

Board of Education Regular Meeting
Tuesday, October 21, 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- 7:30 p.m.
 - III.A. Public Participation
- IV. Board of Education Student Representatives' Report
- V. Superintendent's Report
 - V.A. Presentation: Class of 2008 Summary Report
 - V.B. Overview: November 4, 2008 Professional Development Activities
 - V.C. Overview: October 13, 2008 Board of Education Retreat
- VI. Board Members' Comments
- VII. Board Committees / Liaison Updates
 - VII.A. Planning Committee
 - VII.B. Personnel Committee
 - VII.C. Policy Committee
 - VII.C.1. 3rd Draft Reading: Policy #4216, Instructional Paraprofessionals
 - VII.C.2. 3rd Draft Reading: Policy #6080.1.2: Title 1 Programs / Parental Involvement
 - VII.C.3. 3rd Rev. Reading: Policy #6080.19.3.6., Instructional Paraprofessionals
 - VII.D. Finance Committee
 - VII.E. Community Outreach Committee
 - VII.F. LEARN Liaison
- VIII. Audience Response to Information Presented
- IX. Consent Agenda
 - IX.A. Bills Payable: \$5,221.91 (07-08); \$525,182.35 (08-09)
 - IX.B. Line Transfers: \$2,037.80
 - IX.C. Teacher Grant Application - National Geographic Alliance
- X. Action Item: Minutes October 7, 2008 Meeting
- XI. Action Item: Minutes October 13, 2008 Meeting
- XII. Action Item: Policy #4216, Instructional Paraprofessionals
- XIII. Action Item: Policy #6080.1.2, Title 1 Programs / Parental Involvement
- XIV. Action Item: Policy #6080.19.3.6., Instructional Paraprofessionals
- XV. Old Business
 - XV.A. Discussion: Revised 2008-2009 School Liaisons
- XVI. New Business
- XVII. Future Agenda Items
 - XVII.A. Overview: Daily Schedule for Dr. Robert H. Brown Middle School and Walter C. Polson Middle School - November 11, 2008
- XVIII. Meetings of Importance
- XIX. 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

October 7, 2008

Town Campus

Meeting Minutes

1. The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 6:35 p.m.

Present: Bill Clorite; Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Holly Sellers
Also present: David Klein, Superintendent.

2. Executive Session

MOTION: by Dean, seconded by Coffey to enter Executive Session at 6:35 p.m. to discuss personnel and legal issues.

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

NAYS: None

MOTION CARRIED: 7-0

Personnel matters involving confidential issues were discussed.

Mr. Ruggiero entered the meeting at 6:45 p.m.

Legal matters were discussed.

MOTION: by Gowanlock, seconded by Frey to adjourn Executive Session at 6:50 p.m.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 8-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:28 p.m.
Chairman Hale led the Pledge of Allegiance.

Present: Bill Clorite; Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Seth Klaskin; Robert Ruggiero; Holly Sellers

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

3. School / Community Session

3.1. Recognition

- *Noel Heimer, Library Media Specialist, Dr. Robert H. Brown Middle School
Recipient of 2008 CT Association of School Librarians Rheta Clark Award*

Superintendent Klein reported that Ms. Heimer was the recipient of the Connecticut Association of School Librarian's Rheta Clark Award and read the following statement about the award, which is given

"to honor a member for extensive service (at least 10 years) and outstanding contributions in the library media field to students, faculty, lay citizens, and/or instructional program of the school or school system or educational agency or institution wherein the nominee/applicant is employed. The nominee/application has demonstration through action, philosophy, and speech a dedication to the goals and principles of the media profession".

Ms. Heimer was presented with a Certificate of Achievement signed by Superintendent Klein and Chairman Hale. Ms. Heimer thanked the Board of Education and the Administrators for their support and the latitude they have allowed for her creativity.

3.2. Public Participation

None at this time.

4. Board of Education Student Representatives' Report

(Thomas Presti and Anna Balakrishnan)

Mr. Presti reported that the Senior Class picnic was held on Friday, October 3rd and was enjoyed by the seniors, who have been looking forward to it since freshman year. After the picnic, a pep rally was held for the entire school. Mr. Presti stated that there was much enthusiasm and class bonding, and a good time was had by all.

Mr. Presti also stated that Mr. Thompson has officially left Daniel Hand and is greatly missed by the students. The process for hiring an Assistant Principal has begun.

Ms. Balakrishnan reported that PSAT's are scheduled for October 18th at Daniel Hand, and the registration deadline was extended through the end of this week. Ms. Balakrishnan also reported that progress reports will be distributed to students on October 20th.

5. Superintendent's Report (David J. Klein)

5.1. Update: Student Enrollment / Class Sizes (David J. Klein)

Superintendent Klein gave the official enrollment report as of October 3, 2008. There are currently 3,714 students enrolled in the Madison Public Schools. Mr. Klein reminded the Board that the ADS projection was 3,698. Mr. Klein stated that the actual enrollment being so close to the ADS projection reinforces that their data is exceptionally accurate on a one year basis.

5.2. Update: Library Media Centers Programs (Cindi Schneider)

Ms. Cindi Schneider, the District's Library Media Coordinator and the Library Media Specialist at Daniel Hand High School, stated that she had last addressed the Board in March 2006. At that time, based on input from building administrators, Ms. Schneider reported that a major area of concern was the District's print collection. Ms. Schneider presented a snapshot of the progress made over the past two years, with the Board's support, via a Power Point Presentation (on file).

Discussion ensued. Mr. Ruggiero stated that he had recently attended a CABE workshop where a topic of discussion was the perceived obsolescence of books. Ms. Schneider responded that though the need and usage varies at the different school levels, all levels still support print collections, specifically fiction collections. The way that students are doing research is changing, and more of that is done on line, especially for the upper grades. Ms. Schneider explained that it is more cost effective and practical for her to purchase E-books for reference, as it makes the resources simultaneously available to multiple students, and easier to use. Ms. Schneider reported that there are typically 1,000 hits per month on E-books at the high school level and the data bases are also heavily used.

Mr. Clorite asked if the libraries were heavily used by students. Ms. Schneider responded that the Daniel Hand Library is usually full, and students gather there to work collaboratively on projects, homework, and again, for research.

Atty. Klaskin commented that students are learning at a young age how to use the library to do research; skills that will benefit them as they move through school. Ms. Schneider reiterated that it is important for students to learn how to conduct research in print, before they learn how to do it online.

Ms. Coffey commented on how much the role of a librarian has changed over the years, where they are now looked to as portals of all information.

To conclude, Ms. Schneider thanked the Board on behalf of the students of Madison for the supplemental funding to update and improve all of the print collections the school libraries.

Chairman Hale responded that it was good to see that the extra funds allocated are making a difference, and that the Board is pleased to see progress being made with this aspect of the District's strategic plan.

6. Board Member Comments

Chairman Hale reported that work on the Secondary School Reform Committee continues and distributed two handouts to the Board. One showed proposed changes to high school requirements; Chairman Hale pointed out that he included two updates since the document was printed, one concerning credits for Social Studies and the other for Electives. Discussion ensued and Chairman Hale stated that the reform was still a work in progress, but once it is adopted by the State Department of Education, they will ask districts to pilot the program. He has already had discussions with Superintendent Klein as to whether or not Madison should participate in some aspect of the pilot program. Many of the initiatives in the reform have already been realized by Madison and though this is not a program initiated in Madison, the District is going forward with the requirements. Chairmen Hale suggested that the Board invite our State Senator and State Representative to a meeting shortly after the November 4th elections to discuss this reform.

Mr. Clorite asked if this reform would result in any true benefit to students. Chairman Hale stated that in many districts it would, and it would benefit the State of Connecticut as a whole, but it would not have much of an impact on a district like Madison. There was discussion regarding the fact that the NEASC self study / reaccreditation for Daniel Hand High School is imminent, and that Madison could consider piloting part of the Secondary School Reform program in conjunction with the self study.

Chairman Hale stated that he is also concerned about the education portion of the State budget, especially as it pertains to Special Education, and he thinks this bears watching by the District. This is also an issue that should be discussed with our State legislators when they are invited to attend a Board of Education meeting.

Superintendent Klein reported that he meets weekly with the Administrators to discuss the budget for the District, as well as the budget at the State level.

Finally, Chairman Hale commended Superintendent Klein on his use of the electronic mailing list earlier this week to communicate to parents and community members regarding the report of a suspicious person in the area. Mr. Klein first used the electronic mailing list to alert parents and the community about this matter, and it when it was determined that this person did not pose a danger, a second message to that effect was posted. Superintendent Klein stated that we are fortunate to have this resource as a means of communication, and that the cooperation between the Madison Police Department and Madison Public Schools is very important and positive when a potential issue such as this arises. He stated that he received a good response and believes that people appreciated the notification.

7. Reports from Board Committees / Liaisons

7.1 Planning Committee

Ms. Frey reported that the Committee is still in information gathering mode with regard to ice hockey, athletic registration fees and the Polson Auditorium.

She commended Mr. Bill McMinn, Director of Facilities, and Mr. Mike Ott, Assistant Director of Public Works and Town Engineer, who have been working on traffic safety issues and have done a great job with signage. Ms. Frey also reported that Mr. Ott is heading the Safe Roads to School Program, which could potentially lead to grant funding for larger projects.

Lastly, Ms. Frey reported on the Facilities Study. There have been 14 RFQ's (Requests for Qualifications) submitted and the committee has begun reviewing the proposals. Once they have narrowed the list down, they will begin to interview candidates.

7.2. Personnel Committee

No report.

7.3. Policy Committee

Ms. Gowanlock reminded the Board that Policy 5060.1.1, Travel and Exchange Programs / Admission of Exchange and Foreign Students appears on tonight's agenda for approval. Also, the three policies related to Title 1 are on for second reading. If anyone has any comments or suggestions with regard to those policies, please forward them to Ms. Gowanlock as soon as possible. These policies will be on the October 21st agenda for 3rd/final reading and approval.

7.4. Finance Committee

Ms. Coffey stated that the Committee had not met, but she was happy to report that Superintendent Klein, Mr. McMinn, and Mr. Arthur Sickle, Director of Administrative Services had recently locked into favorable rates for fuel expenditures, and they predict these rates will help the District to operate within budget for this year. The rates secured are \$3.31 per gallon for diesel and \$3.14 per gallon for heating oil. Superintendent Klein indicated that they are still monitoring costs for electricity and natural gas. He credited Mr. McMinn and Mr. Sickle for closely monitoring the fuel rates on a daily basis.

Ms. Gowanlock commented that additional savings could be realized as a result of work the Energy Committee is doing. Mr. Klein said that the Committee continues to look for ways to save money on energy costs during these difficult times. One such effort will be to keep all schools and town facilities thermostats at 68 degrees this winter to save on heating costs.

7.5. Community Outreach Committee

Atty. Klaskin reported that the Committee is reviewing information from the District about this program in preparation of a meeting on how the Committee should proceed.

7.6. LEARN Liaison

No report at this time. The next LEARN meeting is October 16th.

8. Audience Response to Information Presented

None at this time.

9. Consent Agenda

9.1. Bills Payable: \$105,939.97 (07/08); \$695,965.58 (08/09)

9.2. Line Transfers: \$25,620.15

9.3. Budget Expenditure Report as of October 2, 2008

9.4. Donation: \$3,000 for uniforms for the Daniel Hand High School Show Choir, from the Music Boosters
(*Reference Policy 3281*)

9.5. Donation: \$4,830 to the Kathleen H. Ryerson Elementary School from the Ryerson PTO (*Reference Policy 3281*)

9.6. Request for removal of used books/equipment (*Reference Policy #3260*)

9.7. Application for Beginning Educator Support and Training (BEST) Program for Diane Stober, Math Teacher at Daniel Hand High School

9.8. District Consolidated Application for Elementary and Secondary Education (ESEA) Federal Grants

MOTION: by Coffey, seconded by Klaskin to approve the Consent Agenda.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

Ms. Coffey thanked the Daniel Hand High School Music Boosters for their generous donation for uniforms to benefit the Show Choir.

Ms. Gowanlock commented on the Board's appreciation for the generous donation from the Kathleen H. Ryerson PTO which will be used to defray costs for field trips this year.

10. Action Item: Minutes of September 16, 2008 Board of Education Meeting

MOTION: by Dean, seconded by Coffey to approve the minutes of the September 16, 2008 Board of Education meeting.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Klaskin, Ruggiero

NAYS: None

ABSTENTIONS: Hale, Sellers

MOTION CARRIED: 7-0

11. Action Item: Revised Policy #5060.1.1, Travel and Exchange Programs / Admission of Exchange and Foreign Students.

MOTION by Gowanlock, seconded by Ruggiero to approve revised Policy #5060.1.1, Travel and Exchange Programs / Admission of Exchange and Foreign Students.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: NONE

MOTION CARRIED: 9-0

12. Old Business

12.1. Discussion: Appointment of 2008-2009 School Liaisons

Mr. Hale referred to the list of school liaisons and stated that this would be the final list unless anyone had any objections.

Island Avenue Elementary School	Bill Clorite
J. Milton Jeffrey Elementary School	Seth Klaskin
Kathleen H. Ryerson Elementary School	Becky Coffey
Dr. Robert H. Brown Middle School	Harriet Gowanlock
Walter C. Polson Middle School	John Dean
Daniel Hand High School	Robert Ruggiero

13. New Business

Ms. Coffey thanked Superintendent Klein for the schedule he had distributed of presentations for upcoming Board of Education meetings.

14. Future Agenda Items

14.1. Class of 2008 Summary Report – October 21, 2008.

15. Meetings of importance.

Chairman Hale referred to the list of upcoming meetings on the agenda. He also distributed a packet to the Board for their review prior to the October 13th retreat.

Chairman Hale indicated that the schedule of Finance Committee meetings as previously set will be revised. The Committee will meet at 5:30 p.m. on the Tuesday of the first Board of Education meeting of the month.

16. Adjournment

MOTION: by Dean, seconded by Sellers to adjourn the meeting at 8:35 p.m.

AYES: Clorite, Coffey, Dean, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 9-0

Submitted for Approval at the 10/21/08 Board of Education Meeting
dmd

Board of Education Retreat
October 13, 2008
Town Campus

Meeting Minutes

1. Chairman Hale called the retreat / meeting to order at 8:00 a.m.

Present: Bill Clorite; Becky Coffey; Debra Frey; Harriet Gowanlock; Bob Hale; Seth Klaskin; Robert Ruggiero; Holly Sellers

Also present: David Klein, Superintendent; Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment

2. Retreat Discussion

Chairman Hale introduced Attorney Patrice McCarthy, Deputy Director and General Counsel for CAFE, who was invited to facilitate the Board discussion at the retreat. Among items discussed were:

- Roles and responsibilities of the Board and the Superintendent;
- Communication and community outreach strategies;
- Approaches to policy, budget and planning activities of the Board;
- Relationship between the Board of Education and other elected Boards;
- The advocacy role of the Board of Education (local, state, federal); and
- Website content and strategic communications

The Board agreed that a joint retreat with the boards of selectmen and finance should be pursued. Chairman Hale thanked Attorney McCarthy for her assistance with planning and facilitating the Board retreat.

3. Adjournment

MOTION: by Gowanlock, seconded by Frey to adjourn the meeting at 12:20 p.m.

AYES: Clorite, Coffey, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 8-0