

Board of Education Regular Meeting

Tuesday, October 4, 2011 8:00 PM

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

I. Call to Order / Attendance

II. School / Community Session - 8:00 p.m.

II.A. Public Participation

III. Superintendent's Report

Speaker (s): Anita Rutlin

III.A. Enrollment Update

Speaker (s): Anita Rutlin

III.B. NEASC Visitation

Speaker (s): Anita Rutlin

III.C. Other

Speaker (s): Anita Rutlin

IV. Board Members' Comments

V. Board Committees / Liaison Updates

V.A. Planning Committee

Speaker (s): Members: Debra Frey, Chair; Bill Clorite; Jean Fitzgerald

V.B. Personnel Committee

Speaker (s): Members: John Dean, Chair; Pam Meier; Robert Ruggiero

V.C. Policy Committee

Speaker (s): Members: Seth Klaskin, Chair; Jean Fitzgerald; Pam Meier

V.C.1. Draft Policy #3542.4, Lunch Charging, First Reading

Speaker (s): Seth Klaskin

V.C.2. Revised 2011-2012 Calendar

Speaker (s): Seth Klaskin

V.D. Finance Committee

Speaker (s): Members: Bill Clorite, Chair; Jean Fitzgerald; Cindy Wood

V.E. LEARN Liaison

Speaker (s): Liaison: Robert Ruggiero

VI. Audience Reponse to Information Presented

VII. Consent Agenda (7.1 - 7.8) Ref. Bylaw #9540.2 and #9540.8)

VII.A. Bills Payable: \$43,433.97 (10-11); \$343,949.20 (11-12)

VII.B. Line Transfers: \$179,772.23

VII.C. Budget Expenditure Report as of September 28, 2011

VII.D. Donation: \$5,000 to the J. Milton Jeffrey Elementary School for the purchase of playground

equipment, fromt the Jeffrey School PTO

VII.E. Donation: \$2,600 to Daniel Hand High School for the purchase of a scorekeepers table for the turf field, from the Madison Soccer Booster Club.

VII.F. Donation: \$3,000 to the Robert H. Brown Middle School for Grade 5 field trips, from the Brown School PTO

VII.G. Donation: \$1,737.54 to J. Milton Jeffrey Elemenatary School from the Stop & Shop A+ Bonus Bucks Program

VII.H. District Consolidated Grant Application for Title 1, Part A and Title II, Part A Elementary and Secondary Education (ESEA) Federal Grants (Ref. Policy #3281)

VIII. **Action Item: Minutes of the September 20, 2011 Board of Education Meeting**

IX. **Action Item: Waive Second and Third Reading of Proposed Draft Policy #3542.4, Lunch Charging (Reference Bylaw #9620)**

X. **Action Item: Policy #3542.4, Lunch Charging (Ref. Bylaw #9620)**

XI. **Action Item: Revised 2011-2012 School Year Calendar**

XII. **Old Business**

XIII. **New Business**

XIV. **Future Agenda Items**

XIV.A. Update: Data Teams (Anita Rutlin/Elementary Principals and Teachers):
October 18, 2011

XIV.B. Update: Safe Schools Climate Plan:
October 18, 2011

XV. **Meetings of Importance**

Speaker (s) :
Chairperson Coffey

XV.A. October 14, 2011: Planning Committee Meeting; 7:30 a.m., Central Office Room B

XV.B. October 18, 2011: Policy Committee Meeting; 6:30 p.m, Central Office Room B

XV.C. Ocober 18, 2011: Board of Education Meeting; 7:30 p.m., Town Campus Hammonasset Room

XV.D. November 8, 2011: Facilities Employee Recognition

XV.E. November 18-19, 2011: 2011 CABE/CAPSS Convention; Mystic Marriot, Groton, CT

XVI. **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
September 20, 2011
Meeting Minutes

1. The public meeting of the Board of Education was called to order by Chairperson Coffey at 7:35 p.m. Ms. Coffey led the Pledge of Allegiance.

Present: Bill Clorite, Becky Coffey; John Dean; Jean Fitzgerald; Debra Frey; Seth Klaskin; Robert Ruggiero; Cindy Wood

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

Ms. Coffey requested that an action item to approve the minutes of the September 14, 2011 Board of Education Special Meeting be added to the agenda.

MOTION: by Frey, seconded by Wood to add an Action Item to approve the minutes of the September 14, 2011 Board of Education Special Meeting.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Ruggiero, Wood

NAYS: None

MOTION CARRIED: 8-0

2. School / Community Session

2.1. Public Participation

None at this time.

3. Superintendent's Report

Ms. Coffey noted that Mr. Klein was not able to be at the meeting due to a family commitment, and that Assistant Superintendent Anita Rutlin would report on his behalf.

3.1. Enrollment Update

Ms. Rutlin reported that enrollment as of today is 3,454; 8 students less than the ADS projection of 3,462. Ms. Rutlin noted that in Grades K-4, we have 32 students more than what was projected, while in Grades 5-12 we have 40 less students enrolled. She further broke it down by grade level for the secondary grades and stated that the numbers have not affected the instructional plan that was put in place.

3.2. Other

Ms. Rutlin had nothing further to report.

4. Board Members' Comments

Ms. Coffey stated that she was disappointed that Mr. Klein had a prior commitment and was not able to attend what would have been his last Board meeting in Madison. She expressed her gratitude for his tremendous service to the district and stated that in her opinion, Mr. Klein was a healing influence in Madison. She remarked that he was an exceptional leader who built bridges among the staff. She also noted that he built positive relationships with much of the staff in the Town and thought of all of us as a team.

Mr. Ruggiero stated that as a school leader, he has been greatly impressed by Mr. Klein's ability and leadership in developing the administrative team. He also praised Mr. Klein's fiscal management and stated that he acted in a very responsible manner to the community in managing funds without compromising the educational program. Mr. Ruggiero stated that there are 'big shoes to fill' in replacing Mr. Klein.

Mr. Dean simply stated that Mr. Klein has done a great job, and he wishes him well.

Atty. Klaskin echoed his fellow Board members' comments and commented that he thought Mr. Klein was an excellent fiscal manager.

Mr. Clorite commented that Mr. Klein was an excellent fiscal manager and complimented his leadership and ability to develop staff and let them do their jobs. He also stated that these are tough shoes to fill.

Ms. Frey and Ms. Wood agreed with all comments made and expressed their appreciation for all Mr. Klein has done in Madison.

5. Reports from Board Committees / Liaisons

5.1. Planning Committee

Ms. Frey reported that the Committee met and discussed the following:

- Facilities Update from William McMinn, Director of Facilities:

The school buildings fared very well during Tropical Storm Irene and sustained no major damage. The solar panels at Island Avenue School are all in place. The only required repairs resulting from the storm are very minor.

Summer projects have been completed or are nearing completion. In particular, the last phase of the siding replacement at Brown Middle School has been completed; the Ryerson and Jeffrey Elementary Schools paving projects are complete and the damaged irrigation system at Polson Middle School has been replaced and can be further expanded down the road if necessary. Ms. Frey complimented Mr. McMinn on the excellent work he and his staff have accomplished.

- Elementary Facilities Usage

Ms. Frey noted that this was the first such report of the year. The district continues to move in the direction of using our elementary facilities as they were designed and intended. That is, no hallways or closets are being used as instructional spaces as has been the case in the recent past. Ms. Frey stressed however, that there are no empty classrooms and we are not at the point of looking to reduce square footage. The Committee is keeping a close watch on enrollment projections, looking only at students currently enrolled.

- LOCAP Meeting

LOCAP met last week and they are still developing the project schedule for the coming budget cycle. Ms. Frey noted that damage from the storm may displace some projects originally scheduled, but this should not impact the school buildings, because again, any damage to them was minimal.

5.2. Personnel Committee

Mr. Dean reported that the negotiations team will meet with the AMA on September 28th to exchange proposals, and they have two meetings scheduled following that.

5.3. Policy Committee

Atty. Klaskin reported that the Committee met just prior to the Board meeting to discuss two items in particular. The first was a proposed revised calendar for the current school year due to the four days missed because of Tropical Storm Irene. Atty. Klaskin reported on the revisions recommended by the Administration and stated that the Policy Committee supports their thoughtful recommendation. He noted that the calendar will be on the October 4th Board of Education agenda .

The Committee also reviewed a new draft policy on Lunch Charging. The policy was crafted by Arthur Sickie, Director of Administrative Services, utilizing CAFE's Policy Services. Atty. Klaskin stated that Mr. Sickie has drafted an excellent policy that reflects our current practices. He asked members of the Board to review the draft prior to the October 4th meeting, as he will recommend they waive the second and third readings and adopt the policy, as it is now required.

5.4. Finance Committee

The Committee has not met. Mr. Clorite did note that Mr. Klein sent an email to the Board members advising them that the Board of Selectmen has approved the Board of Education's request to transfer \$90,000 of the \$250,000 being returned to the Town to the fund allocated for unanticipated special education costs. Ms. Coffey thanked the Board of Selectmen for their unanimous support of this request and stated that it goes before the Board of Finance on September 21st. The Board of Finance is undecided if they will act on it or waive it at this time, but Ms. Coffey reminded the Board that they did not act on the same request from the Board of Education last year until later in the budget process, when it was approved.

5.5. LEARN Liaison

No report.

6. Audience Response to Information Presented

None at this time.

7. Consent Agenda

7.1. Bills Payable: \$56,724.64 (10-11); \$1,601,002.18 (11-12)

7.2. Line Transfers: \$3,718.75

7.3. Request for Removal of Used Books/Equipment

MOTION: by Frey, seconded by Wood to approve the Consent Agenda.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Ruggiero, Wood

NAYS: None

MOTION CARRIED: 8-0

8. Action Item: Minutes of the September 6, 2011 Board of Education Special Meeting.

MOTION: by Klaskin, seconded by Fitzgerald to approve the minutes of the September 6, 2011 Board of Education Special Meeting.

AYES: Clorite, Coffey, Fitzgerald, Frey, Klaskin, Ruggiero, Wood

NAYS: None
MOTION CARRIED: 8-0

8.5. Action Item: Minutes of the September 14, 2011 Board of Education Special Meeting.

MOTION: by Klaskin, seconded by Clorite to approve the minutes of the September 14, 2011 Board of Education Special Meeting.

AYES: Clorite, Dean, Fitzgerald, Frey, Wood
NAYS: None
ABSTENTIONS: Coffey, Klaskin, Ruggiero
MOTION CARRIED: 5-0

9. Old Business

Atty. Klaskin stated that he and some other Board members wished to enter an Executive Session after the business portion of the meeting to discuss pending litigation.

10. New Business

No new business was discussed.

11. Future Agenda Items

11.1. Update: Data Teams (Anita Rutlin / Elementary Principals): October 4, 2011

12. Meetings of Importance

Ms. Coffey referred to the list of upcoming meetings on the agenda.

13. Executive Session

At this time, Atty. Klaskin made the Motion to adjourn to Executive Session to discuss pending litigation.

MOTION: by Klaskin, seconded by Wood to adjourn to Executive Session at 8:10 p.m. to discuss pending litigation.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Ruggiero, Wood
NAYS: None
MOTION CARRIED: 8-0

Ms. Coffey asked everyone present at the time to excuse themselves from the meeting. Ms. Coffey noted that the Board would not be taking any action after the Executive Session.

MOTION: by Frey, seconded by Fitzgerald to adjourn Executive Session at 9:15 p.m.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Ruggiero, Wood
NAYS: None
MOTION CARRIED: 8-0

The Public Session of the Board of Education Meeting reconvened at 9:15 p.m.

14. Meeting Adjournment

MOTION: by Dean, seconded by Ruggiero to adjourn the meeting at 9:15 p.m.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Ruggiero, Wood

NAYS: None

MOTION CARRIED: 8-0

Submitted for approval at the October 4, 2011 Board of Education Meeting
dmd