

# Board of Education Regular Meeting

Tuesday, October 2, 2007 7:30 PM

Town Campus Hammonasset Room, 10 Campus Drive , Madison, CT 06443

## I. Call to Order / Attendance

## II. Executive Session - 6:30 p.m.

II.A. Personnel Items

II.B. Contractual Items

II.C. Legal Items

## III. School Community Session

III.A. Public Participation

## IV. Board of Education Student Representatives' Report

**Speaker(s):** Emma Norris and Thomas Presti

## V. Superintendent's Report

**Speaker(s):** Dr. H. Kaye Griffin

V.A. Update: Student Enrollment / Class Sizes

**Speaker(s):** Dr. H. Kaye Griffin

V.B. Overview: Student Activity Account Management

**Speaker(s):** Dr. H. Kaye Griffin

V.C. Overview: Professional Development Activities  
10.8.07

**Speaker(s):** Anita Rutlin

## VI. Board Member Comments

## VII. Distribution of Executive Summaries from Board Committees / Liaisons

VII.A. Third Reading: Policy #5170 Activities / Fees / Charges

## VIII. Audience Response to Information Presented

## IX. Consent Agenda (Items 9.1 - 9.8)

IX.A. Bills Payable: \$22,407.32 (2006/07 Budget) & \$815,816.81 (2007/08 Budget)

IX.B. Line Transfers: \$19,459.38

IX.C. Budget Expenditure Report as of 9/27/07

IX.D. Application for Beginning Educator Support and Training (BEST) Program for Kris Connors, Art Teacher at Daniel Hand High School

IX.E. Notice of Intent for Instruction of Student at Home for 3 Students

IX.F. Donation: \$2,400 to Daniel Hand High School Football Boosters from the Shirley French Lilac Foundation (Reference Policy #3281)

IX.G. 2007 - 2008 District Consolidated Application for ESEA Federal Grants (Reference Bylaw #9540.8)

IX.H. CCCT Arts Presentation Grant Application  
(Reference Bylaw #9540.8)

X. **Action Item: Snow Removal Services (Reference  
Policy #3323)**

XI. **Action Item: Activities / Fees / Charges Policy  
#5170 (Reference Policy #9630)**

XII. **Action Item: Minutes 9.18.07 Meeting (Reference  
Policy #9540.8)**

XIII. **Action Item: Minutes 9.19.07 Meeting  
(Reference Policy #9540.8)**

XIV. **Action Item: Minutes 9.25.07 Meeting (Reference  
Policy #9540.8)**

XV. **Action Item: Minutes 9.26.07 Meeting (Reference  
Policy #9540.8)**

XVI. **Old Business**

XVII. **New Business**

XVIII. **Future Agenda Items**

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.

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Consent Agenda:

The following agenda items are designated as routine and appropriate for approval as a single action by the Board of Education, if so desired. A Board member may request removal of any item from the consent agenda for review and discussion.

Board of Education Meeting  
September 18, 2007  
Town Campus

Meeting Minutes

1. Call to Order / Attendance

The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 6:30 p.m.

Present: Becky Coffey; Debra Frey; Harriet Gowanlock; Robert Hale; Kathleen Rossini; Holly Sellers; David Youngerman.

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

MOTION: by Youngerman, seconded by Gowanlock to enter Executive Session at 6:30 p.m. to discuss personnel issues.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 7-0

2. Executive Session

Personnel issues discussed  
Contractual issues discussed.  
Legal issues discussed.

MOTION: by Rossini, seconded by Coffey to adjourn Executive Session at 7:30 ~~8~~-p.m.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 7-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:37 p.m. Chairman Hale led the Pledge of Allegiance.

Present: Becky Coffey; Debra Frey; Harriet Gowanlock; Robert Hale; Kathleen Rossini; Holly Sellers; David Youngerman.

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 Public Participation

No comments.

4. Board of Education Student Representatives' Report

Miss Norris introduced Thomas Presti who is the new junior class Board of Education student representative.

Miss Norris reported that Freshman Orientation, led by upper classmen volunteers, took place on August 29<sup>th</sup> for the class of 2011. The class of 2011 has 327 students. The first days of school have gone smoothly. Auditions and casting has taken place for the fall play. Fall sports are off to a good start.

Mr. Presti reported that the junior class received their CAPT scores which put Madison in the top 10 for Connecticut and in the top 3 for all tested categories. Guidance counselors have begun meetings with juniors about college and career goals. The guidance counselors have also met with seniors to review their college applications and career search process. The PSAT tests will be held on October 20<sup>th</sup>.

## 5. Superintendent's Report

### 5.1 Presentation: Class of 2007 Summary Report

Jean Baker, Director of Guidance, presented a report on the Class of 2007 (on file) and a PowerPoint presentation (on file) summarizing the report.

### 5.2 Presentation: Electronic Course Management (Blackboard (Bb)) Project

Dr. Griffin introduced science teacher, Mike Ginsburg, who was Connecticut Science Teacher of the Year. As result of this recognition, he became affiliated with other teachers at a national recognition program and has the opportunity to use his personal subscription to Blackboard which is an on-line web-based course management program. The Superintendent has convened a steering committee to coordinate the implementation of the district's subscription to the K-12 version of Blackboard which is being supported by Board of Education funding. Piloting this program this year with Mr. Ginsburg are Anita Rutlin, Assistant Superintendent who is involved with the curriculum component and Art Sickle who is involved with the technology component.

Mike Ginsburg, presented a PowerPoint (on file) highlighting the implementation of the Blackboard (Bb) project at the Madison Public Schools.

The board reviewed questions on the program, implementation, future development, textbooks, and security.

Mr. Ginsburg reviewed his Blackboard site that he is developing for 6<sup>th</sup> grade science.

### 5.3 Presentation: Mathematics Report of Findings

Anita Rutlin provided a progress report on the curriculum lab project for the area of mathematics. Ms. Rutlin provided the board with a Report of Findings which is a data collection on the mathematics program. The findings are results of walk through observations of math classes, surveys from students in grades 4-12, and teacher surveys from the secondary and grade 4 levels. The report shows that students feel that math needs to be applied to real life situations, want different ways of doing problem solving and like to show their work when doing tests. Two-thirds of students in grades 4 – 6 like their math class and like being able to finish their homework. Ms. Rutlin expressed that teachers would like to be able to expand available technology resources. Recommendations based on the Report of Findings include proceeding with 21<sup>st</sup> Century curriculum and skills; providing a clear measure of student progress; course sequencing; improving technology; increasing the course rigor; and providing interventions.

### 5.4 Update: Student Enrollment / Class Sizes

Dr. Griffin reported that as of September 14<sup>th</sup> enrollment figures show 3,770 total students with a projection of 3,834 with below projection variances clustered in grades 5, 7 and 8. The decrease in enrollment at this grade level is based upon a number of factors including families moving out of state with 2-3 children in each family.

### 5.5 Review: Special Education Operational Budget Projected Receivables Report

Dr. Griffin provided a sample report on the special education projected receivables report. The report was developed based upon discussions with the Finance Committee on how to track the activities in the special education accounts. Some of the special education accounts show deficits since they are not reflecting anticipated revenue projections. The new report provides information on expenditures; funds encumbered; requisitions pending; and

projected excess cost revenues. This report will be provided monthly with the financial reports presented to the board.

#### 5.6 Update: Board of Education Community Outreach Committee October Brunch / Jeffrey School

Dr. Griffin announced that Community Outreach Committee will host the inaugural outreach brunch at Jeffrey School on October 12<sup>th</sup> at 9:15 a.m. The brunch will show the Jeffrey School experience and provide an opportunity for a tour of the school. The second brunch is scheduled for November 9<sup>th</sup> at 8:30 a.m. at the Polson School.

Ms. Coffey feels the brunch event is an exciting opportunity to show the community how education has changed over the years and how education is provided in Madison.

Ms. Gowanlock indicated that each brunch will include a presentation topic and the topic at Jeffrey School will be on the board's Strategic Plan. Other initiatives of the Community Outreach Committee include a quarterly newsletter, informational videos and postcard mailers.

#### 6. Board Member Comments

Chairman Hale commented that some school liaisons have been assigned and invited other board members to provide their selection. He added that the liaison assignment is for one school year.

Chairman Hale also reported on the state high school reform task force. He indicated that Madison is ahead of the curve with some of the reforms suggested by the committee / state. There is a potential that the minimum standard will be 22 "credits" for graduation and the committee still needs to identify the required courses.

Ms. Gowanlock thanked the state representatives for their efforts in achieving legislative support for additional ECS funding for Madison.

#### 7. Board Committees / Liaison Updates

##### 7.1 Planning Committee

Ms. Rossini reported that the committee had a meeting on September 11<sup>th</sup> and met with a security consultant candidate. The committee has recommended an action item on this issue at tonight's meeting. The Planning Committee also reviewed a draft list of capital projects, including the renovation of the Academy School. Mr. McMinn provided an update on various facilities projects including fencing at the front of the Jeffrey School.

##### 7.2 Personnel Committee

Mr. Youngerman reported that the second negotiation session with the teacher's union was held last evening.

##### 7.3 Policy Committee

Atty. Sellers reported that the committee met prior to board meeting. They reviewed a second draft of the code of conduct and policy 5170 on activities / fees / charges. The changes to #5170 would be at the policy level and would require associated administrative changes for registration fees / funding for club level activities such as the theatre program.

##### 7.3.1 Policy Committee: Second Reading Policy #5170 Activities / Fees / Charges

Atty. Sellers requested additional comments on the draft policy from board members.

##### 7.4 Finance Committee

Ms. Coffey reminded the board that the Board of Finance will review the special appropriation request related to the ECS funding increase from the state at their meeting on September 19<sup>th</sup>.

7.5 LEARN Liaison

No report.

8. Audience Response to Information Presented

No comments.

9. Consent Agenda (Items 9.1-9.6)

9.1 Bills Payable: \$12,879.97 (06/07) and \$441,981.30 (07/08)

9.2 Line Transfers: \$3,568.46

9.3 Line Transfers: \$40,125.53

9.4 Line Transfers: \$40,000.00

9.5 Acknowledgement: Out-of-State Travel for Grade 7 and 8 Students at Walter C. Polson School

9.6 Notice of Intent for Instruction of Student at Home for 7 Students

MOTION: by Coffey, seconded by Frey to approve the consent agenda.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 7-0

10. Action Item: Security Assessment of Madison Public Schools

MOTION: by Planning Committee to approve the hiring of professional consultant John Buccarelli of the National Homeland Security Task Force (NHSTF) to conduct a comprehensive safety and security assessment of school district facilities, policies and procedures in conjunction with Board goals and objectives outlined in the Strategic Plan.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 7-0

11. Action Item: Purchase of IEP Direct

MOTION: by Youngerman, seconded by Coffey to approve the purchase of IEP Direct (web-based data management system) to manage special education IEPs / files in conjunction with Board goals and objectives outlined in the Strategic Plan.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 7-0

12. Action Item: Minutes 9.4.07 Meeting

MOTION: by Youngerman, seconded by Gowanlock to approve the minutes of the 9.4.07 meeting.

AYES: Coffey, Gowanlock, Hale, Rossini, Youngerman

NAYS: None

ABSTAIN: Frey, Sellers  
MOTION CARRIED: 5-0

13. Old Business

No old business was discussed.

14. New Business

No new business was discussed.

15. Future Agenda Items

No future agenda items were discussed.

16. Adjournment

MOTION: by Sellers, seconded by Frey to adjourn the meeting at 9:38  
8-p.m.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Sellers, Youngerman  
NAYS: None  
MOTION CARRIED: 7-0

Submitted for approval at the 10.2.07 BOE meeting.

Board of Education Special Meeting  
September 19, 2007  
Town Campus

Meeting Minutes

The special meeting of the Board of Education was called to order by Chairman Robert Hale at 7:35 p.m.

Present: Becky Coffey; Debra Frey; Harriet Gowanlock; Robert Hale; Kathleen Rossini and David Youngerman.

MOTION: by Youngerman, seconded by Frey to enter Executive Session at 7:35 p.m. to discuss personnel issues.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Youngerman

NAYS: None

MOTION CARRIED: 6-0

1. Executive Session

Present: Becky Coffey; Debra Frey; Harriet Gowanlock; Robert Hale; Kathleen Rossini and David Youngerman

Also present: Consultant Dr. George Goens.

The Superintendent Search was discussed.

Atty. Holly Sellers arrived at 7:50 p.m.

MOTION: by Rossini, seconded by Coffey to adjourn Executive Session and the meeting at 10:01 ~~8~~-p.m.

AYES: Coffey, Frey, Gowanlock, Hale, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 7-0

Board of Education Special Meeting  
September 25, 2007  
Town Campus

Meeting Minutes

The special meeting of the Board of Education was called to order by Chairman Robert Hale at 5:30 p.m.

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers and David Youngerman.

MOTION: by Youngerman, seconded by Lynch to enter Executive Session at 5:30 p.m. to discuss personnel issues.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Lynch, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 9-0

1. Executive Session

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers and David Youngerman.

Also present: Consultant Dr. George Goens.

The superintendent search was discussed and interviews were conducted with candidates.

MOTION: by Frey, seconded by Dean to adjourn Executive Session and the meeting at 7:55 ~~8~~-p.m.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Lynch, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 9-0

Board of Education Special Meeting  
September 26, 2007  
Town Campus

Meeting Minutes

The special meeting of the Board of Education was called to order by Chairman Robert Hale at 4:55 p.m.

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers and David Youngerman.

MOTION: by Gowanlock, seconded by Dean to enter Executive Session at 4:55 p.m. to discuss personnel issues.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Lynch, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 9-0

1. Executive Session

Present: Becky Coffey; John Dean; Debra Frey; Harriet Gowanlock; Robert Hale; Diana Lynch; Kathleen Rossini; Holly Sellers and David Youngerman.

Also present: Consultant Dr. George Goens.

The superintendent search was discussed and interviews were conducted with candidates.

MOTION: by Frey, seconded by Coffey to adjourn Executive Session and the meeting at 9:05 ~~8~~-p.m.

AYES: Coffey, Dean, Frey, Gowanlock, Hale, Lynch, Rossini, Sellers, Youngerman

NAYS: None

MOTION CARRIED: 9-0