

# Board of Education Regular Meeting

Tuesday, October 18, 2011 7:30 PM

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 High High School; Michael's Achievement Cup, Class L, First Place

II.A.1.a. Brooke Baumgartel; Victor Buchetto; Erin Healey; Matthew Walsh

II.B. Public Participation

## III. Board of Education Student Representatives' Report

**Speaker(s):** Jessica Buller and John Ovian

## IV. Superintendent's Report

**Speaker(s):** Anita Rutlin

IV.A. Discussion: Burden of Proof as it relates to Special Education

**Speaker(s):** Cindy Twiss and Atty. Michelle Laubin

IV.B. Results of Targeted Focus Group and Online Survey related to Superintendent Search

**Speaker(s):** Tom Jokubaitis and Jim Ritchie, C.E.S.

IV.C. Update: Data Teams

**Speaker(s):** Anita Rutlin / Principals and Teachers

IV.D. Other

**Speaker(s):** Anita Rutlin

## V. Board Members' Comments

## VI. Board Committees / Liaison Updates

VI.A. Planning Committee

**Speaker(s):** Members: Debra Frey, Chair; Bill Clorite; Jean Fitzgerald

VI.B. Personnel Committee

**Speaker(s):** Members: John Dean, Chair; Pam Meier; Robert Ruggiero

VI.B.1. AMA Draft Contract (07.01.12 - 06.30.15)

**Speaker(s):** John Dean

VI.C. Policy Committee

**Speaker(s):** Members: Seth Klaskin, Chair; Jean Fitzgerald; Pam Meier

VI.D. Finance Committee

**Speaker(s):** Members: Bill Clorite, Chair; Jean Fitzgerald; Cindy Wood

VI.E. LEARN Liaison

**Speaker(s):** Liaison: Robert Ruggiero

## VII. Audience Reponse to Information Presented

VIII. **Consent Agenda (8.1 - 8.5) Ref. Bylaw #9540.2 and #9540.8)**

VIII.A. Bills Payable: \$13,263.26 (10-11);  
\$987,639.16 (11-12)

VIII.B. Line Transfers: \$69,395.91

VIII.C. Donation: \$1,737.54 to J. Milton Jeffrey Elementary School for the purchase of classroom books, from the Stop & Shop A+ Bonus Bucks Program (form amended to include use)

VIII.D. Donation: \$1,850 to Daniel Hand High School to go toward funding the Rachel's Challenge Program, from the DHHS PTO

VIII.E. Donation: \$1,245 to the Kathleen H. Ryerson Elementary School to fund classroom field trips, from the Ryerson School PTO

IX. **Action Item: Minutes of the October 4, 2011 Board of Education Meeting**

X. **Action Item: Agreement between the Madison Public Schools and AMA (Association of Madison Administrators) July 1, 2012 - June 30, 2015**

XI. **Action Item: Resolution to support changing the Burden of Proof in Due Process Hearings**

XII. **Old Business**

XIII. **New Business**

XIV. **Future Agenda Items**

XIV.A. Update: Safe Schools Climate Plan:  
November 1, 2011

XIV.B. Update: Class of 2011 (Jean Baker):  
November 1, 2011

XV. **Meetings of Importance**

**Speaker(s) :**

Chairperson Coffey

XV.A. October 26, 2011: Planning Committee Meeting; 7:30 a.m., Central Office Room B

XV.B. November 1, 2011: Finance Committee Meeting, 6:30 p.m., Central Office Room B

XV.C. November 1, 2011: Board of Education Meeting; 7:30 p.m.; Town Campus Hammonasset Room

XV.D. November 8, 2011: Facilities Employee Recognition; 3:30 p.m., Town Campus Hammonasset Room

XV.E. November 18-19, 2011: CABE / CAPSS Convention; Mystic Marriot, Groton, CT

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  
October 4, 2011  
Meeting Minutes

1. The public meeting of the Board of Education was called to order by Chairperson Coffey at 8:10 p.m. Ms. Coffey led the Pledge of Allegiance.

Present: Bill Clorite, Becky Coffey; John Dean; Jean Fitzgerald; Debra Frey; Seth Klaskin; Pam Meier; Cindy Wood

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

2. School / Community Session

2.1. Public Participation

None at this time.

3. Superintendent's Report

Prior to her report, Ms. Coffey thanked Ms. Rutlin for acting in the capacity of Interim Superintendent as the Search Committee begins its work.

3.1. Enrollment Update

Ms. Rutlin reported that the official enrollment as September 30, 2011 was 3,452 students; 10 less than the ADS projection of 3,462. Ms. Rutlin noted that it has remained stable over the past two weeks, which is not always the case during the first month of school.

3.2. NEASC Visitation

Ms. Rutlin stated that Daniel Hand High School has been preparing for this visitation for two years, and the visiting team will be at Daniel Hand beginning on October 16<sup>th</sup>. She handed out a schedule of the day as well as a copy of the NEASC standards, and encouraged all Board members to attend the Panel Presentation beginning at 1:30 p.m. on Sunday, October 16<sup>th</sup>.

3.2. Other

Ms. Rutlin had nothing further to report.

4. Board Members' Comments

None at this time.

5. Reports from Board Committees / Liaisons

5.1. Planning Committee

Ms. Frey reported that the Committee met and discussed the following:

- LOCAP Meeting

The committee reviewed the LOCAP forms requesting potential projects for the 2012-2013 budget year. The review is ongoing at this time and Ms. Frey will bring additional updates to the full Board as they are

available.

- District Technology Plan

Ms. Frey reported that Arthur Sickle, Director of Administrative Services attended the Planning Committee meeting to discuss the District's three year Technology Plan. Mr. Sickle explained that we are required to have a plan in place to qualify for E-rate funding. The current plan expires in June of 2012, and Mr. Sickle is working with the Administrative team to extend the plan for another three year term. It will be brought to the full Board before it is submitted to the State.

- Dr. Robert H. Brown Middle School Facility

Brown School Principal Julie Phelps also attended the last Planning Committee meeting to talk about facilities usage in her building. Ms. Frey reported that Brown School is currently being used above the 85% standard. That is, there are no unused spaces and many multiple use spaces. There is no dedicated space for Special Education, Health and one Spanish class. Ms. Frey noted that given enrollment for Grades 3 and 4, it is anticipated that the use of the Brown School facility will remain fairly stable over the next few years.

Ms. Frey stated that the Planning Committee will also get a facilities utilization report for the Walter C. Polson Middle School and share that information with the Board. The Committee will then compile a summary package of space utilization for the elementary and middle schools for distribution to the Board.

#### 5.2. Personnel Committee

Mr. Dean reported that negotiations with the AMA continue. There is a meeting scheduled for October 5<sup>th</sup> and another for October 12<sup>th</sup>.

#### 5.3. Policy Committee

Atty. Klaskin reported that the Committee met two weeks ago to discuss two items that they are recommending for approval tonight. The first is proposed policy #3542.4, Lunch Charging. Atty. Klaskin explained that this policy comports with our current practice, and because it is required by law, the Committee is recommending the second and third readings be waived so that the policy can be approved tonight.

Atty. Klaskin also stated that the Policy Committee will recommend that the Board approve a revised calendar for the current school year to make up the four days lost due to Tropical Storm Irene. Atty. Klaskin noted that the calendar revision does not require a second or third reading. He explained again that the days would be made up as follows: January 3, 2012, originally a Professional Development Day for staff only will now be a regular school day for students and staff. The three remaining days will be added to the end of the year. The last day of school is now June 19<sup>th</sup> (originally June 14<sup>th</sup>) and will be a half day. The Professional Development day will be scheduled for June 20, or the day after the last day of school. That leaves three days in that week alone in case snow days are needed, as well as the last full week of June. Atty. Klaskin noted that this scenario does not compromise the February or April breaks.

Ms. Frey asked if there was any problem moving the Professional Development activities scheduled for January 3 to June 20 or later, and Ms. Rutlin confirmed that this will not be a problem.

#### 5.4. Finance Committee

Mr. Clorite reported that the Committee met just prior to this Board meeting. They reviewed the current year budget, which is on track thus far, including Special Education. They are starting to look at the budget forecast for 2012-2013. The Board will receive their copies of the draft 2012-2013 budget on December 20, 2011 and it will be formally presented to them for the first time at the January 3, 2012 Board of Education meeting.

5.5. LEARN Liaison

No report.

6. Audience Response to Information Presented

None at this time.

7. Consent Agenda

7.1. Bills Payable: \$43,433.97 (10-11); \$343,949.20 (11-12)

7.2. Line Transfers: \$179,772.23

7.3. Budget Expenditure Report as of September 28, 2011

7.4. Donation: \$5,000 to the J. Milton Jeffrey Elementary School for the purchase of playground equipment, from the Jeffrey School PTO.

7.5. Donation: \$2,600 to the Daniel Hand High School Athletics Department for the purchase of a scorekeeper table for the turf field, from the Madison Soccer Booster Club.

7.6. Donation: \$3,000 to the Robert H. Brown Middle School for Grade 5 field trips, from the Brown School PTO.

7.7. Donation: \$1,737.54 to J. Milton Jeffrey Elementary School from the Stop & Shop A+ Bonus Bucks Program

7.8. District Consolidated Application for Title 1, Part A and Title II, Part A Elementary and Secondary Education (ESEA) Federal Grants

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

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Meir, Wood

NAYS: None

MOTION CARRIED: 8-0

8. Action Item: Minutes of the September 20, 2011 Board of Education Special Meeting.

MOTION: by Klaskin, seconded by Fitzgerald to approve the minutes of the September 20, 2011 Board of Education Special Meeting.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Wood

NAYS: None

ABSTENTION: Meier

MOTION CARRIED: 7-0

9. Action Item: Waive Second and Third Reading of Proposed Draft Policy

MOTION: by the Policy Committee to waive the Second and Third Reading for Draft Policy #3542.4, Lunch Charging

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Meir, Wood  
NAYS: None  
MOTION CARRIED: 8-0

10. Action Item: Policy #35424, Lunch Charging

MOTION: by the Policy Committee to approve Policy #3542.4, Lunch Charging

Atty. Klaskin thanked Mr. Sickle for researching and drafting this policy and complimented him on an excellent policy.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Meir, Wood  
NAYS: None  
MOTION CARRIED: 8-0

11. Action Item: Revised 2011-2012 School Year Calendar

MOTION: by the Policy Committee to approve the revisions to the 2011-2012 School Year Calendar as presented.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Meir, Wood  
NAYS: None  
MOTION CARRIED: 8-0

12. Old Business

Ms. Coffey noted that members of the Board wished to enter an Executive Session at the close of the Public Session for the purpose of a litigation update.

13. New Business

No new business was discussed.

11. Future Agenda Items

11.1. Update: Data Teams (Anita Rutlin / Elementary Principals & Teachers): October 18, 2011

Ms. Coffey noted that this will be a very interesting presentation and encouraged members of the community who are interested in how data is used to inform instruction to attend.

11.2. Update: Safe Schools Climate Plan: October 18, 2011

Ms. Rutlin stated that the Administrative team has worked on this plan over the summer, and they are now ready to bring it to the Board for approval. She stated that the Plan's legal reference is Public Act 11-232.

Ms. Coffey also noted that Mr. Tom Jokubaitis from Cooperative Educational Services was in Madison all day today conducting focus group sessions as they begin the search for a new Superintendent of Schools. Mr. Jokubaitis is also scheduled to attend the October 18, 2011 Board of Education meeting and he will report to the Board on the results of the focus groups as well as the online survey, which is available through midnight on October 9.

### 13. Meetings of Importance

Ms. Coffey referred to the list of upcoming meetings on the agenda.

### 14. Executive Session

MOTION: by Coffey, seconded by Meier to adjourn to Executive Session at 8:40 p.m. to discuss pending litigation.

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

NAYS: None

MOTION CARRIED: 8-0

Ms. Coffey asked Ms. Rutlin to stay for the Executive Session and excused all others present at this time. Ms. Coffey noted that the Board would not be taking any action after the Executive Session.

MOTION: by Klaskin, seconded by Frey to adjourn Executive Session at 8:57 p.m.

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

NAYS: None

MOTION CARRIED: 8-0

The Public Session of the Board of Education Meeting reconvened at 8:57 p.m.

### 15. Meeting Adjournment

MOTION: by Dean, seconded by Clorite to adjourn the meeting at 8:58 p.m.

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

NAYS: None

MOTION CARRIED: 8-0