

## Board of Education Regular Meeting #2

Tuesday, April 22, 2008 7:30 PM

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

### I. Call to Order / Attendance

### II. Executive Session - 7:00 p.m.

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

III.A. Recognition: Public School Volunteer Week (April 17-23 , 2008) **Speaker (s)**: David J. Klein

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. Information Share: Second Annual Environment Gift from Madison Land Conservation Trust to Michael Docker and John Gaskell, Daniel Hand High School Science Teachers

V.B. Information Share: Daniel Hand High School, First Place Winner of the Michael's Achievement Cup in Class L **Speaker (s)**: David J. Klein

V.C. Update on Tiger Fitness Center **Speaker (s)**: David J. Klein, Craig Semple

### VI. Board Members' Comments

### VII. Board Committees / Liaison Updates

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

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

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

VII.C.1. 6th Draft Reading: Policy #4160, Student Activity - Transportation / Vehicles **Speaker (s)**: Harriet Gowanlock, Chair

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

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

### VIII. Audience Response to Information Presented

IX. Consent Agenda (Items 9.1 - 9.6) (Ref. Bylaw #9540.2 and 9540.9)

IX.A. Bills Payable: \$281.50 (06-07);  
\$809,248.95 (07-08)

IX.B. Line Transfers: \$43,031.70

IX.C. Donation: \$2,000 to the Island Avenue  
Elementary School Library Media Center from the  
Island Avenue Elementary School PTO

IX.D. Donation: Books and media valued at  
\$1,200 to the Walter C. Polson Middle School  
Library Media Center from the Walter C. Polson  
Middle School PTO

IX.E. Acknowledgment: Out of State Travel for  
Daniel Hand High School

IX.F. Textbook Adoption

IX.F.1. Chemistry: Principles and Reactions;  
Daniel Hand High School Advanced Placement  
Chemistry; University of Connecticut Early  
College Experience Freshmen Chemistry

IX.F.2. Succeeding in the World of Work; Daniel  
Hand High School Cooperative Work Education

**X. Action Item: Minutes April 1, 2008 Meeting**

**XI. Action Item: Minutes of April 10, 2008 Special  
Meeting**

**XII. Action Item: Donation of \$1,000 to the Daniel  
Hand High School Science Department from the  
Madison Land Conservation Trust**

**XIII. Action Item: Approval of Policy #4160  
Student Activities - Transportation / Vehicles**

**XIV. Old Business**

**XV. New Business**

XV.A. Textbook Adoption Preview (April 22-May  
6, 2008) (Ref. Policy 6100.10) **Speaker (s):** Anita  
Rutlin

XV.A.1. Precalculus With Limits; Houghton Mifflin  
Publisher, Daniel Hand High School Precalculus

XV.A.2. The Practice of Statistics; Bedford,  
Freeman & Worth Publishing Group; Daniel Hand  
High School Advanced Placement Statistics

XV.B. Discussion: Board of Education Retreat **Speaker (s):** Chairman  
Hale

**XVI. Future Agenda Items**

**XVII. Meetings of Importance**

XVII.A. April 24, 2008; Planning Committee/  
Island Avenue School Building Committee, 7:30  
a.m., Central Office Room B

XVII.B. April 24, 2008; Board of Finance Budget  
Workshop - Final Recommended Budget Due; 7:30  
p.m., Town Campus Room A

XVII.C. May 1, 2008; Planning Committee/Island  
Avenue School Building Committee; 7:30 a.m.,  
Central Office Room B

XVII.D. May 6, 2008; Finance Committee; 5:30  
p.m., Central Office Room B

XVIII. **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  
April 1, 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: 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 Frey seconded by Ruggiero to enter Executive Session at 7:00 p.m. to discuss personnel and legal issues.

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

NAYS: None

MOTION CARRIED: 7-0

Confidential personnel matters were discussed.

Legal matters were discussed.

MOTION: by Dean, seconded by Klaskin to adjourn Executive Session at 7:20 p.m.

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

NAYS: None

MOTION CARRIED: 7-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:32 p.m. Chairman Hale led the Pledge of Allegiance.

Present: 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

Recognition: [National Library Week / School Library Media Month.](#)

Chairman Hale stated that April 13 – 19, 2008 is National Library Week. He asked Ms. Anita Rutlin to speak about the Library personnel who serve the Madison Public Schools.

Ms. Rutlin stated that the libraries and the Library Media Specialists contribute so much to the community being well informed in this information age. She further stated that the Library Media team is well known throughout the State for their ability to collaborate, and in 2005 received Governor Rell's Outstanding Public Library-School Partnership Award.

The following were in attendance and received Certificates of Appreciation signed by Mr. Klein and Chairman Hale:

Library Media Specialists:

Cynthia Schneider	Daniel Hand High School
Sandra Bizier	Island Avenue Elementary School
Larry Halpern	J. Milton Jeffrey Elementary School
Noel Heimer	Dr. Robert H. Brown Middle School
Ellen Nosal	Walter C. Polson Middle School
John Wiggins-Strada	Kathleen H. Ryerson Elementary School

Library Media Paraprofessionals:

Barbara Gulick	Dr. Robert H. Brown Middle School
Maryann Kunst	Walter C. Polson Middle School
Eileen Regan	Island Avenue and J. Milton Jeffrey Elementary Schools
Dawn Tiscia	Daniel Hand High School

E.C. Scranton Memorial Library

Sandra Long	Director
Chris Angeli	Teen Librarian
Jane Ash	Children's Librarian

Not present:

Rebecca Otwell, Media Paraprofessional, J. Milton Jeffrey and Kathleen H. Ryerson Elementary Schools  
Victoria Chaffee, Media Paraprofessional, Daniel Hand High School

### 3.2. Public Participation

No public comments.

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

Mr. Presti was not present at the meeting.

Ms. Norris reported that this year's Senior Auction is scheduled for Tuesday, April 8<sup>th</sup> at 7:00 p.m. Seniors will auction off a variety of services, including babysitting, yard work, car washes and tutoring. Proceeds will go toward the annual Nite-in-Hand after graduation.

The Junior Prom is Saturday, April 26<sup>th</sup> in the Daniel Hand High School cafeteria.

Spring sports, including lacrosse, track, baseball and softball are wrapping up their 'pre-seasons' and will begin competitions within the next two weeks.

Report cards were distributed on March 26<sup>th</sup> and the third trimester is underway. Honors Breakfast letters were handed out on April 1, and the breakfast is scheduled for Thursday, April 10<sup>th</sup>.

Finally, Ms. Norris reported that the Spring Musical, South Pacific, takes the stage this weekend, April 3, 4 and 5<sup>th</sup>. The play, directed by Mr. Wagner, has a great cast and crew who have worked very hard on the production.

## 5. Superintendent's Report

### 5.1. Update: Enrollment 2008-2009 School Year

Mr. Klein reported that the current enrollment figure for the 2008-2009 school year is 3,626, which is 72 less than the ADS projections. The most significant discrepancy at this point is in kindergarten, which is currently down 90 students from the ADS projections. Mr. Klein stated that he has looked at some comparative data and enrollment figures in April 2007 for the 2007-2008 school year were down 75 students for kindergarten, so we are not too far off at this point. ADS has been extremely accurate with their projections and were 'right on the money' for last year. Mr. Klein stated that we are on track and if we do not reach the projected enrollment, we will be very close.

Becky Coffey entered the meeting at 8:10 p.m.

### 5.2. Update: Blackboard Project Status

Ms. Rutlin introduced Michael Ginsburg, Blackboard Project Coordinator, Michael Docker, Science Teacher at Daniel Hand High School, Dave Buller, Math Teacher at Daniel Hand High School, and Peter Bizier, Grade 5 Social Studies Teacher at Robert H. Brown Middle School.

Mr. Ginsburg presented an overview of the Blackboard Project via a Power Point presentation (on file). He began by stating how he had addressed the Board in the fall with a preview of the Blackboard project, and he was very excited to show the progress that has been made since then. He commended the teachers who have been using the program in their classes for their hard work in getting it up and running.

The goal for the 2007-2008 year was to introduce grades 5 through 12 to Blackboard. Our licensing capacity is 2,000 users; we currently have 1,900 registered users, including 95 teachers and 381 classes utilizing the technology.

Mr. Buller, Mr. Docker and Mr. Bizier then each gave a brief presentation showing how they use Blackboard in their classrooms.

Mr. Buller began by showing how he uses Blackboard in conjunction with a Smart board. During class, he utilizes the Smart board to make notes during his lessons; he then prints and keeps those pages in an archival file accessible through Blackboard. He has all his class assignments and notes on Blackboard so his students can easily access the information they need.

Mr. Docker stated that Blackboard is very helpful in his Marine Biology class. His students take many field trips for this course and Blackboard is a good resource for them to use for write ups after these trips. He showed the Board some data his students had graphed in Blackboard after one of their field trips. Mr. Docker also stated that he loads Power Point presentations on Blackboard for his students to reference, and their textbook is also available on line.

Mr. Bizier stated that he finds Blackboard most useful for organization and also communication between the teacher, students and parents. He demonstrated for the Board the information he puts on Blackboard for each unit of study, which is for both students and their parents. Each unit shows what they will do and what they will be responsible for. Mr. Bizier also stated that he retains completed units for reference. He showed the Board screens on Blackboard that have current events, a 'this day in history' link and enrichment games. He also told the Board about a project his students had done where they worked collaboratively, using Blackboard, to create an E-Book on the Civil War.

A discussion ensued and members of the Board asked questions related to Blackboard of Mr. Ginsburg.

Ms. Gowanlock asked if parents logging on to Blackboard are considered registered users. Mr. Ginsburg responded that they are considered 'observers' and do not count toward the licensing capacity.

Atty. Klaskin asked how the students have responded to using Blackboard and Mr. Ginsburg replied that he has received nothing but positive feedback and it is thought to be very user friendly.

Chairman Hale asked Mr. Ginsburg if he knew of any students who could utilize Blackboard for all of their classes. Mr. Ginsburg responded that this has been the case for some students in the middle school level, but it is hard to say at the high school level if this has happened because it depends on the students' course selections. Mr. Ginsburg further stated that he has seen great interest in Blackboard from the teachers.

Mr. Ginsburg then pointed out other interesting features available on Blackboard. There is a digital drop box that allows users to keep files electronically. A student can begin work on a project from school and be able to access it again at home to continue working on it.

There are also discussion boards available where students can have asynchronous discussions regarding their current projects and studies. Mr. Ginsburg reported that these discussion boards are highly used and very active.

Ms. Gowanlock asked about the hyperlinks from Blackboard and if they were filtered. Mr. Art Sickle, Director of Technology responded that the information accessed is from the Blackboard server, not the Madison Public Schools server, but accessing Blackboard within the district would enable all information to be filtered through our servers. A student logging on to Blackboard from home is protected by any filters installed on their home computer.

Chairman Hale thanked Messrs. Ginsburg, Buller, Docker and Bizier for an excellent presentation and said it gave him and the other members of the Board a great understanding for how the district is using Blackboard technology.

Chairman Hale asked what the next step in licensing would be. Mr. Sickle responded that the next step would be at the university level and allow for unlimited users for one year, at a cost of approximately \$15,000 more than we are incurring at this time. Currently, Blackboard is targeted for Grade 5-12 as opposed to K-12.

Mr. Dean asked if Blackboard had any competition on the market. Mr. Sickle said there are similar products, but they offer no control over advertisements and pop ups. Mr. Sickle recommends piloting the program at the current licensing level for at least another year.

Chairman Hale asked if there was any indication that Blackboard would at some point target grades K-12. Mr. Sickle responded that a lot depended on the textbook publishers and if they would allow their textbooks to be available on line.

Chairman Hale then asked how much work it was for the teachers to utilize Blackboard in their classes. Mr. Ginsburg replied that it can be quite time consuming, but Mr. Bizier stated that he looks at it as a planning tool and an investment in the future.

Chairman Hale thanked the group again for their presentation, and stated that Mr. Bizier's presentation in particular demonstrated the progress being made toward the district's goals for teaching 21<sup>st</sup> Century Skills.

Ms. Rutlin informed the Board of plans by Chris Dittrich, a Social Studies teacher at Daniel Hand High School. He would like to have the names of students for next year's AP course loaded into Blackboard before the end of this school year so they can discuss the required reading selections over the summer. Mr. Ginsburg stated that he plans to load those student names as soon as he receives a class roster.

Chairman Hale stated that the Blackboard project is an indication of the type of things the faculty and staff of Madison Public Schools will take on. He further stated that Madison is usually one step ahead of the state; but with Blackboard we are several steps ahead. He thanked all involved with the Blackboard project again for their efforts.

## 6. Board Member Comments

Chairman Hale handed out forms to all Board members regarding graduation. He asked that any Board member who wishes to participate complete the form and turn it in by Tuesday, April 2<sup>nd</sup>.

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

### 7.1. Planning Committee

Ms. Frey distributed an Executive Summary from the Planning Committee.

### 7.2. Policy Committee

Ms. Gowanlock reported that the Committee had met on March 26<sup>th</sup>. They are not ready to go forward with the First Revision Readings for the two policies listed on the agenda - #5060.1.1, Travel and Exchange Program and #5100, Co curricular and Extracurricular Activities. Those will be tabled until the Committee has had more time to review them. Ms. Gowanlock distributed a final draft of Policy #4160, Student Activity – Transportation / Vehicles for final review by the Board. She explained that the impetus for writing this policy was that our insurance carrier wanted to be certain that any student being transported in a private vehicle for a school activity was adequately covered. She further stated that this is the least preferred form of transportation for our students, but in the event that it happens, we need to be sure that they are traveling in safe vehicles with adequate insurance coverage.

### 7.3. Finance Committee

Ms. Coffey stated again for the record that the Board of Finance had cut the Board of Education budget by \$80,000 and discussions regarding those cuts are ongoing. Mr. Klein is meeting with the Administrative Council on April 2<sup>nd</sup> to discuss where they think the budget should be cut.

Ms. Coffey also stated that the Island Avenue Elementary School boiler replacement project is now part of Planned and Cycled Maintenance and will be discussed at the Town meeting.

The next public budget hearing will be held on Thursday, April 10<sup>th</sup> at 7:30 p.m. in the Walter C. Polson Middle School Auditorium.

### 7.4. Community Outreach Committee

Atty. Klaskin reminded everyone that the next Community Outreach Breakfast event will be held on Monday, April 7, 2008 at Daniel Hand High School. This event is open to the public and Atty. Klaskin stated that it is a great opportunity for members of the community, especially those who have not yet had a chance to visit Daniel Hand, to see the school and its students in action and learn more about the 2008-2009 budget.

## 8. Audience Response to Information Presented

No public comments.

## 9. Consent Agenda (Items 9.1. – 9.4.)

9.1. Bills Payable: \$583,420.65

9.2. Line Transfers: \$61,251.50

9.3. Line Transfers for Legal Expenditures: \$18,000.00; \$42,000.00

9.4. Budget Expenditure Report as of March 27, 2008

MOTION by Sellers seconded by Frey to approve the Consent Agenda.

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

NAYS: None

MOTION CARRIED: 8-0

10. Action Item: Minutes of March 18, 2008 Board of Education Meeting

MOTION: by Sellers, seconded by Gowanlock to approve the minutes of the March 18, 2008 Board of Education meeting.

Ms. Coffey stated that the Facilities Fact sheet which is attached to the March 18, 2008 minutes is a draft and should not be approved as part of the minutes.

MOTION: by Coffey, seconded by Frey, to remove and table the Facilities Fact sheet from the March 18, 2008 minutes.

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

NAYS: None

MOTION CARRIED: 8-0

MOTION: by Chairman Hale, seconded by Coffey to approve the minutes of the March 4, 2008 Board of Education meeting as corrected.

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

NAYS: None

ABSTENTIONS: Dean

MOTION CARRIED: 7-0

11. Action Item: Submission of the Sprint Character Education Grant to Sprint Ahead for Education of the Sprint Foundation

MOTION: by Coffey, seconded by Sellers to approve the submission of the Sprint Character Education Grant to provide a district read/write site for teachers, students and parents in a web 2.0 environment as responsible internet citizens.

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

NAYS: None

MOTION CARRIED: 8-0

12. Action Item: Proposal for Daniel Hand High School Sailing Club

MOTION: By the Planning Committee to approve the implementation of a Sailing Club at Daniel Hand High School.

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

NAYS: None

MOTION CARRIED: 8-0

Mr. Dean asked for some details on this club. Ms. Frey reported that the project had gone through the official process before being presented to the Board. Mr. Klein then asked Mr. Craig Semple, Director of Athletics, to give the Board an overview of this new club.

Mr. Semple stated that Daniel Hand High School had a Sailing Club about four years ago. It had been started by a parent but they were no longer interested in running in once their student graduated.

The new Sailing Club will practice at the Pettipaug Yacht Club in Essex. Chairmen Hale stated that he was familiar with this Pettipaug and it is a very safe and well protected facility. The charge to use this facility for Sailing Club practices is minimal and for a small cost the students will become members of the yacht club for a full year.

Mr. Semple reported that the cost for a coach will be approximately \$2,700 and the transportation costs will be approximately \$2,500-\$2,700; all would be funded by registrations fees.

There are currently 18 students interested in this club and it is open to all regardless of prior sailing experience.

Mr. Dean asked about the type of boats the club members would use. Mr. Semple responded they are 14 foot sailing boats and very safe. In addition to the coach (who holds a valid boating license) there will be parent volunteers and the students will be supervised from the water at all times.

Ms. Gowanlock asked if our insurance would cover the coaches and parent volunteers in cause of incident and Mr. Semple confirmed that it would.

Mr. Klein stated that he had met with Ed Valla and Michael Keifer, MEA representatives, and they informed him that the logistics of this club match almost exactly with the Alpine Skiing Club as far as the number of participants and number of meets.

Ms. Coffey stated that this club ties into the Board's Strategic Plan to provide student with expanded extracurricular activities that promote physical health and wellness.

Atty. Sellers asked if the volunteers have gone through the screening process. Mr. Semple responded that Madison started that practice before the CIAC mandated it and all requirements for this club are in place.

13. Action Item: Request for Leave of Absence for A. Kathryn Robertson, Social Studies Teacher at Walter C. Polson Middle School for travel to China for Professional Development from April 8 – 21, 2008.

MOTION by Frey, seconded by Gowanlock, to approve the Leave of Absence for A. Kathryn Robertson, Walter C. Polson Middle School Social Studies Teacher, from April 8-21, 2008 for Professional Development to build partnership with Taian #6 Middle School in Shandong province, China.

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

NAYS: None

MOTION CARRIED: 8-0

Ms. Rutlin reported that this program is funded by the State Department of Education. Mr. Ruggiero asked if Madison has hosted any Chinese professionals and Ms. Rutlin responded that yes, the first group came in 1988.

#### 14. Old Business

#### 15. New Business

- Textbook Adoption Preview (April 2 – April 22, 2008)
  - Chemistry: Principles and Reactions  
Daniel Hand High School Advanced Placement Chemistry,  
University of Connecticut, Early College Experience Freshmen Chemistry
  - Succeeding in the World of Work  
Daniel Hand High School Cooperative Work Education

Ms. Rutlin reviewed the textbook adoption process for the benefit of new Board members. The books will be available for review in the Central Office for the next two weeks.

Ms. Coffey asked how often textbooks are reviewed. Ms. Rutlin replied that textbook review ties into curriculum review; soon next textbooks will be presented for preview for Math and Science.

Ms. Gowanlock reminded the new Board members that they do vote as a Board on textbooks adoptions. She also inquired about what is done with old textbooks. Ms. Rutlin responded that by the time they are to be replaced the books are heavily used and there is no practice in place for donating them.

Chairman Hale stated that he would like to schedule a Board of Education Retreat. Discussion ensued and a tentative date of April 26, 2008 from 8:30 a.m. – 12:30 p.m. was set, location to be announced. One of the agenda items will be a discussion of the new Superintendent Board of Education evaluation documents. Chairman Hale asked members of the Board to email him with any other items they would like included on the agenda.

#### 16. Future Agenda Items

An update on the Tiger Fitness Center will take place at the April 22, 2008 meeting.

Mr. Joseph Oslander will address the Board at their April 22, 2008 meeting with regard to a scholarship from the Madison Land Trust.

17. Meetings of Importance

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

18. Adjournment

MOTION: by Dean, seconded by Coffey to  
adjourn the meeting at 8:58 p.m.

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

NAYS: None

MOTION CARRIED: 8-0

Submitted for approval at the 04/22/08 Board of Education Meeting  
dmd

Madison Public Schools  
Board of Education Special Meeting  
April 10, 2008

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Minutes

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The Special Meeting of the Board of Education was called to order by Chairman Hale at 7:34 a.m.

Present: Bill Clorite; Becky Coffey; Deb Frey; Harriet Gowanlock; Robert Hale; Robert Ruggiero

Also present: David Klein, Superintendent; Anita Rutlin, Assistant Superintendent for Curriculum, Instruction, and Assessment; and William McMinn, Director of Facilities.

The Final Plans and Professional Cost Estimates for the Island Avenue School Asbestos Removal were reviewed.

MOTION: by Coffey, seconded by Clorite to approve the Final Plans and Professional Cost Estimates for the Island Avenue School Asbestos Removal.

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

NAYS: 0

MOTION CARRIED: 6-0

Adjournment

MOTION: by Gowanlock, seconded by Coffey to adjourn the meeting at 7:42 a.m.

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

NAYS: 0

MOTION CARRIED: 6-0