

# Board of Education Regular Meeting

Tuesday, October 2, 2012 7:30 PM

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

## I. Call to Order / Attendance - 7:30 PM

## II. Executive Session

II.A. Discussion: Personnel Matters

## III. School / Community Session - 8:00 PM

III.A. Public Participation

IV. Board of Education Student Representatives' Report **Speaker (s)**: Jane Butler and John Ovian

V. Superintendent's Report **Speaker (s)**: Thomas R. Scarice

V.A. Report: October 1, 2012 Official Student Enrollment

V.B. Report: Out of State Field Trip Request

V.C. Update: Superintendent's Brown Bag Lunch

V.D. Overview: State Guidelines for Teacher / Principal Evaluation

V.E. Update: Madison Teacher Evaluation Committee

V.F. Overview: Superintendent's Advisory Committee

V.G. Discussion: 2013-2014 Budget Calendar

## VI. Board Members' Comments

## VII. Board Committees / Liaison Updates

VII.A. Planning Committee **Speaker (s)**: Members: Jean Fitzgerald, Chair, Bill Clorite, Pam Meier

VII.B. Personnel Committee **Speaker (s)**: Members: John Dean, Chair; Cindy Wood, Vice Chair, Robert Ruggiero

VII.C. Policy Committee **Speaker (s)**: Members: Seth Klaskin, Chair; Ryan Suerth, Cindy Wood

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

VII.E. Ad Hoc Community Relations Committee **Speaker (s)**: Members: Ryan Suerth, Chair, Pam Meier, Cindy Wood

VII.F. LEARN Liaison

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

VIII. **Audience Reponse to Information Presented**

IX. **Consent Agenda Ref. Bylaw #9540.2 and #9540.8)**

IX.A. Bills Payable: 2011-2012 Budget -  
\$86,366.58 and 2012-2013 Budget - \$359,376.37

IX.B. Line Transfers:\$189,314.35

IX.C. Budget Expenditure Report as of September  
27, 2012

X. **Action Item: Minutes of the September 18, 2012  
Board of Education Meeting**

XI. **Minutes of the September 25, 2012 Board of  
Education Special Meeting**

XII. **2013-2014 Budget Calendar**

XIII. **Old Business**

XIV. **New Business**

XV. **Future Agenda Items**

XVI. **Meetings of Importance**

**Speaker (s) :**  
Chairperson Frey

XVII. **Adjournment**

**Madison Public Schools  
Board of Education Meeting  
September 18, 2012  
Town Campus Hammonasset Room**

**Meeting Minutes**

**1. Call to Order / Attendance**

The public meeting of the Board of Education was called to order by Chairman Frey at 7:05 p.m. Chairman Frey led the Pledge of Allegiance.

Present: John Dean; Jean Fitzgerald; Debra Frey; Seth Klaskin; Ryan Suerth; Cindy Wood.

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

MOTION: by Fitzgerald, seconded by Wood, to enter Executive Session for the purpose of discussing union contract negotiations.

AYES: Dean, Fitzgerald, Frey, Klaskin, Suerth, Wood

NAYS: None

MOTION CARRIED: 6-0

**2. Executive Session**

**2.1 Discussion: Union Contract Negotiations**

MOTION: by Suerth, seconded by Klaskin, to adjourn Executive Session.

AYES: Dean, Fitzgerald, Frey, Klaskin, Suerth, Wood

NAYS: None

MOTION CARRIED: 6-0

**3. School / Community Session**

**3.1. Public Participation**

No comments were offered.

**4. Student Representative's Report**

John Ovian, Daniel Hand High School Student

Mr. Ovian reported on the following:

- Senior Picnic/Pep rally/Spirit day was held on Friday, September 14, 2012.
- Wake-up call, the band marching through the halls, was held on Friday, September 14, 2012.
- The football team beat Amity last week.
- Other sports continue to practice and play.
- Rehearsals for the fall play, Sherlock Holmes, are beginning.
- Since it is an election year, the Young Republicans and Young Democrats are gaining popularity and becoming more active.
- The students are settling into their classes and getting into the routine for the school year.

## **5. Superintendent's Report**

### **5.1. Update: 2012-2013 Student Enrollment**

Anita L. Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment

Ms. Anita L. Rutlin, Assistant Superintendent reported that one year ago today, the district was 10 under projected enrollment; as of today, the district is 96 over projected enrollment. Fifty-five of the students are in K-4, 21 are in the middle schools, and 20 are in the high school.

She stated that there was a very smooth opening day and that all the students were where they needed to be.

## **6. Board Members' Comments**

No comments were offered.

## **7. Reports from Board Committees / Liaison**

### **7.1. Planning Committee**

Members: Jean Fitzgerald, Chair  
Bill Clorite  
Pam Meier

Ms. Fitzgerald reported that the Planning Committee is focusing on two issues right now: The first being the full-day kindergarten program and the second, the TCLC program. Superintendent Scarice put out an announcement that a meeting will be held on September 27, 2012 at 7:00 p.m. at Jeffery Elementary School for all parents with pre-k children and members of the community, to explore expanding the kindergarten program to full day. Both Superintendent Scarice and Assistant Superintendent Rutlin met with the pre-school providers today to encourage them to attend the meeting. The committee will continue to look at all that will be involved with a full-day kindergarten program. A recommendation will be brought to the Planning Committee next month.

Ms. Fitzgerald stated that Superintendent Scarice and Special Education Director Twiss had a consultant come in who is putting together a report and recommendation to bring to the board regarding the TCLC Preschool Program to determine whether it is appropriate to keep the building that the program is held in open or if there are other options that can be reviewed in terms of that facility. A decision regarding the TCLC program should be made thoughtfully and taking all the correct information into account. Ms. Frey commented on whether or not that program could be replicated in another facility because the board does not want to do anything to degrade what is a very phenomenal and very educationally sound program. There will also be another advisory committee that Ms. Meier will be sitting on.

Ms. Fitzgerald reported that the board is very mindful of the fact that this is not a student population that can be easily moved and a good, solid plan for them must be provided. It would be very complicated to house things, such as, restroom facilities and playground equipment at another building. The current building houses three classes, with a place for OT/PT and a place for the very detailed discreet training they do. The Assessor will have one room in the building that will be totally divided off from the Preschool Program with a separate entrance. The Assessor will not have access to the areas where the Preschool Program is operating.

### **7.2. Personnel Committee**

Members: John Dean, Chair  
Cindy Wood, Vice Chair  
Robert Ruggiero

Mr. Dean reported that that two negotiation meetings are scheduled for Thursday, September 20, 2012. The first meeting at 3:30 p.m. is with the Teamsters Union that represents the custodians and the second meeting at 5:30 p.m. is with the teacher's union.

### **7.3. Policy Committee**

Members: Seth Klaskin, Chair  
Ryan Suerth  
Cindy Wood

Mr. Klaskin reported that the Policy Committee met this evening and one of the things to come from the meeting is that due to some big policy issues pending, such as the review of by-laws and the development of the board member handbook, the meeting time will be extended to a full two hours; from 5:30 p.m. -7:30 p.m.

Mr. Klaskin stated that the board members will be contacted later by email to remind everyone to review the by-laws. He also advised that an email will be sent out to the committee chairs to specifically review with their respective committees the committee structure by-laws to determine if there are any changes that are necessary.

Mr. Klaskin reported that in the last meeting, he advised that there might be an issue with the language used for excused and unexcused absences as they apply to absenteeism vs. truancy. The language used in both the truancy policy and absenteeism policy has been reviewed by district council just to be certain. It appears that the current policy language is appropriate and does not need to be changed. Changes might be needed in the way that definitions are applied in daily attendance.

#### **7.4. Finance Committee**

Members: Bill Clorite, Chair  
Jean Fitzgerald  
Cindy Wood

Ms. Frey reported that the Finance Committee met on September 5, 2012 and is working on assumptions and parameters for the upcoming proposed budget and ironing out a calendar concerning when each step in the process will occur. Discussions have occurred. A request was made that the Administration recommend how the increased enrollment that was not budgeted for be handled. That information will be forthcoming.

Ms. Frey stated that on the agenda there is a recommendation from the Finance Committee to the Board of Selectmen and Board of Finance to request a special appropriation for \$45,000 from the funds returned to the Town at the close of the 2011-12 Fiscal Year to add to the Madison Public Schools / External Placements for Special Education Reserve Fund. If approved by this board and the two town boards, the appropriation will bring that reserve account up to \$245,000.00, \$5,000.00 shy of the target number of \$250,000.

#### **7.5. Ad-Hoc Community Relations Committee**

Members: Ryan Suerth, Chair  
Pam Meier  
Cindy Wood

Ryan Suerth reported that the Ad-Hoc Committee will be meeting on September 20, 2012 and will have more to talk about at the next Board of Education meeting.

#### **7.6. LEARN Liaison**

Liaison: Robert Ruggiero

No report was given.

### **8. Audience Response to Information Presented**

Board of Finance member, Mr. Bennett Pudlin, of 15 Salt Meadow Lane addressed the Board. He asked Ms. Rutlin about the difference regarding the enrollment numbers because at the last Board of Education meeting, Mr. Scarice reported that the number of students over the budgeted number was 127 and that tonight she reported a number significantly lower. Ms. Rutlin explained that she was reporting that as of today we have 96 students more than was projected by our enrollment consultant, Applied Data Services (ADS). Ms. Rutlin explained that the 127 was the number that was not budgeted for. Ms. Frey explained that there are two enrollment numbers that are used. The first is the projection from our enrollment consultant, Applied Data Services (ADS). That is the number that Ms. Rutlin referenced as being exceeded by 96. The second number is used for budgeting purposes and is determined by taking the actual enrollment and moving it forward one year and using the ADS projection for Kindergarten students. This process has been used for a number of years. The total number of students currently enrolled, that were not budgeted for, is 127. Ms. Frey stated that she will forward additional information regarding enrollment to Mr. Pudlin within the next few days.

Mr. Pudlin also asked for a clarification on the amount of the Special Education Reserve Account and thought that the Finance Committee would be seeking to bring the balance of the account to \$250,000. Ms. Frey stated that the Board is not requesting additional funds at this time. The request for Special Appropriation is for \$45,000 which will bring the reserve account balance to \$245,000.

### **9. Consent Agenda (9.1 –9.2) (Reference Bylaw #9540.2 and #9540.8)**

**9.1 Bills Payable: 2011-2012 Budget - \$43,940.40 and 2012-2013 Budget - \$547,101.38**

**9.2. Line Transfers: \$2,060**

**9.3. Donation: \$2,540.08 from the Stop & Shop A+ Bonus Bucks Program to J. Milton Jeffrey Elementary School**

MOTION: by Fitzgerald, seconded by Dean, to approve the Consent Agenda as presented.

AYES: Dean, Fitzgerald, Frey, Klaskin, Suerth, Wood

NAYS: None

MOTION CARRIED: 6-0

**10. Action Item: Minutes of the September 4, 2012 Board of Education Meeting**

MOTION: by Fitzgerald, seconded by Klaskin, to approve the minutes of the September 4, 2012 Board of Education meeting as presented and to remove Anita Rutlin as being in attendance at that meeting.

AYES: Dean, Fitzgerald, Frey, Klaskin, Suerth, Wood

NAYS: None

MOTION CARRIED: 6-0

**11. Action Item: Special Appropriation Request to the Board of Selectmen and Board of Finance for \$45,000 from the funds returned to the Town at the close of the 2011-12 Fiscal Year to add to the Madison Public Schools / External Placements for Special Education Reserve Fund.**

MOTION: by the Finance Committee to send a request to the Board of Selectmen and Board of Finance for a Special Appropriation to add \$45,000 to the Madison Public Schools / External Placements for Special Education Reserve Fund from the funds returned to the Town at the close of the 2011-2012 Fiscal Year.

AYES: Dean, Fitzgerald, Frey, Klaskin, Suerth, Wood

NAYS: None

MOTION CARRIED: 6-0

**12. Action Item: Educational Specifications for replacement of the Walter C. Polson Middle School boiler based heating source which has reached the end of its rated life. Replacement includes proper abatement of asbestos containing materials in the boilers and associated piping.**

MOTION: by the Planning Committee to approve the Educational Specifications for replacement of the Walter C. Polson Middle School boiler based heating source which has reached the end of its rated life and includes proper abatement of asbestos containing materials in the boilers and associated piping.

AYES: Dean, Fitzgerald, Frey, Klaskin, Suerth, Wood

NAYS: None

MOTION CARRIED: 6-0

**13. Old Business**

No old business was discussed.

**14. New Business**

No new business was discussed.

**15. Future Agenda Items**

**16. Meetings / Dates of Importance**

<b>Meetings / Dates of Importance</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Policy Committee Meeting	September 18, 2012	6:30 PM	Conf. Room B
Board of Education Meeting	September 18, 2012	7:30 PM	Hammonasset Room
Board of Education Special Meeting	September 25, 2012	7:00 PM	Hammonasset Room
Finance Committee Meeting	September 25, 2012	7:30 AM	Conf. Room B
Yom Kippur Holiday	September 26, 2012	School Closed	
Board of Education Meeting	October 2, 2012	7:30 PM	Hammonasset Room
CABE / CAPSS Convention	November 16, and 17, 2012	8:00 AM	Mystic Marriott

**17. Adjournment**

MOTION: by Dean to adjourn the meeting at 8:00 p.m.  
AYES: Dean, Fitzgerald, Frey, Klaskin, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 6-0

Submitted for approval at 10/2/2012 BOE meeting.  
Amy Bradley

**Madison Public Schools  
Board of Education Special Meeting  
September 25, 2012  
Town Campus Hammonasset Room**

Meeting Minutes

**1. Call to Order / Attendance**

The special meeting of the Board of Education was called to order by Chairman Frey at 7:05 p.m. Chairman Frey led the Pledge of Allegiance.

Present: William Clorite; John Dean; Jean Fitzgerald; Debra Frey; Pamela Meier; Robert Ruggiero; Ryan Suerth; Cindy Wood.

Also present: Thomas Scarice, Superintendent; Anita Rutlin, Assistant Superintendent for Curriculum, Instruction, and Assessment; Barbara Britton, Daniel Hand High School Principal; Cynthia Schneider, Daniel Hand High School Assistant Principal; Jean Baker, Director of School Guidance and Counseling; district administrators; community members.

**2. Presentation: New England Association of Schools and Colleges (NEASC) Report for Daniel Hand High School**

Presenters: Barbara Britton, Cynthia Schneider, Jean Baker

**3. Adjournment**

The special meeting of the Board of Education was adjourned at 8:55 p.m.

Submitted by: John Dean, Secretary

<b>Meetings / Dates of Importance</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Planning Committee Meeting	October 3, 2012	7:30 AM	Conference Room B
Finance Committee Meeting	October 4, 2012	7:30 AM	Conference Room B
Planning Committee Meeting	October 10, 2012	7:30 AM	Conference Room B
Policy Committee Meeting	October 16, 2012	6:30 PM	Conference Room B
Board of Education Meeting	October 16, 2012	7:30 PM	Hammonasset Room
CABE / CAPSS Convention	November 16, and 17, 2012	8:00 AM	Mystic Marriott