

Board of Education Regular Meeting #1  
Tuesday, January 8, 2008 7:30 PM Eastern

Town Campus Hammonasset Room  
10 Campus Drive  
Madison, CT 06443

- I. Call to Order / Attendance
- II. Executive Session - 6:30 p.m.
- III. School Community Session
  - III.A. Recognition: Robert H. Brown Middle School Fifth Grade Students, Statewide Essay Winners: Jared Newton (1st Place), Hanna Kraus (3rd Place), Shayan Roychoudhury (Honorable Mention)
  - III.B. Public Participation
- IV. Board of Education Student Representatives' Report
- V. Acting Superintendent's Report
  - V.A. Summary: Professional Development Day (January 2, 2008)
  - V.B. Discussion: Proposed 2009-2010 School Year Calendar
  - V.C. Solicitation for Bids for Network Hardware
  - V.D. Distribution of 2008-2009 Budget Draft
- VI. Board Member Comments
- VII. Distribution of Executive Summaries from Board Committees / Liaisons
- VIII. Policy Committee Report
  - VIII.A. Third Revision Reading: Policy #5100.2.1 Conduct Code for Participation in Extracurricular Activities
  - VIII.B. Third Revision Reading: Policy #4160 Student Activity Transportation / Vehicles
  - VIII.C. Third Revision Reading: Policy #4170 Restraint and Seclusion
- IX. Finance Committee Report
- X. Audience Response to Information Presented
- XI. Consent Agenda (Items 11.1 - 11.3)
  - XI.A. Bills Payable: \$568.74 (06/07) \$794,114.24 (07/08)
  - XI.B. Line Transfers: \$95,689.35
  - XI.C. Budget Expenditure Report as of January 2, 2008
- XII. Action Item: Minutes 12.18.07 Meeting (Ref. Bylaw #9540.8)
- XIII. Action Item: Policy #5100.2.1 Conduct Code for Participation in Extracurricular Activities (Ref Bylaw #9620)
- XIV. Action Item: Policy #4160 Student-Activity Transportation / Vehicles (Ref Bylaw #9620)
- XV. Action Item: Policy #4170 Restraint and Seclusion (Ref. Bylaw #9620)
- XVI. Action Item: Solicitation of Bids for Network Hardware (Ref. Policy 3323 and Bylaw 9520.8)
- XVII. Old Business
  - XVII.A. Discussion: Committee Meeting Schedules through June 30, 2008
- XVIII. New Business
- XIX. Future Agenda Items
- XX. Meetings of Importance

- XX.A. January 10, 2008: Community Outreach Committee 12:00-1:00, Town Campus
- XX.B. January 15, 2008: Planning Committee, 9:00-10:00 a.m., Town Campus
- XX.C. January 15, 2008: Budget Workshop, 5:30-8:30 p.m., Town Campus
- XX.D. January 17, 2008: Secondary School Reform Conversations, 6:00-8:00 p.m., LEARN (see Dina for registration)
- XX.E. January 22, 2008: Policy Committee, 5:30-6:30 p.m., Town Campus
- XX.F. January 24, 2008: Budget Workshop, 5:30-6:45 p.m., Town Campus
- XX.G. January 24, 2008: FOI Workshop, 7:00-9:00 p.m., Town Campus
- XXI. 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.

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Board of Education Meeting  
December 18, 2007  
Town Campus

Meeting Minutes

The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 7:30 p.m.

Present: Becky Coffey; John Dean; Debbie Frey; Harriet Gowanlock; Robert Hale, Seth Klaskin, Holly Sellers

Also present: Dr. H. Kaye Griffin, Superintendent.

1. Executive Session

MOTION: by Gowanlock, seconded by Coffey to enter Executive Session at 6:40 p.m. to discuss personnel and legal issues.

AYES: Coffey, Dean, Frey, Gowanlock Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

Personnel issues were discussed.

Legal issues were discussed.

MOTION: by Frey, seconded by Klaskin to adjourn Executive Session at 7:15 p.m.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:30 p.m. Chairman Hale led the Pledge of Allegiance.

Present: Becky Coffey; John Dean; Debbie Frey; Harriet Gowanlock; Robert Hale; Seth Klaskin; Holly Sellers

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

3. School Community Session

3.1. Recognition

- 3.1.1. Dr. Griffin recognized Ms. Barbara Britton, Principal of Daniel Hand High School, for their award of a Silver Medal in U.S. News and World Report's first annual list of America's Best High Schools. Dr. Griffin shared the letter Ms. Britton received from the editor of US News and World Report. She commented that the honor would not have been possible if not for the dedicated staff and the students of Daniel Hand High School.

Mrs. Coffey reported that a total of 18,790 schools were evaluated and 505 gold and silver medals were awarded in total; only 3% of the total evaluated.

Details about the analysis and methodology used by U.S. News and World Report to develop the ranking is available at [www.usnews.com/highschools](http://www.usnews.com/highschools).

3.1.2 Dr. Griffin reported that The Madison Board of Education was awarded the Connecticut Association of Boards of Education (CABE) Leadership Award on November 16, 2007. She congratulated the Board on the award, and Chairman Hale thanked the Board and recognized that the award was a result of their efforts and hard work on behalf of Madison Public Schools.

3.1.2. The Board recognized Dr. H. Kaye Griffin, Interim Superintendent of Madison Public Schools on the occasion of her last Board of Education meeting. Members of the Board expressed their thanks and gratitude to Dr. Griffin for her many years of service to Madison Public Schools, culminating in her 14 years as Superintendent. The Board then presented her with gifts of appreciation.

Dr. Griffin reflected fondly on her years with the Madison Public Schools and thanked the Board members, both past and present, for the hard work and support they have given her.

The meeting was adjourned at 7:50 p.m. for a brief reception in Dr. Griffin's honor.

The meeting reconvened at 8:03 p.m.

### 3.2 Public Participation

There were no public comments.

## 4. Board of Education Student Representatives' Report

Mr. Presti reported that the Chorus Concert is being held tonight, rescheduled from last week due to inclement weather. The Orchestra Concert is scheduled for December 20<sup>th</sup>.

The Fall play was a great success and auditions are underway for the Spring Musical, "South Pacific".

After winter break, auditions for the Connecticut Drama Association Festival will begin. Senior Emsie Batsch is the student director of the production, which will be held at the festival in March.

This week is Spirit Week at Daniel Hand High School, which all the students are enjoying.

PSAT scores have been distributed.

Some students have gotten early college acceptance letters. Dr. Griffin stated that several students have already been accepted by top colleges.

Dr. Griffin, Chairman Hale and many other Board members stated that they had gone to see the Fall play, "You Can't Take It With You" and commented on what a wonderful production it was.

## 5. Superintendent's Report

### 5.1. Discussion: Proposed Federal Grant Project; Safe Schools, Healthy Students.

Dr. Griffin introduced David Melillo, Director of Human Services for the Town of Madison and John Daviau, Grant Writer. Mr. Melillo gave an overview of the Safe Schools, Health Students Initiative, a unique Federal grant-making project designed to prevent violence and substance abuse, and promote mental health among our Nation's youth, schools and communities. Discussion ensued regarding how this grant might benefit the students of Madison LEA and the community. This is a partnership grant and the project period would be for 48 months. Based on LEA enrollment data, Madison Public Schools would be eligible for approximately \$750,000.

Several Board members stated how this grant ties into our long term Strategic Plan and all agreed that this grant would benefit Madison.

Mr. Daviau gave a brief outline of the grant application process and further discussion took place. There is much work to be done before the actual application, and based on the timeline distributed by Mr. Daviau, work should get underway very soon. Mr. Melillo stated that he is looking for the support of the Board of Education to go forward and begin the application process. The Board members unanimously agreed that this grant would be of great benefit to our community, and that the process to apply for this grant should begin.

It was the consensus of the Board to add this item to the agenda for action.

5.2. Discussion: Athletic Programs Councils (Final)

5.2.1. Madison Athletic Program Advisory Council (MAPAC)

5.2.2. Coaches' Advisory Council

5.2.3. Daniel Hand High School Student-Athlete Advisory Council

Dr. Griffin presented the copies of the Athletic Council documents and asked if the Board had any further questions or comments, before these Councils go forward in the second trimester. No further comments or revisions were offered. The Policy Committee reviewed a draft agenda to get a sense of how these meetings will go. The Community Group will convene in January as an organizational meeting.

It was the consensus of the Board to add this item to the agenda for action.

5.3. Discussion: Interim Revision of Code of Conduct (Effective January 2008–June 2008)

Dr. Griffin addressed the Revision Summary of the Code of Conduct which was distributed to the Board members. This handout is just a segment of the comprehensive Code, and highlights the consequences for different infractions. Mr. Frank Henderson, Principal of Walter C. Polson Middle School, noted two changes that need to be made in the Revision Summary.

Dr. Griffin suggested, and the Board agreed, that the Code of Conduct, specifically the consequences section, should be accepted in its current version, with the edits noted by Mr. Henderson. Work will continue to update the comprehensive Code of Conduct.

5.4. Dr. Griffin requested to add the Daniel Hand High School Program of Studies, as well as the middle school program of studies, to the agenda and the Board complied. Dr. Griffin asked if there were any further questions or comments on the Daniel Hand document and there were none. She noted that Ms. Britton is looking for approval so the staff could prepare for pre-registration, and Dr. Griffin suggested the Board take formal action. It was the consensus of the Board to add this item to the agenda for action.

Mr. Henderson gave a brief outline of the middle school program of studies, and stated that there were minor scheduling changes from last year.

5.4. Presentation: Preliminary Draft, 2008-2009 Madison Public Schools Operational Budget

Dr. Griffin distributed a draft/working copy of the 2008-2009 Budget document. She reviewed the set up of the document, comprised of five sections: Introduction, Executive Summary, Budget Detail, Students and Staff, and Support Documents.

Discussion ensued regarding the information presented in the preliminary budget and Board members questions were addressed. Dr. Griffin summarized by stating that the proposed increase amount to the Operational Budget is 6.29%, and to the Comprehensive Budget amount, 5.91%.

Dr. Griffin stated that work will continue on the budget and more information will be presented at the next Board of Education meeting.

Ms. Coffey requested that any Board member questions be forwarded to her and they will be addressed in the Budget Workshops, which will begin in January.

5.5. Overview: Professional Development Day, January 2, 2008

Ms. Rutlin gave an overview of the activities scheduled for the Professional Development Day on January 2, 2008. Many workshops are planned, including those addressing:

- 21<sup>st</sup> Century Skills
- Use of Technology (such as Blackboard)
- Curriculum development
- Identifying performance benchmarks
- IEP Direct

6. Board Member Comments

Ms. Frey wished to state publicly that she has enjoyed working with Dr. Griffin for the past 13 years. She stated that it has been an honor to work with someone as dedicated to public education as Dr. Griffin is.

7. Distribution of Executive Summaries from Board Committees/Liaisons

7.1. Planning Committee

Ms. Frey distributed an Executive Summary of the Planning Committee meeting that was held on December 11, 2007. The Committee discussed security issues and the application for the Department of Emergency Management and Homeland Security grant. If awarded, this money would primarily be used to improve the security of entrance areas at all Madison Public Schools.

The Committee is also working in cooperation with Mr. Bill McMinn, Director of Facilities to seek money from LOCAP for an architect to design the necessary improvements.

The Committee is also addressing changes in enrollment projections as it relates to Pre K – Grade 4 facility needs.

7.2. Personnel Committee.

No report at this time.

7.3. Policy Committee Report

7.3.1. Third Revision Reading: Policy #5100.9.6 Maintenance and Development of Athletic Programs

Ms. Gowanlock noted one minor change to be made to the text of the policy as of the Third Revision Reading, and then suggested that this be moved to the Action item section with a Motion to approve.

7.3.2. Second Revision Reading: Policy #TBD Restraint and Seclusion

The incorrect version was distributed with the Board packets, but the correct version was distributed by Dr. Griffin and available for viewing on CABE E-Meeting. Ms. Gowanlock suggested Board members take one final look at this Policy before it is finalized.

7.3.3. Second Revision Reading: Policy #TBD Student-Activity Transportation/Vehicles

7.3.4. Second Revision Reading: Policy #TBD Conduct Code of Participation in Extracurricular Activities

Ms. Gowanlock stated that the third revision readings to the Student-Activity Transportation/Vehicles and the Conduct Code for Participation in Extracurricular Activities have been accepted by the Policy Committee, but again, asked that the Board take one final look at these drafts before they are adopted.

7.4.1. Finance Committee

Ms. Coffey reported that the Committee will move forward with the budget process and provide a responsible budget document that will be acceptable to the taxpayers of Madison. She reiterated that Board members should keep questions coming and they will be addressed in Budget Workshops.

7.5. Community Outreach Committee

Mr. Klaskin reported that the Committee has met once since the changing of the Board members. The next Community Outreach breakfast is scheduled for January 11, 2008 at Kathleen H. Ryerson School. Mr. Klaskin stated that this Committee will hold off on any major decisions regarding future programs until the new Superintendent has come on board and can offer his input as to how he would like this Committee to proceed.

Mr. Klaskin stated that this Committee would probably have their regular meetings during evening hours. Dr. Griffin reminded him that the planning meetings for the Outreach breakfast programs will have to be held during regular business hours so that the appropriate Central Office staff can attend to help with the planning of these events.

7.6. LEARN Liaison

10, No report at this time. Mr. Dean will attend his first meeting as the LEARN Liaison on January 2008.

8. Audience Response to Information Presented

No comments were offered.

9. Consent Agenda (Items 9.1. – 9.4.)

9.1. Bills Payable: \$6,954.25 (06/07) & \$879,578.03 (07/08)

9.2. Line Transfers: \$29,488.41

9.3. Acknowledgement: Out-of-State Travel for Daniel Hand High School Students  
(Reference Policy #6100.16.1)

9.4. Request for removal of books/equipment

MOTION by Coffey, seconded by Sellers to approve the Consent Agenda.

AYES: Coffey, Dean, Frey, Gowanlock Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

10 Action Item: Minutes 12/04/07 Meeting

MOTION: by Coffey, seconded by Sellers to approve the minutes of the 12/04/07 meeting.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Sellers.

NAYS: None

ABSTENTION: Klaskin

MOTION CARRIED: 6-0

11. Action Item: Minutes 12/11/07 Meeting

MOTION: by Coffey, seconded by Frey to approve the minutes of the 12/11/07 meeting.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

12. Action Item: Appointment of Acting Superintendent

MOTION: by Klaskin, seconded by Frey to appoint Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment, as Acting Superintendent of Schools effective January 1, 2008, and to authorize the Chairman of the Personnel Committee to negotiate her stipend.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

13. Action Item: Appointment of Acting Superintendent

MOTION: by Klaskin, seconded by Coffey to appoint Dr. Barbara Macauley, Director of Special Education and Student Services, as Acting Assistant Superintendent of Schools effective January 1, 2008, and to authorize the Chairman of the Personnel Committee to negotiate her stipend.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

14. Action Item: Proposed Federal Grant Project; Safe Schools, Healthy Students.

MOTION: by Gowanlock, seconded by Klaskin to move forward as proposed with regard to the Safe Schools, Healthy Students Grant.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

15. Action Item: Athletic Programs Councils

MOTION: by Gowanlock, seconded by Coffey to implement these councils in the 2<sup>nd</sup> trimester and convene and organizational meeting in January.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

16. Action Item: Daniel Hand High School Program of Studies

MOTION: by Coffey, seconded by Frey to approve the Daniel Hand High School Program of Studies, as presented at the December 4, 2007 Board of Education meeting.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

16. Action Item: Policy #5100.9.6, Maintenance and Development of Athletic Programs

MOTION: by Gowanlock, seconded by Coffey to approve Policy #5100.9.6 as presented at the December 4, 2007 Board of Education meeting, with one edit as noted.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0

17. Old Business

17.1. Discussion: Committee Meeting Schedules through June 30, 2008.

A general discussion took place and the Policy and Finance Committees will probably each meet once a month, before the regularly scheduled Board of Education meetings. This item will be discussed further at the January 8, 2008 meeting.

18. New Business

- 18.1. Board of Finance, Board of Selectmen and Board of Education Joint Retreat  
January 2, 2008, 6:00 p.m., Daniel Hand High School (The Bridge)

Chairman Hale distributed copies of the agenda for this meeting

- 18.2. GASB (Government Accounting Standards Board) Meeting  
January 3, 2008, 7:30 p.m., Town Campus Hammonasset Room

- 18.3. FOIA (Freedom of Information Act) Meeting  
January 24, 2008, 7:00 p.m., Town Campus Hammonasset Room

Chairman Hale stated that all Board members were welcome to attend the above mentioned meetings if they wished to do so.

MOTION: by Gowanlock, seconded by Coffey to adjourn the meeting at 9:44 p.m.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Sellers.

NAYS: None

MOTION CARRIED: 7-0