

# Board of Education Regular Meeting

Tuesday, December 16, 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

III.A.1. Daniel Hand High School Boys Cross Country Team, Class MM State Champions, Second Consecutive Year **Speaker (s)**: David J. Klein

III.A.2. Daniel Hand High School, Recipient of a Silver Medal in U.S. News and World Report's Second Annual List of America's Best High Schools; Second Consecutive Year **Speaker (s)**: David J. Klein

III.A.3. Presentation of NEASC Accreditation Plaques (J. Milton Jeffrey Elementary School; Island Avenue Elementary School; Kathleen H. Ryerson Elementary School; Dr. Robert H. Brown Middle School; Walter C. Polson Middle School) **Speaker (s)**: David J. Klein

III.B. Public Participation

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

V. **General Discussion: Special Topics** **Speaker (s)**: State Senator Edward Meyer, State Representative Deborah Heinrich

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

VI.A. Daniel Hand High School Schedule Review **Speaker (s)**: Barbara Britton

VI.B. Pre-School Action Team Presentation **Speaker (s)**: Dr. Barbara Macauley; Rachel Weiss; Mary Megargee; Pam Whalen; Jori Smith; Sharon Kokoruda; Deborah Pagano

VI.C. 403(B) Written Plan Document **Speaker (s)**: Heather Dobson

## VII. Board Members' Comments

## VIII. Board Committees / Liaison Updates

VIII.A. Planning Committee **Speaker (s)**: Members: Debra Frey, Chair;

		Bill Clorite; Becky Coffey
VIII.B.	Personnel Committee	<b>Speaker (s)</b> : Members: John Dean, Chair; Becky Coffey; Robert Ruggiero
VIII.C.	Policy Committee	<b>Speaker (s)</b> : Members: Harriet Gowanlock, Chair; Becky Coffey; Seth Klaskin
VIII.C.1.	First Revision Reading: Policy #5090.3.6.1.1., Bullying	<b>Speaker (s)</b> : Harriet Gowanlock
VIII.D.	Finance Committee	<b>Speaker (s)</b> : Members: Becky Coffey, Chair; Harriet Gowanlock; Holly Sellers
VIII.E.	Community Outreach Committee	<b>Speaker (s)</b> : Members: Seth Klaskin, Chair; Becky Coffey
VIII.F.	LEARN Liaison	<b>Speaker (s)</b> : Liaison: John Dean
<b>IX. Audience Response to Information Presented</b>		
<b>X. Consent Agenda (10.1 - 10.4)</b>		
X.A.	Bills Payable: \$334,359.86 (08-09)	
X.B.	Line Transfers: \$10,968.62	
X.C.	Donation: \$1,000 for tents for Daniel Hand High School runners from the Cross Country Boosters (Ref. Policy #3281)	
X.D.	Request for Removal of Used Books / Equipment (Ref. Policy #3260)	
<b>XI. Action Item: Minutes December 2, 2008 Meeting</b>		
<b>XII. Action Item: Daniel Hand High School Program of Studies (Ref. Bylaw #9540.8)</b>		
<b>XIII. 403(B) Written Plan Document</b>		
<b>XIV. Old Business</b>		
<b>XV. New Business</b>		
XV.A.	Textbook Adoption Preview (December 16, 2008 - January 6, 2009) (Ref. Policy #6100.10)	
XV.A.1.	Forensic Science for High School Students; Daniel Hand High School, Science: Biotechnology and Forensic Science	
<b>XVI. Future Agenda Items</b>		
XVI.A.	Kindergarten Action Team Report	
<b>XVII. Meetings of Importance</b>		<b>Speaker (s)</b> : Chairman Hale
XVII.A.	January 6, 2009; Finance Committee Meeting, 5:30 p.m. Central Office Room B	

XVII.B. January 6, 2009; Board of Education  
Meeting; 7:30 p.m. Town Campus Hammonasset Room

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.

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Board of Education Meeting  
December 2, 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; Seth Klaskin; Robert Ruggiero; Holly Sellers

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

2. Executive Session

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

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

NAYS: None

MOTION CARRIED: 8-0

Confidential personnel matters were discussed.

MOTION: by Gowanlock, seconded by Dean to adjourn Executive Session at 7:35 p.m.

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

NAYS: None

MOTION CARRIED: 8-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:38 p.m. Chairman Hale led the Pledge of Allegiance.

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

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

3. School / Community Session

3.1. Recognition: Kathleen H. Ryerson Elementary School Students

The Students of the Kathleen H. Ryerson Elementary School were recognized by Superintendent Klein and the Board of Education for the distinction of being chosen to attend the press conference at the Connecticut Association of Schools Student Activities Conference on November 17<sup>th</sup>. They were chosen for this honor for their efforts resulting in over \$18,000 being raised for the 'Pennies for Patient's Program' to benefit cancer patients. Seven students were in attendance to represent Ryerson School, along with Dr. Paul Sinicrope, Principal.

Dr. Sinicrope explained to the Board that he was approached by a parent approximately five years ago, whose 3 year old child had recently been diagnosed with leukemia. The parent asked if Ryerson School would be interested in supporting a campaign to raise funds for this cause. Dr. Sinicrope stated that their fund raising efforts have continued since that time, and they have raised over \$18,000 to date. He commented that that while a good portion

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of the donations come from the parents, the students are very actively involved and many of them donate their allowances or find ways to earn extra money to donate. He emphasized that this program is student-centered and that the involvement of adults is only to facilitate the students participation in the program.

The following students were present to represent Ryerson School, and were presented with a Certificate of Recognition signed by Mr. Klein and Chairman Hale.

<i>Chris Balow</i>	<i>Olivia Nye</i>
<i>Joey Carusone</i>	<i>Sara Sammataro</i>
<i>Brendan Clark</i>	<i>Emma Valdez</i>
<i>Abby Murphy</i>	<i>Elinor Wallach</i>

Dr. Sinicrope also stated that while he could have easily had many, many more children who have participated in this effort over the past five years join him, the students with him tonight have shown great enthusiasm for this cause and some have a personal, vested interest. Several of the students addressed the Board and audience members about why they are involved in this cause and what it means to them.

All Board members agreed that this was a wonderful and much deserved recognition for the students of Ryerson School. Chairman Hale stated that an effort such as this is an important part of education that No Child Left Behind does not acknowledge, let alone cover.

#### Public Participation

None at this time.

Chairman Hale requested at this time to move on Agenda Item 13, Action Item to approve the appointment of the Assistant Principal at Daniel Hand High School. The Board agreed.

MOTION: by Coffey, seconded by Gowanlock to approve the appointment of Cynthia Schneider as the Assistant Principal for Daniel Hand High School.

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

NAYS: None

MOTION CARRIED: 8-0

Mr. Klein stated that Ms. Schneider will be a wonderful addition to the Administrative team at Daniel Hand, though it will be difficult to fill her shoes as she vacates the positions of Library Media Center Specialist at Daniel Hand and the District Library Media Program Coordinator. Ms. Schneider thanked Mr. Klein and the Board for this opportunity, and stated that she is especially grateful to be able to have her dream job right here in Madison.

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

Ms. Balakrishnan was not present at the meeting. Mr. Presti reported on the following:

- The first trimester has concluded with exams just before Thanksgiving. The second trimester is just underway.
  - The winter sports season started on December 2<sup>nd</sup> – teams are working out in the cold preparing for the upcoming competitions.
  - This year's fall play, "Father Knows Best" will be performed December 4<sup>th</sup> – 6<sup>th</sup>. Board members can obtain complimentary tickets by contacting the bookkeeper at the high school.
  - December 1<sup>st</sup> was AIDS Awareness Day. Students participated by putting up a large poster that read "Fight AIDS" in an effort to build awareness and promote action among youth.
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- Student Leadership will be organizing Spirit Week this year. Activities in the past have included hat day, a pep rally and a door decorating contest.

## 5. Superintendent's Report

### 5.1. Enrollment Update

Mr. Klein stated that enrollment as of December 1<sup>st</sup> was at 3,710; kindergarten enrollment is at 201. The ADS projection was 3,698 so we are still just slightly over that number. Mr. Klein also reported that he had just received the ADS projections for the 2009-2010 school year, and will include that information in his next enrollment report.

### 5.2. Report on approved Out of State Field Trips

Mr. Klein reported on two upcoming out of state field trips that he recently approved.

Mr. Klein next gave an update on the water quality issue. He stated that the Town had held a health fair the previous day that was attended by approximately 70 people, including Town staff. Most residents who attended were interested in obtaining information about testing their wells, and any long term health concerns they should be aware of. Mr. Klein stated that additional water testing has been ordered and those results will be communicated to the community when they are received.

### 5.3. Daniel Hand High School Schedule Review / Program of Studies

Mr. Klein welcomed Ms. Barbara Britton, Principal, and Mr. Dan Zittoun, Assistant Principal of Daniel Hand High School, along with the Program Coordinators, who were present to provide the Board with an overview of the Program of Studies for 2009-2010. Mr. Klein stated that they Schedule Review will be moved to take place at the December 16 Board meeting.

The following Program Coordinators / Department Heads were present at the meeting:

Jean Baker	Director of Guidance Services
Patricia Drew	Career and Technical Education
Richard Fasano	Music
Jim Flanagan	Physical Education
Nancy Girald	World Languages
Patrick Irlbeck	English
Doreen Mantilia	Mathematics
Angela Medley	Art
Paul Mezick	Science
Peter Nye	Social Studies
Pam Rottier	Special Education

Ms. Britton explained to the Board that this presentation will be different than in past years, as she and Mr. Zittoun would be highlighting different goings on in the classrooms at Daniel Hand. Via a Power Point presentation (on file) she first reviewed Daniel Hand's Mission Statement and the expectations for students. She continued by reviewing with the Board the 32 new courses added to the Program of Studies since 2005, and stated that three additional courses are being considered for the coming school year, depending on interest and enrollment:

Mandarin III  
Digital Photography II  
Technological Issues and Impacts – Pre Engineering

Discussion ensued regarding the rationale behind these course additions, and Ms. Britton explained that many students have already expressed interest in the Mandarin and Digital Photography courses. Ms. Britton asked Ms. Drew to provide the Board with an overview of the Pre-Engineering course. Ms. Drew explained that it actually consisted of five courses which will go into more detail than the courses presently being offered for students who are

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interested in the broad field of Engineering. Students would also be introduced to the different disciplines of engineering, such as Civil or Electrical.

Discussion continued about the variety of courses currently offered and those under consideration. Mr. Clorite asked if we might be sacrificing depth for breadth, with such a broad range of course offerings. Ms. Britton responded that she did not believe that to be the case. Courses typically run for three years and if there is not enough interest / enrollment, they are dropped. Mr. Clorite asked if any of the courses added since 2005 have been dropped, and Ms. Britton replied that they have not.

Atty. Klaskin asked how placement in popular courses is prioritized and Mr. Zittoun explained that courses are first filled by grade level (from Grade 12 down) and then randomly if there is a lot of interest in one particular grade level. He also explained that when students fill out their course selections, they are asked to prioritize their elective choices.

Ms. Coffey asked how often courses are evaluated for inclusion in a career sequence. Ms. Britton responded that students are required to take an elective in each area. It is hoped this will lead many to discover talents or interests beyond their current experience. Evaluation focuses on broadening students' horizons consistent with this goal.

Ms. Britton next reviewed recent curriculum work. World Language curriculum has been approved and is being implemented; Math, Physical Education and Science are in the final stages of development and English, Social Studies and Art are in the initial phase of revision and renewal.

She also provided updates across different departments. Some of the highlights: all departments have begun using BlackBoard, which has had a very positive response; the use of Response Cards has been implemented in Science and Career and Technological Education; interdisciplinary courses continue to grow in popularity; and Smartboards are being very heavily used where available.

Ms. Britton mentioned that the State Department Transition Visiting Team evaluated the transitioning programming for Special Education students. She asked Ms. Rottier to provide more details about this visit for the Board. Ms. Rottier explained that this program assists in the transitioning of Special Education students after graduation to post secondary employment or education. She reported that Daniel Hand received very positive comments after the evaluation and good suggestions for improvements to the program in the future.

Ms. Baker next spoke about the Naviance program, which is an application used by the guidance department to facilitate communication with students and parents, and includes an online college tracking program. DHHS use has recently been expanded to offer a Career Planning Module and a Learning Style Inventory. She stated that it has been very well received by students, as well as their parents. A demonstration for the Board will be presented at a future meeting.

Ms. Drew gave an update on the Carl E. Perkins Innovation Grant that was received early in 2008. Madison received a \$50,000 grant which enabled conversion of a class room into a lab which is used for many different courses. These funds were used to purchase a Smart Board, video equipment, 19 computers, numerous instructional supplies, Response Cards, as well as Professional Development for teachers and transportation for field trips.

Atty. Klaskin expressed his appreciation for all who worked on this grant. He commented that as we go into the budget season, it bears reminding the community that many people work hard to obtain additional funding such as this.

Mr. Mezick next gave an interactive demonstration of the Response Cards which are being used at Daniel Hand. Each Board member received a Response Card and was able to submit answers to sample questions that Mr. Mezick showed them. His demonstration underscored the fact that this is an excellent tool to provide benchmark and formative assessments for an entire class. In addition, the immediate response improves opportunity to teach in the moment, continually providing feedback to students and the teacher about the topic being taught. He stated that these cards have been well received by students and make for a very interactive, engaging lesson for the students. The Board was also interested to learn that the earth is closer to the sun in winter than in summer.

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In closing, Ms. Britton reviewed the major changes to the Program of Studies. She also stated that those present on behalf of the high school were glad to have this opportunity to provide the Board with a snapshot of some of the exciting things happening at Daniel Hand.

## 6. Board Member Comments

Atty. Sellers remarked that this was the best presentation on the Program of Studies that she could remember. Ms. Gowanlock agreed, and commented on the wonderful opportunities presented by the use of technology at Daniel Hand.

Chairman Hale stated that he felt it was important for members of the community who do not have students in the Madison Public Schools to know about what is going on in our schools.

## 7. Reports from Board Committees / Liaisons

### 7.1 Planning Committee

Ms. Frey was not present at the meeting. In her absence, Chairman Hale gave a report on the LOCAP meeting which was held earlier in the day. They met with a firm who was considered the best qualified for the facilities project, and the Committee expects them to return in two weeks with an RFP. A recommendation will then be submitted to the Board of Selectmen to award a contract. Chairman Hale commented that the Committee was very impressed with this firm, and that their timeline for completing the facilities study would be approximately 14 months.

Atty. Klaskin stated that he has learned that some states are anticipating town and municipal projects that might be underwritten with stimulus funds, and inquired as to whether it was known if any of these types of funds had been earmarked for school districts. Chairman Hale responded that there were none that he was aware of, and he had most recently heard that the Governor would go forth with shovel-ready state projects first if any funds became available.

Chairman Hale commented that he was very impressed by the degree of cooperation between the Town and the schools with regard to this project. It is being approached with a 'we' mindset as opposed to 'us and them'.

### 7.2. Personnel Committee

No report.

### 7.3. Policy Committee

#### 7.3.1. Final Technical Revision Reading: Policy #4121, Substitute Teachers

Ms. Gowanlock reported that the Committee had not met, and would in fact have to reschedule their meeting set for December 16, 2008. She reminded the Board that Policy #4121 is on the agenda for approval tonight and hoped the Board would unanimously approve the technical revision.

### 7.4. Finance Committee

Ms. Coffey stated that the Committee had met earlier in the evening to review where they are in the budget process and stated that it continues to proceed on track. She told the Board they could expect a budget document for review before Christmas.

Ms. Coffey also reported that we are on target with most expenditures for the current budget year; however, Special Education expenditures are up, and reminded the Board that these accounts typically fluctuate throughout the budget year. Mr. Klein stated that he monitors these expenditures carefully and will continue to watch them closely.

Mr. Klein also stated that he would attend the State Board of Education meeting the following morning, to discuss budget modifications at the state level pertaining to public school districts. He further stated that representatives from CABE and CAPSS would be at the meeting as well, and he felt that school districts would be well represented.

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7.5. Community Outreach Committee

Atty. Klaskin stated that the Committee had not met, but in light of Ms. Gowanlock canceling the Policy Meeting on December 16<sup>th</sup>, he would like to schedule a Community Outreach Committee meeting for that date and time.

7.6. LEARN Liaison

Mr. Dean reported that the November meeting had been a very informative one. Mr. Gary Mala, Superintendent of Regional School District 17 spoke about legislative changes which took effect on July 1 which now allow Boards of Education and municipalities to obtain goods through an on line bidding process rather than going through the RFP (Request for Proposal) process. This is a great way to increase the purchasing power of the 30 school districts in the LEARN consortium. Mr. Klein stated that he was aware of this and it had been discussed in a recent Central Office Administrative Team meeting.

8. Audience Response to Information Presented

None at this time.

9. Consent Agenda

9.1. Bills Payable: \$7,546.05 (07-08); \$933,437.09 (08/09)

9.2. Line Transfers: \$74,424.06

9.3. Budget Expenditure Reports as of November 25, 2008

9.4. Donation: \$5,500 for the Walter C. Polson Middle School Library Media Center from the Polson School PTO

9.5. Notice of Intent for Instruction of Student at Home for 1 student.

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

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

NAYS: None

MOTION CARRIED: 8-0

Atty. Sellers commented on the generous donation from the Polson School PTO.

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

MOTION: by Coffey, seconded by Gowanlock to approve the minutes of the November 18, 2008 Board of Education Special meeting.

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

NAYS: None

ABSTENTIONS: Dean, Klaskin

MOTION CARRIED: 6-0

11. Action Item: Minutes of the November 18, 2008 Board of Education Meeting

MOTION: by Coffey, seconded by Ruggiero to approve the minutes of the November 18, 2008 Board of Education meeting.

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

12. Action Item: Policy 4121, Substitute Teachers

MOTION: by the Policy Committee to approve the technical revisions to Policy #4121, Substitute Teachers.

AYES: Clorite, Coffey, Dean, Gowanlock, Hale, Klaskin, Ruggiero, Sellers  
NAYS: None  
MOTION CARRIED: 8-0

13. Old Business

No old business was discussed.

14. New Business

15. Future Agenda Items – December 16, 2008

- 15.1. Senator Edward Meyer and State Representative Deborah Heinrich
- 15.2. Daniel Hand High School Schedule Review
- 15.3. Pre-School Action Team Report

16. Meetings of importance.

Chairman Hale referred to the list of upcoming meetings on the agenda. He commented that dates for the Budget Development meetings will be added as soon as they are confirmed.

Mr. Klein stated that he and Mr. Clorite will be participating in a MAPAC meeting the following evening.

Also, the Board was reminded that a Special Board of Selectmen meeting had been scheduled for the following evening as well.

17. Adjournment

MOTION: by Dean, seconded by Ruggiero to adjourn the meeting at 9:11 p.m.

AYES: Clorite, Coffey, Dean, Gowanlock, Hale, Klaskin, Ruggiero, Sellers  
NAYS: None  
MOTION CARRIED: 8-0