

Board of Education Regular Meeting  
Tuesday, March 1, 2011 7:30 PM Eastern

Town Campus Hammonasset Room  
10 Campus Drive  
Madison, CT 06443

- I. Call to Order / Attendance
- II. School / Community Session - 7:30 p.m.
  - II.A. Recognition:
    - II.A.1. Connecticut Boards of Education Member Appreciation Month
  - II.B. Public Participation
- III. Board of Education Student Representatives' Report
- IV. Superintendent's Report
  - IV.A. Enrollment Update
  - IV.B. Report on Out of State Travel
  - IV.C. Other
- V. Board Members' Comments
- VI. Board Committees / Liaison Updates
  - VI.A. Planning Committee
  - VI.B. Personnel Committee
  - VI.C. Policy Committee
    - VI.C.1. First Reading: Revised Policy #5120.3.2.2, Pediculosis
  - VI.D. Finance Committee
  - VI.E. LEARN Liaison
- VII. Audience Reponse to Information Presented
- VIII. Consent Agenda (8.1 - 8.4) Ref. Bylaw #9540.2 and #9540.8
  - VIII.A. Bills Payable: \$4,948.32 (09-10); \$720,108.54 (10-11)
  - VIII.B. Line Transfers: \$43,322.56
    - VIII.B.1. Line Transfer: \$15 (Athletic Registrations)
  - VIII.C. Budget Expenditure Report as of February 24, 2011
- IX. Action Item: Minutes of the February 15, 2011 Board of Education Meeting
- X. Action Item: Revised Policy #5120.3.3.2, Pediculosis (Ref. Bylaw #9620)
- XI. Old Business
- XII. New Business
- XIII. Future Agenda Items
  - XIII.A. Update: Elementary "Literacy How" Initiative: March 15, 2011
  - XIII.B. NAVIANCE Presentation for Grades 5 & 6: TBD
- XIV. Meetings of Importance
  - XIV.A. March 2, 2011: Board of Finance Review and Action on Board of Education Budget; 7:30 p.m., Town Campus Hammonasset Room
  - XIV.B. March 3, 2011: Annual Town Meeting; 7:30 p.m., Walter C. Polson Middle School Auditorium
  - XIV.C. March 9, 2011: Planning Committee Meeting; 7:30 a.m., Central Office Room B
  - XIV.D. March 9, 2011: CABA Day on the Hill; 8:30 a.m., Capital Avenue, Hartford

XIV.E. March 15, 2011: Policy Committee Meeting; 6:30 p.m., Central Office  
Room B

XIV.F. March 15, 2011: Board of Education Meeting; 7:30 p.m., Town Campus  
Hammonasset Room

XV. Adjournment

Board of Education Meeting  
February 15, 2011  
Meeting Minutes

1. The public session of the Board of Education was called to order by Chairperson Coffey at 7:38 p.m. Ms. Coffey led the Pledge of Allegiance.

Present: Bill Clorite; Becky Coffey; Jean Fitzgerald; Debra Frey; Seth Klaskin; Pamela Meier; Robert Ruggiero

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

Ms. Coffey requested reversing agenda items 4.2 and 4.3 to allow Ms. Baker to give her report before the SRBI / RtI update. The Board complied.

2 School / Community Session

2.1. Recognition: National School Counseling Week, February 7-11, 2011

Mr. Klein stated that this recognition is slightly overdue and asked Ms. Baker to share the Board's thanks and appreciation with all school counseling staff for all they do.

2.2. Public Participation

None at this time.

3. Board of Education Student Representatives' Report  
(Andrew Chapman and Jessica Buller)

Mr. Chapman was not present at the meeting. Ms. Buller reported on the following:

- The Honors Breakfast was held on January 19<sup>th</sup>. The teacher speaker was Mrs. Walker and the student speakers were Marina Sachs and James Florentine.
- A meeting for parents of incoming freshman was held in January to give an overview of Daniel Hand High School and discuss course selection.
- Daniel Hand students have recently handed in their course selections for next year.
- The Band Concert is scheduled for the following day, February 16<sup>th</sup>. It will be the first under the direction of Mr. Gage.
- Five Daniel Hand High School students won special honors at the Hartford Art School Competition.
- Daniel Hand winter sports teams are still completing. Many are celebrating "Senior Nights" to honor their senior class members.

4. Superintendent's Report

4.1. Report on Out of State Travel

Mr. Klein reported on several out of state field trips that have recently taken place as well as upcoming trips for Daniel Hand High School students.

4.2. Update: Changes to AP Testing

Ms. Jean Baker, Director of Guidance, introduced a Power Point Presentation (on file) highlighting some recent changes to the AP testing process. Some of the points Ms. Baker highlighted are:

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- Student AP scores are available in one central place on the web to authorized AP teachers, coordinators and school/district personnel
  - Teachers receive AP Instructional Planning Reports earlier in the summer, allowing for timely curriculum adjustments
  - Report corrections are available online

Members of the Board thanked Ms. Baker for her informative update.

#### 4.3. Update: RtI / SRBI – Postponed from February 1, 2011

Ms. Rutlin next introduced a Power Point presentation (on file) to provide a progress report from the district's SRBI Committee. She explained that Madison continues to be engaged in Scientific, Research Based Interventions (SRBI) which was first known as RtI or Response to Intervention. Ms. Rutlin introduced the Committee members present at the meeting: Mrs. Jill Hale, Assistant Principal of Walter C. Polson Middle School; Mrs. Julie Phelps, Principal of Robert H. Brown Middle School; Mrs. Mona Goodman, Principal of J. Milton Jeffrey Elementary School; Mrs. Ruth Rose, Math Specialist at Island Avenue and Kathleen H. Ryerson Elementary Schools; and Mrs. Cindy Twiss, Director of Student Services and Special Education (Ex-Officio).

Ms. Rutlin reviewed the definition of SRBI, which is found on the State Department of Education website and stated that it guides the SRBI Committee and school staff members. She explained that SRBI is not only a process for assuring that students have had appropriate instruction before they are identified for special education, but it is also a means of providing directed intervention to students at risk of educational failure.

Ms. Rutlin and Committee members discussed the SRBI model in Madison, including sequencing and the different types of assessments that are used to measure student progress. They next explained the three Tier model used in Madison and discussion ensued about how classroom teachers and specialists use analytical and diagnostic skills to find and use instructional strategies that are best suited for individual student progress. Ms. Rutlin also used a diagram to help explain the SST (Student Study Team) process, which guides changes for a student's instructional program and Tier to Tier movement.

Ms. Rutlin explained that student progress monitoring is documented in a program called RtImDirect and provided as an example an analysis chart for an actual student to demonstrate how the data is recorded and presented with target slope to target goal.

Discussion ensued among the Committee and Board members and all agreed that the district is doing a wonderful job and making great progress in using differentiated instruction and tiered interventions. Members of the Board complimented the Committee on the excellent work they are doing and thanked them all for a very interesting and informative presentation.

#### 4.4. Other

Mr. Klein had nothing further to report.

#### 5. Board Members' Comments

Ms. Coffey commented again that the SRBI Committee report was "extraordinary" and she is very impressed by the work they are doing.

Ms. Meier stated that it was an excellent presentation and she thought it was great for the public to get a sense of what goes on 'under the surface'.

Mr. Ruggiero agreed that it was an excellent presentation and stated that the process is very useful to guide instruction.

#### 6. Reports from Board Committees / Liaisons

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## 6.1. Planning Committee

Ms. Frey reminded her fellow Board members that she had given a detailed report on space utilization at the last Board meeting. She stated that she has since heard back from all building Administrators who confirmed that there will be no unused spaces in the elementary buildings next year. The decline in enrollment will allow for more dedicated space for related arts and interventions, some of which have been taking place from carts, in hallways or in 'closets'. Ms. Frey further stated that while we are not there yet, we are nearing a time when all spaces in the elementary buildings will be utilized as intended.

Ms. Frey next remarked that our district buildings have fared very well with all the recent snow storms, much better than many in the state. She commended Mr. Bill McMinn, Director of Facilities and his team for the wonderful job they did in clearing the school parking lots and making the buildings safe and accessible with all the snow. She also stated that Mr. McMinn spent a great deal of time thinking about and assessing the amount of snow on the school roofs, well before it became a 'hot topic'. Ms. Frey and the entire Board expressed their appreciation to Mr. McMinn and his staff for staying on top of things during all of this winter's inclement weather.

## 6.2. Personnel Committee

Mr. Dean was not present at the meeting, but asked Ms. Coffey to report to the Board in his absence that the Committee has scheduled their first meeting for 2011 on March 7<sup>th</sup>. This will be the organizational meeting with MAESS (Madison Association of Education Support Professionals) to review ground rules and establish meeting dates for their contract negotiations.

## 6.3. Policy Committee

### 6.3.1. Final Reading: Policy #5120.2.1 – Head Injuries

Atty. Klaskin reported that the Committee met earlier in the evening. The items discussed included:

- The Policy on Head Injuries which is slated for Action later in the meeting.
- Technical revisions to Policy #5120.3.3.2, Pediculosis (head lice) – will be on the March 1<sup>st</sup> agenda for approval.
- Policy updates from CABE
  - The Committee will continue to look at the district's policy on Advertising in schools
  - The Committee will also continue their review of the two separate policies on Students and Social Networking Sites
- The Committee reviewed a draft of the 2012-2013 school year calendar as recommended by the Administrative team. They will continue their review and move it forward for approval at a future meeting.

## 6.4. Finance Committee

Mr. Clorite stated that the Committee has not met, but reminded the Board that Mr. Klein will present the Board of Education's 2011-2012 Budget to the public for the first time on Thursday, February 17<sup>th</sup> at 7:30 p.m. at the Walter C. Polson Middle School.

Ms. Coffey stated her appreciation to the Board of Selectmen for moving the Board of Education's 2011-2012 Budget forward with no recommended reductions.

Mr. Clorite also reported that he, along with Mr. Klein, Ms. Coffey and Ms. Dotty Bavin, Director of Finance, had met earlier in the day with members of the MPOA (Madison Property Owners Association). He commented that it was a very energetic discussion, and Mr. Klein and his staff did an excellent job answering their questions. He also stated that Mr. Klein responded this afternoon via email to questions that had required more time or research.

Mr. Clorite stated that any group that has questions regarding the budget is welcome to contact the Central Office to schedule a meeting to have their questions addressed.

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6.5. LEARN Liaison

Mr. Ruggiero reported that he had attended two meetings at LEARN since his last report. The first included a presentation on Public Act 10-111, An Act Concerning Education Reform in Connecticut, given by Ms. Rutlin. Mr. Ruggiero stated that it was an excellent presentation. The second meeting included an interesting presentation on Capstone Projects.

7. Audience Response to Information Presented

None at this time.

8. Consent Agenda

8.1. Bills Payable: \$288,729.74 (10-11); \$1,306,350.39 (10-11)

8.2. Line Transfers: \$128,737.12

8.3. Budget Expenditure Report

8.4. Donation: \$2,040 to the Kathleen H. Ryerson Elementary School for field trips, from the Ryerson PTO

MOTION: by Frey, seconded by Fitzgerald to approve the Consent Agenda.

AYES: Clorite, Coffey, Fitzgerald, Frey, Klaskin, Meier, Ruggiero

NAYS: None

MOTION CARRIED: 7-0

Atty. Klaskin commented on the generous donation from the Ryerson School PTO.

9. Action Item: Minutes of the January 25, 2011 Board of Education Meeting.

MOTION: by Frey, seconded by Meier to approve the minutes of the January 25, 2011 Board of Education Meeting.

AYES: Clorite, Coffey, Fitzgerald, Frey, Meier

NAYS: None

ABSTENTIONS: Klaskin, Ruggiero

MOTION CARRIED: 5-0

10. Policy #5120.2.1, Head Injuries (*Reference Bylaw #9620*)

MOTION: By the Policy Committee to adopt Policy #5120.2.1, Head Injuries

AYES: Clorite, Coffey, Fitzgerald, Frey, Klaskin, Meier, Ruggiero

NAYS: None

MOTION CARRIED: 7-0

11. Old Business

No old business was discussed.

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12. New Business

No new business was discussed.

13. Future Agenda Items

Mr. Klein noted the following upcoming presentations. He commented that the NAVIANCE presentation will take place a little later in the spring than originally planned, but will tie directly into the SRBI update the Board heard tonight.

13.1. Update: Elementary “Literacy How” Initiative: March 15, 2011

13.2. NAVIANCE Presentation for Grades 5 & 6: TBD

14. Meetings of Importance

Ms. Coffey pointed out the list of upcoming meetings of importance on the agenda.

15. Adjournment

MOTION: by Ruggiero seconded by Klaskin to adjourn the meeting at 9:15 p.m.

AYES: Clorite, Coffey, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Wood

NAYS: None

MOTION CARRIED: 6-0

Submitted for approval at the 03/01/11 Board of Education Meeting  
dmd

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