

Board of Education Regular Meeting  
Tuesday, December 6, 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. Daniel Grenier, Technology Education Teacher, Daniel Hand High School: 2011-2012 Connecticut Technology Education Teacher of the Year
    - II.A.2. Kathleen Brooks, Science Teacher, Walter C. Polson Middle School: Article published in Science Scope, by the National Science Teachers Association
  - II.B. Public Participation
- III. Board of Education Student Representatives' Report
- IV. Board of Education Organizational Session (Ref. Bylaw #9410)
  - IV.A. Assignments for School Committees and LEARN Liaison
  - IV.B. Assignments for Liaisons
- V. Superintendent's Report
  - V.A. Daniel Hand High School 2012-2013 Proposed Program of Studies
  - V.B. Enrollment Projection Report
  - V.C. Report on Out of State Travel
  - V.D. Other
- VI. Board Members' Comments
- VII. Board Committees / Liaison Updates
  - VII.A. Planning Committee
    - VII.A.1. Discussion: Lease agreement with IKON Office Solutions (IKON Financial Services) and the Madison Public Schools
  - VII.B. Personnel Committee
  - VII.C. Policy Committee
    - VII.C.1. First Reading: Policy #5120.3.6., Animals In Schools
  - VII.D. Finance Committee
  - VII.E. LEARN Liaison
- VIII. Audience Reponse to Information Presented
- IX. Consent Agenda (9.1 - 9.3) Ref. Bylaw #9540.2 and #9540.8
  - IX.A. Bills Payable: \$7,511.82 (10-11); \$289,980.35 (11-12)
  - IX.B. Line Transfers: \$11,307.25
  - IX.C. Budget Expenditure Report as of December 1, 2011
- X. Action Item: Minutes of the November 15, 2011 Board of Education Meeting
- XI. Action Item: Lease Agreement with IKON Office Solutions (IKON Financial Services) and the Madison Public Schools
- XII. Old Business
- XIII. New Business
- XIV. Future Agenda Items
  - XIV.A. Approval of 2012-2013 DHHS Program of Studies: December 20, 2011

XIV.B. Overview of the 2012-2013 Budget: January 4, 2012

XV. Meetings of Importance

XV.A. December 7, 2011: Planning Committee Meeting; 7:30 a.m., Town  
Campus Hammonasset Room

XV.B. December 14, 2011: Planning Committee Meeting; 7:30 a.m., Town  
Campus Hammonasset Room

XV.C. December 20, 2011: Board of Education Meeting; 7:30 p.m., Town  
Campus Hammonasset Room

XVI. 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  
November 15, 2011  
Meeting Minutes

1. The public meeting of the Board of Education was called to order by Vice Chairman Dean at 7:34 p.m. Mr. Dean led the Pledge of Allegiance.

Present: Bill Clorite, John Dean; Jean Fitzgerald; Debra Frey; Seth Klaskin; Pam Meier; Robert Ruggiero; Ryan Suerth; Cindy Wood

Also present: Anita Rutlin, Interim Superintendent and Assistant Superintendent for Curriculum, Instruction and Assessment; district administrators; faculty; staff; community member

Mr. Dean took a moment to welcome Mr. Ryan Suerth, who was elected to the Board of Education on November 8<sup>th</sup>.

2. School / Community Session

2.1. Recognition:

2.1.1. American Education Week, November 13-19, 2011

2.1.1.1. *Connecticut Association of Public School Superintendents (CAPSS)  
Superintendent / Student Leadership Award*

- *Nicholas D'Agostino*
- *Hunter Ryan*

Ms. Rutlin welcomed Miss Ryan and Mr. D'Agostino, and noted that she is looking forward to attending the awards ceremony and luncheon hosted by the Middlesex Shoreline Superintendents' Association with them on Monday, November 28<sup>th</sup>. Ms. Rutlin then invited Mrs. Barbara Britton, Principal of Daniel Hand High School to tell the Board and the audience about why these students were chosen for this award.

Mrs. Britton noted that Hunter and Nicholas are two outstanding young people who gracefully balance academics with community service and extracurricular activities. Mrs. Britton shared the following comments about Miss Ryan and Mr. D'Agostino.

**Nicholas D'Agostino**

*Nick is exceptionally intelligent, conscientious, and diligent. He has excelled and is at the top of his class. He strives for excellence, and he always puts forth his best effort to complete his assignments meticulously. He has eagerly embraced an extremely rigorous program of study, balancing these challenging demands with relative ease as a result of his persistent attitude and outstanding work ethic. Nicholas is a member of the National Honor Society and was nominated as a delegate to the American Legion Boys State. Nicholas is devoted to numerous school and community activities. He plays in the school band, works on the "Vox" music magazine, and is a valued teammate on the cross country and indoor and outdoor track squads, being selected as captain for all three teams. Most impressive is Nick's commitment to serving others. A true humanitarian, Nick has been involved in countless community service projects through church organizations, as a Peer Advocate, and a member of Interact (one of our school's community service organizations) and Safe Rides. His compassionate nature, personable manner, and sensitivity to others make him an invaluable participant, no matter what the activity. Nick genuinely cares about the well-being of those around him. Nicholas is undecided as to what he plans to study in college. His interests range from the arts to architecture and civil engineering. A young man of impeccable character and integrity, Nick is highly respected by his peers, teachers, and administrators at Daniel Hand High School. To quote one of his teachers, "Nick's creative original thought, written expression of ideas, intellectual ability, and disciplined work habits are "excellent."*

### Hunter Ryan

*Hunter Ryan is an outstanding student who is driven by a high level of motivation. She is described as an excellent scholar who is in the top 10% in all academic areas. She is a thoughtful participant in classroom discussions and activities demonstrating independence and self-direction. She has eagerly pursued the most rigorous program of study available during the past four years, balancing the demands of these courses with relative ease. Her attitude of, "I genuinely love to learn." has distinguished her as a member of the National Honor Society. Hunter's extracurricular activities include her four-year involvement as an editor and as World Affairs Editor of the school newspaper, The Hand Print. Her passion for writing and journalism led Hunter to spend a week during the summer at the Yale Daily News office learning the many aspects of sharing hard news. If that were not enough, she continued her study of journalism, and current events at Philips Academy in Andover, Massachusetts. During her sophomore year, she wrote a weekly column about high school athletics for the New Haven Register. In other activities outside of the classroom Hunter has studied the piano for the past thirteen years. She also participates in community service through Madison Youth and Family Services. In this role she volunteers at local senior citizen centers and participates in the Safe Ride program. Hunter is also involved in organizing the Buddy Olympics for young children. Hunter has been an integral part of the cross country, indoor and outdoor track teams for the past three years. Hunter is a bright, talented, motivated, and caring young woman. "She is a superior student!"*

The Board congratulated Miss Ryan and Mr. D'Agostino, and they were presented with Certificates of Recognition signed by Ms. Rutlin and Mr. Dean.

#### *2.1.1.2. National Educational Support Professionals Day – November 16, 2011*

Ms. Rutlin stated that she was very proud of the district support staff and the work they do on behalf of our students. She thanked them for their many contributions on behalf of the Board of Education, and noted that letters of commendation have been sent to the Executive Board of MAESS.

#### *2.1.1.3 Daniel Hand High School Guidance Department Connecticut School Counseling Association Professional Recognition Award for Outstanding Parent/Student Program for 2011*

Mr. Dean introduced Ms. Giovanna Ramos, the Chair of the Professional Recognition Committee for the Connecticut School Counselor Association. Ms. Ramos noted that the CSCA established a process six years ago whereby exceptional school counseling programs are recognized. Applications are submitted each spring and go through a rigorous process. Daniel Hand High School has been chosen to receive the Professional Recognition Award for Outstanding Parent/Student Program for 2011. Ms. Ramos stated that the Madison Public Schools counselors have developed an exemplary student/parent program that aligns with national and state standards.

Ms. Ramos congratulated Ms. Jean Baker, Director of Guidance at Daniel Hand High School, as well as all the school counselors, and Ms. Baker was presented with a plaque from the CSCA. Ms. Baker thanked her Guidance Department staff and noted that it is not just about the school counselors, but also the parents who assist them and helped with this project.

## 2.2. Public Participation

None at this time.

## 3. Student Representatives' Report (Jessica Buller and John Ovia)

Ms. Buller reported on the following:

- Homecoming, a safe and fun event was held two Saturdays ago, and everything went smoothly.

- Students took a drug and alcohol survey recently. The survey was given through MADE and will help the community combat underage drinking and substance abuse.
- Veteran's Day – the Band performed, Alexa Patrick sang the Star Spangled Banner, and a student essay was read. Veterans were invited for coffee in the school after the ceremony.
- 66% of seniors have filed college applications and about 1,500 transcripts have been sent out. The process is going very smoothly because of Naviance.

Mr. Ovian reported on the following:

- The Junior class is collecting canned goods for the Madison Food Pantry. They are in dire need of donations for the upcoming holiday season.
- The Powder Puff football game (girls flag football) is coming up and participants are practicing and getting ready.
- The Boys Soccer team lost in the playoffs in double overtime after a great season and a strong finish.
- The football team is still undefeated with one more regular season game. Playoffs begin November 28<sup>th</sup>.
- Over 500 students participated in fall sports. Winter sports will begin after Thanksgiving break.

#### 4. Board of Education Organizational Session

##### 4.1. Election of Officers

Vice Chairman Dean opened the floor for nominations for the Chair of the Board of Education.

MOTION: by Clorite seconded by Klaskin to nominate Debra Frey as the Chairperson of the Board of Education.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood

NAYS: None

ABSTAIN:

MOTION CARRIED: 9-0

No other nominations were presented.

MOTION: by Dean, seconded by Meier to close the nominations for Chairman of the Board of Education.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood

NAYS: None

ABSTAIN:

MOTION CARRIED: 9-0

It was the consensus of the Board that Debra Frey is elected Chairperson.

Ms. Frey thanked her fellow Board members for their vote of confidence, and stated that she will work hard to fulfill her responsibilities as Board Chair.

Ms. Frey then opened the floor for nominations for Vice-Chairman of the Board of Education.

MOTION: by Wood, seconded by Meier, to nominate Robert Ruggiero as Vice-Chairman of the Board of Education.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood  
NAYS: None  
ABSTAIN:  
MOTION CARRIED: 9-0

MOTION: by Fitzgerald, seconded by Klaskin to close the nominations for Vice-Chairperson of the Board of Education

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood  
NAYS: None  
ABSTAIN:  
MOTION CARRIED: 9-0

It was the consensus of the Board that Robert Ruggiero is elected Vice-Chairman.

Mr. Ruggiero stated that the past four years have been a great learning curve and he looks forward to serving on the Executive Committee of the Board. He also commented that in his opinion, this is a wonderful Board that can serve as a model for others.

Ms. Frey opened the floor for nominations for Secretary of the Board of Education.

MOTION: by Fitzgerald, seconded by Ruggiero, to nominate John Dean as Secretary of the Board of Education

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood  
NAYS: None  
ABSTAIN:  
MOTION CARRIED: 9-0

No other nominations were presented.

MOTION: by Fitzgerald, seconded by Meier to close the nominations for Secretary for the Board of Education.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Wood  
NAYS: None  
ABSTAIN:  
MOTION CARRIED: 9-0

It was the consensus of the Board that John Dean is elected Secretary.

#### 4.2. Assignments for Committees and LEARN Liaison

Ms. Frey noted that there have been some inconsistencies between Board of Education Bylaw and common practice of assigning committee members at the organizational meeting. She asked Atty. Klaskin to speak about it as Chair of the Policy Committee.

Atty. Klaskin stated that the Policy Committee had discussed this issue in their meeting prior to the Board meeting, and agreed to suspend Bylaw #9410 and have the Committee assignments take place at the December 6, 2011 meeting. The Board was in agreement and Ms. Frey thanked the Policy Committee and stated as the incoming Board Chair, she appreciates the time to do due diligence and decide what is in the

best interest of the Board as far as Committee assignments. Ms. Frey asked members of the Board to contact her if they had interest in any particular committee or in a committee leadership role.

#### 4.3. Assignments for School Liaisons

This was likewise deferred to the December 6, 2011 meeting.

#### 5. Superintendent's Report

##### 5.1. Report on Out of State Travel

Ms. Rutlin reported on an upcoming out of state field trip for students at Daniel Hand High School.

##### 5.2. Update: Minds in Motion

Ms. Rutlin introduced Kathryn Hart, Assistant Principal at Robert H. Brown Middle School who was present to give an update on this event, which is happening on Saturday, November 19<sup>th</sup>.

Ms. Hart introduced a Power Point presentation (on file). She explained that Minds in Motion offers fast paced, hands on workshops for students in grades K-8, as well as free parent and teacher workshops and a keynote address. There are also free exhibits and literature, as well as educational items for purchase. The program is coordinated by the Precocious Learners committee, which is comprised of teachers, administrators and parents, in conjunction with the Connecticut Association for the Gifted. Ms. Hart stated that it is a wonderful opportunity for students to try something new and challenging. She further stated that it was a great success last year and this year is shaping up to be just as wonderful.

Ms. Rutlin commented that Ms. Hart was instrumental in bringing this program to Madison and that she has done an excellent job overseeing the event.

Members of the Board thanked Ms. Hart for her informative presentation.

##### 5.3. Other

Ms. Rutlin had nothing further to report.

#### 6. Board Members' Comments

Ms. Frey reported that she and Atty. Klaskin had attended a Freedom of Information Act workshop the previous evening. She noted that it might be beneficial to discuss this topic at a future Board of Education Retreat.

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

##### 7.1. Planning Committee

The Committee met last week; Ms. Frey reported on the following topics of discussion:

- Facilities Update – very brief update from Mr. Bill McMinn, Director of Facilities; all is going well and the buildings are in good shape.
- Mr. Craig Semple, Director of Athletics, attended the meeting to discuss the reorganization of MAPAC, the Madison Athletic Programs Advisory Council. There has been a consolidation of the three separate committees (parents, student athletes, coaches) into one single committee, with all stakeholders continuing to be represented. Mr. Clorite noted that the reorganization was due in part to a lack of attendance at meetings, and the new format should result in better attendance and

more efficient meetings, with all constituencies participating. Ms. Frey reminded the Board that this is an Advisory Group to the Board of Education, and the Board will continue to monitor it.

- Building Utilization – Ms. Frey reminded the Board that the Planning Committee has been hearing reports from each building administrator on how the space in their building is being utilized. Polson Middle School Principal Frank Henderson reported at the last meeting. He informed the Committee that while there are still some shared spaces, most classroom spaces are designated or there are appropriately sized spaces for each activity. Ms. Frey summarized by stating that the Polson Middle School building is moving toward being utilized as it was intended.

#### 7.2. Personnel Committee

No report.

#### 7.3. Policy Committee

Atty. Klaskin reported that the Committee had met prior to this Board meeting. They discussed the Safe Schools Climate Plan, which was the topic of a presentation and was distributed to the Board at their last meeting. He stated that it was the consensus of the Policy Committee that this is a very good document and addresses the changes to the bullying laws and complies with the State's policy requiring boards of education to develop such plans. Atty. Klaskin reminded the Board that they will review and approve the plan annually, as they do the Code of Conduct.

The Committee also discussed four policies on the agenda for revision, three of which have been revised to comply with new legislation. Atty. Klaskin summarized those revisions:

- #4111.1, Reference Checks
- #4112, Hiring of Personnel  
These policies were revised to reflect the requirement for a background check with the Department of Families for any candidate applying for position in a school building.
- #5050.1, Compulsory Attendance  
This policy was revised to reflect the change in age that a student can withdraw from school with parental consent from 16 to 17, and affords those students a 10 day rescission period if they change their mind.
- #6030, School Calendar  
This policy has been revised to change the date which the calendar will be presented to the Board for approval from February to April (for the calendar year after the upcoming school year). Atty. Klaskin noted that this has been the time frame in which the Board has approved calendars the past couple of years, so this will comport with recent practices.

Atty. Klaskin stated that the Committee also reviewed a policy drafted by Ms. Meier on Animals in Schools. It was forwarded to CAFE for review and they had some suggestions which were incorporated into the original draft. It will be on the December 6, 2011 Board agenda for first reading.

Atty. Klaskin also noted some topics discussed related to Public Act 11-136. Ms. Rutlin reviewed each topic and reported that none require action to our existing policies with the exception of our Truancy Policy, which will be taken up by the Policy Committee.

#### 7.4. Finance Committee

No report.

#### 7.5. LEARN Liaison

Mr. Ruggiero noted that there was a recent meeting where an audit on LEARN was reviewed, and the organization is doing well.

He also reported that a presentation was given by Mr. David Klein on Boards of Education governance and responsibilities. He noted that this Board benefited from Mr. Klein's expertise on this topic when he was Madison's Superintendent, and it was a very good presentation.

8. Audience Response to Information Presented

No response at this time.

9. Consent Agenda

9.1. Bills Payable: \$6,406.93 (10-11);\$1,557,675.82 (11-12)

9.2. Line Transfers: \$37,722.61

MOTION: by Clorite, seconded by Meier to approve the Consent Agenda.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 9-0

10. Action Item: Minutes of the November 1, 2011 Board of Education Meeting.

MOTION: by Klaskin, seconded by Dean to approve the minutes of the November 1, 2011 Board of Education Meeting.

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

NAYS: None

ABSTENTIONS: Suerth

MOTION CARRIED: 8-0

11. Action Item: Madison Public Schools Safe Schools Climate Plan

MOTION: by the Policy Committee to approve the Madison Public Schools Safe Schools Climate Plan.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 9-0

12. Action Item: To amend Action Item #12 (now 12.1) to revised Board of Education policies

MOTION: by the Policy Committee to amend the motion to approve revised Board of Education policies as presented, as revisions not technical in nature, and to waive the Second and Third readings to revised policies:

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin,  
Meier, Ruggiero, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 9-0

12.1. Action Item: Approval of Revised Policies

MOTION: by the Policy Committee to approve the revisions as presented on the following Board of Education Policies:

- #4111.1, Reference Checks
- #4112, Hiring of Personnel
- #5050.1, Compulsory Attendance
- #6030, School Calendar

Mr. Clorite stated that while he will support the revision to Policy #6030, he would like to have a more in depth discussion regarding the calendar. Ms. Wood concurred.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin,  
Meier, Ruggiero, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 9-0

13. Old Business

No old business was discussed.

14. New Business

No new business was discussed.

15. Future Agenda Items

15.1. Presentation of the DHHS Proposed Program of Studies: December 6, 2011

16. Meetings of Importance

Ms. Frey referred to the list of upcoming meetings on the agenda, in particular the CABA / CAPSS Convention this coming weekend.

17. Executive Session

MOTION: by Dean, seconded by Klaskin to enter Executive Session to discuss a personnel issue at 8:44 p.m.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin,  
Meier, Ruggiero, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 9-0

MOTION: by Fitzgerald, seconded by Wood to adjourn Executive Session at 9:08 p.m.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin,  
Meier, Ruggiero, Suerth, Wood

NAYS: None  
MOTION CARRIED: 9-0

The Public Session of the Board of Education Meeting reconvened at 9:08 p.m.

18. Meeting Adjournment

MOTION: by Dean, seconded by Meier to adjourn  
the meeting at 9:09 p.m.

AYES: Clorite, Dean, Fitzgerald, Frey, Klaskin,  
Meier, Ruggiero, Suerth, Wood

NAYS: None  
MOTION CARRIED: 9-0

Submitted for approval at the December 6, 2011 Board of Education Meeting  
dmd