

Board of Education Regular Meeting

Tuesday, February 7, 2012 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. Recognitions:

II.A.1. National School Counseling Week, February 6-10, 2012 **Speaker (s)**: Anita Rutlin

II.A.2. Participants of the 5th Annual Nutmeg Bowl: Ella Ahlijanian; Abigail Albert; Christopher Cheslog; Luke Conway; Gabriella Dollahite; Rebecca Dollahite; Shelby Jamison; Violet Johnson; Kiersten Mader; Jessica McMahon; Kaitlyn Sandor; Amy Woods **Speaker (s)**: Anita Rutlin

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. Report on Out of State Travel **Speaker (s)**: Anita Rutlin

IV.B. Guidance Department Update **Speaker (s)**: Jean Baker; Michelle Cattucci; Eliza Hayes; Donald Cramer; Charlene Doane

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. First Reading: Policy #5080.2, Truancy

VI.D. Finance Committee **Speaker (s)**: Members: Bill Clorite, Chair; Jean Fitzgerald; Cindy Wood

VI.E. Ad-Hoc Community Relations Committee **Speaker (s)**: Members: Ryan Suerth, Chair;

Pam Meier; Cindy Wood
Speaker (s): Liaison:
Robert Ruggiero

VI.F. LEARN Liaison

VII. Audience Reponse to Information Presented

**VIII. Consent Agenda (8.1 - 8.3) Ref. Bylaw
#9540.2 and #9540.8)**

VIII.A. Bills Payable: \$2,183.75 (10-11);
\$989,145.69 (11-12)

VIII.B. Line Transfers: \$31,352.71

VIII.C. Budget Expenditure Report as of February
2, 2012

**IX. Action Item: Minutes of the January 17, 2012
Board of Education Meeting**

X. Old Business

XI. New Business

XII. Future Agenda Items

XIII. Meetings of Importance

Speaker (s):
Chairperson Frey

XIII.A. February 15, 2012: Planning Committee
Meeting; 7:30 a.m., Town Campus Room B

XIII.B. February 16, 2012: Budget Public Hearing,
7:30 p.m., Walter C. Polson Middle School
Auditorium

XIII.C. February 29, 2012: Planning Committee
Meeting, 7:30 a.m., Central Office Room B

XIII.D. March 6, 2012: Finance Committee Meeting;
6:30 p.m., Central Office Room B

XIII.E. March 6, 2012: Board of Education
Meeting, 7:30 p.m., Town Campus Hammonasset Room

XIII.F. March 14, 2012: CABA Day on the Hill,
8:30 a.m., The Bushnell, Hartford, CT

XIV. 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
January 17, 2012
Meeting Minutes

1. The public meeting of the Board of Education was called to order by Chairman Frey at 7:34 p.m. Ms. Frey led the Pledge of Allegiance.

Present: Bill Clorite, John Dean; Jean Fitzgerald; Debra Frey; Seth Klaskin; 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; students; community members

2. School / Community Session

2.1. Public Participation

No one participated at this time.

2. Student Representatives' Report
(Jessica Buller and John Ovia)

Mr. Ovia reported on the following:

- Grade 9 students recently attended an interactive Shakespeare Assembly sponsored by the PTO;
- The Show Choir competed in their first festival this past weekend and placed 4th. Gaby Leone was named Best Female Soloist, and Shaun Larson received the Judges Award for Outstanding Instrumentalist;
- The Music Boosters recently hosted the Music Cabaret; there were three sellout performances and over \$14,000 was raised;
- The cast and crew of the spring musical, Legally Blond, have begun rehearsals and are busy preparing for the production;
- The Guidance Department hosted an Open House for students who currently attend private schools but are considering a transfer to Daniel Hand High School next year.

Ms. Buller then reported on the following:

- There is a fundraiser underway at Daniel Hand High School to collect gently used jeans to be sent to Africa;
- The winter sports season is underway; last Friday both the Girls and Boys Varsity Basketball teams defeated Guilford;
- The Guidance Department will be mailing home packets in the next couple of weeks to parents of students in grades 9, 10 and 11 regarding NAVIANCE;
- Seniors continue to get responses from colleges;
- The Guidance Department has started planning for the Spring College Fair which is scheduled for April 26, 2012;
- On Friday, January 20th, parents of the sophomore class are invited to "Coffee with Counselors" at 7:45 a.m.

4. Superintendent's Report

4.1. Report on Out of State Travel

Ms. Rutlin reported on a recent out of state field trip taken by Daniel Hand High School students.

4.2. Other

Ms. Rutlin had nothing additional to report.

5. Board Members' Comments

No comments were made at this time.

6. Reports from Board Committees / Liaisons

6.1. Planning Committee

Ms. Fitzgerald reported that the Committee met recently and continued their discussion of facilities and space utilization.

6.2. Personnel Committee

Mr. Dean reported that he, Ms. Rutlin and Ms. Frey recently met with the First Selectmen to discuss the process to replace Ms. Dotty Bavin as Director of Finance when she retires on June 30, 2012. He explained that while the Town and Board of Education are not hiring a search firm, the process will be well organized; there will be three tiers of interviews for potential candidates. The first will include Ms. Bavin, Human Resources Directors and other Town employees; the second will include representatives from the Boards of Selectmen, Finance and Education. The third tier and final decision will rest with the Superintendent of Schools and the First Selectman. Mr. Dean noted that advertising for the position will begin shortly.

6.3. Policy Committee

Atty. Klaskin reported that the Committee met prior to this Board meeting to discuss the following agenda items:

- A revised Truancy policy. A draft policy was distributed after being revised to meet state requirements that have changed. While Madison has been following state law, we must formally revise our policy to comport with the changes in legislation.
- A review of the Board of Education Bylaws. Atty. Klaskin noted that some of the Board's Bylaws are 'stale' and bear reviewing and updating to be consistent with current Board practices. He stated that the Committee will conduct the review of the Bylaws in three steps and asked all members of the Board to read them. They should notify him if there is anything they would recommend that might benefit from further study.

Ms. Fitzgerald noted that a Board of Education Handbook is being developed and will coincide with the review of the Board's Bylaws.

- Atty. Suerth discussed the Community Relations Committee with the Policy Committee and noted that they would like the Ad Hoc Committee to become a standing committee. Atty. Klaskin noted that Atty. Suerth will give an update a little later in the meeting.
- The Computer Use Policy will be reviewed particularly with regard to younger students. It was last updated in 2005. Atty. Klaskin stated it will be revised as it pertains to the District Technology Plan that is currently being developed.

6.4. Finance Committee

Mr. Clorite stated that the Committee has not met, but noted that two Budget Workshops were held last week. He thanked all members of the Board and Administration for their time and effort at the recent workshops and throughout the budget process.

6.5. Ad-Hoc Community Relations Committee

Atty. Suerth reported that the Ad Hoc Committee held their second meeting and continued their discussion on ways to enhance communications between the school district and the community. He stated that with Ms. Meier and Ms. Wood on the committee, he feels they are headed in the right direction. He added that effective communication will involve the full Board. Ms. Wood noted that members of the Board already act as stewards in the community and that this committee will formalize the process for disseminating information. Atty. Suerth noted that there will be an Action Item on the February 7, 2012 Board of Education agenda to make this a standing committee.

6.6. LEARN Liaison

Mr. Ruggiero reported that he recently attended a meeting with a presentation by Stonington Public Schools. He learned about their high school program that focuses on support for special needs students to help them build skills to live more independent adult lives. He noted that Mrs. Cindy Twiss, Director of Special Education and Student Services, is collaborating with Guilford and Clinton Public Schools to provide similar services for our students.

Mr. Ruggiero also reported that Dr. Ginny Seccombe, Executive Director of LEARN, announced that she will retire at the end of this calendar year after 23 years of service.

7. Audience Response to Information Presented

Mr. Jim Matteson, who is a member of the Board of Finance, commented on another Connecticut school district that is facing \$22,000,000 in repairs to its school facilities. He commented that without the LOCAP system used in Madison, we might be faced with the same issues. Mr. Matteson noted that the Town has added land and facilities in the past year or so which will increase maintenance requirements and will require us to continue to plan carefully for these expenses. Ms. Fitzgerald noted that it was a compliment to the Town and the school district that we are able to manage the maintenance of our facilities so well. She also noted that Director of Facilities Bill McMinn and his staff do a great job.

8. Consent Agenda

8.1. Bills Payable: \$451,587.57 (11-12)

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

9. Action Item: Minutes of the January 3, 2012 Board of Education Meeting.

MOTION: by Klaskin, seconded by Ruggiero to approve the minutes of the January 3, 2012 Board of Education Meeting.

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

10. Action Item: Minutes of the January 9, 2012 Board of Education Special Budget Workshop Meeting

MOTION: by Fitzgerald, seconded by Dean to
approve the minutes of the January 9, 2012 Board of
Education Special Budget Workshop Meeting.

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

11. Action Item: Minutes of the January 12, 2012 Board of Education Special Budget Workshop Meeting

MOTION: by Klaskin, seconded by Clorite to
approve the minutes of the January 12, 2012 Board of
Education Special Budget Workshop Meeting.

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

12 Action Item: Adoption of the 2012-2013 Board of Education Budget.

MOTION: by the Finance Committee to adopt the
2012-2013 Board of Education Budget as presented.
This budget represents a 1.31% increase over the
2011-2012 Total Budget (\$50,938,827), which
includes jointly managed accounts, and an increase of
0.98% (\$42,106,422) in the Operational Budget.

Mr. Clorite expressed his thanks to Ms. Rutlin and the Administration for their work in compiling the budget and answering all the questions raised by the Board at their workshops. He noted that there are several factors contributing to the low budget increase, including reduction in staff due to declining enrollment. There are also numerous factors contributing to increases in other line items, including costs related to special education, the reduction in the Excess Cost Reimbursement, and an increase in unemployment insurance. Mr. Clorite stated that he supports the budget as presented and hopes the public will support it as well.

Ms. Fitzgerald stated that the budget is fiscally responsible. She thanked the Administration for their hard work and stated that they have done a tremendous job. Ms. Fitzgerald stated that she hopes all members of the public, not just parents, will participate in the public budget forums and come out to vote in May.

Ms. Wood also thanked Ms. Rutlin, the Administrative team and Mr. Clorite, the Finance Committee Chair. She stated that she feels good about recommending this budget which she believes is extremely responsible. She noted that the Board looked carefully at each line item. While we are at a level where programs have not been touched, we cannot afford any deeper cuts. Ms. Wood also stated that she hopes members of the community will attend the public forums and come out to vote at referendum.

Atty. Klaskin thanked the Finance Committee for a great job and commended Ms. Rutlin, Ms. Bavin, and the entire Administrative team, stating that they always do an incredible job. He commented that they have presented a budget which can and should be accepted by the community. Atty. Klaskin stated that he wholeheartedly supports the budget noting that he is very pleased that programs are not affected.

Mr. Ruggiero stated that he was impressed by the collaboration between the Administration and the Board on this budget adding that he is also very pleased that no programs were cut. He commented that it is a responsible budget and the Board can take pride in it.

Ms. Frey thanked Ms. Rutlin and the Administration, and stated that this budget preserves the integrity of our programming and continues to keep student achievement at the forefront, while maintaining class sizes. Ms. Frey stated that she fully supports the budget as presented.

With no further comments, Ms. Frey called the motion.

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

NAYS: None

MOTION CARRIED: 9-0

Ms. Frey stated that the budget is now the Board of Education's Approved 2012-2013 Budget.

13. Old Business

No old business was discussed.

14. New Business

No new business was discussed.

15. Future Agenda Items

15.1. Guidance Department Update: February 7, 2012

Ms. Rutlin noted that this presentation will focus on the middle schools.

16. Meetings of Importance

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

17. Meeting Adjournment

MOTION: by Dean, seconded by Ruggiero to
adjourn the meeting at 8:20 p.m.

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

NAYS: None

MOTION CARRIED: 9-0