

Board of Education Regular Meeting  
Tuesday, May 1, 2012 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. Recognitions:
    - II.A.1. Connecticut Association of Boards of Education Student Leadership Awards
      - II.A.1.a. Daniel Hand High School: Brooke Baumgartel, Taylor Chin;  
Walter C. Polson Middle School: Elizabeth Dieli, Samuel Kramer
    - II.A.2. National Teacher Appreciation Day (May 8, 2012)
      - II.A.2.a. Madison Education Association: Mary Helen Leitze, Daniel Hand High School; Mary Ellen Babik, J. Milton Jeffery Elementary School
    - II.A.3. National School Nurse Day (May 9, 2012)
      - II.A.3.a. Donna Konarski, RN, Daniel Hand High School Nurse / Coordinator of Nursing
  - II.B. Public Participation
- III. Board of Education Student Representatives' Report
- IV. Superintendent's Report
  - IV.A. Enrollment Update
  - IV.B. Update from Madison Youth and Family Services
  - IV.C. Other
- V. Board Members' Comments
  - V.A. Discussion: Change date of second June Board of Education meeting from June 19, 2012 to June 26, 2012.
- VI. Board Committees / Liaison Updates
  - VI.A. Planning Committee
  - VI.B. Personnel Committee
  - VI.C. Policy Committee
    - VI.C.1. Discussion: Recommended 2013-2014 School Year Calendar
    - VI.C.2. Second Revision Reading: Policy #4150, Acceptable Use of Computer Equipment and Related Systems, Software and Networks
    - VI.C.3. Second Revision Reading: Policy #5090.9, Electronic Communication Devices
    - VI.C.4. Second/Final Revision Reading: Policy #5210, Acceptable Use of Computer Equipment and Related Systems, Software and Networks
  - VI.D. Finance Committee
  - VI.E. Ad-Hoc Community Relations Committee
  - VI.F. LEARN Liaison
- VII. Audience Reponse to Information Presented
- VIII. Consent Agenda (8.1 - 8.5) Ref. Bylaw #9540.2 and #9540.8
  - VIII.A. Bills Payable: \$183,994.07 (11-12)
  - VIII.B. Line Transfers: \$18,047.02

- VIII.C. Budget Expenditure Report
- VIII.D. Donation: \$1,245 to Kathleen H. Ryerson Elementary School to field student field trips, from the Ryerson School PTO
- VIII.E. Request for Removal of Used Books / Equipment and authorize the Superintendent or her designee to dispose of useable equipment according to policy. (Ref. Policy #3260)
- IX. Action Item: Minutes of the April 24, 2012 Board of Education Meeting
- X. Action Item: Revised Policy #5210, Acceptable Use of Computer Equipment and Related Systems, Software and Networks (Students)
- XI. Action Item: Madison Public Schools Three Year Educational Technology Plan
- XII. Action Item: Change date of the second June Board of Education Meeting from June 19, 2012 to June 26, 2012
- XIII. Old Business
- XIV. New Business
- XV. Future Agenda Items
- XVI. Meetings of Importance
  - XVI.A. May 9, 2012: Planning Committee Meeting; 7:30 a.m., Central Office Room B
  - XVI.B. May 15, 2012: Referendum Date
  - XVI.C. May 15, 2012: Policy Committee Meeting; 6:30 p.m., Central Office Room B
  - XVI.D. May 15, 2012: Board of Education Meeting; 7:30 p.m., Town Campus Hammonasset Room
- XVII. 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  
April 24, 2012  
Meeting Minutes

1. The public meeting of the Board of Education was called to order by Chairman Frey at 7:37 p.m. Ms. Frey led the Pledge of Allegiance.

Present: Jean Fitzgerald; Debra Frey; Pam Meier; Ryan Suerth; Cindy Wood

Atty. Klaskin entered the meeting at 7:38 p.m.

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

2. School / Community Session

**2.1. Recognitions:**

***2.1.1. Daniel Luo, Grade 3 J. Milton Jeffrey Elementary School  
2<sup>nd</sup> Place, Connecticut Association of Schools Scholastic Chess  
3<sup>rd</sup> Grade Championship  
Ani Deshpande, Coach***

Ms. Rutlin reported that on March 31<sup>st</sup> she received an email from Jeffrey School Principal Mona Goodman announcing that Grade 3 student Daniel Luo has achieved 2<sup>nd</sup> Place in the Connecticut Association of Schools Scholastic Chess Championship for Third Grade. Ms. Rutlin commented that this was a wonderful achievement and that Daniel should be very proud. When asked by Ms. Rutlin, Daniel stated that he has been playing chess for about one year. Daniel was invited to the podium along with his father and presented with a Certificate of Recognition signed by Ms. Rutlin and Ms. Frey.

***2.1.2. Daniel Hand High School Balsa Wood Structure Team  
Silver Medal, Connecticut Odyssey of the Mind Tournament***

**Daniel Hand High School:**

***Katherine Ainsworth, Grade 12***

***Grace Adams, Grade 9***

***Sophie Joel, Grade 10***

***Anne-Claire Merkle-Scotland, Grade 12***

***Tyler Phan, Grade 9***

**Walter C. Polson Middle School:**

***Spencer Ainsworth, Grade 8***

***Marcus Tung, Grade 8***

Ms. Rutlin announced that the Daniel Hand High School Odyssey of the Mind 'Balsa Wood Structure' Team recently won the Silver Medal in the Connecticut Odyssey of the Mind Tournament. She introduced team Coach Julie Ainsworth and asked her to share with the Board what this team has accomplished. Ms. Ainsworth invited the students present to the front of the room and they told the Board about their project. Ms. Ainsworth also told the Board that the team had been invited to compete in the Odyssey World Finals at Iowa State University in May. The students were presented with Certificates of Recognition signed by Ms. Rutlin and Ms. Frey, and the Board wished them good fortune for their competition in Iowa.

**2.1.3. Introduction of Ms. Stacy Nobitz, Incoming Director of Finance  
for the Town of Madison / Madison Public Schools**

Ms. Rutlin next introduced Ms. Stacy Nobitz who will begin to work for the Board of Education and the Town of Madison on May 7, 2012. Stacy Nobitz will succeed Dotty Bavin as Director of Finance upon Ms. Bavin's retirement. Ms. Nobitz shared her background; she previously worked in Madison for seven years prior to taking a position with Blum Shapiro. Mrs. Nobitz stated that she learned a great deal from Ms. Bavin about municipal accounts and that she is thrilled to be coming back. Ms. Rutlin and the Board welcomed her and stated that they are looking forward to working with her.

2.1. Public Participation

There was no participation at this time.

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

Ms. Buller reported on the following:

- The College Fair is this coming Thursday, April 26<sup>th</sup>, from 6:00 to 7:30 p.m. Over 130 colleges are sending representatives;
- A.P. Exams begin on May 7<sup>th</sup> and continue through May 17<sup>th</sup>. Pre-registration is ongoing in the Guidance Office. SAT's will be administered on Saturday, May 5<sup>th</sup>.
- Interviews are underway for the Johnson Scholarship and recipients will be notified within a week. It is an \$18,000 scholarship per year given one male and one female student.
- Spring Sports are off and running with many teams doing very well. Ms. Buller shared the following team records to date: Baseball is 4-5; Boys Golf 6-1; Boys Lacrosse 4-4; Boys Tennis 5-1; Boys Volleyball 2-4; Girls Golf 2-1; Girls Lacrosse 4-4; Girls Tennis 7-1 (they are the defending state champions) and Softball 2-6.
- The Unified Track and Field Teams will begin their meets sometime in May.

Mr. Ovia reported on the following:

- The Show Choir traveled to Chicago this past weekend to perform in the Show Choir National Finals. They placed 14<sup>th</sup> and had an excellent time watching incredible performances by groups from all over the nation. The trip included a dinner cruise on Lake Michigan (however, it was docked due to high winds and rough seas); a visit to Millennium Park, a flat tire on the ride to O'Hare Airport and deep dish Chicago style pizza after the performance. Ms. Rutlin asked Mr. Ovia, who is a member of the Show Choir, if he enjoyed the trip. Mr. Ovia replied that he had a great time and enjoyed Chicago very much.
- The Show Choir will be recognized at the State Capitol tomorrow and will also perform.
- The DHHS Talent Show, Show Boat, is this Friday, April 27<sup>th</sup>.
- The Honors Breakfast is on Wednesday, April 25<sup>th</sup> and will feature several speeches by faculty and students followed by a continental breakfast.

4. Superintendent's Report

4.1. Discussion: Proposed Three Year Technology Plan (Arthur Sickle)

Ms. Rutlin introduced Mr. Arthur Sickle, Director of Administrative Services, who in turn introduced the members of his staff present: Ms. Rita Boland, Webmaster and Application Support Specialist; Mr. Steve Fuest, Assistant Manager of Technology; and Mr. Michael Kiefer, Instructional Technology Specialist. Mr. Sickle noted that he, Ms. Boland and Mr. Fuest all hold positions that are shared between the school district and the Town.

Mr. Sickle stated that the Technology Plan, or the ED616 report, is required by the state; the current Technology Plan expires on June 30, 2012. He explained the State of Connecticut's plan development process and noted the Vision Statement. The report includes a Needs Assessment for:

- Curriculum Integration
- Professional Development
- Equitable Use of Educational Technology
- Infrastructure and Telecommunication Services
- Administrative Needs

Ms. Fitzgerald left the meeting at 8:16 p.m.

The Plan is based on Goals:

- Goal 1 Engaging and Empowering Learning Experiences
- Goal 2 Assessment
- Goal 3 Connected Teaching and Learning
- Goal 4 Infrastructure for Teaching and Learning
- Goal 5 Productivity and Efficiency

Mr. Sickle noted that what will be evident over the next three years is the impact on the classroom, The role of the Technology Department will be primarily to provide wireless access as the district prepares for BYOD or 'Bring Your Own Device', so that students can bring their laptops, iPads, smart phones and other devices to access the Internet for school work.

Mr. Kiefer shared with the Board the Finalsite Portal used by the District Technology Committee, pointing out how they are able to communicate electronically and accomplish their tasks collaboratively without always having face to face meetings. Mr. Sickle commented that Finalsite has been very well received by staff across the district as a tool for communication and collaboration.

Mr. Kiefer demonstrated Google Apps; Mr. Sickle, Ms. Boland and he were able to edit the same document from different devices – a Droid phone, an iPad and two laptops. Mr. Kiefer noted that as a former middle school English teacher, he would have been very happy to use this technology for collaborative writing exercises.

Mr. Sickle stated that this initiative will be thoughtfully planned. The Technology Department is investigating different options to pilot BYOD; the main goal is for students to be able to use technology safely. Mr. Sickle stated that the Technology Plan sets the stage for the district to be able to do this, and he asks the Board to support the Plan.

Atty. Klaskin stated that he thought it was important to read the Technology Plan Vision Statement into record:

*To provide and support an environment that promotes comprehensive, equitable, and efficient access to information and emerging technologies, which foster critical thinking and innovation among teachers and learners.*

Ms. Wood commented that she thought it was an excellent vision statement.

Discussion continued. Atty. Klaskin asked what would be done for students who did not have their own devices to bring to school. Mr. Sickle replied that they will not lose out; the district will provide devices for those students to use. Mr. Sickle commented that infrastructure changes must be made so that wireless access is available. The district may start by having staff members bring their devices before it is standard student practice.

Mr. Sickle noted that Professional Development will be provided as a component in the roll out of this technology plan. Mr. Kiefer stated that advice solicited from districts that already have a BYOD model is to provide sufficient training to their teachers before implementation.

Mr. Sickle stated that revisions to Board of Education policies will be necessary to implement the plan. This policy work has begun and is on tonight's agenda for discussion. He concluded that the proposed Technology Plan will facilitate connecting teaching and learning as well as engaging and empowering learners during the next three years.

The Board thanked Mr. Sickle and his staff members for their informative presentation.

#### 4.2. Discussion: Finalsite Contract Renewal / Extension (Arthur Sickle)

Mr. Sickle next reported to the Board that the district is in the third year of a five year agreement with Finalsite; he considers it a positive indicator that teachers have reached maximum storage capacity. He explained that since it is costly to purchase additional storage space, he has negotiated a new five year agreement that will give the district four times the current storage space with no change in cost for the 2011-12 and 2012-13 school years. This new contract will begin on July 1, 2012 and continue through June 30, 2016. Mr. Sickle stated that the district has been very happy with Finalsite, which is a great company with which to work. He feels Finalsite will continue to meet the needs of the district going forward. He asked the Board to support this contract renewal/extension.

#### 4.3. Enrollment Update

Ms. Rutlin reported that for 2012-2013, Kindergarten enrollment has already exceeded ADS projections. Enrollment at the elementary level is within 15 of the ADS projection and total enrollment is within 5 of the ADS projection. Ms. Rutlin stated that she believes if the registration trend continues, the district will exceed enrollment projections for next year.

#### 4.4. Report on Out of State Travel (*Reference Policy #6100.16.1*)

Ms. Rutlin shared information with the Board about upcoming out of state field trips for students at Daniel Hand High School and Walter C. Polson Middle School.

#### 4.5. Other

Ms. Rutlin had nothing further to report.

#### 5. Board Member Comments

Ms. Frey stated that incoming Superintendent Scarice was able to negotiate an earlier release date from his contract with his present district. Therefore, Madison will benefit from his expertise beginning on May 14, 2012. The Board will vote on an Action Item later in the meeting authorizing her to sign a revised contract to reflect this new start date.

Ms. Frey also noted that the June 5, 2012 Board of Education Meeting start time and location will be changed to 6:00 p.m. at Daniel Hand High School to accommodate the annual Retiree Reception. She asked for a motion to add an Action Item on the agenda:

MOTION: by Wood, seconded by Meier to add Action Item #17 to change the start time and location of the June 5, 2012 Board of Education Meeting to 6:00 p.m. at Daniel Hand High School in order to hold the annual Retiree Reception.

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None  
MOTION CARRIED: 5-0

## 6. Reports from Board Committees / Liaisons

### 6.1. Planning Committee

There was no report due to the absence of Mrs. Fitzgerald.

### 6.2. Personnel Committee

Mrs. Woods reported that negotiations with the Teamsters will commence this week.

### 6.3. Policy Committee

6.3.1. Discussion: Recommended 2013-2014 School Year Calendar

6.3.2. Third Revision Reading: Policy #5080.2, Truancy

6.3.3. First Revision Reading: Policy #4150, Acceptable Use of Computer Equipment and Related Systems, Software and Networks

6.3.4. First Revision Reading: Policy #5090.9, Electronic Communication Devices

6.3.5. First Revision Reading: Policy #5210, Acceptable Use of Computer Equipment and Related Systems, Software and Networks

Atty. Klaskin reported that the Committee met prior to this Board meeting. The committee was given a preview of the Technology Plan by Mr. Sickle and his staff. The committee discussed the policies related to the Technology Plan that must be revised, primarily Policy #5210, which must be approved prior to or simultaneously with the Technology Plan. Atty. Klaskin noted the Action Item on the agenda to waive the second and third reading of that particular policy, but stated the Committee agreed that they would waive the third reading and approve the revisions to Policy #5210 at the May 1, 2012 Board of Education meeting.

Atty. Klaskin noted the revised Truancy policy is on tonight's agenda for action.

Atty. Klaskin also reported that the Committee discussed the 2013-2014 Calendar. While Board policy states the calendar is to be approved by the second meeting in April, it was the consensus of the Committee that the Board suspend their policy to give the Policy Committee and full Board more time to review and analyze the results of the recent calendar survey before voting on the Calendar. Atty. Klaskin stated that the Board will vote on the calendar for 2013-2014 at the May 15, 2012 Board of Education Meeting.

### 6.4. Finance Committee

Mr. Clorite was not present at the meeting. Ms. Frey noted that at last night's Public Hearing, the Board of Finance approved passing the Board of Education's budget along to referendum with no further reductions. Ms. Frey reminded the viewing audience that the Referendum is scheduled for Tuesday, May 15, 2012.

### 6.5. Ad-Hoc Community Relations Committee

Mr. Suerth reported that the Committee has a meeting on April 26. He commended the committee members for their efforts to keep the community informed and also for seeking community input with the calendar survey. Mr. Suerth stated that he believes the calendar survey was a worthwhile effort, and he thanked the community for participating.

### 6.6. LEARN Liaison

There was no report.

7. Audience Response to Information Presented

No one responded at this time.

8. Consent Agenda

8.1. Bills Payable: \$825.00 (10-11); \$1,115,032.71 (11-12)

8.2. Grid for Line Item Transfers: \$105,821.19

8.3. Textbook Adoption (*Reference Policy #6100.10*)

Chemistry Principles and Reactions

Seventh Edition

Brooks/Cole CENGAGE Learning

ECE / UCONN General Chemistry I & II: CHEM 1127Q / CHEM 1128Q

Science Grades 11 & 12

Daniel Hand High School

8.4 Connecticut State Department of Education Carl D. Perkins Innovation Grant, April 1, 2012 – June 30, 2013

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

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 5-0

9. Action Item: Minutes of the April 3, 2012 Board of Education Meeting.

MOTION: by Wood, seconded by Meier to approve the minutes of the April 3, 2012 Board of Education Meeting.

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 5-0

10. Action Item: Minutes of the April 3, 2012 Board of Education Special Meeting

MOTION: by Meier, seconded by Wood to approve the minutes of the April 3, 2012 Board of Education Special Meeting

AYES: Frey, Meier, Suerth, Wood

NAYS: None

ABSTENTIONS: Klaskin

MOTION CARRIED: 4-0

11. Action Item: Approval of 2013-2014 School Year Calendar

MOTION: by the Policy Committee to suspend Board of Education Policy #6030 so that the motion to approve the calendar can be tabled.

Ms. Wood noted that she supported the motion.

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 5-0

MOTION: by the Policy Committee to table the vote on the 2013-2014 School Year Calendar until the May 15, 2012 Board of Education meeting.

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 5-0

12. Action Item: Revised Policy #5080.2, Truancy

MOTION: By the Policy Committee to approve revised Policy #5080.2, Truancy

Mr. Suerth commented that he was not comfortable voting on the Policy because time had not allowed for discussion of revisions in the Policy Committee meeting. Discussion ensued. Atty. Klaskin pointed out that the edits since the last meeting are very minor in nature i.e., in paragraph 7 of the policy, the word 'cooperate' was replaced with 'comply' in two places. Those are the only changes since the last reading. Ms. Rutlin stated that the district is already meeting the intent of the law and complying with state procedures. Approval of the Policy is 'after the fact'. Ms. Frey asked the remaining Board members if they felt comfortable voting on the Policy and it was the consensus to move it forward. Ms. Frey noted that Mr. Suerth's point was well taken and encouraged subcommittee members to maintain communications about their work.

Ms. Frey called the vote.

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 5-0

13. Action Item: To waive the second and third revision readings to Policy #5210, Acceptable Use of Computer Equipment and Related Systems, Software and Networks (Students)

Discussion took place regarding revising the motion to delete the words 'second and', and in essence, waive only the third reading. Ms. Frey asked Atty. Klaskin to restate the motion on behalf of the Policy Committee as revised and called for a second:

MOTION: by the Policy Committee, seconded by Meier to waive the third revision reading to Policy #5210, Acceptable Use of Computer Equipment and Related Systems, Software and Networks (Students)

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 5-0

14. Action Item: Revised Policy #5210, Acceptable Use of Computer Equipment and Related Systems, Software and Networks (Students) (*Reference Bylaw #9620*)

MOTION: By the Policy Committee to table the approval of revised Policy #5210, Acceptable Use of

Computer Equipment and Related Systems, Software and Networks (Students) to the May 1, 2012 Board of Education meeting.

AYES: Frey, Klaskin, Meier, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 5-0

15. Action Item: Finals site Agreement

MOTION: By Klaskin, seconded by Meier to authorize the Superintendent of Schools to enter into a new five year agreement with Finals site as presented.

Ms. Wood thanked Mr. Sickle for his creativity in negotiating a new five year contract. She noted that she is concerned that five years is a long time in the world of technology. Mr. Sickle responded that Finals site is doing a very good job keeping up with technology and that the teachers have shown tremendous effort and commitment to the program. He anticipates a continued excellent relationship with the company.

Ms. Frey called the vote.

AYES: Frey, Klaskin, Meier, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 5-0

16. Action Item: Revised Employment Contract for the Superintendent of Schools

MOTION: By Wood, seconded by Meier to authorize the Board Chair to modify the Employment Contract for the Superintendent of Schools to reflect a start date of May 14, 2012.

AYES: Frey, Klaskin, Meier, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 5-0

17. Action Item: Change the start time and location of the June 5, 2012 Board of Education meeting.

MOTION: by Wood, seconded by Suerth to change the start time and location of the June 5, 2012 Board of Education meeting to begin at 6:00 p.m. followed by the Retiree Reception, on the Bridge at Daniel Hand High School.

AYES: Frey, Klaskin, Meier, Suerth, Wood  
NAYS: None  
MOTION CARRIED: 5-0

18. Old Business

No old business was discussed.

19. New Business

20. Future Agenda Items

May 1, 2012: Update from Madison Youth and Family Services

Ms. Frey also reminded the Board that they will vote on the Three Year Technology Plan at their May 1<sup>st</sup> meeting. She asked that members of the Board review the plan and forward any questions to Mr. Sickle in advance of next week's meeting.

21. Meetings of Importance

Ms. Frey referred to the list of upcoming meetings on the agenda and noted that barring any unforeseen issues, the Daniel Hand High School Commencement will be held on June 19, 2012.

22. Adjournment

MOTION: by Meier, seconded by Suerth to adjourn the meeting at 9:20 p.m.

AYES: Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 5-0

Submitted for approval at the May 1, 2012 Board of Education Meeting  
dmd