

Board of Education Regular Meeting #2

Tuesday, March 18, 2008 7:30 PM

Town Campus 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: School Social Worker Month **Speaker (s)**: David J. Klein, Dr. Barbara Macauley

III.B. Public Participation

IV. Board of Education Student Representatives' Report **Speaker (s)**: Emma Norris and Thomas Presti

V. Superintendent's Report **Speaker (s)**: David J. Klein

V.A. Update on Safe Schools / Healthy Students Grant **Speaker (s)**: Anita Rutlin

VI. Board Members' Comments

VII. Board Committees / Liaison Updates

VII.A. Personnel Committee **Speaker (s)**: Members: John Dean, Chair; Becky Coffey; Robert Ruggiero

VII.B. Policy Committee **Speaker (s)**: Members: Harriet Gowanlock, Chair; Seth Klaskin; Holly Sellers; Becky Coffey

VII.C. Finance Committee **Speaker (s)**: Members: Becky Coffey, Chair; Harriet Gowanlock; Holly Sellers

VII.D. Community Outreach Committee **Speaker (s)**: Members: Seth Klaskin, Chair; Becky Coffey

VII.E. LEARN Liaison **Speaker (s)**: Liaison: John Dean

VII.F. Planning Committee **Speaker (s)**: Members: Debra Frey, Chair; Bill Clorite, Becky Co

VII.F.1. Discussion: Space Utilization for Elementary Schools

VIII. Audience Response to Information Presented

IX. Consent Agenda (Items 9.1 - 9.7)

IX.A. Bills Payable: \$958,938.42

IX.B. Line Transfers: \$67,263.75

IX.C. Donation: \$6,000 for field trips to Island Avenue Elementary School, from the Island Avenue School PTO (Ref. Policy #3281)

IX.D. Donation: \$2,902.26 for the Kathleen H. Ryerson Elementary School library from the Kathleen H. Ryerson PTO (Ref. Policy #3281)

IX.E. Donation: Smart Board with Stand to Walter C. Polson Middle School from Walter C. Polson PTO. Approximate value: \$1,800.00

IX.F. Donation: Display Cabinet to Walter C. Polson Middle School from Walter C. Polson PTO. Approximate value: \$1,300.00

IX.G. Acknowledgment: Out of State Travel for Robert H. Brown Middle School students (Ref. Policy #6100.16.1)

X. **Action Item: Minutes of March 4, 2008 Meeting (Reference Bylaw 9540.8)**

XI. **Action Item: Non-renewals for the 2008-2009 school year (Ref. Policy #4117.3)**

XII. **Action Item: Leave of Absence for Nicole Sypher, Grade 6 Science Teacher at Robert H. Brown Middle School, for educational puposes. (Ref. Policy #4030)**

XIII. **Action Item: Insurance Consultant for Madison Public Schools (Ref. Bylaw 9540.8)**

XIV. **Action Item: Submission of the Drug Free Communities Grant, in Partnership with the Selectmen's Council on Youth Substance Abuse (Reference Bylaw #9540.8)**

XV. **Action Item: Education Specifications for the Island Avenue Elementary School boiler replacement, including asbestos abatement.**

XVI. **Old Business**

XVII. **New Business**

XVIII. **Future Agenda Items**

XVIII.A. Status of Blackboard Project - April 4, 2008

XVIII.B. Update on Tiger Fitness Center - April 2008

XIX. **Meetings of Importance**

Speaker (s): Chairman Hale

XIX.A. March 25, 2008; Policy Committee; 5:30 p.m., Central Office Room B

XIX.B. March 27, 2008; Planning Committee, 7:30 a.m., Central Office Room B

XIX.C. March 27, 2008; The Governor's School and College Security Conference; 9:00 a.m-12:00 p.m., New Britain, CT

XIX.D. April 1, 2008; Finance Committee, 5:30 p.m., Central Office Room B

XX. **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.

Board of Education Meeting
March 4, 2008
Town Campus

Meeting Minutes

The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 6:30 p.m.

Present: Bill Clorite; Becky Coffey; John Dean; Debbie Frey; Harriet Gowanlock; Robert Hale, Seth Klaskin; Holly Sellers

Also present: David Klein, Superintendent and Anita Rutlin, Assistant Superintendent for Curriculum, Instruction, and Assessment.

1. Executive Session

MOTION: by Coffey, seconded by Gowanlock to enter Executive Session at 6:30 p.m. to discuss personnel and legal issues.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers

NAYS: None

MOTION CARRIED: 8-0

Confidential personnel matters were discussed.

Robert Ruggiero entered the meeting at 6:50 p.m.

Legal matters were discussed.

MOTION: by Dean, seconded by Klaskin to adjourn Executive Session at 7:00 p.m.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:27 p.m. Chairman Hale led the Pledge of Allegiance.

Present: Bill Clorite; Becky Coffey; John Dean; Debbie Frey; Harriet Gowanlock; Robert Hale; Seth Klaskin; Robert Ruggiero; Holly Sellers

Also present: David Klein, Superintendent; Anita Rutlin, Assistant Superintendent for Curriculum, Instruction, and Assessment; district administrators; faculty; staff; students; community members.

3. School Community Session

3.1. Recognition: Connecticut Association of Schools
Celebration of Connecticut Elementary Schools' Success

Mr. Klein reported that all three elementary schools in Madison were honored by the The Connecticut Association of Schools at their recognition banquet on November 27, 2007. He asked Ms. Rutlin to give an overview of the program that each school was recognized for.

- Island Avenue Elementary School, Individualized Reading Instruction

The individualized program affords First Grade students extra time and attention to establish good reading skills and practices at an early age.

- J. Milton Jeffrey Elementary School, Touchdown for Character

This program works in conjunction with members of the football team from Daniel Hand High School. They go to Jeffrey School on home game days, wearing their team jerseys, and read to the students. The books they read focus on character building and this is a program greatly enjoyed by both groups of students.

- Kathleen H. Ryerson Elementary School, Connecticut Loves to Read Week

This is a week long program held each February devoted to several different reading events, including guest readers. This is a program all the students look forward to as a way to celebrate reading.

3.2. Recognition and Reception

Chairman Hale welcomed Mr. Klein to his first Board of Education meeting as the Superintendent of Madison Public Schools. He stated that Mr. Klein's first two days had been very busy and productive. Mr. Klein visited the schools and met with many staff members in the district. Chairman Hale further stated that he believed Mr. Klein's first two days were only an indication of the good things to come for Madison.

Chairman Hale then recognized Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment and Dr. Barbara Macauley, Director of Special Education and Student Services. Ms. Rutlin and Dr. Macauley served in the roles of Acting Superintendent and Acting Assistant Superintendent, respectively, during the transition phase. Chairman Hale thanked them both for their extra efforts and stated that they were instrumental in a seamless transition. Both were presented with gifts as a token of the Board's appreciation.

The meeting was adjourned at 7:36 for a brief reception in honor of Mr. Klein, Ms. Rutlin and Dr. Macauley.

The meeting reconvened at 7:56 p.m.

3.2. Recognition: Connecticut Board of Education Member Appreciation Month

Mr. Klein recognized the Board of Education for their dedicated public service on behalf of Madison Public Schools. He stated that the Board members devote many volunteer hours and make a very significant contribution to the community. He further stated that the Board always puts the students of Madison first. Mr. Klein and Ms. Rutlin presented the members of the Board with gifts of appreciation.

3.4 Public Participation

No public comments.

4. Board of Education Student Representatives' Report

Mr. Presti gave a brief overview of recent accomplishments for some of Daniel Hand High School's student athletes:

- Derek Fish placed first at the New England Tournament for Wrestling
- Boys basketball is in the second round of the State Championships
- Megan Lynch qualified in track for the 100m for the New Englands.

Mr. Presti next reported that Barbara Britton, Principal of Daniel Hand High School, had spoken with the sophomore class on the importance of the CAPT tests which are being held March 4, 5, and 6; and continuing on March 11, 12, 13 and 14th.

Ms. Norris reported on the Daniel Hand High School University event scheduled for March 5, 2008. This informative meeting will provide breakout sessions where students and parents can learn more about each other.

Ms. Norris reported that the Daniel Hand High School talent show, Showboat, had been rescheduled from February 29th to March 6th. They are expecting a large turnout for this event. Ms. Norris also stated that on March 7th there will be presentations of both the Connecticut Drama Association and the Show Choir.

Mr. Presti added that second trimester exams will be taking place next week on March 11, 12 and 13.

Ms. Gowanlock asked how the exams affect those students taking the CAPT tests. Mr. Presti responded that some students are exempt from the second trimester exams, or their exam time was changed. He asked Mrs. Britton, who was in attendance, if she would explain further. Mrs. Britton stated that some sophomore students take their CAPT tests during exam times and said in some cases, they try to substitute the CAPT tests for exams.

5. Superintendent's Report

5.1. NEASC Reports from Visiting Teams: Commendations and Recommendations

Mr. Klein reported on the recent accreditation by the New England Association of Schools and Colleges of the three elementary and two middle schools in Madison. He stated that this accreditation gives Madison the distinction of being one of only six school districts in Connecticut in which all the schools in the district are accredited. Mr. Klein stated that this is no small accomplishment, and a testament to the administration and staff of the Madison Public Schools.

Mr. Klein next invited the principals of these schools to share some of the findings of the reports.

Ms. Mona Goodman, Principal of J. Milton Jeffery Elementary School; Ms. Nicole Rinehardt, Assistant Principal of J. Milton Jeffrey Elementary School; Ms. Kathy Nutley, Principal of Island Avenue Elementary School and Dr. Paul Sinicrope, Principal of Kathleen H. Ryerson Elementary school were all in attendance.

They came forward to address the Board as a group, because as Dr. Sinicrope explained, there was a great deal of commonality between the reports for the three elementary schools.

Ms. Goodman stated that the reports were a culmination of a two year process which involved all faculty. She went on to say that the process allowed all staff to look at things they might not have otherwise, and gave structure to school development plans. She said the report was very positive and true, and validation for the staff of all the good work that is going on.

Some of the commendations that were given in the reports for all three elementary schools were outline by Dr. Sinicrope:

- Recognition of the school environment as very positive for parents, staff, and especially students.
- Implementation of the RTI (Response to Intervention) Model, which provides individualized instruction to all students.

- The high level of collaboration between teachers and support staff.
- The placement of a Paraprofessional in each elementary classroom. It was stated that Paraprofessionals are key in the successful implementation of the RTI model.

Ms. Nutley reported on other findings in the NEASC study, such as the correlation between the high achievement on Connecticut Mastery Tests as a direct result of the RTI Model. She stated that the report recognized that each of the three elementary schools have a dedicated Reading and Math Specialist. She also stated that the report looked favorably on the open door policies maintained in all the elementary schools. Ms. Nutley also stated that the high expectations the Administration places on the staff had a direct impact on the successful outcome of these studies.

Ms. Rinehardt stated that with success comes the need for more / improve space utilization and staff development. The report gives recommendations and the district will work toward these improvements.

In summary, Ms. Goodman stated that there were no real surprises in the final NEASC reports, and that as a district we are aware of our strengths and of places where we can do better. The staff has recognized the value of the two year process and is very prideful of the results.

Atty. Klaskin commented on the fact that NEASC accreditation is mandatory for high schools, but not for the elementary and middle school level. He commended and thanked the principals for their efforts during this two year process.

Ms. Coffey reiterated how the placement of a Paraprofessional in each classroom is instrumental in meeting the RTI Model and further stated that Paraprofessionals are integral in the Board of Education's strategy of inclusion.

Ms. Gowanlock asked about the space recommendations and Ms. Goodman responded that they were particular to each building.

Atty. Sellers asked how the findings of the study will be shared with parents. Dr. Sinicrope responded that to start, the results will be brought to the Parent Teacher Organizations and a decision will then be made on how to proceed to share the findings with the community.

The middle school administrative team then addressed the Board as a group. In attendance were Ms. Julie Phelps, Principal of Dr. Robert H. Brown Middle School; Ms. Kathryn Hart, Assistant Principal of Dr. Robert H. Brown Middle School; Mr. Frank Henderson, Principal of Walter C. Polson Middle School; and Ms. Jill Hale, Assistant Principal of Walter C. Polson Middle School.

Ms. Phelps stated that many of the commendations and recommendations in the middle school reports were similar to those in the elementary school reports. Also, like the elementary staff, the middle school staff recognized the value of the process in self reflection. She stated that the staff constructed the time they spent on the study around the issues they thought most valuable. Ms. Phelps also reported that even if staff members didn't agree on all points, they did all agree on the process itself.

Ms. Hart further explained that the staff worked collaboratively on things that were most important. She also stated that bringing the elementary and middle school models together gave the staff an opportunity to better focus on what they wish to achieve.

Some of the commendations highlighted in the middle school reports were:

- The staff; their efforts and instructional practices, in particular in interpreting curriculum and working collaboratively.
- The support shown for increasing extracurricular and co-curricular activities.

- The compassion demonstrated by the staff and their efforts to instill core values in the students.
- The support of the district in providing a dedicated Special Education teacher to each core team, which makes for a seamless integration of Special Education and General Education.
- The school's commitment to providing a safe environment for its students.
- The community; the support and commitment of the parents and Board of Education.

Mr. Henderson first thanked the faculty, stating that the entire process was faculty driven. He then thanked the Program Coordinators, on behalf of all staff, for their hard work during the two year study.

Mr. Henderson stated that pride in Madison Public Schools is there everyday – from the students to the staff and administration. He and Ms. Hale outlined some of the commendations in the Polson report:

- The expansion of course offerings.
- The four coordinator positions, placed across both Brown and Polson, which allow for better focus on course content.
- The two computer labs.
- The instructional workshops and professional development afforded to staff.
- The leadership and organization; the Administration is very visible and accessible.
- A school climate that is inviting to all.
- Polson's work in conjunction with Madison Youth Services.
- Service providers having their own dedicated space at Polson, allowing them to work with students and parents in the most appropriate manner.

Ms. Hale discussed the school improvement process. She stated that she is on the NEASC Commission and the process is designed to be faculty driven, and is very intense. She stated that the end result is the staff walking away with a shared mission and vision for their school.

Mr. Henderson then expressed his appreciation to the community at large, the Parent Teacher Organization and the Board of Education for their support during the accreditation process. Finally, he thanked Ms. Rutlin, who was involved in the process "from start to finish".

Atty. Klaskin pointed out that a lot of districts would use this process to implement a Strategic Plan, while Madison sought the accreditation in addition to having already implemented a Strategic Plan.

Mr. Klein concluded the discussion by stating that all five NEASC reports came back with the highest level of evaluation, and that Madison has set the model for NEASC accreditation in the State of Connecticut.

Mr. Klein and Ms. Rutlin then presented the Principals and Assistant Principals with banners proclaiming the NEASC Accreditation to be displayed in each of their schools.

5.2. Update: Kindergarten Registration 2008-2009

Mr. Klein reported that as of March 3, 2008, kindergarten enrollment for the 2008-2009 school year is at 115. Applied Data Systems has projected total enrollment at 221, and historically their projections have been adequate. He stated that we are on track with anticipated kindergarten enrollment for next year.

6. Board Member Comments

Chairman Hale notified all Board members about the CAFE Day on the Hill event scheduled for next Wednesday, March 12, 2008. He stated that he will be attending, along with Mr. Klein, and urged any other Board members who were able to attend this event.

Ms. Coffey thanked the personnel, staff and students at the Robert H. Brown Middle School for a very successful and enjoyable Community Outreach Breakfast on Friday, February 29, 2008.

Mr. Clorite reported that the initial meeting of the Madison Athletics Advisory Council took place on Monday, March 3, 2008 and is off to a good start. He said one of the items discussed for future consideration was the introduction of a sailing club.

Ms. Gowanlock commented on all the impressive artwork displayed in the Hammonasset Room. It is the work of students from Robert H. Brown and Walter C. Polson Middle Schools.

7. Distribution of Executive Summaries from Board Committees/Liaisons

7.1. Planning Committee

Ms. Frey reported that the Committee will meet next week to discuss elementary school facilities, and there will be a presentation on this topic to the Board of Education at their next meeting. She stated that the administrators have spent a lot of time and put together a great deal of information regarding this matter.

7.2. Personnel Committee

Mr. Dean reported that the Committee will soon start gathering information for the next contract negotiation for the Association of Madison Administrators.

7.3. Policy Committee

Ms. Gowanlock reported that the Committee met on February 26th and discussed several policies under consideration. She reported that two of them, Student Activity – Transportation / Vehicles and Conduct Code for Participation in Extracurricular Activities, will likely be acted on at the next Board of Education meeting.

Ms. Gowanlock asked the Board to contact either herself or Mr. Klein regarding any issues that the Policy Committee needs to address.

7.4. Finance Committee

7.4.1. Discussion: Board of Selectmen Review of 2008-2009 Board of Education Budget

Ms. Coffey provided an update on the 2008-2009 budget process:

- The Board of Education made a joint presentation of their budget to the Board of Selectmen and the Board of Finance on February 15, 2008.
- The Board of Education has met twice with the Board of Selectmen to address their questions pertaining to the budget.
- The Board of Selectmen will act on the Board of Education's Budget on Monday, March 10, 2008.
- The Board of Selectmen and Board of Education will present their budgets at a Public Hearing on March 12, 2008 at Walter C. Polson Middle School

Ms. Coffey stated that these upcoming meetings are listed on the agenda for tonight's meeting.

7.5. Community Outreach Committee

Atty. Klaskin echoed the comments made by Ms. Coffey earlier with regard to the Community Outreach Breakfast at Robert H. Brown Middle School. He stated that he has heard nothing but compliments and praise for the school. Atty. Klaskin stated that the event went incredibly well and the school shone brightly.

The next Community Outreach Breakfast will be held on Monday, April 7, 2008 at Daniel Hand High School

8. Audience Response to Information Presented

No comments were offered.

9. Consent Agenda (Items 9.1. – 9.8.)

- 9.1. 9.1. Bills Payable: \$774,912.79 (07/08)
- 9.2. 9.2. Line Transfers: \$65,342.40, \$47,219.32 (Facilities)
- 9.3. 9.3. Budget Expenditure Report as of February 27, 2008
- 9.4. 9.4. Acknowledgment: Out of State Travel for Daniel Hand High School Students
- 9.5. 9.5. Acknowledgment: Out of State Travel for Robert H. Brown Middle School Students
- 9.6. 9.6. Acknowledgment: Out of State Travel for Kathleen H. Ryerson Elementary School Students
- 9.7. 9.7. Donation: \$6,500.00 from Robert H. Brown Middle School PTO for Grade 5 and Grade 6 Field Trips
- 9.8. 9.8. Financial Reports: Athletics
 - 9.8.1. 9.8.1. Athletic Registration and Donation Account
 - 9.8.2. 9.8.2. Athletic Student Activity Fees
 - 9.8.3. 9.8.3. Ice Hockey

MOTION by Coffey, seconded by Dean to approve the Consent Agenda.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

Ms. Coffey commented on the Athletic Financial Reports included in this agenda and stated they will be presented as quarterly reports going forward. If there are any questions regarding these reports, please contact the Finance Committee.

10. Action Item: Minutes January 24, 2008 Board of Education Budget Workshop Meeting

MOTION: by Coffey, seconded by Klaskin to approve the minutes of the January 24, 2008 Board of Education Budget Workshop meeting.

Atty. Sellers reported a correction to the minutes of the January 24, 2008 Board of Education Budget Workshop Meeting. The minutes as presented indicate that the meeting was held in the Community Room at the Police Department. The meeting was actually held in the Town Campus Hammonasset Room.

MOTION: by Coffey, seconded by Klaskin to approve the minutes of the January 24, 2008 Board of Education Budget Workshop meeting as corrected.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero

NAYS: None

ABSTENTIONS: Sellers

MOTION CARRIED: 8-0

11. Action Item: Minutes January 29, 2008 Board of Education Meeting

MOTION by Coffey, seconded by Clorite, to approve the minutes of the January 29, 2008 Board of Education Meeting.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

12. Action Item: Connecticut State Department of Education ED-099 Agreement for Child Nutrition Programs

Mr. Klein pointed out the corrected Motion, as noted above, and explained that this was just a form to change the authorized signature for this program.

MOTION by Coffey, seconded by Gowanlock, to approve the submission of the Authorized Signatures Change form required for the Connecticut State Department of Education ED-099 Agreement for Child Nutrition Programs. The change identifies David Klein as the authorized signature and Anita Rutlin as the second signature.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

13. Action Item: Submission of the Safe Schools / Healthy Students Application

Ms. Rutlin gave a brief recap of this grant, which was initially discussed at the December 18, 2007 Board of Education Meeting. The required submission date was moved up and it must be acted on quickly.

MOTION by Klaskin, seconded by Frey, to approve the submission of the Safe Schools / Healthy Students Application

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero

NAYS: None

ABSTENTIONS: Sellers

MOTION CARRIED: 8-0

Ms. Gowanlock commended Ms. Rutlin and all involved in the preparation of this grant application for being ready to move forward when the State moved the deadline up.

14. Action Item: To Impose a Freeze on the 2007-2008 Budget.

MOTION: by Coffey, seconded by Frey, to request that the Administration implement a \$150,000 freeze to the 2007-2008 budget.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

15. Old Business

16. New Business

17. Future Agenda Items

An update on the Tiger Fitness Center will take place at a future meeting.

Mr. Klein stated that Mr. Joseph Oslander would like to address the Board at a future meeting with regard to a scholarship from the Madison Land Trust.

Mr. Klein also stated that a list of non-renewals will be placed on the agenda for the March 18, 2008 Board of Education meeting.

Mr. Clorite requested an update on the Town Campus Learning Center at a future meeting.

18. Meetings of Importance

Chairman Hale referred to the list of upcoming meetings on the Board agenda.

19. Adjournment

MOTION: by Coffey, seconded by Dean to adjourn the meeting at 9:19 p.m.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

Submitted for approval at the 03/18/08 Board of Education Meeting
dmd