

Board of Education Regular Meeting

Tuesday, November 18, 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.

II.A. Personnel Items

II.B. Legal Items

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

III.A. Recognitions: American Education Week, November 16-22, 2008 **Speaker (s)**: David J. Klein

III.A.1. Connecticut Association of Public School Superintendents (CAPSS) Superintendent / Student Leadership Award - Archibald Adams and Maliha Tariq **Speaker (s)**: David J. Klein

III.A.2. Education Support Professionals Day, November 19, 2008 - Executive Board, Madison Association of Educational Supportive Services **Speaker (s)**: David J. Klein

III.B. Public Participation

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

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

V.A. Curriculum Renewal Process **Speaker (s)**: Anita Rutlin

V.B. Discussion: 2007-2008 Strategic School Profile **Speaker (s)**: David J. Klein

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

VII.C.1. Technical Revision: Policy #4121, Substitute Teachers **Speaker (s)**: Harriet Gowanlock

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

VII.E. Community Outreach Committee **Speaker (s)**: Members:

Seth Klaskin, Chair;
Becky Coffey

VII.F. LEARN Liaison

Speaker (s): Liaison:
John Dean

VIII. **Audience Response to Information
Presented**

IX. **Consent Agenda (9.1. - 9.4.)**

IX.A. Bills Payable: \$175,447.77 (08-09)

IX.B. Line Transfers: \$18,030.00

IX.C. Donation: \$5,000 to J. Milton Jeffrey
Elementary School for field trips, from the
Jeffrey School PTO (Ref. Policy #3281)

IX.D. Textbook Adoption (Ref. Policy #6100.10)

X. **Action Item: Minutes November 11, 2008 Meeting**

XI. **Old Business**

XII. **New Business**

XIII. **Future Agenda Items**

XIII.A. Daniel Hand High School Schedule Review /
Program of Studies

XIV. **Meetings of Importance**

Speaker (s): Chairman
Hale

XV. **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
November 11, 2008
Town Campus

Meeting Minutes

1. The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 7:00 p.m.

Present: Bill Clorite; Becky Coffey; John Dean; Harriet Gowanlock; Robert Hale; Robert Ruggiero; Holly Sellers
Also present: Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment.

2. Executive Session

MOTION: by Clorite seconded by Dean to enter Executive Session at 7:00 p.m. to discuss personnel and legal issues.

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

NAYS: None

MOTION CARRIED: 7-0

Confidential personnel matters were discussed.

Legal matters were discussed.

MOTION: by Ruggiero, seconded by Gowanlock to adjourn Executive Session at 7:15 p.m.

AYES: Clorite, Coffey, Dean, Gowanlock, Hale, 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 7:35 p.m.
Chairman Hale led the Pledge of Allegiance.

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

Also present: Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment; district administrators; community members.

Chairman Hale requested a moment of silence to honor our Veterans.

3. School / Community Session

Public Participation

None at this time.

4. Board of Education Student Representatives' Report
(Thomas Presti and Anna Balakrishnan)

None at this time.

5. Superintendent's Report

Superintendent Klein was not at the meeting due to illness. Ms. Rutlin reported in his absence.

Ms. Rutlin first pointed out to the Board that the art gallery in the Hammonasset Room had recently been changed to feature work by students of Daniel Hand High School. Ms. Rutlin distributed a handout which gave some information and explanation about some of the artwork that is on display. She stated her appreciation to the Art Department for inspiring the students to do such fine work. Ms. Rutlin also stated that one of the pieces on display was done by one of the Board's Student Representatives, Anna Balakrishnan.

Ms. Rutlin advised the Board that the National Honor Society Induction Ceremony will be held on Wednesday, November 12, 2008 at Daniel Hand High School. All are welcome to attend.

Ms. Rutlin next reported that students from Kathleen H. Ryerson Elementary School will be recognized at an upcoming Connecticut Student Activities Conference at CAS (Connecticut Association of Schools). Those involved will be invited to a future Board of Education meeting to be recognized for their achievements.

Ms. Rutlin reported to the Board on upcoming out-of-state trips planned for Daniel Hand High School students.

5.1. Update: 2008-2009 Enrollment

Ms. Rutlin stated that enrollment was at 3,710 as of today; the ADS projection was 3,698. Kindergarten enrollment is currently at 201, 19 students lower than the ADS projection of 220.

5.2. Middle School Schedule Overview (Dr. Robert H. Brown Middle School / Walter C. Polson Middle School) Middle School Administrators

Ms. Julie Phelps, Principal and Ms. Kathryn Hart, Assistant Principal, both of Dr. Robert H. Brown Middle School first presented an overview of a 'day in the life' of a student at Brown School. They provided hand outs (on file) to the Board which showed a side by side example of a typical daily schedule for Grades 5 and 6. Discussion ensued and all agreed that the built in 'study hall' period at the end of the day for fifth graders was very beneficial for students. They are able to use that time to meet with teachers, get extra help if needed, and visit the Library Media Center.

Mr. Frank Henderson, Principal and Ms. Jill Hale, Assistant Principal, both from Walter C. Polson Middle School next presented an overview of a 'day in the life' of a student at Polson, via handouts (on file). They explained that most Polson students who are involved in the music program do not have a free study hall at this time. The administrators, along with the music teachers have been looking into schedule modifications to provide some study hall time for those students. Atty. Sellers asked if it might be possible to hold 'sectionals', which would provide occasional study halls. Discussion ensued regarding the importance of students having 'free' time for things they can not fit into the regular day, especially academic work such as meeting with a teacher, working on a project with fellow students, or making up missed work. Ms. Hale stated that many students arrive at school very early to try to meet with teachers, have extra time in the Library Media Center, etc. Mr. Henderson stated that another factor in the difficulty of scheduling related arts classes is the fact that some of the teachers also teach at other schools, so their time in any one building is limited.

Mr. Henderson and Ms. Phelps explained the team models used at the middle schools for the benefit of new Board members. They stated that the leaders of each team meet regularly during the related arts periods, and that department meetings are also held on a regular basis.

Ms. Coffey thanked the middle school administrators for putting the information together and providing the Board with a better understanding of a typical middle school day.

5.3. Discussion: Madison Technology Plan 2009-2012 – First Version

Ms. Rutlin, along with Mr. Arthur Sickel, Director of Administrative Services, distributed copies of the First Version of the Madison Technology Plan for 2009-2012. They explained that school districts that apply for technology funding through the Federal E- Rate program are required to have developed a comprehensive, three-year plan which outlines how the district intends to utilize and integrate educational technology. Ms. Rutlin and Mr.

Sickle went on to explain that the First Version of the Plan was reviewed and approved by LEARN. The next step is for it to go to the BOE for approval then to the State for approval and filing. This plan needs to be in place as the time to file for the Universal Services Fund / E-Rate (Report 470 which provides for internet services) approaches. They expect to have a Final Version of the Technology Plan in the spring and will present it to the Board at that time. Mr. Sickle stated that this version is essentially complete and he does not anticipate any problems or major changes.

Ms. Rutlin stated that the plan speaks mainly to curriculum, assessment, and Professional Development; the hardware piece is much smaller.

Ms. Coffey asked if Mr. Sickle and Ms. Rutlin could highlight some of the points and changes in the new three-year plan; they are:

- Addresses student achievement, integration of technology into the curriculum, with all professional development required to properly use the technology
- Continuation of the obsolescence replacement plan;
- Using technology to manage the Response to Intervention processes
- Implementation of virtual desktops (thin client technology) in one or more buildings
- Layer 3 switching improvements for more efficient network connectivity.
- Continue to move forward with remote connectivity for teachers
- Continue to use hosted applications as necessary to facilitate remote access
- New Student Administrative Software package

Atty. Sellers stated that she would be interested to learn how the Technology Plan connects to the Boards' Strategic Plan. Ms. Rutlin responded that there are several sub-goals that relate directly to the Strategic Plan (21st Century learning, RtI, etc.) and that there is very little we do as a district that does not relate back to this plan. Mr. Sickle concluded by stating that the key is to make the best use of our resources in the most efficient manner.

5.4. Distribution: 2007-2008 Strategic School Profile Report

Ms. Rutlin distributed copies of the Final 2007-2008 Strategic School Profile for the Boards' review.

6. Board Member Comments

Chairman Hale distributed a copy of a letter from Patrice McCarthy, who facilitated the recent Board of Education Retreat. Included with the letter was a list of issues for follow up discussions.

Ms. Gowanlock commented on what she said was a wonderful Democracy Week at Dr. Robert H. Brown Middle School. It was a week long event which featured guest speakers Secretary of the State Susan Bysiewicz, and Attorney General Richard Blumenthal. A very realistic mock election was held which included voter registrations and ID checkers at the polls.

7. Reports from Board Committees / Liaisons

7.1 Planning Committee

Ms. Frey was not present at the meeting but sent a written report for Chairman Hale to distribute in her absence (attached).

7.2. Personnel Committee

7.2.1. Discussion: Ratification of Agreement between the Madison Public Schools and The Association of Madison Administrators

Mr. Dean reported that the AMA had recently ratified a new three year agreement to commence on July 1, 2009. He reported on changes to the contract in areas of salary, health insurance benefits and annuity. Mr. Dean commended both sides for their diligent work and also stated that it was a fair and equitable contract for both sides. He

specifically commented on the health insurance coverage aspects of the new contract as well as the overall fiscal impact.

Ms. Coffey also commended everyone that involved in the negotiations as well, and expressed appreciation for the information prepared in advance of negotiations by Ms. Heather Dobson, Director of Human Resources. Ms. Coffey stated that the negotiations were very amicable and both sides were very willing to compromise on some points.

7.3. Policy Committee

7.3.1. Technical Revision: Policy #4121, Substitute Teachers

Ms. Gowanlock stated that the Policy Meeting scheduled for earlier in the evening had been canceled. She referred to Policy #4121 which is on the agenda for Technical Revision and asked that any comments be directed to her. Ms. Gowanlock commented that the meeting had not yet been rescheduled, but the Policy Committee will continue with their “wordsmithing” of the Code of Conduct at their next meeting.

7.4. Finance Committee

Ms. Coffey reported that the Committee has not met recently. A meeting is scheduled for next Tuesday, November 18th with the full Board and the Administrators to discuss preliminary budget discussions for 2009-2010.

Mr. Clorite asked if there were any concerns regarding state reimbursements for the current year. Ms. Coffey responded that indications are that Madison will receive the funds it is expecting. Chairman Hale stated that he has spoken with our State Legislators, and they show no indication of suggesting any reductions for this year.

7.5. Community Outreach Committee

No report; Atty. Klaskin was not present at the meeting.

7.6. LEARN Liaison

Mr. Dean reported that the November LEARN meeting was scheduled for Thursday, November 13th.

8. Audience Response to Information Presented

None at this time.

9. Consent Agenda

9.1. Bills Payable: \$13,319.28 (07/08); \$875,812.98 (08/09)

9.2. Line Transfers: \$48,910.07

9.3. Budget Expenditure Report as of November 5, 2008

9.4. Application for Beginning Educator Support and Training (BEST) Program Mentors:

- Lisa Caldwell, J. Milton Jeffrey Elementary School Grade 4 Teacher
- Ella Cinquino, J. Milton Jeffrey Elementary School Grade 4 Teacher

MOTION: by Coffey, seconded by Ruggiero to approve the Consent Agenda.

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

NAYS: None

MOTION CARRIED: 7-0

10. Action Item: Minutes of October 21, 2008 Board of Education Meeting

MOTION: by Coffey, seconded by Dean to approve the minutes of the October 21, 2008 Board of Education meeting.

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

NAYS: None

ABSTENTIONS: Sellers

MOTION CARRIED: 6-0

11. Action Item: Ratify agreement between the Madison Public Schools and The Association of Madison Administrators

MOTION: by Dean on behalf of the Personnel Committee to ratify the agreement between the Madison Public Schools and The Association of Madison Administrators

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

NAYS: None

MOTION CARRIED: 7-0

12. Action Item: Madison Technology Plan, First Version

MOTION: by Sellers, seconded by Coffey to approve the First Version of the Madison Technology Plan for 2009-2012.

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

NAYS: None

MOTION CARRIED: 7-0

13. Old Business

No old business was discussed.

14. New Business

14.1. Textbook Adoption Preview (November 11-November 18, 2008)

- Introduction to Criminal Justice
Daniel Hand High School
Career and Technology Education: Fundamentals of Criminal Justice

Ms. Rutlin stated that this textbook was available for preview.

15. Future Agenda Items

15.1. Curriculum Renewal Process - November 18, 2008 meeting.

16. Meetings of importance.

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

17. Adjournment

MOTION: by Dean, seconded by Ruggiero to
adjourn the meeting at 8:40 p.m.

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

NAYS: None

MOTION CARRIED: 7-0

Submitted for Approval at the 11/18/08 Board of Education Meeting
dmd

PLANNING COMMITTEE – Committee Report 11/11/08

The committee met Wednesday October 29 the next meeting is scheduled for tomorrow morning.

- 1) The waste water treatment system at the DHHS/WPMS complex is functioning within proper parameters. Bill McMinn, John Bowers and David Klein are in periodic contact with the DEP to work through the State bureaucracy to, at long last, obtain a final permit. The facility has been functioning with a Draft Permit since its construction.
- 2) Representatives from the middle school and high school administration, theater arts programs, students, parent boosters, community arts programs (Backstage Players) and the BOE met with the Superintendent to have a round table discussion on the potential use of the WPMS Auditorium for DHHS performance. Information is being gathered for a follow-up discussion later this month. In addition to the lighting and sound issues previously discussed, there are both programming and supervisory concerns related to the proposal. Since the stage is utilized as classroom space both during the academic day as well as for the theater arts intramural program, there may be scheduling conflicts with the number of programs using the space. A final report will be presented to the Board once all information is gathered.
- 3) Mr. Labanara and Mr. Eisele from the Boys and Girls Ice Hockey Boosters met with the committee to bring closure to the funding discussions that have been ongoing for several months. Given the current economic climate and upcoming budget constraints, it was communicated that there is presently no plan to eliminate the \$40,000 contribution paid by the hockey boosters to sustain the programs. Mr. Labanara sent the Superintendent follow-up correspondence (including several proposals) that the committee will discuss at its meeting tomorrow. I will be requesting some time on the agenda during one of the upcoming meetings in November or December to provide a comprehensive report to the Board with the opportunity for full Board discussion.
- 4) The committee is finalizing elementary space need documents to be shared with the firm hired for the Community-wide facility optimization study. The Joint Facilities Review Committee has short-listed qualified proposals to five professional firms. The committee will interview the five chosen firms next week.
- 5) The LOCAP and Planned & Cycled Maintenance Schedules for the 2009-2010 Fiscal Year will be reviewed at the November 12 Planning Committee Meeting. Once approved in committee the schedules will be brought to the full Board for approval as part of the annual budget process. The goal is to have BOE-related projects approved and to the Board of Selectmen by early December.

If you have any questions, please do not hesitate to contact me.

Debra Frey
Chair BOE Planning Committee

DATE	EVENTS	TIME	LOCATION
November 19, 2008	Planning Committee / Island Avenue Building Committee	7:30 a.m.	Town Campus Hammonasset Room
December 2, 2008	Finance Committee Meeting	5:30 p.m.	Central Office Room B
December 2, 2008	Board of Education Meeting	7:30 p.m.	Town Campus Hammonasset Room