

# Board of Education Regular Meeting

Tuesday, December 20, 2011 7:30 PM

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

## I. Call to Order / Attendance

## II. School / Community Session - 7:30 p.m.

### II.A. Recognition:

II.A.1. Paul Coppola, History Teacher, Daniel Hand High School; Teacher of the Year - 2012 Annual VFW District 2 Competition

II.A.2. Grace Driscoll, Daniel Hand High School Grade 11; Voices of Democracy - 3rd Place - 2012 Annual VFW District 2 Competition

II.A.3. 2011 Class L Football State Champions - Daniel Hand High School

### II.B. Public Participation

## III. Board of Education Student Representatives' Report

**Speaker (s) :** Jessica Buller and John Ovian

## IV. Superintendent's Report

**Speaker (s) :** Anita Rutlin

IV.A. School Closings Related to Inclement Weather

IV.B. Other

## V. Board Members' Comments

## VI. Board Committees / Liaison Updates

VI.A. Planning Committee

**Speaker (s) :**  
Members: Jean Fitzgerald, Chair; Bill Clorite; Pam Meier

VI.B. Personnel Committee

**Speaker (s) :** Members: John Dean, Chair; Cindy Wood, Vice-Chair; Robert Ruggiero

VI.C. Policy Committee

**Speaker (s) :** Members: Seth Klaskin, Chair; Ryan Suerth; Cindy Wood

VI.C.1. Second Reading: Policy #5120.3.6., Animals in Schools

VI.D. Finance Committee

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

VI.E. LEARN Liaison

**Speaker (s) :** Liaison: Robert Ruggiero

## VII. Audience Reponse to Information Presented

VIII. **Consent Agenda (8.1 - 8.4) Ref. Bylaw #9540.2 and #9540.8)**

VIII.A. Bills Payable: \$6,351.66 (10-11);  
\$792,868.59 (11-12)

VIII.B. Line Transfers: \$16,325.35

VIII.C. Donation: \$1,000 to Island Avenue Elementary School from Wal-Mart (10 \$100 gift cards) to be used by teachers to purchase classroom supplies (i.e., clay, markers, games/activities for indoor recess)

VIII.D. Request for Removal of Used Books and Equipment (Ref. Policy #3260)

IX. **Action Item: Minutes of the December 6, 2011 Board of Education Meeting**

X. **Action Item: Daniel Hand High School Program of Studies (Ref. Bylaw #9540.8)**

XI. **Old Business**

XII. **New Business**

XIII. **Future Agenda Items**

XIII.A. Overview of the 2012-2013 Budget: January 3, 2012

XIV. **Meetings of Importance**

**Speaker(s) :**

Chairperson Frey

XIV.A. January 3, 2012: Finance Committee Meeting; 6:30 p.m., Central Office Room B

XIV.B. January 3, 2012: Board of Education Meeting; 7:30 p.m., Town Campus Hammonasset Room

XIV.C. January 11, 2012: Planning Committee Meeting; 7:30 a.m., Central Office Room B

XV. **Adjournment**

Board of Education Meeting  
December 6, 2011  
Meeting Minutes

1. The public meeting of the Board of Education was called to order by Chairwoman Frey at 7:32 p.m. Ms. Frey led the Pledge of Allegiance.

Present: Bill Clorite, John Dean; Jean Fitzgerald; Debra Frey; Pam Meier; Robert Ruggiero; Ryan Suerth; Cindy Wood

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

Atty. Klaskin entered the meeting at 7:35 p.m.

2. School / Community Session

2.1. Recognition:

Ms. Frey thanked everyone in attendance for coming and noted that there were two very notable recognitions at tonight's meeting and asked Ms. Rutlin to speak about them.

2.1.1. Daniel Grenier, Technology Education Teacher, Daniel Hand High School  
*2011-2012 Connecticut Technology Education Teacher of the Year*

Ms. Rutlin stated that she was asked to write letter of recommendation for Mr. Grenier for the application for this distinction and she was honored to do so. She noted that this award is given to Connecticut technology education teachers who have demonstrated a commitment to the profession, a willingness to provide professional development to fellow educators and active involvement in professional associations. Ms. Rutlin stated that Daniel Hand High School is extremely fortunate to have such a wonderful teacher in Mr. Grenier.

Ms. Rutlin then asked Ms. Pat Drew, CTE Program Coordinator to speak about Mr. Grenier. Ms. Drew commented that this is a much deserved honor for Mr. Grenier and he is an integral member of the CTE Department at Daniel Hand High School and they are very fortunate to have him.

Mr. Grenier thanked Ms. Rutlin and Ms. Drew for their remarks and stated that he is very grateful for the award, as well as appreciative of his colleagues the leadership at Daniel Hand High School. He was presented with a Certificate of Recognition signed by Ms. Frey and Ms. Rutlin.

2.1.2. Kathleen Brooks, Science Teacher, Walter C. Polson Middle School  
*Article published in Science Scope, by the National Science Teachers Association*

Ms. Rutlin next remarked that since she joined the district in 2004, she has worked with Mrs. Brooks on one project or another every year. Besides her teaching responsibilities at Polson, Mrs. Brooks is the Science Coordinator for the middle schools and sits on the Board of Directors for the National Middle Level Science Teachers Association. She has now published an article based on one of her lesson plans in - Science Scope, a magazine published by the National Science Teachers Association. Mrs. Brooks was presented with a Certificate of Recognition signed by Ms. Frey and Ms. Rutlin.

2.2. Public Participation

None at this time.

3. Student Representatives' Report  
(Jessica Buller and John Ovian)

Mr. Ovian reported on the following:

- The play "It's a Wonderful Life" opens this Thursday and runs through Saturday, December 10<sup>th</sup>. Students have been working hard and rehearsing and this will be a wonderful production. Tickets are available at the high school or at R.J. Julia.
- Final exams took place this past Thursday, Friday and Monday.
- A food drive conducted by the Class of 2013 wrapped up last week but donations are still being accepted.
- The football team beat Masuck in the Class L Semifinals and will play in the Championship game this coming Saturday at 2:00 p.m. at Rentschler Field.

Ms. Buller reported on the following:

- AIDS Awareness Day is being recognized at Daniel Hand tomorrow, December 7<sup>th</sup>. Students will wear red to show their support.
- Winter Sports Night is being held tonight, December 6<sup>th</sup>.
- A blood drive will be held at the high school in the coming weeks.
- Students are beginning to receive acceptance letters. Students have already been accepted at UMaine, UCONN, and Southern Connecticut State University. Most letters will be received between now and Christmas.

4. Board of Education Organizational Session

4.1. Assignments for Committees and LEARN Liaison

4.2. Assignments for Liaisons

Ms. Frey distributed the following list of Committee and Liaison assignments and read them into the record.

**Finance Committee:**

Bill Clorite, Chair  
Jean Fitzgerald  
Cindy Wood

**Planning Committee:**

Jean Fitzgerald, Chair  
Bill Clorite  
Pam Meier

**Personnel Committee:**

John Dean, Chair  
Cindy Wood, Vice Chair  
Robert Ruggiero

**Policy Committee:**

Seth Klaskin, Chair  
Ryan Suerth  
Cindy Wood

**Ad Hoc Community Awareness Committee**

Ryan Suerth, Chair  
Pam Meier  
Cindy Wood

**Liaison Assignments**

**LEARN Liaison**

Robert Ruggiero

**CABE Representative**

Pam Meier

**Board of Selectmen Liaison**

Jean Fitzgerald

**Board of Finance Liaison**

Bill Clorite  
Ryan Suerth

**Representatives to LOCAP** (2 BOE members, 1 community representative)

Jean Fitzgerald

Debra Frey

Bob Hale, BOE Community Representative

5. Superintendent's Report

5.1. Daniel Hand High School 2012-2013 Proposed Program of Studies

Ms. Rutlin introduced Daniel Hand High School Principal Barbara Britton, and acknowledged the rest of the staff present:

Jean Baker	Director of Guidance Services
Patricia Drew	Career and Technical Education Coordinator
Jim Flanagan	Physical Education Coordinator
Nancy Girald	World Languages Coordinator
Patrick Irlbeck	English Coordinator
Kristen Mancini	World Language Teacher
Doreen Mantilia	Mathematics Coordinator
Angela Medley	Visual Arts Coordinator
Paul Mezick	Science Department Head
Pam Rottier	Special Education Coordinator
David Russo	Science Teacher
Cindi Schneider	Assistant Principal
Dan Zittoun	Assistant Principal

Mrs. Britton noted that there are not many changes to the Program of Studies for 2012-2013, and tonight's presentation would consist of updates from some of the Coordinators on their departments' programs. She first introduced a video (on file) that was part of the panel presentation during the recent NEASC visit. The video was developed and produced by students in the Technology Education department under the leadership of teacher Luke Arsenaault and the video highlighted our town and the school district.

The video was followed by a PowerPoint presentation (on file), which included highlights of some of the staff presentations.

Ms. Pat Drew, Career and Technology Education (CTE), shared with the Board some of the accolades bestowed upon CTE since last December.

- Daniel Hand's CTE was named Technology Education Program of the Year by the Connecticut Technology Education Association and honored at a banquet in the spring.
- They were champions at last year's VEX Robotics competition
- In VEX competitions so far this year, they have placed 2<sup>nd</sup> of 20 schools
- There are several clubs for students to choose from, including the Stock Market Club. Presently, there are two teams at Daniel Hand that are in 24<sup>th</sup> and 32<sup>nd</sup> place out of 989 in this competition.
- Daniel Hand students placed first in the States' Business Management Concentrator Test

Mr. Jim Flanagan, Physical Education, reported on the Regional Professional Development activities that were hosted at Daniel Hand High School on November 8<sup>th</sup>. Approximately 90 teachers from 16 districts participated and feedback on the day was very positive. Mr. Flanagan thanked Ms. Rutlin for being proactive and helpful with PE and other disciplines and noted that a lot of time and effort was expended to make for very meaningful professional development. Ms. Rutlin stated that Mr. Flanagan was gracious in facilitating the day and she had also received very positive feedback.

Ms. Doreen Mantilia, Mathematics, noted that a new math course has been added in response to a need that was realized. It is designed primarily for sophomores who need a course after Algebra II Level 2 and before

Pre Calculus. This course, Pre College Algebra and Trigonometry, will allow for greater flexibility in course selections for those students when they reach grades 11 and 12.

Mrs. Britton next noted that an ECE (Early College Experience) course is now offered through UCONN for AP US History and two DHHS teachers have been certified by UCONN to teach that course. It is available when students sign up for AP US History and gives them the option to earn college credits.

Ms. Nancy Girald, World Languages reported that in addition to AP, ECE courses are now also offered for Spanish and French for those students who have completed all other course options in those languages. She reported that as students are beginning to study Spanish in first grade now, they are very proficient when they reach the secondary level. Ms. Girald has been trained in the TPRS (Total Physical Response Storytelling) method of teaching and is leading professional development in other districts. Also, Brown Middle School has been contacted by other districts who want to know more about TPRS.

Ms. Girald also noted that she traveled to Beijing China last March, and that Madison has hosted three teams from China.

Ms. Angela Medley, Visual Arts, discussed the creative process students experience and explained that art addresses many learning and problem solving scenarios. She demonstrated how projects begin and the steps students take to bring them through to completion, using some of the artwork of Daniel Hand students that is on display in the Hammonasset Room.

Lastly, Mr. Paul Mezick, Science, demonstrated the use of Vernier Lab Quest emulators. He was joined by DHHS Science Teacher David Russo, and they demonstrated how students are taught to do an EKG and then read and interpret the results. Mr. Mezick also explained that a representative from Vernier was at Daniel Hand on November 8<sup>th</sup> for professional development.

Ms. Frey thanked the Principals and staff of Daniel Hand for their interesting presentation. She noted that this annual report is of great value to the Board, as it helps them understand the Program of Studies and highlights some of the exciting things our students are able to do.

#### 5.1. Enrollment Projection Report

Ms. Rutlin next distributed and reviewed the Annual Enrollment Projections report from Applied Data Services. She noted that last year's projections were within .28% of actual enrollment; the anomalies were at the elementary level, where we have 32 more students enrolled than were projected - 20 of them in kindergarten. Ms. Rutlin noted that these are students who have moved to Madison; they were not born here. There is no way to know if this situation will repeat itself. She stated that the Administrative Council is always looking at enrollment numbers and projections, and will work to maintain the integrity and fidelity of the program for the students we have in a fiscally responsible manner.

#### 5.2. Report on Out of State Travel

Ms. Rutlin reported on two upcoming out of state field trips for Daniel Hand High School students.

#### 5.3. Other

Ms. Rutlin had nothing further to report.

### 6. Board Members' Comments

Ms. Frey reported that several Board members had attended the recent CABA / CAPSS Convention, which was a very good professional development activity for them. She also noted that for the third consecutive year, Madison received the Board of Distinction Award from CABA. Ms. Frey read the following, which is taken directly from the CABA website: *In order to appropriately recognize those Boards which are truly exemplary, CABA has now established a second level of awards, the **Board of Distinction Award**. Only*

*Boards which have achieved Level One distinction at least twice in the prior four years are eligible to receive the **Board of Distinction Award**. Boards must achieve at least two Level Two items in each Level Two category to receive this award.* Ms. Frey stated that this was an award for which the Board could be very proud.

Ms. Rutlin commented that Madison has received this award for each of the three years since it was established.

Ms. Frey next reported that she had received inquiries from the press regarding the status of the superintendent search. She read the following press release:

*As of the application deadline, C.E.S. Executive Search Services submitted a total of 15 completed applications to the Board of Education for the position of Superintendent of the Madison Public Schools. All nine members of the Board will now begin the review process and will short-list the most highly qualified candidates. Once completed, these candidates will be invited to an initial interview with the Board in early January. Subsequent to initial interviews, the Board will conduct a second, more in-depth interview with select finalists.*

*Concurrent with application review, the Board is designing interview questions to learn about each applicant's experience, leadership style and vision, as well as qualities that were deemed important by the community. The Board received this important community input via several focus groups as well as an on-line survey conducted by C.E.S. This data was compiled in a written report entitled "Madison Public Schools Community Assessment Report" and submitted to the Board by C.E.S. in October 2011. This report can be viewed on the Madison Public Schools website: [www.madison.k12.ct.us](http://www.madison.k12.ct.us)*

Finally, Ms. Frey read a thank you note she received from Ms. Rutlin. Members of the Board had each chipped in to send Ms. Rutlin a gift as a way to thank her for her hard work as the Interim Superintendent.

## 7. Reports from Board Committees / Liaisons

### 7.1. Planning Committee

Ms. Fitzgerald reported on the following:

- Bill McMinn, Director of Facilities reviewed with the Planning Committee the Planned and Cycled Maintenance and LOCAP schedule related to school projects. LOCAP meets again next week and the schedule will then be brought to the Board of Education.
- The final facilities utilization discussion took place, and the building was Daniel Hand High School. Ms. Fitzgerald noted that there are 72 regular classrooms in the building and 14 teachers still share space. She stated that Mrs. Britton reported the biggest problem in terms of space is storage. They will continue to look for ways to maximize space and the high school.

Ms. Fitzgerald emphasized that our school buildings are finally being used as they were intended, and with the declining enrollment we are now getting some relief from the overcrowding that has been the case for the past several years.

- Ms. Fitzgerald noted that included in the Board packet is information on a new lease agreement for copier equipment and service. She asked Mr. Arthur Sickle, Director of Administrative Services, to tell the Board more about this proposal. Mr. Sickle explained that this proposal takes advantage of the State of Connecticut Master Agreement, and he would not be required to go out for an RFP. IKON offered a great value for the money. Mr. Sickle did obtain a quote from our current vendor, and the IKON proposal is a much better deal for the district and the Town, as the Town also has an agreement with IKON. He stated that IKON came through with a lease that

includes all new equipment and an excellent click charge rate for excellent usage fees. The agreement will serve the district well, and the district will realize a savings over the 5 year term of approximately \$21,000-\$22,000. Mr. Sickle strongly encouraged the Board to support this recommendation.

#### 7.2. Personnel Committee

Mr. Dean did not have a report, as there are no negotiations taking place at this time. He did note that we are coming up on the end of the first 90 term of Ms. Rutlin's Interim Superintendency and entered a motion to add an Action Item to the agenda:

MOTION: by the Personnel Committee to add Action Item 11.1 regarding extending Ms. Rutin's service as the Interim Superintendent.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 9-0

#### 7.3. Policy Committee

Atty. Klaskin reported that the Committee had not met but noted the draft policy on Animals in Schools in the agenda for first reading. He stated that this was a very good policy, crafted by Ms. Meier and reviewed by CABE Policy Services. Discussion took place regarding the draft policy and it was confirmed that it has been vetted by CABE and our insurance carrier; Ms. Frey stated that she is satisfied with it, as it concerns the safety of our students. Atty. Klaskin noted that Ms. Meier did excellent research, and urged all Board members to review it and contact him with any questions or comments.

#### 7.4. Finance Committee

Mr. Clorite reported that the Committee met just prior to the Board meeting. They reviewed the current year budget. We are still on track and doing well. The Administration is keeping a close watch on Special Education costs and the substitute teacher account. Ms. Rutlin noted that there is a higher than normal number of teachers out on maternity leave, which affects the substitute account.

Mr. Clorite stated that Director of Finance Dotty Bavin reported to the Committee that the district has received an insurance reimbursement for all but \$500 of the value of the food lost after Tropical Storm Irene. The check was for \$15,560.44.

Mr. Clorite stated that they are looking closely at all accounts for the 2012-2013 budget and the Administration is trying to maintain programs with minimal increases. The budget books will be distributed to the Board on December 20<sup>th</sup>; the Administration will present the budget to the Board on January 3<sup>rd</sup> and the Board will take action on it on January 17<sup>th</sup>. Mr. Clorite noted that there will probably be one or two budget workshops scheduled in the two weeks before the Board votes on the budget. It will go to the Board of Finance and Board of Selectmen on January 30<sup>th</sup>.

#### 7.5. LEARN Liaison

No report.

#### 8. Audience Response to Information Presented

Mr. Jim Matteson and Mr. Bennett Pudlin from the Board of Finance introduced themselves and said they are the new liaisons to the Board of Education. Mr. Pudlin noted that he has served on the Board of Police Commissioners. As this is his third budget cycle and he would like to understand the Board of Education

budget as best he can. Mr. Matteson and Mr. Pudlin stated that one or both of them will attend as many Board of Education meetings as possible.

9. Consent Agenda

9.1. Bills Payable: \$7,511.82 (10-11); \$289,980.35 (11-12)

9.2. Line Transfers: \$11,307.25

9.3. Budget Expenditure Report as of December 1, 2011

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

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 9-0

10. Action Item: Minutes of the November 15, 2011 Board of Education Meeting.

MOTION: by Fitzgerald, seconded by Clorite to approve the minutes of the November 15, 2011 Board of Education Meeting.

Atty. Klaskin noted a correction to the minutes. Under item 7.3, Policy #4112, it should read "Department of Children and Families" not "Department of Families".

MOTION: by Fitzgerald, seconded by Wood to approve the minutes of the November 15, 2011 Board of Education meeting as amended.

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

NAYS: None

ABSTENTIONS: Suerth

MOTION CARRIED: 8-0

11. Action Item: Lease Agreement with IKON Office Solutions (IKON Financial Services) and the Madison Public Schools

MOTION: by the Planning Committee to authorize the Superintendent to enter into a 5 year lease / purchase agreement with IKON Financial Services and IKON Office Solutions for new photocopiers, photocopier services, and supplies as discussed.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 9-0

11.1 Action Item: Extension of Waiver for Anita Rutlin

MOTION: by the Personnel Committee to authorize the Board Chair to submit to the State Department of Education the necessary documentation to request an

extension to the wavier for Anita Rutlin to continue to serve as interim superintendent for an additional 90 days commencing with the expiration of the current 90 day term, which is December 29, 2011.d

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin,  
Meier, Ruggiero, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 9-0

12. Old Business

No old business was discussed.

13. New Business

No new business was discussed.

14. Future Agenda Items

14.1. Approval of the DHHS Proposed Program of Studies: December 20, 2011

14.2 Overview of the 2012-2013 Budget: January 3, 2012

15. Meetings of Importance

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

16. Meeting Adjournment

MOTION: by Dean, seconded by Fitzgerald to adjourn the meeting at 10:12 p.m.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin,  
Meier, Ruggiero, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 9-0

Submitted for approval at the December 20, 2011 Board of Education Meeting  
dmd