

# Board of Education Regular Meeting

Tuesday, January 9, 2024 7:30 PM

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

## I. Call to Order / Attendance

I.A. Pledge of Allegiance

## II. School / Community Session

II.A. Public Participation

## III. Board of Education Student Representatives' Report

**Speaker (s):** Eli Ackerman and Brooke Anderson

## IV. Superintendent's Report

**Speaker (s):** Craig A. Cooke, Ph.D.

IV.A. 2024-2025 Proposed Budget Presentation

## V. Board Members' Comments

## VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

## VII. Consent Agenda (Ref. Bylaw #9540.2)

VII.A. Line Item Transfers as of December 31, 2023

VII.B. Budget Expenditures as of December 31, 2023

VII.C. December Personnel Report

## VIII. Action Item: Motion to approve the Consent Agenda

## IX. Board Committees / Liaison Updates (Ref. Bylaw #9450)

IX.A. Curriculum and Student Development

**Speaker (s):** Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly

IX.B. Facilities Committee

**Speaker (s):** Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce

IX.C. Finance Committee

**Speaker (s):** Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal

IX.D. Personnel Committee

**Speaker (s):** Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

IX.E. Policy Committee

**Speaker (s):** Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

IX.E.1. **Policy for Rescission, First Reading**

- 9800 School Board Member Services
- 9810 New Board Member Orientation / Handbook
- 9820 Board Member Development Opportunities
- 9830 Board Facilities and Services

IX.E.2. **Policy for Review, First Reading**

- 5090.4.2.1 Pledge of Allegiance

IX.E.3. **Policy for Rescission, Waive Second Reading**

- 5100.5 Student Fundraising Activities
- 5120.1 Student Insurance Coverage
- 5120.2 Reports of Accidents
- 5150 Employment
- 5160 Gifts to Employees

IX.E.4. **Policy for Rescission, Second Reading**

- 9540.11 News Media Service at Meetings
- 9900 School Board Legislative Program
- 9910 State Legislative Program
- 5120.9.4 Bicycle and Rollerblade Use
- 5120.4.2.3 Substance Abuse Counseling

IX.E.5. **Policy for Review, Second Reading**

- 9510 Time, Place and Notice of Meetings
- *Repeal and Replace*
- 9510 Regular Board Meetings
- IX.E.6. 9520 Special Board Meetings
- IX.E.7. 9540.1 Notification of Board Meetings
- 5090.8.1 Search and Seizure
- 5090.3.1 Student Dress
- 5144.4 Physical Activity, Undirected Play and Student Discipline

IX.F. LEARN Liaison

**Speaker (s) :** Mary Ann Connelly

X. **Action Item: Motion to waive the second reading and rescind the following policies: 5100.5 Student Fundraising Activities, 5120.1 Student Insurance Coverage, 5120.2 Reports of Accidents, 5150 Employment, 5160 Gifts to Employees**

XI. **Action Item: Motion to rescind the following policies: 9540.11 News Media Service at Meetings, 9900 School Board Legislative Program, 9910 State Legislative Program, 5120.9.4 Bicycle and Rollerblade Use, 5120.4.2.3 Substance Abuse Counseling**

XII. **Action Item: Motion to approve the following policies: 9510 Time, Place and Notice of Meetings, 5090.8.1 Search and Seizure, 5090.3.1 Student Dress, 5144.4 Physical Activity, Undirected Play and Student Discipline**

XIII. **Action Item: Motion to approve the addition of paper towels at Daniel Hand High School for the remainder of the 2023-2024 school year.**

XIV. Action Item: Motion to accept a donation from the Jeffrey PTO to Jeffrey Elementary School in the amount of \$2,500 for field trips.

XV. Action item: Motion to accept a donation from Steady Photography to Jeffrey Elementary School in the amount of \$1,610.53 for student photos.

XVI. Action Item: Motion to approve the minutes of the December 12, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)

XVII. Future Agenda Items

XVIII. Meetings / Dates of Importance (see attached)

XIX. Adjournment

XX. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.

# Vision for 21<sup>st</sup> Century Education

*Every child, every day, leading the way.*



# Madison Public Schools

**2024-2025 Recommended Budget**

**By the Administrative Team**

# 2024-2025 Recommended Budget Presentation

- Budget Process
- Personnel and Benefits
- Health Insurance
- Special Education
- Facilities
- Technology
- Transportation
- Additional Items
- Debt Service
- Discussion Items
- Overall Budget

# Madison Public Schools Administrative Team's Recommended 2024-2025 Budget

## Madison Public Schools Administration's Recommended Budget 2024-2025

	2023-2024 Approved	2024-2025 Recommended	Change from prior year budget	% Change	% of total increase
General Education	\$ 34,388,687	\$ 35,702,025	\$ 1,313,338	3.82%	2.13%
Special Education / Student Services	\$ 11,756,254	\$ 12,156,661	\$ 400,407	3.41%	0.65%
School Facilities / Daily Services	\$ 5,495,388	\$ 5,670,862	\$ 175,474	3.19%	0.28%
Planned and Cycled Maintenance	\$ 439,500	\$ 489,500	\$ 50,000	11.38%	0.08%
Health Insurance / Self Funding	\$ 8,743,065	\$ 9,514,626	\$ 771,561	8.82%	1.25%
<b>Operational Budget</b>	<b>\$60,822,894</b>	<b>\$63,533,674</b>	<b>\$2,710,780</b>	<b>4.46%</b>	<b>4.39%</b>
Debt Service / School Bonds	\$ 952,800	\$ 367,200	\$ (585,600)	-61.46%	-0.95%
<b>Total Comprehensive BOE Budget</b>	<b>\$61,775,694</b>	<b>\$63,900,874</b>	<b>\$2,125,180</b>	<b>3.44%</b>	<b>3.44%</b>

# 2024-2025 Recommended Budget

## OPERATING BUDGET

Personnel and Benefits (other than Health Insurance)

***1.88% of overall increase from 2023-2024 Budget***

### Personnel:

<input type="checkbox"/> Contractual Increases (average 3.2%)	\$1,080,832
<input type="checkbox"/> End of ESSER/ARPA Grants (2 Social Workers/2 Interventionists)	\$258,611
<input type="checkbox"/> Continuation of Substitute coverage	\$32,000
<input type="checkbox"/> Reductions in Force: 3 FTEs	<del>-\$185,262</del>
<input type="checkbox"/> PE/Health Curriculum staffing reduction	<del>-\$89,396</del>
<input type="checkbox"/> Payroll Taxes	\$35,737
<input type="checkbox"/> HR (Other Benefits)	\$29,506

# ESSER Grant - Final Year

ESSER Grant for 2023/24 is funding:

- ❑ 2.0 Social Workers
- ❑ 2.0 Interventionists

Grant balance as of 6/30/2024 will be \$0

*Total grant funding expended over three years: \$1,231,026.*

# 2024-2025 Recommended Budget

## OPERATING BUDGET

### Health Insurance

***1.25% of overall increase from 2023-2024 Budget***

<input type="checkbox"/> Health Insurance (8.82% increase from prior year)	\$771,559
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# 2024-2025 Recommended Budget

## OPERATING BUDGET

Special Education (excluding personnel)

*.30% of overall increase from 2023-2024 Budget*

### External Placements:

<input type="checkbox"/> Public and Private Placements	\$228,411
<input type="checkbox"/> Transportation (including contractual 2.5%)	-\$53,316

### Account Adjustments:

<input type="checkbox"/> ESS Contractual Increase	\$11,750
<input type="checkbox"/> Instructional Supplies	\$1,380

# 2024-2025 Recommended Budget

## OPERATING BUDGET

Facilities (excluding personnel)

***.17% of overall increase from 2023-2024 Budget***

### Account Adjustments:

- |   |          |
|---|----------|
| <input type="checkbox"/> Electric (4% projected increase) | \$30,714 |
| <input type="checkbox"/> Water (18% projected increase)   | \$7,988  |

### Facilities Requests:

- |   |          |
|---|----------|
| <input type="checkbox"/> Custodial Supplies (Paper towel purchases) | \$15,000 |
| <input type="checkbox"/> Planned and Cycled Maintenance Increase    | \$50,000 |

# 2024-2025 Recommended Budget

## OPERATING BUDGET

### Technology

*.04% of overall increase from 2023-2024 Budget*

- ☐ Technology operating systems & district applications increase \$24,147

# 2024-2025 Recommended Budget

## OPERATING BUDGET

### Transportation

*.05% of overall increase from 2023-2024 Budget*

- |   |           |
|---|-----------|
| <input type="checkbox"/> Fuel decrease                    | -\$20,000 |
| <input type="checkbox"/> Transportation Contract increase | \$53,750  |

# 2024-2025 Recommended Budget

## OPERATING BUDGET

### Additional Items

*.70% of overall increase from 2023-2024 Budget*

<input type="checkbox"/> Reading Program materials	\$106,000
<input type="checkbox"/> New School Reconfiguration & Preparation (Library move/STEAM)	\$55,000
<input type="checkbox"/> Athletics Budget - Transportation	\$45,000
<input type="checkbox"/> DHHS - Bridge Furniture	\$40,000
<input type="checkbox"/> DHHS - Band Uniforms	\$90,000
<input type="checkbox"/> DHHS - AP Preparation, including materials	\$15,718
<input type="checkbox"/> DHHS - NEASC One Time Visit	\$15,000

# 2024-2025 Recommended Budget

## OPERATING BUDGET

### Additional Items, continued

❑ Elementary Furniture	\$27,938
❑ Legal/Dues/Convocation/Core/General Insurance	\$22,213
❑ Print Collection, DHHS College/Career and Jeffrey Math	\$6,500
❑ School Links increase DHHS/Polson	\$4,000

# 2024-2025 Recommended Budget

## Debt Service

Expiring debt for construction of DHHS

***-.95% of overall Decrease from 2023-2024 Budget***

☐ Total reduction for 2024-2025 budget **-\$585,600**

*Note: Remaining debt of \$367,200 to retire next year.*

# Administrative Team - Needs deferred

- ❑ Complete Cost of Reading Program - will need to be funded for 2025/26 budget if waiver attempts continue to be unsuccessful
- ❑ \$30,000 in Library reconfiguration cost (funded at 50% in requested budget)
- ❑ Full Time Special Education Transition Coordinator
- ❑ Classroom furniture
- ❑ Additional Planned and Cycled maintenance funds
- ❑ Additional music computer lab at DHHS
- ❑ Additional musical instrument replacements
- ❑ Additional Athletic Budget funding

# 2024-2025 Recommended Budget

## TOTAL BUDGET

***3.44% Overall increase from 2023-2024 Budget***

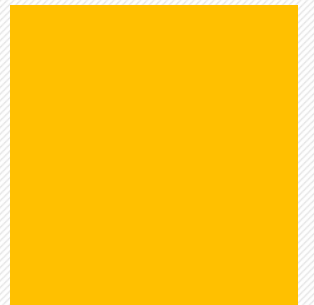
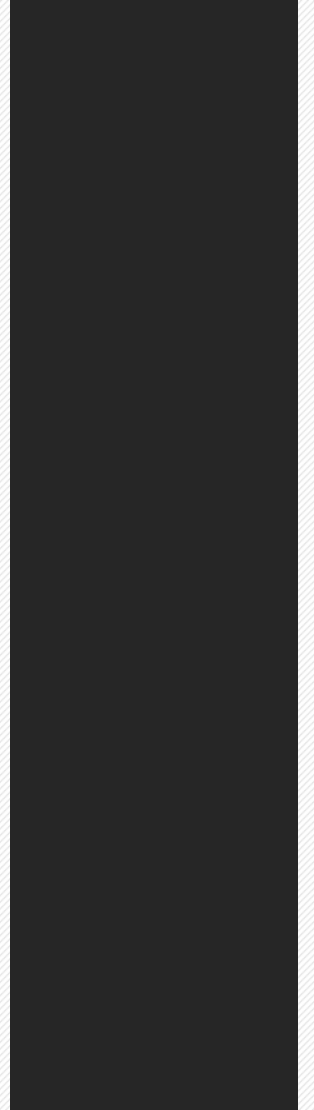
<input type="checkbox"/> Personnel and Benefits:	1.88%
<input type="checkbox"/> Health Insurance:	1.25%
<input type="checkbox"/> Other Items:	.70%
<input type="checkbox"/> SPED, excluding Personnel:	.30%
<input type="checkbox"/> Facilities:	.17%
<input type="checkbox"/> Transportation:	.05%
<input type="checkbox"/> Technology:	.04%
<input type="checkbox"/> Debt Service:	<b>-.95%</b>

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# Questions And Next Steps...



## 2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 1.9.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
51000	51000 NEW STAFF AREA I	(295,766)	295,766					0.00
51060	51060 REDUCTION/BUDGET	(63,800)	25,000	(38,800)	(38,800)			100.00
51108	51108 AP TESTING	15,000		15,000			15,000	0.00
51109	51109 11TH COURSE STIPENDS	8,000		8,000	2,000	2,000	4,000	50.00
51110	51110 TEACHERS	24,295,083	(319,536)	23,975,547	9,740,645	14,191,089	43,812	99.80
51111	51111 ADMINISTRATORS	2,217,361	13,911	2,231,272	1,214,573	1,011,061	5,638	99.70
51112	51112 EPED	285,782		285,782	140,248	140,248	5,287	98.10
51113	51113 CO CURRICULAR	537,368	4,305	541,673	199,062	163,902	178,709	67.00
51114	51114 EARLY RETIREMENT	0	6,104	6,104			6,104	0.00
51116	51116 DIRECTORS / MANAGERS	394,326	61,616	455,942	335,085	119,774	1,083	99.80
51120	51120 OFFICE STAFF	1,578,248	(42,273)	1,535,975	720,134	775,035	40,807	97.30
51121	51121 INSTRUCTIONAL PARAPROFES	1,937,762	(94,539)	1,843,223	731,568	916,296	195,359	89.40
51122	51122 CUSTODIANS	1,791,618	(56,466)	1,735,152	718,171	914,449	102,532	94.10
51123	51123 MEDIA / TECH PARAPROFESS	302,580		302,580	142,385	159,711	483	99.80
51124	51124 SECURITY / SUSPENSION	582,578	74,679	657,257	423,870	230,089	3,298	99.50
51126	51126 SCHOOL HEALTH SERVICES	383,593	(11,772)	371,822	160,958	207,181	3,682	99.00
51128	51128 ATHLETIC TRAINER	43,971	12,679	56,650	26,976	29,674		100.00
51129	51129 ATTENDANCE INCENTIVE	14,500		14,500			14,500	0.00
51130	51130 THERAPISTS / OCCUP & PHY	437,792	(10,619)	427,173	157,076	265,772	4,325	99.00
51210	51210 SUBSTITUTE TEACHERS	580,000	50,999	630,999	318,382	155,152	157,465	75.00
51212	51212 SUBS / SCHOOL HEALTH SER	16,320	7,447	23,767	8,344		15,422	35.10
51221	51221 CLASSIFIED SUBS	14,000		14,000	8,992		5,008	64.20
51320	51320 OVERTIME	70,644		70,644	59,777		10,867	84.60
51321	51321 CUSTODIAL/CASUAL LABOR	93,806		93,806	48,275		45,531	51.50
52130	52130 LIFE INSURANCE	48,700		48,700	22,913	23,641	2,147	95.60
52200	52200 SOCIAL SECURITY	627,012		627,012	469,153		157,859	74.80
52201	52201 MEDICARE	537,089		537,089			537,089	0.00
52202	52202 FSA ADMINISTRATION	1,750		1,750	958	545	247	85.90
52300	52300 PENSION-DEF BENEFIT	1,090,566		1,090,566	829,757		260,809	76.10
52301	52301 PENSION-DEF CONTRIBUTION	55,500		55,500	27,879		27,621	50.20
52500	52500 UNEMPLOYMENT	25,000		25,000	12,861		12,139	51.40
52600	52600 WORKER'S COMP	243,523		243,523	243,037		487	99.80

## 2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 1.9.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
52700	52700 DISABILITY INSURANCE	77,850		77,850	36,115	36,858	4,877	93.70
53000	53000 UNBUDGETED EXPENSE	75,000		75,000	75,000			100.00
53101	53101 LABOR & LEGAL SVCES	110,000		110,000	48,579		61,422	44.20
53222	53222 EVALUATION SERVICES	142,125		142,125	16,069	26,653	99,404	30.10
53224	53224 STAFF DEVELOPMENT	253,315	(138)	253,177	91,494	23,151	138,531	45.30
53225	53225 NEASC ACCREDITATION SERV	4,816		4,816	4,470		346	92.80
53230	53230 STUDENT SUPPORT SERVICES	54,000		54,000	1,865	7,720	44,415	17.80
53231	53231 ADULT EDUCATION	46,000		46,000	42,000		4,000	91.30
53300	53300 PROF / TECH SVCES	1,327,612	20,283	1,347,896	464,452	455,627	427,816	68.30
53305	53305 PROF TECH MEDICAL	29,670		29,670	27,329	1,937	404	98.60
54210	54210 DISPOSAL / RECYCLING	113,200		113,200	46,108	44,808	22,284	80.30
54220	54220 SNOW REMOVAL	64,946		64,946		9,500	55,446	14.60
54300	54300 REPAIRS & MAINT	573,767		573,767	459,743	47,634	66,390	88.40
54307	54307 TECH / INFRASTRUCTURE	42,000		42,000			42,000	0.00
54309	54309 EMERGENCY MAINTENANCE	50,000		50,000			50,000	0.00
54310	54310 KITCHEN MAINTENANCE	13,401		13,401	6,662	5,511	1,228	90.80
54313	54313 TREATMENT PLANT REPAIRS	29,000		29,000	5,888	2,689	20,423	29.60
54320	54320 REPAIR / CONTRACTS	36,500		36,500	12,445	4,093	19,962	45.30
54330	54330 ALARM SERVICES	12,372		12,372	8,171		4,201	66.00
54340	54340 TELEPHONE MAINTENANCE	14,024		14,024	155		13,869	1.10
54420	54420 RENTAL AGREEMENTS	35,621	(16,035)	19,586	3,117	12,248	4,221	78.40
54600	54600 TREE SERVICES	8,828		8,828	1,900		6,928	21.50
54900	54900 PURCHASE SVCES	155		155			155	0.00
55110	55110 STUDENT ACTIV TRANS	14,697	(388)	14,308	2,103	1,323	10,883	23.90
55111	55111 REGULAR TRANSPORTATION	2,075,000		2,075,000	886,770		1,188,230	42.70
55113	55113 FUEL / TRANSPORTATION	335,000		335,000	85,384	4,616	245,000	26.90
55114	55114 SCHOOL CHOICE TRANSPORT	71,750		71,750	21,534		50,216	30.00
55120	55120 SPED TRANSPORTATION	1,477,556	(19,000)	1,458,556	639,568	753,931	65,057	95.50
55201	55201 GENERAL INSURANCE	330,156		330,156	325,542		4,615	98.60
55203	55203 STUDENT INSURANCE	14,806		14,806	14,806			100.00
55301	55301 TELECOMMUNICATIONS	152,084		152,084	65,893	67,608	18,583	87.80
55302	55302 POSTAGE	20,159		20,159	12,617	2,977	4,566	77.40

## 2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 1.9.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
55303	55303 REPORTS/PUBLIC RELATIONS	4,650		4,650	1,059		3,591	22.80
55500	55500 PRINTING & BINDING	47,069		47,069	20,233	14,670	12,166	74.20
55501	55501 PRINTING / INSTRU SUPPLI	32,276	901	33,177	7,116	6,224	19,838	40.20
55608	55608 TUITION / TYPICALS	(70,000)		(70,000)	(23,361)		(46,640)	33.40
55610	55610 EXT PLACEMENTS / PUBLIC	581,752	(30,000)	551,752	329,655	472,298	(250,201)	145.30
55630	55630 EXT PLACEMENTS / PRIVATE	1,784,041		1,784,041	1,298,092	967,505	(481,556)	127.00
55640	55640 SCHOOL CHOICE TUITION	76,000		76,000		(55,818)	131,818	-73.40
55641	55641 EXTENDED YEAR SERVICES /	130,529		130,529	122,144		8,385	93.60
55643	55643 EXT PLACEMENT/ GENERAL E	10,000		10,000			10,000	0.00
55801	55801 TRAVEL (STAFF)	26,730		26,730	8,621	2,811	15,299	42.80
55802	55802 TRAVEL (BOE)	320		320			320	0.00
55900	55900 MISC PURCH SERVICES	10,850		10,850	3,640	6,720	490	95.50
56101	56101 OFFICE SUPPLIES	40,222		40,222	18,859	704	20,659	48.60
56110	56110 INSTRUCTIONAL SUPPLIES	412,050	15,452	427,501	283,452	16,299	127,750	70.10
56111	56111 FAB LAB INSTRUCTIONAL SU	20,000		20,000	10,428	1,059	8,513	57.40
56120	56120 INSTRUCTIONAL SOFTWARE	54,366	10,964	65,330	46,258	7,386	11,686	82.10
56130	56130 CUSTODIAL SUPPLIES	112,132		112,132	81,649	8,645	21,838	80.50
56131	56131 MAINTENANCE SUPPLIES	78,000		78,000	49,412	13,226	15,362	80.30
56140	56140 FIELDS MAINTENANCE	112,900		112,900	61,698	50	51,152	54.70
56206	56206 GAS SERVICES	328,814		328,814	71,836	7,066	249,912	24.00
56207	56207 HEATING FUEL	10,944		10,944			10,944	0.00
56210	56210 WATER	44,374		44,374	9,507		34,867	21.40
56220	56220 ELECTRICITY	793,250		793,250	369,793	944	422,513	46.70
56260	56260 EQUIPMENT MAINTENANCE	21,672		21,672	3,690		17,982	17.00
56410	56410 TEXTBOOKS & REPLACEMENT	35,434	(1,500)	33,934	14,501	1,679	17,754	47.70
56411	56411 TEXTBOOKS / NEW	36,500	7,221	43,721	12,845		30,876	29.40
56420	56420 AWARDS	5,000		5,000	90		4,910	1.80
56421	56421 MEDIA SUPPLIES	33,666		33,666	15,776	7,343	10,547	68.70
56422	56422 PERIODICALS	24,813		24,813	11,674	9,845	3,293	86.70
56423	56423 PRINT COLLECTION	68,651	(23,651)	45,000	11,439		33,561	25.40
56550	56550 STAFF UNIFORMS	5,258		5,258	5,154		104	98.00
56551	56551 UNIFORMS / STUDENT GROUP	27,500		27,500	8,809		18,691	32.00

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56900	56900 SUPPLIES	88,149	(5,131)	83,018	24,118	452	58,448	29.60
56902	56902 PROGRAM SUPPLIES		25,000	25,000	5,602		19,398	22.40
57301	57301 EQUIPMENT	174,567	(1,421)	173,146	63,439	2,537	107,170	38.10
57302	57302 OS SOFTWARE	322,740		322,740	201,041	16,596	105,103	67.40
57303	57303 EQUIP - LEASE/PURCHASE	39,120		39,120	32,967		6,153	84.30
57304	57304 COMPUTER HARDWARE	549,550		549,550	406,721	11,551	131,278	76.10
57400	57400 PUBLIC SAFETY	6,623		6,623	3,885		2,738	58.70
58100	58100 DUES, FEES & MEMBSHPS	84,501	143	84,643	69,532	5,547	9,564	88.70
<b>Grand Total</b>		<b>51,640,329</b>		<b>51,640,329</b>	<b>23,791,434</b>	<b>22,339,841</b>	<b>5,509,054</b>	<b>89.30</b>

Madison Board of Education			
<b>BOE Meeting Date:</b>	1/9/24	<b>Reporting Period:</b>	12/1-12/31/23
<b>New Hires / Reappointments</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Location</b>
James	Napierkowski	Custodian	Facilities
<b>Reassignments / Transfers</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Location</b>
<b>Retirements / Resignations / Separations</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Location</b>
Natasha	Mills	Building Sub	Brown

**#9800**  
**School Board Member Services**

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The Board may maintain memberships in the state and national school boards associations and take an active part in the activities of these groups.

It may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of institutional membership will be distributed and used to the best advantage of the Board and the staff.

Date of Adoption: 3/7/95

**#9810****New Board Member Orientation / Handbook**

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Because the Board, as the policy-making authority of the Madison Public Schools, is responsible to the public for the success of all educational services offered by the school system, and because that success is directly dependent upon each Board member's comprehension of the workings of the district's system wide operations and each member's ability to participate meaningfully in the decision-making process that governs this system, it shall be the policy of the Board to provide, as soon as practicable, for the orientation of new members. The purpose of the orientation is to help new members become quickly acquainted with their Board duties and responsibilities.

Orientation of new Board members will begin at the outset of their candidacy and follow through each step of the election process. Prior to the nomination, candidates will receive from the Board, upon the recommendation of the Superintendent and through the Public Information Department, a brief overview of the Madison Public Schools. They also will be informed of and given the opportunity to attend Board meetings and various other meetings being held throughout the school system.

Nominees will be placed on a mailing list to receive notices of Board and other meetings and summary reports of Board action. Nominees also will be informed that additional information pertinent to each Board agenda item is available to them through the school system's Public Information Department.

The third step of orientation will be carried out after the general election in November. The new members will continue to attend meetings throughout the system and will be notified of and given the opportunity to attend sessions of the Connecticut Association of Boards of Education. The new members will be invited to meet with the Superintendent and other administrative personnel to discuss services to be performed for the Board, and to give them the opportunity to request any other information they may deem desirable. Each new member also will receive an orientation packet from the Public Information Department as part of an orientation program conducted by the Public Information Department. The packet will include:

- a copy of the *Board's Policies, Rules and Regulations*;

**#9810** (continued)

- a copy of the current school budget and the latest financial statement;
- information on school enrollments, proficiency standards for professional staff, transportation, buildings, and other items;
- information on the program of instruction;
- a copy of the annual district profile; and
- any other materials relevant to their duties and responsibilities as members of the Madison Public Schools Board of Education.

Date of Adoption: 1/3/95

**#9820****Board Member Development Opportunities**

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On an annual basis, the Board will consider a retreat involving teachers, administrators, classified staff, and Board members with the general purpose of improving the instructional program, and improving communications between the various constituencies of the school district.

The specific purposes for such a workshop shall be planned during the spring of the preceding year. These plans shall include the various objectives to be met and the anticipated cost of such a workshop. Issues to be considered at a retreat may include:

- improvement of general curriculum and instruction;
- improvement of communication skills, community relations and community services; and
- timely, special issues such as upcoming tax or bond elections, district unification, and accreditation.

Date of Adoption: 1/3/95

**#9830****Board Facilities and Services**

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**Resource Material For Board Room**

In the interest of having current information more readily available for Board Meetings, the following material should be kept on hand in the Board Room:

- *Robert's Rules of Order, Revised;*
- up-to-date Policy Book;
- complete set of Minutes
- school Act and Regulations
- educational Policies Reference Manual
- N.S.B.A. Policy Manuals;
- any other material designated by the Board

For purposes of records storage, study, meeting preparation, and other related needs, space will be reserved at the administration building for the use of Board of Education members.

In addition to all official Board correspondence and reports being provided through the office of the Superintendent of Schools, clerical services will be made available to Board members upon request. Administrative assistance also will be available to Board members. All such services and assistance will be coordinated by the Superintendent.

Date of Adoption: 3/7/95

**Pledge of Allegiance**

In accordance with Conn. Gen. Stat. Section 10-230(c), the Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance, should they choose not to do so.

~~The Board of Education directs that an opportunity to recite the Pledge of Allegiance shall be provided in each school day. Participation in reciting the Pledge of Allegiance is voluntary.~~

~~If, because of some personal philosophy or belief, a student has made the personal decision not to recite the "Pledge," he / she may choose to remain seated and silent. Students may wish to use this time to reflect on their belief or remember loved ones. In any event, all students must be courteous and respectful of the beliefs of others.~~

Legal Reference: Connecticut General Statutes [Section 10-230](#)  
~~Public Act #02-119 an act concerning bullying behavior in schools and concerning the Pledge of Allegiance.~~

Date of Adoption: December 3, 2002

Date of Revision: February 8, 2006

First Reading: January 9, 2024

**#5100.5  
Student Fundraising Activities**

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The Board recognizes that students may wish to support a particular school project or activity by conducting fundraising drives. The Board respects such expressions of support.

Because the Board's first responsibility is to the educational development of each student, no fundraising contests or activities will be held which interfere with the instructional program.

Fundraising activities such as games of chance or raffles may not be conducted or sponsored in school buildings or on school grounds. Any school club or organization must request and receive permission from the principal to engage in a fundraising activity. The request must be in writing by the club or organization's sponsor. All fundraising activities must comply with federal, state, and local laws including but not limited to any permit that may be required. Plans for such activities should be made well in advance of the event and the total fundraising efforts in a school must not be a burden or nuisance to students, faculty, parents, or the community.

Fundraising in grades K-5 will be limited to the operation of a school store. Only school supplies (pencils, pens, ink, paper, notebooks, school embossed shirts/souvenirs, etc.) and refreshments may be sold in the school store. Items of food and drink may not be sold at times which conflict with the operational rules of the school lunch program.

For grades 6-12, the above-stated project, along with the sale of advertisements in school yearbooks and newspapers are approved fundraising projects. Any other fundraising projects are subject to approval by the principal. The school principal will document the special fundraising project, the type of sale to be held, and the projected sales with anticipated profits and expenses annually in the internal accounts report.

**5100.5 (Continued)**

Students in grades K-8 are strongly discouraged from participating in fundraising activities involving door-to-door solicitations without parental supervision. This prohibition includes school-sponsored activities and activities of school-related organizations in which students sell items, solicit contributions or pledges, or take orders.

Students in grades K-12 are not permitted to participate in any program involving solicitation of funds to support any school-sponsored project during regular school hours.

**Money Raising Projects.** In general, student body money raising projects will be limited to school activities, or will be in connection with regularly scheduled school events. No individual or group will instigate any project or activity involving the handling of money without first obtaining the permission of the principal or his/her designee. No class, club, or organization may raise money through community sales, or off-campus events, without approval of the principal and compliance with requirements established by the principals in accordance with Board of Education policy.

**Reserves.** Student organizations will not accumulate money reserves beyond reasonable requirements. In general, student monies will be expended for the benefit of those students currently enrolled in the schools who have contributed in some manner to the accumulation thereof. Upon specific authorization of the Superintendent, a reserve may be established to make a major expenditure that may be financed for more than one school year.

**Fixed Assets.** Student organizations will not acquire in their own names ownership of fixed assets. Upon approval of the Board of Education, acting upon recommendation of the Superintendent, fixed assets may be acquired and donated to the school district. Such approval may set forth such conditions, control and use as the board may desire.

**Audit.** The financial records of student organizations will be audited as a part of the annual school district audit that is performed in accordance with Town procedures. The cost of the audit will be paid from the district general fund.

Date of Adoption: January 23, 1996

**#5120.1  
Student Insurance Coverage**

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Scholastic insurance will be made available annually to all students. The purchase of such accident insurance and liability insurance coverage is optional and the cost will be borne by the student and parents.

Date of Adoption: December 5, 1995

**#5120.2  
Reports of Accidents**

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Principals are to report upon forms supplied by the central office, accidents occurring to pupils, employees, or patrons on the school premises, or while under school supervision. These reports will give all of the necessary circumstances and details, including dates, times, witnesses, and the signatures of the people filing the reports. A copy of the report will be filed immediately following the accident with the Superintendent, another copy remaining with the school principal. The Superintendent will develop regulations for filing procedures, per required insurance policy guidelines.

Date of Adoption: December 5, 1995

**Student In-School Employment**

Part-time school jobs shall be open to students ages fifteen and over in keeping with their abilities and needs of the school for student help.

**Student After-School Employment**

If students choose to work during the school year (the), shall be cautioned against assuming work commitments that will interfere with their studies and achievements in school. Students must be sixteen years of age or older to work in any "manufacturing, mechanical, or barber shop." Students must be fifteen years of age or older to work in any "mercantile-establishment." School guidance personnel shall make efforts to post employment notices.

**Working Papers for Minors**

Minors (15-18) receive employment certificates from the Superintendent or his/her designated agent in the town or city in which they live. The high school principal is the designated agent in the district. The school principal will establish hours during which students may obtain working papers and notices of such shall be included in the annual students' handbook. The high school issues ,working papers only to resident students in the town. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the "promise to work" paper and proof of residency. Any student requesting working papers must provide evidence of age and promise of employment according to state law.

Legal Reference:            Connecticut General Statutes  
                                 10- 193 Certificate of age of minors in certain occupations  
                                 10- 194 Penalty  
                                 10- 195 Evidence of age  
                                 10- 197 Penalty for employer under fourteen  
                                 10- 198 False statement as to age

Date of Adoption: June 4, 1996

**#5160  
Gifts to Employees**

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No principal, teacher, or other employee of the Board will accept money as a gift from any student. Gifts of appreciation given by an individual student or a class, parents or other persons to any employee of the Madison Public Schools should not be elaborate or unduly expensive. The Board will consider, as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

This policy will not be interpreted as intending to discourage acts of generosity in unusual situations. Simple remembrances expressive of affection or gratitude will not be regarded as violations of this policy.

The Board expects that the solicitation of money for gifts for activity sponsors, teachers, or other individuals will be under the control of the school principal.

Date of Adoption: June 4, 1996

**#9540.11****News Media Services at Meetings**

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The Board believes that one of the paramount responsibilities of a Board of Education is to keep the public informed of its actions. Consequently, the local news media representatives will be welcome to attend all regular, special, and annual meetings of the Board.

A copy of the agenda of all official Board meetings will be made available to members of the working press who request it. In the event that representatives of the news media are unable to attend a meeting, upon request, they will be provided a summary of important Board actions.

All reports approved by the Board will be a matter of official record and, upon request, will be made available to the press or other members of the public. No report-in-progress, including all of those on which the Board has taken no final action, will be released by any Board or staff member unless the Board specifically authorizes its release as a "tentative report."

In situations where individual Board members receive requests from news media representatives for information about Board meetings, members may speak only for themselves and not as spokesperson for the Board unless this responsibility has been specifically delegated to a Board member.

Date of Adoption: 3/7/95

**#9900****School Board Legislative Program**

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The Board, as an agent of the State, must operate within the bounds of state and federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end, the Board ...

- Will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
- May work with its legislative representatives (both state and federal), with the state school boards association, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program. One of the major objectives of the Board's legislative program will be to seek full funding for all state and federally mandated programs.
- May annually designate a person—who may or may not be a member of the Board—to serve as its legislative representative. This person will be authorized to speak on the Board's behalf with respect to legislation being considered by the state legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board.

**Board's Legislative Representative**

A legislative representative may serve as the Board's liaison with the state school board association legislative assembly. The legislative representative may attend state school boards' association assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative will monitor proposed school legislation and inform the Board of the issues.

Date of Adoption: 3/7/95

**#9910  
State Legislative Program**

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The Board recognizes the importance of sound and constructive state legislation in establishing the framework and support for public education. It is therefore directly concerned with legislative proposals affecting education.

If the Board has appointed a designated legislative liaison member, that member will report to the Board on legislative proposals, and the Board will make its position known both to the state school boards association and to appropriate state representatives and senators.

The legislative liaison member will also keep the Board informed of pertinent federal legislative proposals and communicate the Board's position to representatives and senators at the national level.

Date of Adoption: 3/7/95

**#5120.9.4****Bicycle and Rollerblade Use**

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The principal of each building will set specific rules for students for the use of bicycles and rollerblades to and from the school. The privileges of riding a bicycle or using rollerblades may be withdrawn if a student fails to observe the rules for bicycle or rollerblade use set by the school or by Connecticut state law.

In general, students who ride bicycles to school are requested to park them in an orderly fashion and at the location requested by the building principal. To discourage theft, the use of bicycle locks is highly recommended. Students are required to park bicycles upon arrival at school and leave them until ready to return home. Similarly, students who rollerblade to school are requested to remove rollerblades upon arrival at school and store them as designated by the principal until ready to return home. For safety reasons, riding bicycles or rollerblading on school grounds during school hours will not be permitted. Bicycle riders and rollerbladers are expected to know the rules of the road and to follow them.

Additionally, the Board strongly urges compliance with state law requiring the use of bicycle helmets for children and charges parents with monitoring their own child's use of appropriate headgear and other safety gear for both bicycling and rollerblading.

Date of Adoption: April 2, 1996

**5120.4.2.3  
Substance Abuse Counseling**

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Health problems of youth are primarily the responsibility of the home and community, but schools share in that responsibility because substance abuse problems often interfere with school behavior, student learning, and the fullest possible development of each student.

The Board recognizes that substance abuse is a treatable health problem which does not respect any group or age. Under no circumstances does the district condone the use or abuse of chemical substances and the district discipline policy governing such abuse, will continue to be strictly observed.

The Board recognizes that substance abuse affects not only the individual but the total family. Therefore, when a student is involved in substance abuse, services will be offered to assist the student and/or his/her family. These services may include education and awareness, identification, assessment, referral, and follow-up with student support services.

Principals will be responsible for monitoring the implementation of the substance abuse prevention program at their school site. The parents and community are responsible for learning about the school's substance abuse program and cooperating in its implementation.

A curriculum that stresses preventive substance abuse education will be conducted throughout the K - 12 program. The curriculum will be regularly reviewed and updated to assure accurate and comprehensive programming

(cf: 5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances)

(cf: 5110.4 Suspension / Expulsion / Exclusion from School / School Activities)

(cf: 6080.14.1 Drugs, Alcohol, and Tobacco Education)

Date of Adoption: June 4, 1996

Technical Revision: August 22, 2006

Time, Place, and Notice of Meetings

1. Regular Meetings

- A. The Madison Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in ~~November~~December.
- B. In compliance with the Connecticut General Statutes, the Chairperson ~~for Secretary~~or Chairperson’s designee shall file this calendar with the Town Clerk, and post this calendar on the Board’s Internet web site, ~~if available, by November 30~~ [or other date falling on or before January 31].
- C. Normally the Board shall schedule regular meetings on the first and third Tuesday of each month of the year except during school holidays, when the Board shall schedule no regular meetings.
- D. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
- E. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk, and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.

2. Special Meetings

- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three members of the Board.
- B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town

Clerk, and has been posted on the Board’s Internet web site, if available, twenty-four (24) hours before the time stated for the meeting to convene.

1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk ~~[Regional School District Option: with the Town Clerk of each municipal member of the school district]~~ no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

A. All regular meetings of the Board shall begin at 7:30 p.m. or as soon thereafter as a quorum is present, ~~and shall adjourn no later than unless extended to a time certain by a two-thirds vote of the Board members present.~~ All regular meetings of the Board shall be held in Central Office, unless otherwise ordered by the Board.

B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of Information Act.”

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-228 Adjournment of meetings. Notice
- 1-229 Continued hearings. Notice
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution

- 93            7-3            Warning of town and other meetings
- 94            7-4            Record of warning
- 95            10-218        Officers. Meetings

96

97    First Reading:            December 12, 2023

98    Second Reading:        January 9, 2024

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**#9510**  
**Regular Board Meetings**

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**Scheduling Board Meetings**

Regular meetings of the Board shall be held the first and third Tuesday of each month at a consistent time to be determined by the members of the Board. A schedule of meetings shall be made at a regular meeting of the Board. A calendar of such regularly scheduled meetings shall be made known to the Town Clerk of Madison by the Superintendent at least thirty (30) days prior to the first regularly scheduled meeting of the calendar year. Any change in the location, date and / or time of a regular meeting, due to a legal holiday or some other circumstance, shall be determined at a public meeting of the Board. Notice of such change shall be given to the Town Clerk and the public no less than forty-eight (48) hours prior to the revised meeting. If a regularly scheduled meeting of the Board would otherwise fall on the November Election Day, the meeting shall be rescheduled to such other date as determined by the Board.

**Adjourning Board Meetings**

A regular meeting of the Board of Education may be adjourned in the absence of a quorum or due to incomplete business. A majority vote of those members present is required when a meeting is adjourned due to incomplete business. Within twenty-four hours of the adjournment, notice must be given to all Board members, the office of the Town Clerk, and clearly posted at the meeting site. Such notice shall include the site and time for the rescheduled adjourned meeting. If the hour for the rescheduled adjourned meeting is not stated, it shall be held at the hour specified for regular meetings.

**Canceling Board Meetings**

A regular meeting of the Board may be canceled by agreement of the majority of the entire Board and notice given to the Town Clerk at least 24 hours in advance of the scheduled meeting. Emergency cancellation of a regular or special Board meeting may be made by

**9510** (continued)

the Board Chairperson and the Superintendent when such a condition exists. Board members will be notified as soon as possible and public notice given by local radio stations or cable channel.

Legal Reference: Connecticut General Statutes  
10-218 Offices Meeting; 1-21 Meetings of Public Agencies

Date of Adoption: 2/7/72  
1<sup>st</sup> Revision: 3/21/89  
2<sup>nd</sup> Revision: 4/7/92  
3<sup>rd</sup> Revision: 1/3/95  
4<sup>th</sup> Revision: 12/15/98

**#9520  
Special Board Meetings**

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Special meetings of the Board of Education shall be called by the Chairperson when he / she deems it necessary or upon the written request of one-third (1/3) of the members of the Board. No business shall be transacted at any special meeting which does not come within the purpose set forth in the call for the meeting unless all members are present and agree to the consideration of the additional items.

Notice of the time and location of each special meeting shall be given to the Office of the Town Clerk not less than 24 hours prior to the time of such meeting. Notice of any special meeting shall be given to all Board members not less than 24 hours prior to the time of such meeting.

**Emergency Special Meetings:**

In the case of an emergency, a special meeting may be held without complying with the requirement set forth above regarding notification to the Office of the Town Clerk. However, a copy of the minutes of such emergency meeting which adequately sets forth the nature of the emergency and the proceedings which occurred at the meeting shall be filed with the Office of the Town Clerk not later than 72 hours following the meeting. No other business shall be considered at emergency meetings than that for which the meeting is called.

Legal Reference: Connecticut General Statutes  
Sec. 1-21

Date of Adoption: 1/17/72  
1st Revision: 6/19/90  
2nd Revision: 1/3/95

**#9540.1****Notification of Board Meetings**

---

The Board must file a schedule of all regular meetings with the town clerk no later than January 31 of each year, and no such meeting may be held less than 30 days after the schedule is filed. In order to ensure timely compliance, the Superintendent will present to the Board before December 1 a calendar of proposed regular meetings which, when approved, will be transmitted to the town clerk.

Notification of special meetings must be given by posting a notice of time, place, and purpose of the meeting in the town clerk's office at least 24 hours prior to the meeting.

Where practical, the Board must give notice by mail of each regular and special meeting to any person who has filed a written request for such notice. The Board may make a reasonable charge for this service.

State law requires that notices of special meetings be delivered to the home of each member of the Board, but this requirement may be waived by individual members as permitted by law.

Wherever possible the Board will announce in advance through the media the date, time, place, and agenda for all regular, special, and rescheduled meetings. The Secretary will supervise this notification.

Legal Reference: Connecticut State Statutes  
Sec. 1-21

Cross Reference: Bylaw #9540.2

Additional Reference: *Robert's Rules of Order, Rev.*, 75th Edition: Article XI, Sec. 65 Order of Business

Date of Adoption: 3/20/72  
1st Revision: 6/19/90  
2nd Revision: 1/3/95

- 1  
2  
3  
4 1. Search of a Student and the Student's Effects  
5  
6 A. Fourth Amendment rights to be free from unreasonable searches and  
7 seizures apply to searches conducted by public school officials. A student  
8 and their effects may be searched if there are reasonable grounds for  
9 suspecting that the search will turn up evidence that the student has  
10 violated or is violating either the law or the rules of the school. The way  
11 the search is conducted should be reasonably related to the objectives of  
12 the search and not excessively intrusive in light of the protected  
13 characteristics of the student - including but not limited to age and sex -  
14 and the nature of the infraction.  
15  
16 2. Search of a Locker, Desk and Other Storage Area  
17  
18 A. Lockers, desks and other storage areas provided by the school system for  
19 use by students are the property of the school system. Such storage areas  
20 are provided for the temporary convenience of students only. The Board  
21 of Education (the "Board") authorizes the administration and/or law  
22 enforcement officials to search lockers and other school property available  
23 for use by students for the presence of weapons, contraband or the fruits of  
24 a crime if there are reasonable grounds at the inception of the search for  
25 suspecting that the search will reveal evidence that the student has violated  
26 or is violating either the law, Board policy or the rules of the school.  
27 Moreover, the scope of the search shall be reasonably related to the  
28 objectives of the search and shall not be excessively intrusive in light of  
29 the protected characteristics of the student - including but not limited to  
30 age and sex - and the nature of the infraction.  
31  
32 B. If the school administration reasonably suspects that a student is not  
33 maintaining a locker or other storage area assigned to them in a sanitary  
34 condition, or that the storage area contains items the possession of which  
35 is illegal or in violation of school regulations or that endangers the health,  
36 safety or welfare of the student or others, the school administration has  
37 the right to open and examine the storage area and to seize any such items  
38 that are found.  
39  
40 C. When required by law and otherwise at the option of the building  
41 principal, items that have been seized shall be submitted to the police  
42 department for proper disposition. Items not submitted to the police  
43 department shall be disposed of as directed by the building principal.  
44  
45 3. The decision to search shall be made by the principal or the principal's designee.  
46 The search shall be made in the presence of at least one witness. Discovery of

47 illegal or dangerous materials shall be reported to the Office of the  
48 Superintendent.

49  
50 4. Use of drug-detection dogs and metal detectors, similar detective devices; and/or  
51 breathalyzers and other passive alcohol screening devices may be used only on the  
52 express authorization of the Superintendent, in accordance with such procedures as  
53 the Superintendent may devise.

54  
55 Legal References:

56  
57 Conn. Gen. Stat. § 10-221, Board of education to prescribes rules, policies and  
58 procedures

59  
60 Conn. Gen. Stat. § 54-33n, Search of school locker and property

61  
62 New Jersey v. T.L.O., 469 U.S. 325 (1985)

63  
64  
65

66 First Reading: December 12, 2023

67 Second Reading: January 9, 2024

68  
69

#5090.8.1 Regulation  
Search and Seizure

ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE

1. Search of a Student and the Student’s Effects
  - A. All searches of students shall be conducted or directed by an authorized school administrator, i.e., the principal or vice principal, in the presence of a witness.
  - B. A search of a student's handbag, gym bag, cellular telephone, personal electronic device or similar personal property carried by a student may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law, Board policy, or the rules of the school. A student's other effects are also subject to the same rule. Effects may include motor vehicles located on school property.
  - C. A search of a student's person may be conducted only if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the protected characteristics of the student - including but not limited to age and sex - and the nature of the infraction. Metal detectors, breathalyzers and/or drug sniffing dogs may be used to detect the presence of contraband, including weapons, drugs or alcohol, in furtherance of this policy and to the extent authorized by law.
  - D. Strip searches are prohibited except when there are reasonable grounds for suspecting that such a search will produce evidence of conduct which places students, staff or school property in immediate danger. Such searches may be conducted at the request of the school principal, generally by a member of the police department. During such searches, a member of the school staff shall be present at all times as a witness, and both the police officer conducting the search and the witness shall, to the extent possible, be of the same sex and/or gender as the student searched.
  - E. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the police

department for proper disposition. Evidence not submitted to the police department shall be disposed of as directed by the building principal.

2. Search of a Locker, Desk and Other Storage Area

- A. The Board of Education (the “Board”) provides lockers, desks, gym baskets and other storage areas in which students may keep and store personal belongings and materials provided by the Board. Such storage areas are the property of the Board.
- B. No student shall keep or store personal belongings or materials provided by the Board in any storage area other than one provided by the Board and designated for the student’s use by the school administration.
- C. Each student shall be responsible for maintaining any storage area assigned to the student for the student’s use in an orderly and sanitary condition.
- D. No student shall keep or store in a storage area assigned to the student for the student’s use any item the possession of which is illegal or in violation of ~~school regulations~~Board policy, the rules of the school or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).
- E. The use of lockers and other storage areas by students is a privilege. At all times such storage areas remain the property of the Board. If the school administration reasonably suspects that a student is not maintaining a storage area assigned to the student in a sanitary condition, or that the locker contains items the possession of which is illegal or in violation of Board policy, the rules of the school, school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas in accordance with Board Policy 5090.8.1, Section 2(A).
- F. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.

Legal References:

92 Conn. Gen. Stat. § 10-221, Board of education to prescribes rules, policies and  
93 procedures  
94  
95 Conn. Gen. Stat. § 54-33n, Search of school locker and property  
96  
97 New Jersey v. T.L.O., 469 U.S. 325 (1985)  
98  
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104

105  
106 **ADMINISTRATIVE REGULATION REGARDING SEARCH AND SEIZURE**  
107 **(OPTIONAL ADDENDUM REGARDING USE OF BREATHALYZERS ON**  
108 **SCHOOL PROPERTY)**  
109  
110

111 The Board of Education (the “Board”) supports the use of both passive alcohol screening  
112 (“PAS”) devices and breathalyzers during the school day or at school-sponsored events,  
113 on or off campus, to deter the use of alcohol by students in the Madison Public Schools  
114 (the “District”) and to promote the health and safety of all students.  
115

116 This regulation provides the basic structure for the use of passive alcohol sensors and  
117 breathalyzers in this District to detect/confirm alcohol consumption by students. Such  
118 instruments shall be used by the District to 1) to confirm a reasonable suspicion that a  
119 particular student has used or is under the influence of alcohol at school during the school  
120 day, or at a voluntary, extracurricular school-sponsored event; and/or 2) systematically  
121 screen students attending extracurricular/voluntary school-sponsored events for possible  
122 alcohol use.  
123

124 The passive alcohol sensor (“PAS”) device is a non-invasive high-speed breath alcohol-  
125 screening instrument which can be used as a “sniffer” for overt or covert alcohol  
126 detection. This device may be used to sample a student’s breath in order to detect alcohol  
127 use, with results reported as either “positive” or “negative.” A breathalyzer is a device  
128 that detects and measures alcohol in expired air so as to determine the concentration of  
129 alcohol in a person's blood.  
130

131 Only designated school personnel will be trained in the use of the PAS device and/or  
132 breathalyzer test. All testing instruments shall be properly calibrated and will be checked  
133 for accuracy and for full calibration in accordance with the manufacturer’s standards.  
134 Testing of students using these devices will be conducted in a separate area, to the extent  
135 practicable, to maintain student privacy.  
136

137 Results from a PAS device or breathalyzer will be maintained in a confidential manner,  
138 and released in accordance with District policy and state and federal law.  
139

140 **A. Testing to Confirm Reasonable Suspicion of Alcohol Use**  
141

142 If there is reasonable suspicion that a student is under the influence of alcohol at school  
143 or at a school-sponsored event, the student shall be removed to a separate area for  
144 observation and questioning concerning alcohol consumption. The student will be  
145 informed as to how the PAS device operates and will be asked to breathe across the  
146 intake part of the device. Testing will be conducted by trained personnel, in a separate  
147 area whenever possible, to maintain student privacy. Any student who tests positive will  
148 be asked to submit to a second test using a breathalyzer. If the student tests positive for a  
149 second time, the school will contact the student’s parents. If necessary, the student will  
150 be brought to the school nurse for medical treatment and emergency medical protocols  
151 shall be followed.

152  
153 If the student tests positive on either test, or if the student refuses to take the test when  
154 there is reasonable suspicion of alcohol use, the student may be subject to appropriate  
155 disciplinary action consistent with District policies and procedures.

156  
157 **Reasonable suspicion shall include**, but not be limited to, any of the following:

- 158  
159 1. Observed use or possession of alcohol;  
160  
161 2. Alcohol odor or the presence of an alcohol container;  
162  
163 3. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed  
164 eyes; or  
165  
166 4. Marked changes in personal behavior not attributable to other factors.

167  
168  
169 **B. Extracurricular/Voluntary School-Sponsored Events**

170  
171 The Board also allows for the use of PAS devices and breathalyzers in connection with  
172 students' participation in extracurricular/voluntary school-sponsored events and activities  
173 without the need for school personnel to first have reasonable suspicion of alcohol use.  
174 Such suspicion-less testing will occur only if students are notified prior to the event or  
175 school-sponsored activity that a PAS or breathalyzer may be used, and that they may be  
176 denied entry and/or removed from the event or activity for either refusing to submit to  
177 such testing or for testing positive for alcohol use. Students will be notified through a  
178 variety of means, including orientation programs, student handbooks and/or electronic  
179 publication.

180  
181 When PAS devices and/or a breathalyzer will be used at a voluntary school-sponsored  
182 event (i.e. school dances, proms, etc.), such devices shall be administered as follows:

- 183  
184 1. All students participating in the activity or school-sponsored event will be  
185 asked to submit to a PAS screening. Students will be asked to breathe  
186 across the intake part of the device.  
187  
188 2. If the PAS device detects alcohol, the student shall be removed to a  
189 separate area for observation and questioning concerning alcohol  
190 consumption. After fifteen (15) minutes, the student will be asked to  
191 submit to a breathalyzer test to confirm the presence of alcohol.  
192  
193 3. Should the student test positive after the second test, school personnel will  
194 contact the student's parents and the student shall be removed/denied entry  
195 to the activity or school-sponsored event.  
196

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205
4. Any student who refuses to breathe into the PAS device, or who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.
  5. The District retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with District practice and policy.

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**#5090.8.1  
Search and Seizure**

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**Desks and School Lockers**

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property, giving recognition to the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker or desk and seize contraband under the following conditions:

1. There is a reasonable belief that the student's desk or locker contains contraband material, or that the student has violated or is violating either the law or the rules of the school.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school. Contraband is defined as any object that is illegal or in violation of any Board policy.
3. The student has been informed in advance that school board policy allows desks and lockers to be inspected if the administration has a reasonable belief that materials injurious to the best interests of students and the school are contained therein.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

**Student Search**

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the

**#5090.8.1 (cont.)**

search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

(c.f. 1350 Relations with Law Enforcement Agencies)  
(c.f. 5090.8.1.2 Vehicle Searches on School Grounds)  
(c.f. 5110.3.1 Police in Schools)  
(c.f. 5142.4 School Resource Officer)

Legal Reference: Connecticut General Statutes  
10-221 - Boards of Education to prescribe rules.  
*New Jersey v. T.L.O.*, 469 U.S. 325; 105 S.Ct.733  
PA 94-115 An Act Concerning School Searches  
*Safford Unified School District #1 v. Redding (U.S. Sup. CT 08-479)*

Date of Adoption: September 19, 1995  
Date of Revision: March 18, 2014

#5090.3.1  
Student Dress

In order to maintain an environment conducive to the educational process, the Madison Board of Education (the “Board”) prohibits the following from wear during the academic school day, deemed disruptive to the educational environment:

- a. Coats, jackets, or other attire normally worn as outerwear.
- b. Head coverings. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.
- c. Sunglasses unless required pursuant to a documented medical issue.
- d. Attire or accessories that may present a safety hazard to the student, other students, or staff.
- e. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures.
- f. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- g. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- h. Shirts and/or blouses that reveal the abdomen, ~~or~~ chest, or undergarments.

- 35 [i. See-through clothing.](#)  
36 [j. Shorts, miniskirts, or pants that reveal undergarments.](#)  
37 [k. Backpacks and/or book bags are permitted to be carried between classes, but shall not](#)  
38 [obstruct safe passage in the classroom or in the corridors.](#)

39

40 Students who fail to comply with Board policy and regulations concerning student dress  
41 will be subject to school discipline up to and including expulsion in accordance with the  
42 Board's policy on student discipline.

43

44 [Legal Reference:](#)

45

46 [Connecticut General Statutes § 46a-51 \(definition of protective hairstyles\)](#)

47

48

49 Date of Adoption:     October 6, 2020

[First Reading:         December 12, 2023](#)

[Second Reading:      January 9, 2024](#)

#5144.4

~~Physical Activity, Undirected Play and Student Discipline~~ Recess and Play-Based Learning

It is the policy of the Madison Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles and mental health wellness, including promoting physical exercise, ~~and~~ activity and play as part of the school day within the Madison Public Schools (“District”).

For the purposes of this policy, a “school employee” is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of their duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

For purposes of this policy, “recess” means the time during the regular school day for each student enrolled in elementary school that is devoted to physical exercise of not less than twenty minutes in total pursuant to Conn. Gen. Stat. § 10-221o.

**I. Deprivation of ~~Physical Exercise Period~~ Recess or Undirected Play Period as a Form of Discipline:**

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, ~~to be devoted to physical exercise~~ for recess, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty minutes required for ~~physical exercise~~ recess, devoted to undirected play during the regular school day for elementary school students.

33 In an effort to promote physical exercise and undirected play, the Board prohibits school  
34 employees from disciplining elementary school students by preventing them from participating in  
35 the full 20 minutes of ~~time devoted to physical exercise~~ or additional time devoted to  
36 undirected play during the regular school day, except in accordance with this policy or as  
37 determined by a student’s Section 504 team or PPT.

38

39 A. *Physical ~~Exercise Recess~~ Period*  
40

41 School employees may prevent or otherwise restrict a student from participating in the entire  
42 time devoted to ~~physical exercise in the regular school day~~ as a form of discipline, only  
43 under the following circumstances:  
44

45 1) When a student poses a danger to the health or safety of other students or school  
46 personnel; or  
47

48 2) If there are two or more periods devoted to ~~physical exercise~~ in a school day,  
49 then when the prevention or restriction of ~~physical exercise~~ is limited to the  
50 period ~~devoted to physical exercise~~ of recess that is the shortest in duration,  
51 provided that the student still participates in at least twenty minutes of ~~physical~~  
52 ~~exercise~~ in a school day.  
53

54 School employees may prevent or restrict a student from participating in the entire ~~time~~  
55 ~~devoted time~~ ~~to~~ ~~physical exercise in the regular school day~~ as a form of discipline, in  
56 accordance with this policy, only one time during a school week, unless the student is a danger  
57 to the health or safety of other students or school personnel.  
58

59 School employees may not prevent or restrict a student from participating in the entire time  
60 devoted to ~~physical exercise in the regular school day~~ if such prevention or restriction is  
61 related to the student’s failure to complete school work on time or to the student’s academic  
62 performance.  
63

64 This policy distinguishes between a) discipline that is imposed before ~~the time devoted to physical~~  
65 ~~exercise~~ begins and b) discipline imposed during ~~such time devoted to physical~~  
66 ~~exercise~~ or methods used to redirect a student’s behavior during ~~such time~~. School

67 personnel may impose discipline during ~~time devoted to physical exercise~~recess as a result of  
68 student’s behavior during ~~such time~~recess, if such discipline is in accordance with Board policies  
69 and procedures. School personnel may also use methods to redirect a student’s behavior, in the  
70 event such behavior warrants redirection, during ~~the time devoted to physical exercise~~recess. For  
71 clarity, the prohibition against preventing or restricting a student’s participation in the time  
72 devoted to ~~physical exercise~~recess shall apply to student conduct that occurs prior to the ~~physical~~  
73 ~~exercise~~recess time, rather than during the ~~physical exercise~~recess time.  
74

75 B. *Undirected Play Period*  
76

77 School employees may not discipline elementary school students by preventing them from  
78 participating in the full time devoted to undirected play, if any, during the regular schoolday,  
79 except when a student poses a danger to the health or safety of other students or school personnel,  
80 or as determined by a student’s Section 504 team or PPT.

81 **II. Play-Based Learning Requirements for Pre-Kindergarten to Grade Five**  
82

83 Effective July 1, 2024, the Board directs the District administration to 1) provide for play-based  
84 learning during the instructional time of each regular school day for all students in kindergarten  
85 and any preschool program operated by the Board; and 2) permit a teacher to utilize play-based  
86 learning during the instructional time of the regular school day for all students in grades one to  
87 five, inclusive.

88  
89 A. Definitions for Section II  
90

- 91 1) “Free play” means unstructured, voluntary, child-initiated activities that are performed by  
92 a child for self-amusement and have behavioral, social and psychomotor rewards, except  
93 free play may be structured to promote activities that are child-directed, joyful and  
94 spontaneous.
- 95  
96 2) “Guided play” means learning experiences that combine the child-directed nature of free  
97 play with a focus on learning outcomes and adult guidance.
- 98  
99 3) “Play-based learning” means a pedagogical approach that emphasizes play in promoting  
100 learning and includes developmentally appropriate strategies that can be integrated with  
101 existing learning standards. Play-based learning does not mean time spent in recess or as  
102 part of a physical education course or instruction.
- 103  
104 4) “Mobile electronic device” means any hand-held or other portable electronic equipment  
105 capable of providing data communication between two or more individuals, including,  
106 but not limited to, a text messaging device, a paging device, a personal digital assistant, a

107 laptop computer, equipment that is capable of playing a video game or a digital video  
108 disk, or equipment on which digital images are taken or transmitted.

109  
110 5) “Instructional time” means the time of actual school work during a regular school day.  
111

112 B. Play-Based Learning Requirements for Pre-Kindergarten and Kindergarten  
113

114 Play-based learning shall be provided during the instructional time of each regular school day for  
115 all students in kindergarten and any preschool program operated by the Board. Such play-based  
116 learning shall:

117  
118 1) be incorporated and integrated into daily practice;

119  
120 2) allow for the needs of such students to be met through free play, guided play and games;  
121 and

122  
123 3) be predominantly free from the use of mobile electronic devices.  
124

125 C. Play-Based Learning Requirements for Grades One to Five, Inclusive  
126

127 The Board permits teachers to utilize play-based learning during the instructional time of a  
128 regular school day for all students in grades one to five, inclusive. Such play-based learning:

129  
130 1) may be incorporated and integrated into daily practice;

131  
132 2) shall allow for the needs of such students to be met through free play, guided play and  
133 games; and

134  
135 3) shall be predominantly free from the use of mobile electronic devices.  
136

137 D. Play-Based Learning for Students with IEPs or Section 504 Plans  
138

139 Any play-based learning utilized shall comply with a student’s individualized education program  
140 (“IEP”) or Section 504 plan.

141  
142 E. Deprivation of Play-Based Learning as a Form of Discipline  
143

144 School employees may not discipline elementary school students by preventing them from  
145 participating in the full time devoted to play-based learning, if any, during the regular school  
146 day, except when a student poses a danger to the health or safety of other students or school  
147 personnel, or as determined by a student’s Section 504 team or PPT.  
148

149 **H.III. Prohibition on Compulsion of Physical Activity as a Form of Discipline:**  
150

151 For all students, the Board prohibits school employees from disciplining students by requiring  
152 students to engage in physical activity as a form of discipline during the regular school day.

153  
154

155 **III.IV. Disciplinary Action for Failure to Follow Policy:**

156

157 Any employee who fails to comply with the requirements of this policy may be subject to  
158 discipline, up to and including termination of employment. Any contracted individual who  
159 provides services to or on behalf of students enrolled in the district and who fails to comply with  
160 the requirements of this policy may be subject to having the individual’s contract for services  
161 suspended by the district.

162

163 **Legal References:**

164

165 **Connecticut General Statutes:**

166

167

168

169 § 10-221o Lunch periods. Recess. Boards to adopt policies addressing the  
170 limitations of physical exercise

171

172 § 10-221u Boards to adopt policies addressing the use of physical activity as  
173 discipline

174

175 [Public Act No. 22-81 “An Act Expanding Preschool and Mental and Behavioral](#)

176

[Services for Children”](#)

177

[Public Act No. 23-159, “An Act Concerning Teachers and Paraeducators”](#)

178

179 [Public Act No. 23-101, “An Act Concerning the Mental, Physical and Emotional](#)  
180 [Wellness of Children”](#)

181

182

183

184 Date of Adoption: March 7, 2023

185

186 [First Reading: December 12, 2023](#)

187

[Second Reading: January 9, 2024](#)



**Donation (Cash / Property) to the Madison Public Schools**

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. The school principal may approve gifts to a school that are valued at \$500 to \$,1000 and meet criteria established by the administrative regulations established in accordance with this policy. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: December 6, 2023

Organization / Individual Making Donation: Jeffrey PTO

Address: 331 Copse Road, Madison, CT 06443  
(Street, city, zip)

Phone #: 202-245-6460

Description of Donation / Gift and intended use: Field Trips 2023-2024

Approximate Value: 2,500.00

Recipient(s) name: Jeffrey School

Acknowledgements: (optional)

In honor/memory of: \_\_\_\_\_

Acknowledgement Contact: \_\_\_\_\_

Acknowledgement Address: \_\_\_\_\_

***This request cannot be acted up on before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name/signature of the person who was consulted.***

Signature of Person Consulted: Rebecca Frost

Are there conditions of use attached to the gift/donation:  Yes  No

If yes, please explain conditions: To be used to offset Jeffrey field trips for the 2023-2024 school year.

Are there installation, site preparation, labor, or equipment costs needed for installation, etc.?  Yes  No

If yes, who is responsible for the costs? \_\_\_\_\_

What is the annual maintenance cost of the donation, if any?  Yes  No

Are there any other additional costs to the District?  Yes  No

(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: [Signature]  
Signature

12/11/23  
Date

Accepted by Board of Education on: \_\_\_\_\_  
Date



**Donation (Cash / Property) to the Madison Public Schools**

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. The school principal may approve gifts to a school that are valued at \$500 to \$,1000 and meet criteria established by the administrative regulations established in accordance with this policy. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: December 20, 2023

Organization / Individual Making Donation: Steady Photography

Address: 640 East Main Street, Unit 5, Branford, CT 06405  
(Street, city, zip)

Phone #: 203-488-5170

Description of Donation / Gift and intended use: Deposit in Jeffrey Donation Account DO181JG-59003.

Approximate Value: \$1,610.53

Recipient(s) name: Jeffrey Elementary School

Acknowledgements: (optional)

In honor/memory of: \_\_\_\_\_

Acknowledgement Contact: \_\_\_\_\_

Acknowledgement Address: \_\_\_\_\_

*This request cannot be acted up on before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name/signature of the person who was consulted.*

Signature of Person Consulted: Rebecca Frost

Are there conditions of use attached to the gift/donation:  Yes  No

If yes, please explain conditions: \_\_\_\_\_

Are there installation, site preparation, labor, or equipment costs needed for installation, etc.?  Yes  No  
If yes, who is responsible for the costs? \_\_\_\_\_

What is the annual maintenance cost of the donation, if any?  Yes  No

Are there any other additional costs to the District?  Yes  No

\_\_\_\_\_  
(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: [Signature]  
Signature

1/2/24  
Date

Accepted by Board of Education on: \_\_\_\_\_  
Date

## Subject to Approval

## Meeting Minutes

*Video documentation of these proceedings can be found in the Meetings/Minutes section of the website.*

### I. Call to Order / Attendance

The regular meeting of the Madison Board of Education was called to order by Chairman Seth Klaskin at 7:30 p.m. Mr. Klaskin led the Pledge of Allegiance.

Present: Galen Cawley (on Zoom), Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Christine Maisano, Cathy Miller, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Heather Dobson, Director of Human Resources; Arthur Sickle, Director of Administrative Services

### II. School / Community Session

The following cafeteria workers spoke in opposition to the NAGE union outsourcing action item on the agenda: Carol Cretella, Jill Benton, Cynthia Kilbride, Bernadette Maxted, Margaret Kraemer-Oliwa, Susanna Bakula. NAGE State Representative Ed Kosinski and student Lucy Kaplan also spoke in opposition to outsourcing the NAGE workers. Comments can be heard in full on the meeting recording posted on the District website.

### III. Board of Education Student Representatives' Report

*Eli Ackerman and Brooke Anderson*

Eli and Brooke both expressed support for the cafeteria workers. Eli reported on the football team victory, winter sports, and FAFSA applications for seniors. Brooke reported that the holiday season is underway at Hand with numerous spirit days planned and winter concerts. She said course selection for the 24-25 school year will open in mid - January.

### IV. Superintendent's Report

*Craig A. Cooke, Ph.D.*

Dr. Cooke reported on the following:

- Reading Waiver Update - the District was not granted the reading waiver but the timeframe to comply with the legislation was moved to July 1, 2025. He shared that the administration does not plan to put forward the full \$600,000 request for a reading program for the 2024/25 budget. Dr. Cooke thanked the literacy coaches, central office staff and Assistant Superintendent Gail Dahling-Hench for their work on the reading waiver.
- 2024-2025 Budget – the administration is working to finalize its 2024-2025 budget proposal which will be presented to the Board in January. Board members will receive budget books the week of Dec. 18.
- Choice Program - The district submitted legislation to Senator Cohen and Representative Parker to allow the district to not only be a sending district through the State's Choice program but also a receiving district under choice within the ACES region. The District was previously assigned to the LEARN region which does not have an active program. This was approved by the Board last year and the District would not start accepting students until Fall 2025.

## V. Board Members' Comments

Mr. Klaskin commented on recent sports victories and thanked Athletic Director Farrell for his work promoting good sportsmanship this season.

## VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

No members of the public spoke.

## VII. Consent Agenda (Ref. Bylaw #9540.2)

- Line Item Transfers as of December 8, 2023
- Budget Expenditures as of December 8, 2023
- November Personnel Report

## VIII. Action Item: Motion to approve the Consent Agenda

MOTION: by Pynn, seconded by Infantine-Vyce to approve the consent agenda.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

## IX. Board Committees / Liaison Updates (Ref. Bylaw #9450)

### Curriculum and Student Development

*Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly*

No report.

### Facilities Committee

*Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce*

Mrs. Rosenthal gave a report on the meeting that took place earlier in the evening. She reported that Facilities Director Bill McMinn gave updates on when the new facilities director would start and the transition plan, the status of Brown School projects, the status of Polson School projects, and the ongoing issue with the rooftop units at the high school. The committee also discussed reimplementing paper towels in the bathrooms at the high school.

### Finance Committee

*Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal*

No report.

### Personnel Committee

*Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly*

No report.

### Policy Committee

*Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley*

Dr. Infantine-Vyce reported on the following policies on the agenda for a first read or action:

Policy for Rescission, First Reading:

- 9540.11 News Media Service at Meetings
- 9900 School Board Legislative Program

- 9910 State Legislative Program
- 5120.9.4 Bicycle and Rollerblade Use
- 5120.4.2.3 Substance Abuse Counseling

Policy for Rescission, Second Reading:

- 5100.9.1 Student Recruitment
- 9740 Board-Community Relations

Policy for Review, First Reading

- 9510 Time, Place and Notice of Meetings  
*Repeal and Replace*
  - 9510 Regular Board Meetings
  - 9520 Special Board Meetings
  - 9540.1 Notification of Board Meetings
- 5090.8.1 Search and Seizure
- 5090.3.1 Student Dress
- 5144.4 Physical Activity, Undirected Play and Student Discipline

Policy for Review, Second Reading:

- 5110.4 Student Discipline
- 5040 Admission to the Public Schools at or Before Age Five
- 9540.2 Construction and Posting of Agenda
- 5180.1 Confidentiality and Access to Educational Records  
*Repeal and Replace:*
  - 5180.1 Records / Confidentiality
    - 5180.1.1 Directory Information
    - 5180.1.2 Relations with Non-Custodial Parents
  - 5125.1 Health/Medical Records
- 9450 Committees  
*Repeal and Replace:*
  - 9450 Board Committees
    - 9450.1 Committee of the Whole
  - 9460 Advisory Committees

LEARN Liaison

*Mary Ann Connelly*

Mrs. Connelly reported that the Westbrook superintendent gave a presentation at the last LEARN meeting. She said it is interesting to hear from different superintendents to see how different districts approach various projects.

X. Action Item: Discuss and take action on outsourcing the full food services operation, as per the provisions of Article XVI, Section 9 of the NAGE bargaining agreement, effective at the end of the 2023-2024 school year.

MOTION: by Rosenthal, seconded by Infantine-Vyce to outsource the full food services operation, as per the provisions of Article XVI, Section 9 of the NAGE bargaining agreement, effective at the end of the 2023-2024 school year.

AYES: Cawley, Infantine-Vyce, Klaskin, Lewis, Miller, Pynn, Rosenthal

NAYS: Maisano

ABSTAIN: Connelly  
MOTION CARRIED: 7 – 1 – 1

XI. Action Item: Motion to rescind the following policies: 5100.9.1 Student Recruitment, 9740 Board-Community Relations.

MOTION: by Infantine-Vyce, seconded by Cawley to rescind policy 5100.9.1 Student Recruitment and 9740 Board-Community Relations.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XII. Action Item: Motion to approve the following policies: 5110.4 Student Discipline, 5040 Admission to the Public Schools at or Before Age Five, 9450.2 Construction and Posting of Agenda, 5180.1 Confidentiality and Access to Educational Records, 9450 Committees

MOTION: by Infantine-Vyce, seconded by Rosenthal to approve the following policies: 5110.4 Student Discipline, 5040 Admission to the Public Schools at or Before Age Five, 9450.2 Construction and Posting of Agenda, 5180.1 Confidentiality and Access to Educational Records, 9450 Committees.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XIII. Action Item: Motion to approve a donation to the DHHS Fencing team in the amount of \$1750 from the DHHS Fencing Boosters to supply needed uniforms.

MOTION: by Infantine-Vyce, seconded by Miller to approve a donation to the DHHS Fencing team in the amount of \$1750 from the DHHS Fencing Boosters to supply needed uniforms.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XIV. Action Item: Motion to approve the minutes of the November 28, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Infantine-Vyce, seconded by Connelly to approve the minutes of the November 28, 2023 Board of Education Meeting.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:  
ABSTAIN:  
MOTION CARRIED: 9 – 0

XV. Future Agenda Items

XVI. Meetings / Dates of Importance (see attached)

XVII. Adjournment

MOTION: by Pynn, seconded by Infantine-Vyce to adjourn at 8:34 p.m.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

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