

# Board of Education Regular Meeting

Tuesday, August 19, 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. Public Participation

## IV. Superintendent's Report

**Speaker (s):** David J. Klein

IV.A. Overview: 2008-2009 "Back to School" Activities / Information; \*New Employee Orientation; \*Professional Development Schedule; \*Revised 2008-2009 School Year Calendar

**Speaker (s):** David J. Klein

IV.B. Update: 2008-2009 Enrollment

**Speaker (s):** David J. Klein

IV.C. Overview: 2007-2008 Connecticut Master Test (CMT) and Connecticut Academic Performance Test (CAPT) Results

**Speaker (s):** Anita Rutlin

## V. Board Members' Comments

## VI. Board Committees / Liaison Updates

VI.A. Planning Committee

**Speaker (s):** Members: Debra Frey, Chair; Bill Clorite; Becky Coffey

VI.B. Personnel Committee

**Speaker (s):** Members: John Dean, Chair; Becky Coffey; Robert Ruggiero; Holly Sellers

VI.C. Policy Committee

**Speaker (s):** Members: Harriet Gowanlock, Chair; Seth Klaskin

VI.D. Finance Committee

**Speaker (s):** Members: Becky Coffey, Chair; Harriet Gowanlock; Holly Sellers

VI.E. Community Outreach Committee

**Speaker (s):** Members: Seth Klaskin, Chair; Becky Coffey

VI.F. LEARN Liaison

**Speaker (s):** Liaison: John Dean

## VII. Audience Response to Information Presented

VIII. Consent Agenda (Items 8.1 - 8.6)  
(Reference Bylaw #9540.2 and #9540.8)

VIII.A. Bills Payable: \$700,013.70 (07-08);  
\$2,301,663.84 (08-09)

VIII.B. Line Transfers: \$77,065.05

VIII.C. Donation: 50 maple chairs valued at \$1,500 from the University of Vermont to the Dr. Robert H. Brown Middle School Media Library Center

VIII.D. Donation: Audio Visual Equipment valued at \$3,000 to the Dr. Robert H. Brown Middle School from the Brown Middle School PTO

VIII.E. Donation: Smart Board and Stand valued at \$1,800 from the Walter C. Polson Middle School PTO to Walter C. Polson Middle School.

VIII.F. Notice of Intent for Instruction of Students at home for 2 students.

**IX. Action Item: Minutes July 8, 2008 Meeting**

**X. Action Item: Minutes of the August 11, 2008 Special Meeting**

**XI. Action Item: Code of Conduct Definitions**

**XII. Old Business**

**XIII. New Business**

**XIV. Future Agenda Items**

**XV. Upcoming Events**

**Speaker(s):** Chairman  
Hale

**XVI. Adjournment**

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Board of Education Meeting  
July 8, 2008  
Town Campus

Meeting Minutes

1. Chairman Hale called the retreat / meeting to order at 4:00 p.m.

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

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

2. Retreat Discussion

Chairman Hale summarized the recent initiative by CABA/CAPSS to provide a framework for Board self-evaluation. He then invited Superintendent Klein, who chaired the Committee that developed the recommended evaluation process, to provide additional information about the process. Superintendent Klein described the process, introducing the Board members to "Success Strategies for Leadership Team Evaluation: Board of Education and Superintendent of Schools".

Discussion ensued addressing the process the Board would follow for its own self-evaluation and the timeline to be followed based on the CABA/CAPSS Committee report. The evaluation process is an iterative exercise that, once begun, is designed to foster communication and reflection. The Board will continue the process in the Fall.

The public session of the Board of Education was called to order by Chairman Robert Hale 8:03 p.m. Chairman Hale led the Pledge of Allegiance.

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

Also present: David Klein, Superintendent, Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment; Dotty Bavin, Director of Fiscal Services.

3. School / Community Session

- 3.1. Public Participation

None at this time.

4. Superintendent's Report

- 4.1. Update: 2009-2009 Enrollment

Mr. Klein reported that enrollment for 2008-2009 is currently at 3,672, which is up 17 students from his last report two weeks ago, and 26 less than the ADS projection of 3,698. Kindergarten enrollment is currently at 182 (up 9 students since the June 24<sup>th</sup> report); ADS projections for kindergarten are 221. He stated that families continue to register their children on a daily basis, and he expects this to continue through the summer.

Mr. Klein stated that Grade 2 class sizes are still an area of concern and are being watched. Class sizes for Grade 2 based on current enrollments are in the 23-24 student range in all three elementary schools.

- 4.2. Discussion: 2007-2008 Budget Closeout Final Report (Superintendent and Finance Committee)
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Ms. Becky Coffey, Chairperson of the Finance Committee, reported on the budget closeout for 2007-2008. She reported that bills and encumbrances are not totally complete, as bills are still coming in for goods and services purchased and encumbered prior to June 30<sup>th</sup>.

Ms. Coffey next reported that savings have been accrued in some accounts, which were redirected toward other needs in like categories. Two examples she stated were approximately \$169,000 in the Facilities Department and \$54,000 from the Universal Services Fund, which has been redirected to purchase additional computer hardware, primarily for Daniel Hand High School.

Finally, Ms. Coffey stated that there was a total of \$120,000 left after the budget closeout. This amount came from many different accounts, and was returned to the Town's General Fund.

Chairman Hale reminded members of the Board that they had authorized Ms. Coffey to act on the Board's behalf to close out the 2007-2008 budget.

Ms. Frey thanked Ms. Coffey and the Finance Committee, as well as Dottie Bavin, Director of Fiscal Services, who was present at the meeting, for a job well done in managing and closing out the budget. Ms. Gowanlock echoed Ms. Frey's thanks and stated how if it were not for the budget 'embargoes', the Board of Education would not have been able to return funds to the Town.

#### 5. Board Member Comments

None at this time.

#### 6. Reports from Board Committees / Liaisons

##### 6.1. Planning Committee

Ms. Frey reported that the Committee has a meeting scheduled for July 15<sup>th</sup> and will have a report for the Board at the next meeting.

##### 6.2. Personnel Committee

Mr. Dean reported that the first negotiation meeting for the AMA contract is scheduled for tomorrow, July 9<sup>th</sup>.

##### 6.3. Policy Committee

Ms. Gowanlock reported that the committee has not met since the last the last Board meeting; the Travel and Exchange policy that has been on the agenda has been tabled until the August meeting for final edits..

##### 6.4. Finance Committee

Ms. Coffey gave her report earlier.

##### 6.5. Community Outreach Committee

Atty. Klaskin reported that he will work with Mr. Klein to continue to reevaluate the Community Outreach program for the coming year.

##### 6.6. LEARN Liaison

No report.

#### 7. Audience Response to Information Presented

None at this time.

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8. Consent Agenda

- 8.1. Bills Payable: \$227,688.38 (07/08); \$442,930.90 (08/09)
- 8.2. Line Transfers: \$2,883.80
- 8.3. Budget Expenditure Report as of July 3, 2008
- 8.4. Donation: Vending Machine Valued at \$900.00 from Rick Sweitzer for the Madison Public Schools Athletic Programs.
- 8.5. Textbook Adoption:
- La Gran Aventura de Alejandro  
Amsco Publishers  
Daniel Hand High School World Languages Spanish 3
  - World Literature  
MacGraw-Hill-Glencoe Literature Publishers  
Daniel Hand High School English: World Literature Grade 10
  - Grammar and Composition Handbook  
Glencoe McGraw Hill Publishers  
Daniel Hand High School English Grades 9 and 10

MOTION by Sellers, seconded by Coffey to remove item 8.4 from the Consent Agenda for discussion

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

NAYS: None

MOTION CARRIED: 9-0

MOTION by Klaskin, seconded by Dean to approve the Consent Agenda, excluding item 8.4.

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

NAYS: None

MOTION CARRIED: 9-0

Mr. Clorite asked about the amounts listed in the 2008-2009 bills pertaining to the State of Connecticut Teachers Retirement Fund. Ms. Bavin explained that these bills apply to two programs that are running with the State, which have been outlined in the budget. The program allows the District to purchase years of service for certain teachers in order to have the ability to offer them early retirement incentives.

MOTION by Sellers, seconded by Klaskin to adopt item 8.4 from the Consent Agenda.

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

NAYS: None

MOTION CARRIED: 9-0

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Mr. Klein explained that the donor is relocating from Madison and contacted Mr. Craig Semple, Director of Athletics expressing his desire to donate a brand new vending machine. Mr. Klein reported that he had met with Mr. Art Sickle, Director of Administrative Services to discuss how this might impact the contract with our food services vendor.

Mr. Klein and Mr. Sickle have spoken with both the Regional Manager of Chartwells and with Jason Wallace, Director of Food Services for Madison Public Schools about the district's contract with Chartwells. Mr. Klein's recommendation is that the Board accepts the donation, with the understanding that Chartwells will be responsible for stocking, maintaining and managing the machine, and that all proceeds from the machine will go to Chartwells as outlined in the contract.

Discussion ensued and the question was raised as to whether the donor wanted the machine to more directly benefit the Athletics Program. Mr. Klein stated that he had asked that question and been told that the donor never specified where the machine should be located or how it should be used. The donation was nothing more than the result of the owner moving out of town and not wanting to take the machine with him. Mr. Klein said that he would contact the donor to confirm this understanding, and if the donor had any remaining questions or concerns, Mr. Klein would report those concerns to the Board before accepting the donation.

Atty. Klaskin amended the motion as follows:

MOTION by Klaskin, seconded by Sellers, to accept the donation of a vending machine valued at \$900.00 from Rick Sweitzer for the Madison Public Schools.

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

NAYS: None

MOTION CARRIED: 9-0

Ms. Gowanlock asked Mr. Klein to offer the Board's thanks to Mr. Sweitzer for this very generous donation.

9. Action Item: Minutes of June 24, 2008 Board of Education Meeting

MOTION: by Sellers, seconded by Gowanlock to approve the minutes of the June 24, 2008 Board of Education meeting.

Ms. Frey had a correction regarding her comments in section 4.2 of the minutes, which should read as follows:

*Ms. Frey commented that she thought there was value to this program if we are obtaining valid baseline data. She also stated from personal experience that the Madison Public Schools Health Department does an outstanding job of communicating both physical and academic issues students face when concussed.*

MOTION by Klaskin, seconded by Gowanlock to approve the minutes of the June 24, 2008 Board of Education meeting as corrected.

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

NAYS: None

ABSTENTIONS: Coffey, Dean

MOTION CARRIED: 7-0

10. Old Business

No old business was discussed.

11. New Business

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No new business items were requested.

12. Future Agenda Items

No future agenda items were requested.

13. Meetings of Importance

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

14. Adjournment

MOTION: by Coffey, seconded by Dean to  
adjourn the meeting at 8:23 p.m.

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

NAYS: None

MOTION CARRIED: 9-0

Submitted for Approval at the 08/19/08 Board of Education Meeting  
dmd

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**Madison Public Schools  
Board of Education Special Meeting  
August 11, 2008  
Town Campus Hammonasset Room**

**Meeting Minutes**

1. The special meeting of the Board of Education was called to order by Chairman Hale at 5:36 p.m. Chairman Hale let the Pledge of Allegiance.

Present: Becky Coffey; Debra Frey; Harriet Gowanlock; Bob Hale; Robert Ruggiero; Holly Sellers

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

2. Discussion of Modifications to the Student Code of Conduct:

Superintendent Klein opened the discussion by noting that legal counsel has reviewed the content of the definition section of the Code, and has recommended changes as noted in the discussion draft. He added that the Code continues to serve as a useful tool, and that the goal is an age-appropriate Code that serves as a guide.

Attorney Klaskin entered the meeting at 5:50 p.m.

Preliminary discussion of the Code and proposed revisions included several comments addressing the importance of the exercise of discretion when implementing the provisions of the Code. The relationship between this code and CIAC regulations was also noted.

Review and discussion of the Code and proposed revision for students in grades K – 4 included the following:

- further guidance will be sought from counsel regarding ‘facsimile or replica’ weapons;
- suggested revisions removing or substantially amending sections that are clearly not applicable to kindergarten students (hazing, sexual harassment, assault / inappropriate physical contact, hate crimes, trespass, and truancy);
- modification of consequences to include referral for counseling or social services as appropriate;
- relative infrequency of the use of “catchall” provisions, and the minor nature of infractions charged thereunder;
- addition of restitution as a consequence where appropriate (where not already included); and
- incorporation of statutory mandates for expulsion as required for these grade levels.

Review and discussion of the Code and proposed revisions for students in grades 5-6 included:

- modification of consequences to permit ‘up to’ a maximum number of days for a given consequence (detention, suspension, or expulsion) was suggested in a number of sections;
- hazing will be included for these grades and up; and
- whether or how to differentiate between ‘drugs’ and ‘controlled substances’ (further guidance for this section will be sought from legal counsel).

Chairman Hale asked that the two agenda items designated as action items be taken up at this time.

3. Action Item: Revised Calendar for the 2008-2009 School Year

MOTION: by Coffey, seconded by Ruggiero to approve the revised calendar as presented for the 2008-2009 School Year.

Ms. Gowanlock explained that the Secretary of the State has indicated that there may be a very high voter turnout for this November’s national election. Accordingly, the Office of the Secretary of the State has asked that those towns that use school facilities for voting strongly consider not holding school on Election Day. This revision seeks to implement that suggestion without disrupting the current first trimester exam schedule.

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AYES: Coffey, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers  
NAYS: None  
MOTION CARRIED: 7-0

4. Action Item: Revised Policy #5100.9.4, Physicals for Student Athletics

MOTION: by Sellers, seconded by Frey to approve the revised Policy #5100.9.4, Physicals for Student Athletics.

Ms. Gowanlock noted that the revision is to extend from 12 to 13 months the period between physicals, consistent with the requirements of many health insurance providers.

AYES: Coffey, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers  
NAYS: None  
MOTION CARRIED: 7-0

A brief recess was called by the Chair at 7:25 to change rooms. Ms. Coffey and Attorney Klaskin left the meeting at this time. The Board reconvened in the staff dining room at 7:35.

Discussion of changes proposed for the lower middle school concluded with agreement concerning the need to create a clear statement in the Code that defines expectations regarding conduct and provides an appropriate level of discretion to staff for implementation.

Review and discussion of the Code and proposed revisions for students in grades 7-8 included:

- Cyberbullying in the extended community as it relates to and affects the educational setting;
- the nature of the nexus between the schools and conduct subject to discipline under the Code; and
- recognition of the desirability of permitting a case-by-case determination of appropriate discipline for ‘other serious misconduct’.

Review and discussion of the Code and proposed revisions for students in grades 9-12 included:

- incorporation of age-appropriate revisions based on prior discussion for lower grades; and
- addition of ‘up to’ language in consequences consistent with new in-school-suspension legislation.

5. Adjournment

MOTION: by Frey, seconded by Gowanlock to adjourn the meeting at 8:10 p.m.

AYES: Frey, Gowanlock, Hale, Ruggiero, Sellers  
NAYS: None  
MOTION CARRIED: 5-0