

Board of Education Regular Meeting

Tuesday, May 26, 2026 7:00 PM

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

I. Call to Order / Attendance

I.A. Pledge of Allegiance

II. Action Item: Motion to award the Polson Life Skills/Lounge Area renovation contract to Gilbane Construction Co. The BOE portion of the project, totaling \$68,416.50, will be funded by the CT DRIP grant.

III. School / Community Session

III.A. Public Participation

IV. Board of Education Student Representatives' Report

Speaker(s): Grace Ackerman and Katherine Rizzo

V. Superintendent's Report

Speaker(s): Craig A. Cooke, Ph.D.

V.A.

- Student Recognition: Christian Capizzi
- BOE Formal Acceptance of Neck River Elementary as part of the State Grant process.
- Chartwells Food Service Contract

VI. Board Members' Comments

VII. Audience Response to Information Presented (Ref. Bylaw #9540.10)

VIII. Board Committees / Liaison Updates (Ref. Bylaw #9450)

VIII.A. Curriculum and Student Development

Speaker(s): Members: Catherine Miller, Chair; Mary Ann Connelly, Jessica Wilen

VIII.B. Facilities Committee

Speaker(s): Members: Emily Rosenthal, Chair; Diane Infantine-Vyce, Lisa Deane

VIII.C. Finance Committee

Speaker(s): Members: Galen Cawley, Chair, Emily Rosenthal, Jessica Wilen

VIII.D. Personnel Committee

Speaker(s): Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

VIII.E. Policy Committee

Speaker(s): Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

VIII.E.1. Policies for Review, Second Reading:

- 3323 Soliciting Prices (Bids and Quotations)
- 6142.101 Student Wellness

VIII.F. LEARN Liaison

Speaker (s): Galen Cawley

IX. Action Item: Motion that as of May 26, 2026 the Madison Board of Education accepts as complete the new Neck River Elementary School located at 180 Mungertown Rd, Madison, CT, State Project Number 076-0067N.

X. Action Item: Motion to approve the proposed Amendment Number Two dated July 1, 2026, between the Madison Board of Education and Compass Group USA, Inc., by and through its Chartwells Division, as presented.

XI. Action Item: Motion to approve the following policies effective July 1, 2026: 3323 Soliciting Prices (Bids and Quotations), 6142.101 Student Wellness

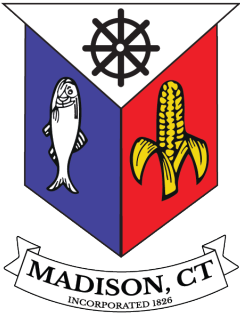
XII. Action Item: Motion to approve the minutes of the two May 12, 2026 Board of Education Special Meetings (Ref. Bylaw #9540.9)

XIII. Evaluation of the Superintendent (discussion proposed for Executive Session)

XIV. Future Agenda Items

XV. Adjournment

XVI. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.



**AWARD OF LIFE SKILLS/LOUNGE AREA
RENOVATION TO GILBANE CONSTRUCTION CO.
DRIP GRANT PORTION**



DATE: May 19, 2026 (for 5/26/26 meeting)
SUBMITTED TO: Board of Education
SUBMITTED BY: Ben Whittaker, Director of Construction and Planning
ENCLOSURES: None
REASON: Procurement Best Practice

BACKGROUND: Renovations to the Life Skills and Teacher Lounge area, a space combining an instructional kitchen area as well as staff break room facilities, were designed as part of the 2024 Restroom/Entrance Door Improvements CIP/CNRE Project, but left out of the final bid scope due to budgetary concerns. That project has a remaining budget of \$110k which can be deployed to finish off the original scope. The original plans for the area were reviewed and altered to create a more cost-effective approach (original scope would have been ~\$300k) that would also abate hazardous building materials in the area.

Since Gilbane is currently executing the HVAC/Electrical/Auditorium/Gym project at Polson, they have all the necessary contractors already mobilized, and the school is fully shut down this summer, allowing for abatement activities to take place. Gilbane priced this work through the subcontractors working on site, essentially as a change order to the large project which will be billed separately - total cost is \$179,249 (prevailing wages included). By leveraging the in-place contract, MPS avoids all soft costs, GC general conditions, and mobilization costs using advantageous rates established through a public bid process. It also allows the project to be completed while the school is shut down, otherwise it will not be able to occur for (2) more years until the school is scheduled to be shut down again for the roof replacement project in Summer 2028.

Award approval is being sought from both the BOS and BOE due to the funding split. The "BOE Portion" of \$68,416.50 (the amount above the \$110,832.50 available in the CNRE project budget) will be funded utilizing the State of CT DRIP grant recently received by the MPS. Award is contingent upon the BOS awarding the CNRE funded portion

Construction would be completed during Summer 2026.

ACTION: Accept or Reject

ACCOUNTS AFFECTED BY TRANSACTION: CNRE2223-50036 \$110,832.50, DRIP Grant \$68,416.50

AMENDMENT NUMBER TWO

THIS AMENDMENT NUMBER ONE, effective July 1, 2026, is between the **Madison Board of Education** (“Client”) and **Compass Group USA, Inc., by and through its Chartwells Division** (“Chartwells”).

WHEREAS, the Client and Chartwells are parties to a certain agreement, dated July 1, 2024, (the “Agreement”) whereby Chartwells manages the Client’s food service operation and facilities; and WHEREAS, the parties now desire to amend the aforesaid Agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Exhibit A, Section A Client Premises; Hours of Operation; & Responsibilities. This section is amended to delete references to “Kathleen H. Ryerson Elementary School” and “J. Milton Jeffrey Elementary School” in their entirety, and add the following Client Premise:

Neck River Elementary School, 180 Mungertown Road, Madison, CT 06443

2. Exhibit B, Section 1(a) is hereby deleted and replaced with the following:

“a. Management Fee. A charge of \$0.0675 per meal equivalent. For management fee purposes, the number of meal equivalents shall be determined by dividing the total of all sales revenue by the meal equivalency factor equal to 4.00.”

3. Exhibit B, Section 1(b). The first sentence is hereby deleted and replaced with the following:

“b. Administrative Fee. Chartwells’ administrative fee of \$10,631.17 per month for ten (10) months from September to June.”

4. Exhibit B, Section 2 Guaranteed Subsidy is hereby deleted and replaced with the following:
“2. Guarantee Subsidy. Chartwells guarantees that the bottom line of the operational financial report (exclusive of the cost of equipment repairs, maintenance, replacements, and smallwares) for the 2026-2027 school year will reflect a loss no greater than \$85,000. If the actual bottom line (exclusive of the cost of equipment repairs, maintenance, replacements, and smallwares) reflects a loss greater than this amount, Chartwells will pay to the Client the difference between the actual and the guaranteed amount, but in no event shall the reimbursement obligation exceed Chartwells’s combined Management and Administrative Fees. The Guaranteed Subsidy and Chartwells’s reimbursement obligation are based on the following conditions and assumptions. The Guaranteed Subsidy to the Client shall be reduced to account for increased cost or loss of revenue by Chartwells if the following conditions are not met during the school year:

- The number of days lunch meals are served during the school year will not be less than 180 Elementary School days, 180 Middle School days, and 171 High School days;
- Student enrollment for the term of the contract period will not be less than 2,300, including kindergarten;
- The agreed selling prices of base meals as defined by mutual agreement, will be \$4.00 for elementary schools (grades K-5), \$4.25-\$5.00 for middle school (grades 6-8), and \$4.50-\$5.25 for high school (grades 9-12);

- Selling prices of a la carte selections will not be less than the prior year, and increases to selling prices shall be based on Chartwells' recommendation and approved at the client's discretion;
- No changes in legislation or regulation (e.g., minimum wages, fringe and benefits, taxes, unionization, etc.) that would impact the cost of Chartwells to provide the services;
- No strikes, work stoppages or school closings, and all make-up days due to inclement weather shall have at least equal sales revenue as a normal day of operation;
- Service hours, service requirements, type and number of facilities selling food and/or beverages on Client Premises remain constant throughout the school year. Client shall not engage in direct competitive food sales;
- In the event of an increase in wages or fringe benefits payable to employees as a result of unionization or changes in minimum wage rates or taxes, the guarantee shall from the date of increase in wages, minimum wage rates, taxes or fringe benefits be adjusted by such actual increase; and
- There will be no bad debts, including losses from uncollectible accounts.

5. Confirmation and Integration. Except as expressly amended by this Amendment, the parties hereby confirm and ratify the Agreement in its entirety. The Agreement, as amended hereby, constitutes the entire agreement between the parties and their predecessors pertaining to the subject matter of the Agreement, as so amended, and supersedes all prior and contemporaneous agreements and understandings of the parties and their predecessors in connection therewith.

6. Counterparts. This Amendment may be executed in any number of counterparts, each of which shall constitute an original and all of which together shall constitute but one and the same original document.

7. Headings. The section headings herein are for convenience only and do not define, limit or construe the contents of such sections.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their duly authorized officers, all done the day and year first above written.

Madison Board of Education, CT

COMPASS GROUP USA, INC., BY AND THROUGH ITS
CHARTWELLS DIVISION

By: _____

By: _____

Name: _____

Name: Amy Shaffer

Title: _____

Title: CEO, Chartwells K12

Date: _____

Date: _____

Policy Summary

May 26, 2026

Policies for Review, Second Reading

3323 Soliciting Prices (Bids and Quotations)

Recommend repealing this policy and replacing it with the S&G model policy Purchasing. We recommend that the Board review its Town Charter to ensure compliance with any specific town requirements. The policy was further reviewed and revised with Director of Planning and Construction Ben Whittaker to ensure the policy reflects current town and Board purchasing procedures.

6142.101 Student Wellness

S&G recommend that the Board repeal this policy and replace it with the S&G Model Policy Wellness, for consistency and legal compliance. As the District does not follow the National School Lunch Program (NSLP), the Board is not required to have a Wellness Policy. However, the Administration would like to maintain a brief policy on this topic.

Purchasing (Formerly “Soliciting Prices”)

The Madison Board of Education (the “Board”) is aware of its responsibility to utilize public funds in a manner which yields the greatest possible educational value to students and long-term economic value to infrastructure and systems. This policy sets the parameters for executing purchases in a structured, responsible, equitable, and legally compliant fashion that can be universally implemented across Madison Public Schools (the “District”), yet remain flexible enough to accommodate differing needs and circumstances.

I. Purchasing Thresholds

The following requirements apply for any purchase of an item (including a group of like items) or service with a total cost of:

- Up to \$5,000- at least (1) quotation.
- Between \$5,001 and \$10,000- at least two (2) written quotations.
- Between \$10,001-\$25,000- at least three (3) written quotations.
- Over \$25,000- Formal and public Invitation to Bid (ITB) or Request for Proposal (RFP) process. The process utilized will be selected by the Superintendent or superintendent’s designee depending on the circumstances of the purchase. Utilization of an in-place government contract or approved purchasing consortium is acceptable in lieu of an ITB or RFP- see details in section below.

II. Process for Obtaining Quotations

Generally, quotations, either oral or written should be solicited by the Superintendent or superintendent’s designee from 1 to 3 vendors depending on total cost or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent or superintendent’s designee may send requests to a limited number of selected vendors. If such request includes a date for submission of quotations, vendors must furnish all of the necessary information to the Superintendent or superintendent’s designee by the specified date.

The purchase shall be awarded to the provider whose quotation is deemed to best provide the good and/or service desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality.

III. Invitation to Bid and Request for Proposals Process Criteria

43 A. Invitation to Bid

44 An Invitation to Bid (ITB) process is utilized to solicit sealed bids for a product, project, or service
45 based on a detailed set of specifications. All requirements and terms and conditions describing
46 and detailing the goods or services to be purchased must be included in the bid specifications. The
47 bid specifications should define the requirements for quality of materials, equipment and/or
48 services to be procured, and as such, they should clearly and accurately reflect the required
49 characteristics of the goods and services. The bid specifications should also include any vendor
50 or contractor qualification requirements, a District contact person responsible for all
51 communications with prospective bidders, a requirement that all communications between the
52 school district contact person and prospective bidders be in writing and, if the purchase will require
53 entering into a contract, a draft contract whenever possible.

54 The Superintendent or superintendent’s designee shall develop ITB templates and must review
55 and approve of the proposed bid specifications and other bid documents before they are published.

56 Award is made to the lowest-cost responsive and responsible bidder who meets all of the minimum
57 qualification requirements.

58 B. Requests for Proposals

59 A Request for Proposals (RFP) process seeks to obtain the best value for the product or service
60 where quality, cost, efficiency, and service are optimized among responsive and responsible
61 vendors, and award is not made solely on lowest price. An RFP may be used in situations
62 including, but not limited to, the following:

- 63
- 64 • Limited specifications are available and/or it is more cost effective to have vendors supply
65 different approaches or options rather than supply vendors a detailed set of specifications.
- 66
- 67 • The exact solution, method, or product is unknown and it would be advantageous to look to
68 the marketplace to propose appropriate solutions.
- 69
- 70 • “On-call” or “as-needed” services where the scope is not limited to a specifically defined
71 project or task.
- 72
- 73 • The nature of the service or required product support is heavily dependent on the reputation,
74 experience, and quality of the vendor or contractor.
- 75
- 76 • Flexibility on final pricing is desired based on the evolution of the project scope. Variables
77 may include:
 - 78 a. Cost of maintenance or life cycle cost
 - 79 b. Product performance or applicability of solution
 - 80 c. Quality or craftsmanship

81 Whenever any contract is awarded on the basis of best value instead of solely the lowest- cost
82 responsive and responsible bidder, the basis for determining best value shall be thoroughly and

83 accurately documented.

84
85 C. Bid Security

86 When, in the judgment of the Superintendent or superintendent's designee, bid security is
87 advisable, all bids must be accompanied by security in one of the following forms - certified
88 check, cashier's check, personal money order, letter of credit or bid bond. The requirement for,
89 and the amount of, the security must be set forth in the bid advertisement. All security presented
90 must show the "Madison Board of Education" as the payee.

91
92 D. Advertising and Opening of Invitation to Bids and Request for Proposals

93 The Superintendent, or superintendent's designee shall begin the formal process of accepting
94 sealed bids or proposals by giving ten calendar days public notice thereof. All Invitations to Bid
95 and Requests for Proposals shall also be advertised on the Town of Madison's website and the
96 State of CT Department of Administrative Services Procurement Portal to ensure adequate
97 exposure to all prospective bidders/proposers – including women-owned, minority-owned and
98 small business firms. The notice shall contain a general description of the goods or services
99 being bid, the school district contact person, the day, hour and place of the bid opening, and may
100 contain other information relating to the bid including, but not limited to, where and when bid
101 packages may be obtained.

102 Bids / proposals shall be opened in public and read aloud at the time stated in the legal notice in
103 the presence of at least two witnesses whose names shall be recorded as a permanent record of
104 such procedures. No bids /proposals shall be accepted, or opened, that were not submitted in
105 compliance with the procedures set forth in the notice advertising the bid / proposal. In the case
106 of bids, the firm name of the bidder and the price of the bid will be read aloud and recorded. In
107 the case of proposals, the firm name of the submitter will be read aloud and recorded. The recorded
108 results will be tabulated and posted on the Town of Madison's website within a reasonable time
109 following the bid / proposal opening by the Superintendent or superintendent's designee.

110 A record of all bids submitted, giving the names of the bidders, the amounts of the bids and
111 indicating the successful bidder, shall be preserved by the Superintendent or superintendent's
112 designee in accordance with State law.

113 E. Award of Contracts based on Invitation to Bid or Request for Proposals Processes

114 • Invitation to Bid Award Criteria

115 The award shall be made to the bidder whose bid meets the requirements, terms and
116 conditions contained in the bid specifications and is the lowest among those bidders
117 possessing the skill, ability and integrity necessary for faithful performance of the work
118 based on objective criteria considering past performance and financial responsibility (the
119 "Lowest Cost Responsible and Responsive Qualified Bidder"), and after consideration of
120 a cooperative agreement with the municipality as described in this policy.

121
122 In determining the Lowest Cost Responsible and Responsive Qualified Bidder the
123 following criteria will be considered, as applicable:

- 124
125 (1) The ability and capacity of the bidder to perform the work based on an
126 evaluation of the character, integrity, reputation and experience of the
127 bidder. Consideration shall be given to previous work performed by the
128 bidder for the Board or for other agencies, including the quality and degree
129 of satisfaction with the work performed.
- 130 (2) The financial resources of the bidder and the bidder's ability to secure any
131 required bonds and/or insurance.
- 132
- 133 (3) Compliance by the bidder with all applicable federal, state and local laws,
134 including any licensing requirements.
- 135 (4) Delivery or completion time.
- 136 (5) Cost.
- 137 (6) Involvement in litigation.
- 138

139 Should a situation arise where it is impossible to distinguish between two bidders
140 to identify the Lowest Cost Responsible and Responsive Qualified Bidder, and
141 one of the bidders has its principal place of business located within the Town of
142 Madison, the award will be made to the local bidder. Unless otherwise required
143 by law, the Board reserves the right to award the bid to a selected bidder that is
144 not the lowest bidder. In such instances, the reason for the selection shall be
145 documented and preserved by the superintendent or as may be required by law.

146

147 • Request for Proposals Award Criteria

148 A formal evaluation of proposals to determine the “best value” to the district shall be
149 conducted by an individual or group approved by the Superintendent or superintendent’s
150 designee to undertake such task.

151

152 Determination of “best-value” through an RFP process shall include a formal evaluation
153 and rating of proposals which uses objective and quantifiable analysis against clearly
154 described and documented criteria. Such criteria may include, but are not limited to, the
155 following:

- 156 a. Overall quality of RFP response and approach to service delivery
- 157 b. Relevance of experience
- 158 c. Strength of references
- 159 d. Pricing
- 160 e. Proximity to the service area (local preference)
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162 Award shall be made to the firm whose proposal is deemed to best provide the services
163 desired, taking into account cost and the requirements, terms and conditions contained in
164 the RFP.

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- Rejection of Bids / Proposals

The Superintendent or superintendent’s designee has the right to reject any and all bids / proposals in whole or in part. Any or all bids / proposals may be rejected if there is any reason to believe that collusion exists among the bidders / proposers. Individual bids / proposals may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent or superintendent’s designee retains the right to waive any formality or procedural irregularities in the bids /proposals received. Nothing in this Section should be construed to limit in any way the right of the Superintendent or superintendent’s designee to reject any and all bids.

Award of any contract that is the result of an Invitation to Bid or Request for Proposals process must be authorized by the Board if the total purchase value is over \$50,000.

Award of any contract with a total value less than \$50,000 must be authorized by the Superintendent, who shall inform the Board of all such contracts through an informational report presented at a public Board meeting.

Upon acceptance of the selected Bidder, a letter will be sent to the successful bidder(s) announcing the selection of the chosen bidder. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

F. Exclusions/Exceptions to ITB/RFP Requirements

In certain situations, the bidding or proposal processes described above may be waived, at the discretion of the Superintendent, even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

1. Consortium or Government Contracts- Contracts resulting from a competitive public process and awarded by legal public purchasing consortiums or other public entities (such Federal, State, municipal, and quasi-public agencies) can be used to purchase goods and services without adhering to the amounts and requirements listed in the Purchasing Thresholds above. A review of the competitive contracting process and a review of the terms and conditions of the contract shall be done prior to use of the contract to ensure fair and open competition. If more than one contract is available for use, obtaining multiple proposals is encouraged to ensure best value. Both reviews and consortium contract information shall be noted in the contract file.
2. Emergencies – Making a purchase or awarding a contract due to a sudden and unexpected occurrence or condition whereby life, health, safety, property, or interruption of the regular operation of the school system would be negatively impacted if immediate action was not taken. Emergency purchases may only be determined and authorized by the Superintendent. The Board will be notified of emergency purchases as soon as practical.

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- 205 3. Sole Source- A condition where only one (1) reasonable or qualified source can be
206 identified for the item or the compatibility of equipment, accessories, service, or
207 replacement parts is the paramount consideration. In the case of instructional related
208 materials and instructional service needs, a case must be presented in writing to the
209 Superintendent that it would be impractical to seek or utilize another source. Certain
210 software (hosted in-house or software-as-a service), licensing/maintenance fees related
211 to existing equipment may also be considered sole-source at the discretion of the
212 Superintendent. Most public utility services are considered sole-source.
213
- 214 4. Time is a critical factor, and taking the time necessary to comply with the formal process
215 would not be in the best interests of the school district.
216
- 217 5. A special source, including but not limited to a sale, purchasing plan, government discount
218 or trade-in allowance, will supply a lower cost than that which would result from a bid
219 process.
220
- 221 6. A formal process would result in substantially higher costs to the school district, or
222 inefficient use of personnel, or cause substantial disruption of school district operations.
223
- 224 7. Prices of goods or services are subject to specific federal or state competitive bidding
225 requirements, including, but not limited to, "school building projects" as defined in the
226 Connecticut General Statutes.
227
- 228 8. Regional or cooperative purchases.
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- 230 9. Cooperative agreement with the local municipality.

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232 IV. State of Connecticut Required Language Regarding Consultation with Municipality
233 Regarding Contracts for Goods or Services, Including Insurance and Payroll Software

234 After going out to bid for a good or service and receiving submissions, if the local municipality
235 uses such good or service, the Board shall consult with the legislative body of the municipality,
236 and, if the equivalent level of such good or service is provided by the municipality through a
237 municipal contract for a lower cost than the lowest qualified bid submission received by the Board,
238 the Board will consider a cooperative agreement with the local municipality for the provision of
239 such good or service.

240 Further, the Board will consult with the local municipality's legislative body, prior to purchasing
241 payroll processing or accounts payable software systems to determine whether such systems may
242 be purchased or shared on a regional basis.
243

244 When possible, the Board will consult with the local municipality's legislative body, regarding the
245 joint purchasing of property insurance, casualty insurance, and workers 'compensation

246 insurance.

247
248 V. Procurement of Property and Services Under a Federal Award

249 When procuring property and/or services under a Federal award, the Board will comply with
250 relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318
251 through 2 C.F.R. § 200.326, as amended from time to time, to the extent it is required to do so.
252 Specific items in these sections that are not addressed elsewhere in this policy, but must be
253 adhered to when purchasing under a Federal award include:

- 254
255 a. Avoid acquisition of unnecessary or duplicative items. (Section 200.318 – D)
256 b. Be responsible for the settlement of all issues. (Section 200.318 – K)
257 c. Conduct procurement providing full / open competition. (Section 200.319 – A)
258 d. Prohibit state or local geographic preferences. (Section 200.319 – B)
259 e. Perform independent cost or price analysis, before bids. (Section 200.323 – A)
260 f. If no competition, negotiate profit as a separate element. (Section 200.323 – B)
261 g. Cannot use price + % of cost, or % of construction cost method. (Section 200.323 – D)
262 h. Comply with section 6002 of Solid Waste Disposal Act. (Section 200.322)
263 i. Be free from real or apparent conflicts of interest. (Section 200.318 - C1)
264 j. Comply with federal cost principals. (Section 200.323 – C)
265

266 VI. Compliance with Grants

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268 When procuring goods or services pursuant to a Federal or State grant or award, the Board will comply with
269 applicable grant or award requirements and assurances made in connection with such funds. Such
270 requirements may include, but are not limited to, use of such funds for authorized purposes and the inclusion
271 of required contract provisions in any contract funded by Federal or State grants.

272
273 VII. Other Considerations

- 274 • This policy must be adhered to regardless of the funding source of the purchase.
275
276 • All staff must comply with Board Policy regarding conflicts of interest and actions of staff
277 engaged in the selection, award and administration of contracts.
278
279 • The District will make purchases locally whenever bids and prices are fully comparable with
280 those of outside bidders but the lowest bid and the lowest price for goods and services will
281 generally be accepted.
282
283 • Sustainable purchases are products or services that have a lesser or reduced negative impact
284 on human health, environment, and society when compared with competing products or
285 services serving a similar purpose. The District prefers to partner and establish contracts
286 with suppliers who offer environmentally preferable and sustainable goods and services at
287 competitive prices. This is done by considering environmental criteria wherever applicable in
288 purchasing and contracting efforts.
289

- 290 • Records of all bids, proposals, selection analysis, and awards/results shall be kept in the offices
291 of the Madison Public Schools / Town of Madison Facilities Department where they can be
292 made readily available and open to public inspection in accordance with Freedom of
293 Information Act provisions.
- 294
- 295 • No transaction shall be divided for the purpose of evading the provisions of this policy.
- 296
- 297 • Awards will not be made to a vendor who owes delinquent tax to the Town of Madison
298 Vendors certify by virtue of their signature on the bid/proposal sheet that neither they nor any
299 business or corporation in which they own an interest is delinquent in tax obligations to the
300 Town.
- 301
- 302 • The Board may periodically engage an independent audit firm to review the purchasing procedures
303 outlined in this policy.

304
305 Legal References:

306
307 State Law:

308 Conn. Gen. Stat. §10-241c Local board of education to consult with
309 municipality re joint purchasing of property insurance, casualty insurance
310 and workers' compensation insurance.

311 Conn. Gen. Stat. §10-241d Local board of education consultation with
312 municipality re goods and services. Cooperative arrangements.

313 Conn. Gen. Stat. §10-241e Local board of education consultation with
314 municipality prior to purchase of payroll processing or accounts payable
315 software program.

316 Federal Law:

- 317
- 318 2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.
- 319 2 C.F.R. § 200.81 (definition of property).
- 320 7 C.F.R. § 210.21 through 2 C.F.R. § 210.23
- 321
- 322
- 323

324 First Reading: May 12, 2026

325

326 Second Reading: May 26, 2026

#3323**Soliciting Prices (Bids and Quotations)**

This policy shall be followed when the Superintendent determines that it is in the best interests of the Board that prices be solicited. Equipment, supplies, and operational services exceeding \$10,000.00 shall be bid. Quotes shall be received for equipment, supplies, and operational services exceeding \$5000.00 but less than \$10,000.00.

1. The Superintendent (or designee) shall periodically estimate requirements of standard items or classes of items and make any possible quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive all of any item at one time, the total quantity should be bid or quotations received and staggered delivery dates made a part of the specifications, or quantities estimated with deliveries to be made as requested;
2. Instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competition.
3. Bids or quotes should be sought, whenever possible, from at least three sources able to offer the best prices, consistent with quality, delivery and service unless covered by local, state, or federal purchasing agreements.
4. The bid or quote award shall be made in the best interest of the school district and not necessarily be the lowest bid or quote.
5. The bids shall be opened at the prescribed time and place and tabulated for study. Whether or not bid opening occurs exactly at time advertised, no bids may be accepted after said advertised time. The bid tabulation shall include the Board of Education budgeted amount and a cost estimate prior to receiving bids.

6. After the bids have been opened and tabulated, they will be available for those interested to copy or study. They shall not, however, be removed from the bidding location by such interested persons.
7. Prices or fees for goods and services shall be verified periodically to assure competitiveness.
8. Sole source bids and quotes may be sought when specified by curriculum needs or compatibility needs to be maintained.
9. Bids and quotes need not be sought when an emergency exists and to maintain the least interruption to instruction.
10. Results of bids or quotes exceeding \$25,000.00 shall be reported to the Board.
11. The Board may request a report on specific bids or quotes.

Adopted: July 8, 1988
Revised: October 7, 1997

The Madison Public Schools (the “District”) is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. The Board of Education (the “Board”) recognizes that wellness and healthy eating are important to the physical and academic achievement of all children. ~~Further, healthy eating and appropriate physical activity are linked to reduced risk for mortality and the development of many chronic diseases. Therefore,~~

~~As~~ part of the total learning environment, the Madison Public Schools promotes student health by supporting, as integral components of a coordinated approach to student health, good nutrition, regular physical activity, planned sequential health education, health services, counseling, psychological and social services, staff wellness, a healthful school environment, and parent and community participation.

~~While the primary responsibility for instilling healthy lifestyle choices in children resides with families, the Board supports families through policies and procedures that support health and wellness practices for students and staff and discourages practices that do not support health or promote wellness, or which give students contradictory messages. To promote the health and well-being of all students, the district shall adhere to the following components of a coordinated approach to achieving student wellness.~~

~~Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. This policy shall be interpreted consistent with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296).~~

Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive school health education curriculum and will be integrated into other classroom content areas, as appropriate.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

39 **Nutrition Guidelines for Foods Available in Schools**

40 Students will be offered and schools will promote nutritious food choices, focused on moderating calories,
41 limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables,
42 whole grains, low-fat dairy, lean meats and legumes. Food and beverages that compete with the District’s non-
43 profit food service program will not be sold. The District shall restrict the sale of foods of minimal nutritional
44 value as defined by the U.S. Department of Agriculture and will ensure that all foods sold or served to students
45 separately from school meals meet the District's Nutrition Standards. All beverages sold or served to students on
46 school premises will meet the requirements of state statute and USDA beverage requirements. (Schools must
47 follow whichever requirements are stricter.)

48 On an annual basis, the Board will determine if it will participate in the optional Healthy Food Certification
49 Program of the State of Connecticut. Should the Board decide to participate, the District will follow Connecticut
50 standards for food and beverages. The Board will also determine if events are exempt from the nutritional
51 requirements for food and beverages.

52 All sources of food sales to students at school must comply with the District Nutrition Standards, including, but
53 not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure
54 that all beverages sold to students comply with the requirements of state statute and USDA beverage
55 requirements. The District shall ensure compliance with allowable time frames for the sale of competitive foods
56 as specified by state law.

57 **Reimbursable School Meals**

58 To the extent the district participates in the National School Lunch and/or School Breakfast Programs,
59 reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the
60 National School Lunch Program and/or School Breakfast Program.

61 **Monitoring**

62 The Superintendent or superintendent’s designee shall provide periodic updates to the Board concerning this
63 policy's implementation sufficient to allow the Board to monitor and adjust the policy.

64 **Community Input**

65 ~~The Superintendent or designee will invite suggestions and comments concerning the development,
66 implementation, periodic review and improvement of the school wellness policy from school community
67 members, including parents, students, and representatives of the school food authority, teachers of physical
68 education, school health professionals, members of the Board of Education, school administrators, and the public.~~

69 **Evaluation of Wellness Policy**

70 In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent or
71 ~~his/hersuperintendent’s~~ designee be responsible for ensuring that each school meets the goals outlined in this
72 policy.

73
74 ~~(cf. 5100.5—Student Fundraising Activities)~~
75 ~~(cf. 5120.3.4—Managing Student Food Allergies)~~

76 ~~(cf. 6080.6— Physical Education, Instruction)~~

77 ~~(cf. 6080.14— Health Education, Instruction)~~

78 Legal Reference: Connecticut General Statutes

79 ~~10-16b Prescribed courses of study.~~

80 10-21i Red Ribbon PASS Program

81 ~~10-215 Lunches, breakfasts and the feeding programs for public school children and employees.~~

82 ~~10-221 Boards of education to prescribe rules, policies and procedures.~~

83 ~~10-215a Non public school participation in feeding program.~~

84 10-215d Regulations re nutrition standard for school breakfasts and lunches ~~Duties of state board of education~~

85 ~~re: feeding programs.~~

86 ~~10-216 Payment of expenses.~~

87 ~~10-215e Nutrition standards for food that is not part of lunch or breakfast program~~

88 ~~10-215f Certification that food meets nutrition standards.~~

89 ~~10-221o Lunch periods. Recess.~~

90 ~~10-221p Boards to make available for purchase nutritious, low-fat foods.~~

91 ~~10-221q Sale of beverages.~~

92

93 Federal:

94 42 U.S.C. 1751

95 ~~Regulations of Connecticut State Agencies~~

96 ~~10-215b-1 Competitive foods.~~

97 ~~10-215b-23 Income from the sale of food items.~~

98 ~~National School Lunch Program and School Breakfast Program; Competitive Food~~

99 ~~Services. (7 CFR Parts 210.11 and 220.12)~~

100 ~~The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265~~

101 ~~Nutrition Standards in the National School Lunch and School Breakfast Programs, 7~~

102 ~~CFR Parts 210 & 220~~

103 Richard B. Russell National School Lunch Act 9(f)(91) and 17(a), codified at 42 U.S.C. 1758(f)(1), 42 U.S.C.

104 1758b and 42 U.S.C. 1766, as amended by Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010, P.L. 111-

105 296, 42 U.S.C. 1751

106 20 U.S.C. § 7118, as amended by Pub. L. 114-95, Every Student Succeeds Act.

107 7 C.F.R. § 210.10 Meal requirements for lunches and requirements for afterschool snacks.

108 7 C.F.R. § 210.11 Competitive food service and standards.

109 7 C.F.R. § 210.31 Local school wellness policy.

110 7 C.F.R. § 220.8 Meal requirements for breakfasts.

111

112 ~~Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)~~

113 ~~School Breakfast Program, 7 C.F.R. Part 220 (2006)~~

114 ~~National School Lunch Program or School Breakfast Program: Nutrition Standards for~~

115 ~~All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)~~

116 Date of Adopted: August 22, 2006

117 Date of Revision: January 19, 2016

118 First Reading: May 12, 2026

119 Second Reading: May 26, 2026

Board of Education Special Meeting
Tuesday, May 12, 2026 6:00 PM

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

Subject to Approval

Meeting Minutes

I. Call to Order / Attendance

The special meeting of the Board of Education was called to order at 6:03 p.m. by Chairman Seth Klaskin. Mr. Klaskin led the pledge of allegiance.

Present: Galen Cawley, Lisa Deane, Seth Klaskin, Maureen Lewis, Cathy Miller, Emily Rosenthal, Jessica Wilen

Also present: Craig A Cooke, Ph.D., Superintendent of Schools; Gail Dahling-Hench, Assistant Superintendent; Stacy Nobitz, Director of Finance

II. School / Community Session

No members of the public spoke.

III. Superintendent's Report

Craig A. Cooke, Ph.D.

- 2026-2027 Budget – Dr. Cooke shared that since the 26-27 budget has been approved by the voters, the Board will now need to formalize the \$100K reduction from the Board of Finance. Dr. Cooke reviewed the administrations proposal for the \$100K reduction, emphasizing that the reduction will not impact staffing.
- Teacher Evaluation Plan Revisions – Mrs. Dahling-Hench reviewed the revisions to the teacher evaluation plan.

IV. Board Members' Comments

None.

V. Audience Response to Information Presented (Ref. Bylaw #9540.10)

No members of the public spoke.

VI. Consent Agenda (Ref. Bylaw #9540.2)

- Line Item Transfers as of April 30, 2026.
- Budget Expenditures as of April 30, 2026.
- April 2026 Personnel Report

VII. Action Item: Motion to approve the Consent Agenda

MOTION: by Cawley, seconded by Deane to approve the consent agenda.

AYES: Cawley, Deane, Klaskin, Lewis, Miller, Rosenthal,
Wilen
NAYS:
ABSTAIN:
MOTION CARRIED: 7 – 0

VIII. Action Item: Motion to approve the revised Teacher Evaluation Plan.

MOTION: by Rosenthal, seconded by Miller to approve the revised Teacher Evaluation Plan.

AYES: Cawley, Deane, Klaskin, Lewis, Miller, Rosenthal,
Wilen
NAYS:
ABSTAIN:
MOTION CARRIED: 7 – 0

IX. Action Item: Motion to approve reducing the 2026-2027 budget by \$100,000 as recommended by the Administration.

MOTION: by Cawley, seconded by Rosenthal to approve reducing the 2026-2027 budget by \$100,000 as recommended by the Administration.

AYES: Cawley, Deane, Klaskin, Lewis, Miller, Rosenthal,
Wilen
NAYS:
ABSTAIN:
MOTION CARRIED: 7 – 0

X. Action Item: Motion to waive the second reading and approve the following policies: 6010 Our Mission, 6163.32 Service Animals, 5120.3.6 Animals in Schools.

MOTION: by Rosenthal, seconded by Wilen to waive the second reading and approve the following policies: 6010 Our Mission, 6163.32 Service Animals, 5120.3.6 Animals in Schools.

AYES: Cawley, Deane, Klaskin, Lewis, Miller, Rosenthal,
Wilen
NAYS:
ABSTAIN:
MOTION CARRIED: 7 – 0

XI. Action Item: Motion to approve a donation from the Polson PTO to Polson Middle School in the amount of \$2,000 for the Grade 8 Holiday Hill field trip.

MOTION: by Wilen, seconded by Miller to approve a donation from the Polson PTO to Polson Middle School in the amount of \$2,000 for the Grade 8 Holiday Hill field trip.

AYES: Cawley, Deane, Klaskin, Lewis, Miller, Rosenthal, Wilen

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XII. Action Item: Motion to approve the minutes of the April 28, 2026 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Miller, seconded by Deane to approve the minutes of the April 28, 2026 Board of Education Meeting.

AYES: Cawley, Deane, Klaskin, Lewis, Miller, Rosenthal, Wilen

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XIII. Future Agenda Items

XIV. Adjournment

MOTION: by Miller, seconded by Rosenthal to adjourn at 6:23 p.m.

AYES: Cawley, Deane, Klaskin, Lewis, Miller, Rosenthal, Wilen

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.