present: Consultant Dr. George Goens.

The superintendent search was discussed and an interview was conducted with a candidate.

MOTION: by Sellers, seconded by Youngerman to adjourn Executive Session and the meeting at 7:45 ~~8~~ p.m.

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

NAYS: None

MOTION CARRIED: 8-0

Submitted for approval at the 11.20.07 BOE meeting.

Board of Education Meeting
November 8, 2007
Town Campus

Meeting Minutes

The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 6:40 p.m.

1. Executive Session

MOTION: by Dean, seconded by Coffey to enter Executive Session at 6:40 p.m. to discuss personnel issues.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Youngerman.

NAYS: None

MOTION CARRIED: 6-0

Present: Becky Coffey; John Dean; Debbie Frey; Harriet Gowanlock; Robert Hale; David Youngerman.

Also present: Dr. H. Kaye Griffin, Superintendent and John Bucciarelli, James Murratti, and John Turk of the National Homeland Security Task Force (left the meeting at 7:10 p.m.).

Diana Lynch and Atty. Holly Sellers arrived at 6:50 p.m. Kathleen Rossini arrived at 7:00 p.m.

Security issues discussed.

Personnel issues discussed.

Contractual issues discussed.

Legal issues discussed.

MOTION: by Lynch, seconded by Sellers to adjourn Executive Session at 7:35 p.m.

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

NAYS: None

MOTION CARRIED: 9-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:40 p.m. Chairman Hale led the Pledge of Allegiance.

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

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 Students: Nicholas Bosch and Emma Norris: Connecticut Association of Public School Superintendents (CAPSS) Superintendent / Student Leadership Award

Dr. Griffin recognized two Daniel Hand High School students that have distinguished themselves as leaders in the school community. She honored students Nicholas Bosch and Emma Norris with the Connecticut Association of Public School Superintendents (CAPSS) Superintendent / Student Leadership Award. Dr. Griffin spoke about the

achievements of the two students. A certificate was presented to the students and they will also be recognized at a special luncheon hosted by the Middlesex Superintendents Association in January.

3.2. Recognition: Retiring Board of Education Members

Chairman Hale recognized the following members of the Board of Education who will be retiring at the end of their term: Diana Lynch; Kathleen Rossini; and David Youngerman. He expressed his pleasure with working with these board members and stated they have made significant contributions to the board and the school system. A token of appreciation was presented to the retiring board members.

Dr. Griffin thanked the board members for their service and expressed her pleasure with working with them. She added that they have been dedicated, hard working and smart members of the board and have made her job as Superintendent easier.

3.3. Public Participation

Kathi Traugh, Board of Selectmen, stated that it has been her privilege to serve as liaison to the board. She thanked the board for all their hard work.

4. Board of Education Student Representatives' Report

Mr. Presti reported that Homecoming was held on Saturday, November 3rd. All tickets to the dance were sold and one-half of the student body attended the dance. Fall sports continue to be successful. The Boys' Cross Country Team won the State Championship.

Ms. Norris reported that seniors are continuing to apply for early college admissions. She also reported that 1st trimester exams have been moved up a day after Thanksgiving break. Ms. Norris commented that she attended on October 30th a State Advisory Student Council on Education which discussed the equal balance of academics, sports and arts at school. She commented that she was proud of the Daniel Hand High School which has an amazing balance in these three areas.

5. Superintendent's Report

5.1. Presentation: Madison Public Schools Security and Vulnerability Assessment Executive Summary

Chairman Hale commented that the district recently conducted a security assessment utilizing funding from the additional ECS monies from the state.

Dr. Griffin provided background information on the security and vulnerability assessment and introduced the consultant.

John Buccarelli, National Homeland Security Task Force, presented a PowerPoint presentation on the summary report of the security and vulnerability assessment (on file). A final report on the security and vulnerability assessment was presented to the board (on file).

Jodi Small, 380 Horsepond Road, questioned the vulnerability of elementary school students outside at recess and the recommendations on this issue from the consultant. Mr. Buccarelli responded that the most vulnerable point of a school is always when students are in motion, but he does not feel that the students should be locked within the school all day. He added that the key to security is to establish a presence and to make sure that the students are prepared. Ms. Small questioned the consultant about this experience at other school systems in Connecticut. Mr. Buccarelli responded that Madison is the first school system in Connecticut for which he provided an assessment but noted that the model applicable to all types of organizations. Ms. Small then questioned the next step in the process.

Chairman Hale responded that Planning Committee will review all recommendations in the report and then make recommendations to the board. He added that high priority issues will be worked on immediately and that the safety and security of students and staff is top priority. Ms. Small questioned the ventilation issue relating to the opening

of doors in hot classrooms and whether the board has any plans to upgrade the ventilation system. Mr. Hale responded that the Planning Committee is working on a long-term capital improvement plan that includes ventilation at the schools.

Kathi Traugh, Board of Selectmen, commented that some of the deficiencies in the report relate to the Town's Emergency Management Plan. She added that the Town has received money to develop safety plans and the school system has not. Ms. Traugh feels this is an opportunity for town and school to work jointly on the issue.

Dr. Griffin discussed the safety compliance issues. She stated that the district has written protocols in its crisis management plan, but what is missing is the connectivity between the schools and other agencies in town such as the police and fire department. She feels this can become a community conversation. Dr. Griffin added that the district will apply for state and federal grant funding for safety and security issues.

5.2. Overview: 2006-2007 Strategic School Profile

Dr. Griffin reported that every November the State Department of Education requires that school Superintendents distribute the Strategic School Profiles to the Board of Education. A copy of the report was presented to the board (on file). Dr. Griffin commented that the layout of the Strategic School Profile changes every year in terms of type of data that the state collects. She noted the increase in those eligible for the free and reduced lunch program, the five year enrollment increase of 7.4%. Dr. Griffin commented on the statistics on instructional hours which have been increasing over the years. Finally, she noted that special education data has been included in this report for the first time.

5.3. Information Share: MRSA Prevention Strategies

Dr. Griffin provided an information packet on MRSA infection to the board. She referenced a toolkit with information for athletics, school nurses and school custodians. Dr. Griffin reported that appropriate staff has been trained in MRSA and a special ad hoc meeting including the Director of Health and Medical Advisor was held. Students and staff are aware of the issues and are practicing good clean habits to avoid spreading germs.

5.4. Update: Middle School Expanded Intramural / Extracurricular Activities Pilot

Frank Henderson, Principal of Polson Middle School, discussed a pilot program for the expansion of intramural / extracurricular activities program at the Brown and Polson schools. The pilot program was developed to find out student interest in various extracurricular areas that are not necessarily athletics. The goal of the program is to connect students to adults in the building / the school and to find various areas of interest for the students. Mr. Henderson commented that so far the interest level has been strong. At the end of the 2nd trimester, the pilot program will be reviewed to find out if more programs might want to be added for the upcoming year.

Dr. Griffin thanked Julie Phelps and Frank Henderson for taking on the challenge of the pilot program. She added that this program addresses an initiative in the strategic plan regarding providing opportunities for students outside of athletics. Dr. Griffin also thanked the teachers involved in the project.

6. Board Member Comments

Board members expressed their appreciation to the three retiring Board of Education members. The retiring Board of Education members expressed their appreciation for the time they served on the board.

7. Distribution of Executive Summaries from Board Committees / Liaisons

Ms. Coffey reported that the Finance Committee has been working on the preliminary budget.

7.1 Policy Committee: Third Reading: Policy #3543 Employees Self-Funding Health Insurance Plan

Atty. Sellers commented that this draft policy has been reviewed and approved by legal counsel.

8. Audience Response to Information Presented

No comments.

9. Consent Agenda (9.1 – 9.6)

- 9.1 Bills Payable: \$2,894.81 (2006/2007 Budget) & \$1,036,983.08 (2007/2008 Budget)
- 9.2 Line Transfers: \$1,126,517.80
- 9.3 Line Transfers: \$30,000.00
- 9.4 Line Transfer: \$27,500.00
- 9.5 Budget Expenditure Report as of 11/1/07
- 9.6 Donation: \$5,175.00 from Ryerson PTO to Ryerson School for Class Field Trips and Hi-Touch / Hi Tech Special Programs

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

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

NAYS: None

MOTION CARRIED: 9-0

Ms. Sellers thanked the Ryerson PTO for their substantial donation.

10. Action Item: Walter C. Polson Middle School Re-Roof Project

MOTION: by Frey, seconded by Coffey to approve as complete and accept the school building project herein identified as the Walter C. Polson Middle School Re-Roof Project (State Project #076-0060RR) and certify that the project has been accepted by the architect and construction manager as complete.

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

NAYS: None

MOTION CARRIED: 9-0

Ms. Frey commented that this action is part of the process to formally accept for the project in order to make application for state grant reimbursement.

11. Action Item: Bid for DHHS Sidewalk Improvement

MOTION: by the Planning Committee to award the bid for the Daniel Hand High School (DHHS) Sidewalk Improvement Project to M. DeAngelis, Inc at a bid price of \$28,075.00.

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

NAYS: None

MOTION CARRIED: 9-0

12. Action Item: Employees Self-Funding Health Insurance Plan Policy #3543

MOTION: by Policy Committee to approve the revisions to the Employees Self-Funding Health Insurance Plan Policy #3543.

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

NAYS: None

MOTION CARRIED: 9-0

13. Action Item: Minutes 10/16/07 Meeting

MOTION: by Coffey, seconded by Sellers to approve the minutes of the 10/16/07 meeting.

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

NAYS: None

ABSTAIN: Lynch

MOTION CARRIED: 8-0

14. Action Item: Minutes 10/23/07 Meeting

MOTION: by Frey, seconded by Rossini to approve the minutes of the 10/23/07 meeting.

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

NAYS: None

ABSTAIN: Lynch, Sellers

MOTION CARRIED: 7-0

15. Action Item: Minutes 10/30/07 Meeting

MOTION: by Sellers, seconded by Frey to approve the minutes of the 10/30/07 meeting.

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

NAYS: None

ABSTAIN: Lynch

MOTION CARRIED: 8-0

MOTION: by the Personnel Committee to open the agenda and ratify the contract between the Madison Board of Education and the Madison Education Association (MEA), effective 7.1.08 – 6.30.11.

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

NAYS: None

MOTION CARRIED: 9-0

16. Old Business

No old business was discussed

17. New Business

No new business was discussed.

18. Future Agenda Items

Atty. Sellers commented that she is interested in the presentation on the results of the pilot extracurricular / intramural program at the middle school on a future board agenda.

19. Adjournment

MOTION: by Dean, seconded by Youngerman to adjourn the meeting at 9:35 p.m.

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

NAYS: None

MOTION CARRIED: 9-0

Submitted for approval at the 11.20.07 Board of Education meeting.