

Board of Education Regular Meeting

Tuesday, November 18, 2025 7:00 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): Grace Ackerman and Katherine Rizzo

IV. Superintendent's Report

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

IV.A. Preschool Program Updates

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 Nov. 12, 2025

VII.B. Budget Expenditures as of Nov. 12, 2025

VII.C. October 2025 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: Catherine Miller, Chair; Mary Ann Connelly, Jessica Wilen

IX.B. Facilities Committee

Speaker (s): Members: Emily Rosenthal, Chair; Diane Infantine-Vyce, Lisa Deane

IX.C. Finance Committee

Speaker (s): Members: Galen Cawley, Chair, Emily Rosenthal, Jessica Wilen

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,

IX.E.1. Policies for Review, Waive Second

Reading:

- 4030.5 Family and Medical Leave
- 6080.1.1 Educating Students in the Gifted and Talented Program
- 9510 Time, Place, and Notice of Meetings
- 6154 Homework

IX.F. LEARN Liaison

Speaker (s): Galen Cawley

X. **Action Item: Motion to approve a donation from the DHHS Boys Soccer Boosters to the Boys Varsity Soccer team in the amount of \$4000 for parkas.**

XI. **Action Item: Motion to waive the second reading and approve the following policies: 4030.5 Family and Medical Leave, 6080.1.1 Educating Students in the Gifted and Talented Program, 9510 Time, Place, and Notice of Meetings, 6154 Homework**

XII. **Action Item: Motion to approve the disposal of used equipment.**

XIII. **Action Item: Motion to approve the minutes of the October 28, 2025 Board of Education Meeting (Ref. Bylaw #9540.9)**

XIV. **Action Item: Motion to approve the minutes of the November 11, 2025 Board of Education Organizational Meeting (Ref. Bylaw #9540.9)**

XV. **Action Item: Motion to approve the minutes of the November 11, 2025 Board of Education Retreat (Ref. Bylaw #9540.9)**

XVI. **Action Item: Discuss and take possible action on the proposed collective bargaining agreement with the United Public Service Employees Union/Madison BOE Nurses Local 424-Unit 137 (7/01/25 - 6/30/28). (Discussion proposed for Executive Session).**

XVII. **Future Agenda Items**

XVIII. **Adjournment**

XIX. **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 at least five (5) business days prior to the meeting.**

MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 11.18.25

JOURNAL	LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT NAME	COMMENT	INCR/DECR	AMOUNT
51	1	BUA	10/06/2025	GE32028D	51110	GUIDANCE NECK RIVER	Staff on Leave / Coverage	DECR	14,339
51	2	BUA	10/06/2025	GE40010B	51210	SUBSTITUTES	Staff on Leave / Coverage	INCR	14,339
984	1	BUA	10/30/2025	GE92010C	52500	UNEMPLOYMENT	Funding for Unemployment Bills	INCR	40,000
984	2	BUA	10/30/2025	GE92010C	52600	WORKERS COMPENSATION	Funding for Unemployment Bills	DECR	40,000

2025-2026 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT THROUGH 10.31.25

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
51108	51108 AP TESTING	15,000		15,000			15,000	0.00%
51109	51109 11TH COURSE STIPENDS		4,000	4,000			4,000	0.00%
51110	51110 TEACHERS	25,777,296	(236,247)	25,541,048	5,178,626	20,094,778	267,645	98.95%
51111	51111 ADMINISTRATORS	2,605,975	6,511	2,612,485	931,922	1,674,923	5,641	99.78%
51112	51112 EPED	314,893	9,400	324,293		324,293		100.00%
51113	51113 CO CURRICULAR	635,070	42,005	677,075		327,245	349,830	48.33%
51114	51114 EARLY RETIREMENT	23,577	5,707	29,284			29,284	0.00%
51116	51116 DIRECTORS / MANAGERS	419,463	15,937	435,400	207,922	174,616	52,862	87.86%
51120	51120 OFFICE STAFF	1,510,721	70,386	1,581,107	450,276	1,098,759	32,072	97.97%
51121	51121 INSTRUCTIONAL PARAPROFES	1,918,489	19,631	1,938,120	310,412	1,488,492	139,216	92.82%
51122	51122 CUSTODIANS	1,934,582		1,934,582	347,043	1,567,964	19,575	98.99%
51123	51123 MEDIA / TECH PARAPROFESS	300,317	29,278	329,595	81,009	248,946	(360)	100.11%
51124	51124 SECURITY / SUSPENSION	654,450		654,450	87,225	360,542	206,684	68.42%
51126	51126 SCHOOL HEALTH SERVICES	402,637	(2,772)	399,865	80,383	55,607	263,874	34.01%
51128	51128 ATHLETIC TRAINER	60,392		60,392	14,379	46,013		100.00%
51129	51129 ATTENDANCE INCENTIVE	14,500		14,500			14,500	0.00%
51130	51130 THERAPISTS / OCCUP & PHY	478,279	8,850	487,129	97,426	389,703		100.00%
51210	51210 SUBSTITUTE TEACHERS	666,920	(46,415)	620,505	164,863	318,696	136,946	77.93%
51212	51212 SUBS / SCHOOL HEALTH SER	17,000		17,000	1,861		15,139	10.95%
51221	51221 CLASSIFIED SUBS	15,000		15,000	5,589		9,411	37.26%
51320	51320 OVERTIME	70,638		70,638	26,973		43,665	38.18%
51321	51321 CUSTODIAL/CASUAL LABOR	42,806		42,806	9,884		32,922	23.09%
52130	52130 LIFE INSURANCE	49,200		49,200	15,256		33,944	31.01%
52200	52200 SOCIAL SECURITY	643,899		643,899	245,118		398,781	38.07%
52201	52201 MEDICARE	563,912		563,912			563,912	0.00%
52202	52202 FSA ADMINISTRATION	1,750		1,750	292	600	857	51.01%
52300	52300 PENSION-DEF BENEFIT	1,115,153		1,115,153	733,926	25,000	356,226	68.06%
52301	52301 PENSION-DEF CONTRIBUTION	94,000	21,826	115,826	23,192		92,633	20.02%
52500	52500 UNEMPLOYMENT	25,000	40,000	65,000	15,594		49,406	23.99%
52600	52600 WORKER'S COMP	236,163	(40,000)	196,163	135,737		60,426	69.20%
52700	52700 DISABILITY INSURANCE	65,500		65,500	19,813		45,687	30.25%
53000	53000 UNBUDGETED EXPENSE	75,000		75,000			75,000	0.00%
53101	53101 LABOR & LEGAL SVCES	120,000	(5,000)	115,000	18,153		96,847	15.79%
53222	53222 EVALUATION SERVICES	142,125	(29,585)	112,540	2,165	75,287	35,088	68.82%
53224	53224 STAFF DEVELOPMENT	254,566	10,903	265,469	72,747	19,187	173,534	34.63%
53225	53225 NEASC ACCREDITATION SERV	5,110		5,110	4,515		595	88.36%

2025-2026 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT THROUGH 10.31.25

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
53230	53230 STUDENT SUPPORT SERVICES	54,000	28,800	82,800	6,902	26,240	49,658	40.03%
53231	53231 ADULT EDUCATION	46,000		46,000	42,000		4,000	91.30%
53300	53300 PROF / TECH SVCES	1,503,619	(36,078)	1,467,541	731,293	532,376	203,872	86.11%
53305	53305 PROF TECH MEDICAL	35,603	(1,000)	34,603	26,233	5,450	2,920	91.56%
54210	54210 DISPOSAL / RECYCLING	113,200		113,200	31,175	58,773	23,252	79.46%
54220	54220 STORM EVENTS	64,946		64,946		16,300	48,646	25.10%
54300	54300 REPAIRS & MAINT	548,168		548,168	306,663	93,188	148,317	72.94%
54307	54307 TECH / INFRASTRUCTURE	42,000		42,000	38,505		3,495	91.68%
54308	54308 PLANNED AND CYCLED MAINT	489,500		489,500	489,500			100.00%
54309	54309 EMERGENCY MAINTENANCE	50,000		50,000			50,000	0.00%
54310	54310 KITCHEN MAINTENANCE	13,401		13,401	2,594		10,807	19.36%
54313	54313 TREATMENT PLANT REPAIRS	29,000		29,000	2,121	1,958	24,921	14.07%
54320	54320 REPAIR / CONTRACTS	36,500		36,500			36,500	0.00%
54330	54330 ALARM SERVICES	12,372		12,372	4,770		7,602	38.56%
54340	54340 TELEPHONE MAINTENANCE	14,024		14,024	1,774		12,250	12.65%
54420	54420 RENTAL AGREEMENTS	20,086	1,000	21,086	1,056	4,204	15,826	24.95%
54600	54600 TREE SERVICES	8,828		8,828			8,828	0.00%
54900	54900 PURCHASE SVCES	155		155			155	0.00%
55110	55110 STUDENT ACTIV TRANS	20,508		20,508	531		19,977	2.59%
55111	55111 REGULAR TRANSPORTATION	2,181,000		2,181,000	251,487		1,929,513	11.53%
55113	55113 FUEL / TRANSPORTATION	315,000		315,000	23,634	6,366	285,000	9.52%
55114	55114 SCHOOL CHOICE TRANSPORT	75,500		75,500	9,194		66,306	12.18%
55120	55120 SPED TRANSPORTATION	1,418,439		1,418,439	357,790	308,588	752,060	46.98%
55201	55201 GENERAL INSURANCE	350,698		350,698	304,982		45,716	86.96%
55203	55203 STUDENT INSURANCE	22,594		22,594	20,000	2,594		100.00%
55301	55301 TELECOMMUNICATIONS	160,629	(280)	160,349	38,159	100,038	22,152	86.18%
55302	55302 POSTAGE	20,159		20,159	3,637	6,258	10,265	49.08%
55303	55303 REPORTS/PUBLIC RELATIONS	4,651		4,651	1,114	1,443	2,093	54.99%
55500	55500 PRINTING & BINDING	40,560		40,560	15,138	10,461	14,961	63.11%
55501	55501 PRINTING / INSTRU SUPPLI	37,334		37,334	12,310	11,054	13,970	62.58%
55608	55608 TUITION / TYPICALS	(70,000)		(70,000)	(27,721)		(42,279)	39.60%
55610	55610 EXT PLACEMENTS / PUBLIC	589,232		589,232	150,024	417,818	21,389	96.37%
55630	55630 EXT PLACEMENTS / PRIVATE	1,885,542		1,885,542	697,577	1,640,772	(452,807)	124.01%
55640	55640 SCHOOL CHOICE TUITION	76,000		76,000			76,000	0.00%
55641	55641 EXTENDED YEAR SERVICES /	130,529		130,529	117,767		12,762	90.22%
55643	55643 EXT PLACEMENT/ GENERAL E	10,000		10,000			10,000	0.00%

2025-2026 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT THROUGH 10.31.25

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
55801	55801 TRAVEL (STAFF)	24,630		24,630	4,371	4,602	15,657	36.43%
55802	55802 TRAVEL (BOE)	320		320			320	0.00%
55900	55900 MISC PURCH SERVICES	10,850		10,850	2,560	7,720	570	94.75%
56101	56101 OFFICE SUPPLIES	39,372		39,372	11,748	2,341	25,283	35.78%
56110	56110 INSTRUCTIONAL SUPPLIES	510,763	71,515	582,278	279,662	34,824	267,792	54.01%
56111	56111 FAB LAB INSTRUCTIONAL SU	20,000		20,000	325	1,055	18,620	6.90%
56112	56112 STEAM	13,000		13,000	1,653	144	11,202	13.83%
56120	56120 INSTRUCTIONAL SOFTWARE	54,380	10,160	64,540	54,853	240	9,447	85.36%
56130	56130 CUSTODIAL SUPPLIES	127,132	(1,196)	125,936	76,191	6,157	43,588	65.39%
56131	56131 MAINTENANCE SUPPLIES	78,000		78,000	29,566	15,775	32,659	58.13%
56140	56140 FIELDS MAINTENANCE	112,900		112,900	64,139	13,950	34,811	69.17%
56206	56206 GAS SERVICES	235,068		235,068	27,447		207,621	11.68%
56210	56210 WATER	49,875		49,875	8,645		41,229	17.33%
56220	56220 ELECTRICITY	1,028,480		1,028,480	263,358		765,123	25.61%
56260	56260 EQUIPMENT MAINTENANCE	21,672		21,672	607	699	20,366	6.02%
56410	56410 TEXTBOOKS & REPLACEMENT	43,122		43,122	16,049	1,084	25,989	39.73%
56411	56411 TEXTBOOKS / NEW	36,500		36,500			36,500	0.00%
56420	56420 AWARDS	3,800		3,800			3,800	0.00%
56421	56421 MEDIA SUPPLIES	26,971		26,971	2,786	2,743	21,441	20.50%
56422	56422 PERIODICALS	24,663		24,663	13,880	4,013	6,770	72.55%
56423	56423 PRINT COLLECTION	154,000		154,000	4,189		149,811	2.72%
56550	56550 STAFF UNIFORMS	5,258	1,196	6,454	6,454			100.00%
56551	56551 UNIFORMS / STUDENT GROUP	29,000		29,000	14,810	14,190		100.00%
56900	56900 SUPPLIES	42,983	1,800	44,783	20,954	964	22,865	48.94%
56902	56902 PROGRAM SUPPLIES	25,000		25,000	(6,258)		31,258	-25.03%
57301	57301 EQUIPMENT	192,928		192,928	92,206	30,165	70,557	63.43%
57302	57302 OS SOFTWARE	359,840		359,840	210,103	3,750	145,987	59.43%
57303	57303 EQUIP - LEASE/PURCHASE	39,120		39,120	32,710		6,410	83.61%
57304	57304 COMPUTER HARDWARE	542,700		542,700	435,518	3,729	103,454	80.94%
57400	57400 PUBLIC SAFETY	6,623		6,623	5,092		1,531	76.88%
58100	58100 DUES, FEES & MEMBSHPS	99,878	(331)	99,547	81,226	9,129	9,191	90.77%
Grand Total		55,577,986		55,577,986	14,697,354	31,691,806	9,188,827	83.47%

October 2025 Personnel Report			
Madison Board of Education			
BOE Meeting Date:	11/18/25	Reporting Period:	10/1/25-10/31/25
New Hires / Reappointments			
First Name	Last Name	Position	Location
Matthew	Rolfe	Building Substitute	Neck River
Alexandra	Kelly	Instructional Para	Brown
Kimberly	Knight	Building Substitute	DHHS
Wendy	Sander	Custodian	Facilities
Amanda	Poteete	Special Assignment Para	Polson
Jessalyn	Samson	Instructional Para	Brown
Colby	Lewis	Instructional Para	Brown
Reassignments / Transfers			
First Name	Last Name	Position	Location
Alena	Bodnar	Special Assignment Para	Polson
Retirements / Resignations / Separations			
First Name	Last Name	Position	Location
Nicole	Gorman	PreK Teacher	Brown

Policy Summary

November 18, 2025

Review

4030.5 Family and Medical Leave

Effective October 1, 2025, Public Act 25-174 makes significant revisions to two state laws: the Connecticut Family and Medical Leave Act (CT FMLA) and Connecticut Paid Family and Medical Leave (CT Paid Leave), extending coverage to employees of public-school operators whose positions do not require a license under Chapter 166 of the Connecticut General Statutes. We have revised our model FMLA policy in light of these legislative changes.

6080.1.1 Educating Students in the Gifted and Talented Program

We recommend that the Board repeal this policy and adopt the S&G Model Policy Equitable Identification of Gifted and Talented Students. The current policy is outdated. Recent revisions to state law require the District to engage in specific processes for the identification of gifted and talented students. The District may still decide if it wishes to deliver educational services to identified students. *Admin note: Our current policy does not align with state law which is causing confusion for families.*

9510 Time, Place, and Notice of Meetings

The policy lists the old regular meeting start time (7:30). The language needs to be updated to reflect the new regular start time.

6154 Homework

We recommend repealing this policy and adopting the S&G model policy concerning Homework. If the Board maintains the current policy, we recommend administrative review to ensure that the requirements identified meet all grades and levels, aside from AP/UCONN courses. It appears that some of the requirements may be inconsistent with the homework assigned at the high school level. This policy also references "regulations"; however, the regulations are not posted on the Board's website.

The Administration recommends adopting the S&G model policy and turning the current Board policy into a regulation.

Family and Medical Leave

PURPOSE

The purpose of this policy is to apprise employees of their rights and establish guidelines for leaves taken by employees of the Madison Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“Federal FMLA”) and/or the Connecticut Family and Medical Leave Act (“CT FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

ELIGIBILITY

An employee who has been employed by the Board for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for unpaid leave under the Federal FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee working for the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes (*i.e.*, a “noncertified employee”) is eligible for unpaid leave under the CT FMLA if such employee has been employed by the Board for at least three (3) months in the twelve (12) months immediately preceding the start of such leave.

DEFINITIONS

Genetic information: For purposes of this policy, “genetic information” includes an individual’s family medical history, an individual’s or family member’s genetic tests, and/or the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research which includes genetic services. “Genetic information” includes genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member utilizing assistive reproductive technology.

Instructional employee: For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Noncertified employee: For purposes of this policy, “noncertified employee” means an employee employed by the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

REASONS FOR LEAVE

(a) Federal FMLA

Leaves under the Federal FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care, or child birth;
- to care for the employee’s newborn child;
- the placement of a child with the employee by adoption or for foster care;
- to care for the employee’s spouse, child, or parent who has a serious health condition;
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee’s position;
- to care for a covered injured or ill servicemember (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of an employee’s spouse, child, or parent’s military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Human Resources office):
 - short-notice deployment;
 - military events and related activities;
 - childcare and school activities;
 - financial and legal arrangements;
 - counseling;
 - rest and recuperation;
 - post-deployment activities;
 - parental care leave for military member’s parent who is incapable of self-care and care is necessitated by the military member’s covered active duty; and/or
 - additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

(b) CT FMLA

Leaves under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee’s newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee’s family member, if such family member has a serious health condition;

- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

LENGTH OF LEAVE

(a) Basic FMLA Leave Entitlement

- (1) Leaves under the Federal FMLA: If a leave is requested for a Federal FMLA-qualifying reason, an employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.
- (2) Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

(b) Leave to Care for an Injured or Ill Servicemember

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a 12-month period to care for a covered servicemember and/or covered veteran who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces

135 or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the
136 line of duty in the Armed Forces.

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138 When combined with any other type of Federal FMLA or CT FMLA-qualifying leave, total leave time
139 may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard leave procedures
140 described below apply to all requests for and designation of leave for this purpose. *However*, in the case
141 of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the
142 day such leave actually commences.

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145 **TYPES OF LEAVE AND CONDITIONS**

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(a) Full-Time, Intermittent and Reduced Schedule Leave

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Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid
150 leave may be taken for any of the reasons permitted by the Federal FMLA and/or CT FMLA.

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Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather
153 than for one continuous period of time. Examples of intermittent leave include: leave taken one day per
154 week over a period of a few months or leave taken on an occasional/as-needed basis for medical
155 appointments.

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157

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for
158 some period of time. For example, an employee may request half-time work for a number of weeks so
159 the employee can assist in the care of a seriously ill parent.

160
161

Intermittent or reduced schedule Federal FMLA and/or CT FMLA leave may be taken (a) when
162 medically necessary for an employee's or covered family member's serious health condition, or for a
163 covered servicemember's serious illness or injury, and (b) the need for leave can be best accommodated
164 through an intermittent or reduced schedule leave. In addition, Federal FMLA and/or CT FMLA leave
165 may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency, or (2) to
166 effectuate the placement of a child for adoption or foster care before the placement of the child in the
167 home.

168
169

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical
170 treatment of the employee or a covered family member or a covered servicemember, including during a
171 period of recovery from an employee's or covered family member's serious health condition or a serious
172 injury or illness of a covered servicemember, the Board may, in its sole discretion, temporarily transfer
173 the employee to another job with equivalent pay and benefits that better accommodates the type of leave
174 requested.

175
176

Under the Federal FMLA, special arrangements may be required of an instructional employee who
177 needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty
178 (20) percent of the work days in the period over which the leave will extend (for example, more than
179 five days over a five-week period), if the leave is to care for a covered family member with a serious
180 health condition, to care for a covered servicemember with a serious injury or illness, or for the

181 employee's own serious health condition, which is foreseeable based on planned medical treatment. In
182 such situations, the Board may require the instructional employee to transfer temporarily to another job
183 or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

184
185 (b) Both Spouses Working for the Same Employer

186
187 If both spouses are eligible employees of the Board and request Federal FMLA and/or CT FMLA leave
188 for the birth, placement of a child by adoption or for foster care, or to care for a parent (or family
189 member, for purposes of CT FMLA leave) with a serious health condition, they only will be entitled to a
190 maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either
191 spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding
192 sentence, each is entitled to the difference between the amount the employee has taken individually and
193 the 12 weeks for Federal and/or CT FMLA leave for other qualifying reasons in the 12-month
194 entitlement period.

195
196 (c) Leave Taken by Instructional Employees Near the End of an Academic
197 Term

198
199 If Federal FMLA leave taken by an instructional employee for any reason begins more than five (5)
200 weeks before the end of an academic term, the Board may require that instructional employee to
201 continue the leave until the end of the term if the leave will last at least three (3) weeks and the
202 instructional employee would return to work during the three-week period before the end of the term.

203
204 If the instructional employee begins Federal FMLA leave during the five-week period preceding the end
205 of an academic term for a reason other than the instructional employee's own serious health condition,
206 the Board may require the instructional employee to continue taking leave until the end of the term if the
207 leave will last more than two (2) weeks and the instructional employee would return to work during the
208 two-week period before the end of the term.

209
210 If the instructional employee begins Federal FMLA leave during the three-week period preceding the
211 end of an academic term for a reason other than the instructional employee's own serious health
212 condition, the Board may require the instructional employee to continue taking leave until the end of the
213 term if the leave will last more than five (5) working days.

214
215 **REQUESTS FOR LEAVE**

216
217 (a) Foreseeable Leave

218
219 An employee must notify the HR Department of the need for a family or medical leave at least thirty
220 (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth
221 of the employee's child, placement of a child with the employee for adoption or foster care, planned
222 medical treatment for the employee's or a covered family member's serious health condition, or the
223 planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days-notice
224 is not practicable, then the employee must provide notice as soon as practicable under the circumstances,
225 usually the same day or the next business day after the employee becomes aware of the need for Federal
226 FMLA and/or CT FMLA leave.

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(b) Unforeseeable Leave

When the employee’s need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

SCHEDULING PLANNED MEDICAL TREATMENT

When planning medical treatment for foreseeable Federal FMLA and/or CT FMLA leave, an employee must consult with the Human Resources Department and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board’s operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board’s operations. Ordinarily, the employee should consult with the Human Resources Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee’s needs without unduly disrupting the Board’s operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

REQUIRED CERTIFICATIONS/DOCUMENTATION

For leaves taken for any Federal FMLA or CT FMLA-qualifying reason, an employee must submit completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee. The employee must submit a complete and sufficient certification form(s) as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee’s diligent, good faith efforts, the employee must inform the Human Resources Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. Federal FMLA- and/or CT FMLA-protected leave may be delayed or denied, in accordance with applicable law, if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee’s health care provider, medical certification from the employee’s family member’s health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee’s own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the Human Resources Department. If the employee is unable to perform one or more of the essential functions of the employee’s position, the Board will determine whether the employee is eligible for additional Federal FMLA and/or CT FMLA leave (if the eligible for

272 such leave and such leave has not been exhausted) or whether an accommodation is appropriate, in
273 accordance with the Americans with Disabilities Act.

274
275 In connection with the Board’s request for medical information, employees must be aware that the
276 Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits employers and other entities
277 covered by Title II of GINA from requesting or requiring genetic information of an individual or family
278 member of the individual, except as specifically allowed by this law. To comply with this law, the Board
279 requests that employees not provide any genetic information when responding to a request for medical
280 information.

281

282

283 **USE OF PAID LEAVE**

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285 Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining
286 agreement (if any), and/or Board policy (“PTO”) will be substituted for any unpaid portions of family or
287 medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In
288 such instance, the employee’s accrued paid leave and Federal FMLA and/or CT FMLA-qualifying leave
289 will run concurrently. The employee must satisfy any procedural requirements applicable to the use of
290 paid leave, but only in connection with the receipt of such payment. An employee who is approved for
291 CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be
292 required to run concurrently with CT FMLA leave.

293

294 Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid
295 leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of
296 family violence and sexual assault, the employee may apply for and be provided with compensation
297 through the Paid Family and Medical Leave Insurance Program (“CT Paid Leave”) for all or part of any
298 unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees
299 may apply to the Connecticut Paid Medical and Family Leave Insurance Authority (“Authority”) for
300 partial income replacement benefits when they need leave for (1) any of the reasons that qualify for CT
301 FMLA; and/or (2) if an employee is a victim of family violence or sexual assault, to seek medical care
302 or psychological or other counseling for physical or psychological injury or disability for the victim; to
303 obtain services from a victim services organization on behalf of the victim; to relocate due to such
304 family violence or sexual assault; or to participate in any civil or criminal proceeding related to or
305 resulting from such family violence or sexual assault. Eligible employees shall apply directly to the
306 Authority, which is responsible for determining an employee’s eligibility for CT Paid Leave benefits
307 and the amount of such benefit. The Board will provide the Authority with all requested information
308 regarding an employee’s application for CT Paid Leave, in accordance with applicable law.

309

310 The Board shall require employees to use applicable PTO concurrently with their CT FMLA leave,
311 subject to their right to retain up to two weeks of accrued PTO. If, after exhausting other applicable
312 PTO, an employee does not wish to retain two weeks of accrued PTO while on approved CT FMLA
313 leave, the Board shall permit the employee to receive these accrued PTO benefits concurrently with their
314 CT Paid Leave benefits, if any, provided the total compensation of such covered employee during such
315 period of leave shall not exceed such covered employee's regular rate of compensation.

316

317 In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an
318 FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if
319 applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave
320 in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so
321 that the employee can maintain the employee's regular weekly income level.
322

323

324 **MEDICAL INSURANCE AND OTHER BENEFITS**

325

326 During family or medical leaves approved in accordance with the Federal FMLA, the Board will
327 continue to pay its portion of medical insurance premiums for the period of unpaid Federal FMLA. The
328 employee must continue to pay the employee's share of the premium, and failure to do so may result in
329 loss of coverage. If the employee does not return to work after expiration of the leave, the employee
330 will be required to reimburse the Board for payment of medical insurance premiums during the family or
331 medical leave, unless the employee does not return because of a serious health condition or
332 circumstances beyond the employee's control.
333

334

334 Unused employment benefits accrued by the employee up to the day on which the leave begins will not
335 be lost upon return to work. Leave taken under this policy does not constitute an absence under the
336 Board's attendance policy.
337

338

339

339 **REINSTATEMENT**

340

341 Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and
342 unless an exception applies, an employee who returns to work following the expiration of a family or
343 medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent
344 position with equivalent pay and benefits.
345

346

347

347 **COMPLAINTS**

348

349 The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any
350 rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from
351 terminating or discriminating against any individual for opposing any unlawful practice or being
352 involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA
353 also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid
354 Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave
355 benefits.
356

357

357 An employee alleging a violation of the Federal FMLA may file a complaint with the U.S. Department
358 of Labor, Wage and Hour Division. Such complaint should be filed within a reasonable time of when the
359 employee discovers that the employee's Federal FMLA rights have been violated. In no event may a
360 complaint be filed more than two (2) years after the action which is alleged to be a violation of the

361 Federal FMLA occurred, or three years in the case of a willful violation. An employee may also be able
362 to bring a private civil action for violations.

363
364 An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut
365 Department of Labor within one hundred eighty (180) calendar days of the employer action that
366 prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint,
367 the Connecticut Department of Labor Commissioner, or the Commissioner's designee, shall conduct an
368 investigation and make a finding regarding jurisdiction and whether a violation of the CT FMLA has
369 occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of
370 competent jurisdiction against the employer within one hundred eighty (180) calendar days of the
371 employer action alleged to be in violation of the CT FMLA. Such action may be brought by an
372 employee without first filing an administrative complaint.

373
374

375 **ADDITIONAL INFORMATION**

376

377 Questions regarding family or medical leave may be directed to the Superintendent or superintendent's
378 designee or Human Resources Department. Federal FMLA and CT FMLA do not affect any federal or
379 state law prohibiting discrimination or supersede any state or local law or collective bargaining
380 agreement that provides greater family or medical leave rights.

381
382

383 Legal References:

384

385 Connecticut:

386

387 Conn. Gen. Stat. § 31-51kk et seq.

388

389 Conn. Gen. Stat. § 31-49e et seq.

390

391 Regs. Conn. State Agencies 31-51qq, et seq.

392

393 Public Act 25-174, "An Act Authorizing and Adjusting Bonds of the State and Concerning Grant
394 Programs, State Grant Commitments for School Building Projects, Revisions to the School
395 Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the
396 Biennium Ending June 30, 2027"

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398 Federal:

399

400 Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as
401 amended

402

403 29 CFR Part 825.100 et seq.

404

405 Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

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407 29 CFR 1635.1 et seq.

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410 First Reading: November 18, 2025

Family and Medical Leave

PURPOSE

The purpose of this policy is to apprise employees of their rights, and establish guidelines for leaves taken by employees of the Madison Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

ELIGIBILITY

An employee who holds a certification under Chapter 166 of the Connecticut General Statutes (i.e. a certified employee) who has ~~Employees other than school paraprofessionals who have~~ been employed by the Board for at least twelve (12) months, and who has ~~ve~~ worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, ~~is~~are eligible for unpaid leave under the FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee who does not hold a certification under Chapter 166 of the Connecticut General Statutes (i.e. a noncertified employee)~~A school paraprofessional in an educational setting~~ is eligible for the leave described in this policy if ~~the paraprofessional~~such employee has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.

~~Full-time instructional employees meet the 1,250 hours of service requirement unless the Board can demonstrate that the full-time instructional employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.~~

DEFINITIONS

Genetic information: For purposes of this policy, “genetic information” includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Instructional employee: For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary

47 personnel such as counselors, psychologists, curriculum specialists, cafeteria workers,
48 maintenance workers, bus drivers, or other primarily non-instructional employees.

49
50 ~~**Paraprofessional:** For purposes of this policy, a “paraprofessional” means a school employee~~
51 ~~who performs duties that are instructional in nature or deliver either direct or indirect services to~~
52 ~~students and/or parents and serves in a position for which a teacher has ultimate responsibility~~
53 ~~for the design and implementation of educational programs and services. This definition is only~~
54 ~~used for the purpose of calculating eligibility for the leave described in this policy at the 950~~
55 ~~hour threshold.~~

56
57 **REASONS FOR LEAVE**

58
59 Leaves under the FMLA and applicable state law may be taken for the following reasons:

- 60
61 • incapacity due to pregnancy, prenatal medical care or child birth; or
- 62
63 • to care for the employee's newborn child; or
- 64
65 • the placement of a child with the employee by adoption or for foster care; or
- 66
67 • to care for the employee's spouse, child or parent who has a serious health
- 68 condition; or
- 69
70 • to care for the employee's own serious health condition that renders the employee
- 71 unable to perform the functions of the employee’s position; or
- 72
73 • to serve as an organ or bone marrow donor; or
- 74
75 • to care for an injured or ill servicemember (see below – Length of Leave – for
- 76 further information); or
- 77
78 • a qualifying exigency arising out of a family member’s military service, including
- 79 one or more of the following reasons (note – more detailed information on the
- 80 following categories is available from the Human Resources office):
- 81
82 • short-notice deployment;
- 83
84 • military events and related activities;
- 85
86 • childcare and school activities;
- 87
88 • financial and legal arrangements;
- 89
90 • counseling;
- 91
92 • rest and recuperation;

- 93
- 94 • post-deployment activities;
- 95
- 96 • parental care leave for military member's parent who is incapable of self-
- 97 care and care is necessitated by the military member's covered active
- 98 duty;
- 99
- 100 • additional activities that arise out of the active duty or call to active duty
- 101 status of a covered military member, provided that the Board and the
- 102 employee agree that such leave qualifies as an exigency, and agree to both
- 103 the timing and the duration of such leave.
- 104

105 ***LENGTH OF LEAVE***

106

107 (a) Basic FMLA Leave Entitlement

108

109 If a leave is requested for one of the above-listed reasons, each eligible employee may take up to

110 a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

111

112 The 12-month entitlement period for family or medical leave is measured on the basis of a

113 "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

114

115 (b) Leave to Care for an Injured or Ill Servicemember

116

117 In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six

118 (26) workweeks of FMLA leave during a 12-month period to care for (i) a servicemember who is

119 the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness

120 in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or

121 illness prior to beginning active duty that was aggravated by service in the line of duty on active

122 duty in the Armed Forces; or (ii) a covered veteran with a serious injury or illness who is the

123 employee's spouse, parent, child or next of kin.

124

125 For servicemembers, the injury or illness must render the servicemember medically unable to

126 perform the duties of office, grade, rank or rating. This provision applies to servicemembers

127 who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who

128 are on the temporary disability retired list, for a serious injury or illness.

129

130 For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy

131 for a serious injury or illness and must have been (1) a member of the Armed Forces (including

132 the National Guard or Reserves); (2) discharged or released under conditions that were other than

133 dishonorable; and (3) discharged within the five-year period before the eligible employee first

134 takes FMLA military caregiver leave to care for the veteran.¹

¹ The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.

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For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

When combined with any other type of FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

TYPES OF LEAVE AND CONDITIONS

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

180 Intermittent or reduced schedule leave may be taken (a) when medically necessary for an
181 employee's or covered family member's serious health condition, or for a covered service
182 member's serious illness or injury, and (b) the need for leave can be best accommodated through
183 an intermittent or reduced schedule leave. In addition, FMLA leave may be taken intermittently
184 or on a reduced schedule basis (1) due to a qualifying exigency; or (2) to effectuate the
185 placement of a child for adoption or foster care before the placement of the child in the home.
186

187 If foreseeable intermittent or reduced schedule leave is medically required based upon planned
188 medical treatment of the employee or a family member or a covered service member, including
189 during a period of recovery from an employee's or family member's serious health condition or a
190 serious injury or illness of a covered service member, the Board may, in its sole discretion,
191 temporarily transfer the employee to another job with equivalent pay and benefits that better
192 accommodates the type of leave requested. Also, special arrangements may be required of an
193 instructional employee who needs to take intermittent or reduced-schedule leave which will
194 involve absence for more than twenty (20) percent of the work days in the period over which the
195 leave will extend (for example, more than five days over a five-week period), if the leave is to
196 care for a family member with a serious health condition, to care for a covered service member
197 with a serious injury or illness, or for the employee's own serious health condition, which is
198 foreseeable based on planned medical treatment. In such situations, the Board may require the
199 instructional employee to transfer temporarily to another job or take leave for a particular
200 duration, not to exceed the duration of the planned medical treatment.
201

202 (b) Both Spouses Working for the Same Employer
203

204 If both spouses are eligible employees of the Board and request leave for the birth, placement of
205 a child by adoption or for foster care, or to care for a parent with a serious health condition, they
206 only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-
207 month entitlement period. If either spouse (or both) uses a portion of the total 12-week
208 entitlement for one of the purposes in the preceding sentence, each is entitled to the difference
209 between the amount the employee has taken individually and the 12 weeks for FMLA leave for
210 their own or their spouse's serious health condition in the 12-month entitlement periods.
211

212 (c) Leave Taken by Instructional Employees Near the End of an
213 Academic Term
214

215 If a leave taken by an instructional employee for any reason begins more than five (5) weeks
216 before the end of an academic term, the Board may require that instructional employee to
217 continue the leave until the end of the term if the leave will last at least three (3) weeks and the
218 instructional employee would return to work during the three-week period before the end of the
219 term.
220

221 If the instructional employee begins a leave during the five-week period preceding the end of an
222 academic term for a reason other than the instructional employee's own serious health condition,
223 the Board may require the instructional employee to continue taking leave until the end of the
224 term if the leave will last more than two (2) weeks and the instructional employee would return
225 to work during the two-week period before the end of the term.

226
227 If the instructional employee begins a leave during the three-week period preceding the end of an
228 academic term for a reason other than the instructional employee's own serious health condition,
229 the Board may require the instructional employee to continue taking leave until the end of the
230 term if the leave will last more than five (5) working days.

231
232

233 ***REQUESTS FOR LEAVE***

234

235 (a) Foreseeable Leave

236

237 An employee must notify the Human Resources Department of the need for a family or medical
238 leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable
239 based on the expected birth of the employee's child, placement of a child with the employee for
240 adoption or foster care, planned medical treatment for the employee's or family member's
241 serious health condition, or the planned medical treatment for a serious injury or illness of a
242 covered service member. If 30 days-notice is not practicable, then the employee must provide
243 notice as soon as practicable under the circumstances, usually the same day or the next business
244 day after the employee becomes aware of the need for FMLA leave.

245

246 (b) Qualifying Exigency.

247

248 An employee must provide notice as soon as practicable if the foreseeable leave is for a
249 qualifying exigency, regardless of how far in advance such leave is foreseeable.

250

251 (c) Unforeseeable Leave.

252

253 When the employee's need for leave is not foreseeable, an employee must provide notice as
254 practicable under the circumstances.

255

256 ***SCHEDULING PLANNED MEDICAL TREATMENT***

257

258 When planning medical treatment for foreseeable FMLA leave, an employee must consult with
259 the Human Resources Department and make a reasonable effort to schedule the treatment so as
260 not to disrupt unduly the Board's operations, subject to the approval of the health care provider.
261 Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned
262 medical treatment, the employee must make a reasonable effort to schedule the treatment so as
263 not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the
264 Human Resources Department prior to scheduling the treatment in order to work out a treatment
265 schedule that best suits the needs of the Board and the employee. The Board and the employee
266 shall attempt to work out a schedule for leave that meets the employee's needs without unduly
267 disrupting the Board's operations, subject to the approval of the health care provider as to any
268 modification of the treatment schedule.

269

270 ***REQUIRED CERTIFICATIONS/DOCUMENTATION***

271
272 For leaves taken for any FMLA-qualifying reason, an employee must submit a completed
273 certification form supporting the need for leave. The appropriate form will be provided to the
274 employee. The employee must submit a complete and sufficient certification form as required
275 within fifteen (15) calendar days of receiving the request for the completed certification. If it is
276 not practicable for the employee to provide the completed form by the due date despite the
277 employee’s diligent, good faith efforts, the employee must inform the Human Resources
278 Department of the reason(s) for delay and what efforts the employee undertook to obtain the
279 required certification. FMLA-protected leave may be delayed or denied if the employee does not
280 provide a complete and sufficient certification as required. Depending on the reason for leave,
281 an employee may be required to submit medical certification from the employee’s health care
282 provider, medical certification the employee’s family member’s health care provider, and/or
283 other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In
284 certain circumstances and under certain conditions, employees may also be required to obtain
285 second or third medical opinions and/or recertifications, in accordance with applicable law.
286

287 If an employee takes leave for the employee’s own serious health condition (except on an
288 intermittent or reduced-schedule basis), prior to returning to work the employee must provide a
289 medical fitness-for-duty certification that the employee is able to resume work and the health
290 condition that created the need for the leave no longer renders the employee unable to perform
291 the essential functions of the job. This certification must be submitted to the Human Resources
292 Department. If the employee is unable to perform one or more of the essential functions of the
293 employee’s position, the Board will determine whether the employee is eligible for additional
294 FMLA leave (if such leave has not been exhausted) or whether an accommodation is appropriate,
295 in accordance with the Americans with Disabilities Act.
296

297 In connection with the Board’s request for medical information, employees must be aware that
298 the Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits employers and other
299 entities covered by Title II of GINA from requesting or requiring genetic information of an
300 individual or family member of the individual, except as specifically allowed by this law. To
301 comply with this law, the Board requests that employees not provide any genetic information
302 when responding to a request for medical information.
303

304 ***USE OF PAID LEAVE***

305
306 Paid leave, which has been accrued in accordance with applicable law, the relevant collective
307 bargaining agreement (if any), and/or Board policy will be substituted for any unpaid portions of
308 family or medical leave taken for any reason that is also a qualifying reason for using such
309 accrued paid leave. In such instance, the employee’s accrued paid leave and FMLA-qualifying
310 leave will run concurrently. The employee must satisfy any procedural requirements applicable
311 to the use of paid leave, but only in connection with the receipt of such payment.~~Accrued paid~~
312 ~~personal leave and accrued paid vacation will be substituted (in that order) for any unpaid~~
313 ~~portions of family or medical leave taken for any reason. However, where the leave is for the~~
314 ~~employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid~~
315 ~~portions of family or medical leave prior to the substitution of accrued paid personal and accrued~~

316 ~~paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the~~
317 ~~amount of paid leave that is substituted.~~

318
319 In addition, in cases involving absences due to a Workers' Compensation injury that also
320 qualifies as an FMLA serious health condition, and if the employee (and the employee's
321 collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the
322 employee's available accrued paid leave in increments as a supplement to the Workers'
323 Compensation weekly benefit in an appropriate amount so that the employee can maintain the
324 employee's regular weekly income level.

325
326 ***MEDICAL INSURANCE AND OTHER BENEFITS***

327
328 During ~~approved~~ family or medical leaves of absence approved pursuant to this policy, the Board
329 will continue to pay its portion of medical insurance premiums for the period of unpaid family or
330 medical leave. The employee must continue to pay the employee's share of the premium, and
331 failure to do so may result in loss of coverage. If the employee does not return to work after
332 expiration of the leave, the employee will be required to reimburse the Board for payment of
333 medical insurance premiums during the family or medical leave, unless the employee does not
334 return because of a serious health condition or circumstances beyond the employee's control.

335
336
337 ***REINSTATEMENT***

338
339 Except for circumstances unrelated to the taking of a family or medical leave pursuant to this
340 policy, and unless an exception applies, an employee who returns to work following the
341 expiration of a family or medical leave is entitled to return to the job such employee held prior to
342 the leave or to an equivalent position with equivalent pay and benefits.

343
344
345 ***ADDITIONAL INFORMATION***

346
347 Questions regarding family or medical leave may be directed to the Superintendent or designee.
348 An employee may file a complaint with the U.S. Department of Labor or may bring a private
349 lawsuit against an employer. FMLA does not affect any federal or state law prohibiting
350 discrimination, or supersede any state or local law or collective bargaining agreement that
351 provides greater family or medical leave rights.

352
353 Legal References:

354 Connecticut General Statutes:

355 Conn. Gen. Stat. § 31-51rr Family and medical leave benefits for employees
356 of political subdivisions

357
358 Regs. Conn. State Agencies 31-51rr-1, et seq.

359
360 Public Act 24-41, "An Act Concerning Educator Certification, Teachers, Paraeducators
361 and Mandated Reporter Requirements"

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United States Code:
Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended
29 CFR Part 825.100 et seq.
Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.
29 CFR 1635.1 et seq.

Date of Adoption: October 17, 2023

First Reading: November 12, 2024

Second Reading: November 26, 2024

**Equitable Identification of Gifted
and Talented Students**

(formerly Educating Students in the Gifted and Talented Program)

The Madison Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Madison Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

I. Definitions

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented, means a group of certified or licensed professionals who represent each of the teaching, administrative, and pupil personnel staffs, and who participate equally in the decision making process.

II. Referral

Any student enrolled in grades kindergarten through twelve, inclusive, in a District school may be referred to the PPT to determine eligibility as gifted and talented. A

41 referral may come from any source, including the student's teacher, an administrator, the
42 student's parent/guardian, or the student.

43
44 **III. Evaluation and Identification**

45 The PPT shall be responsible for conducting evaluations and identifying whether students are
46 eligible as gifted and talented, and shall meet, as needed during the school year to determine
47 the eligibility of groups of children for whom evaluation and identification as gifted and
48 talented are planned. When a child has been individually referred to the PPT for consideration
49 as a gifted and talented child, the PPT shall provide the student's parent(s)/guardian(s) with
50 written notice of the referral.

51
52 The Board requires the use of multiple methods of identification of gifted and talented
53 students. The PPT will use the following methods of evaluation in determining whether a
54 student is eligible as gifted and talented:

55
56 Group Assessment. The PPT may use an appropriate standardized test administered to
57 all students in a particular grade. In administering standardized tests, the PPT will use a
58 locally normed cut score to identify students for consideration for gifted and talented
59 classification. Parent/guardian consent is not required prior to the administration of a
60 group assessment.

61
62 Individual Evaluation. Individual evaluations may be recommended by the PPT in
63 appropriate circumstances, such as when there is a possibility of identifying the student
64 as gifted and talented in areas that are not typically addressed by large-scale standardized
65 tests, such as social studies, a technical discipline, music, creative arts, or performing
66 arts. The PPT may also recommend an individual assessment for a student referred to the
67 PPT for an evaluation when the student is in a grade level in which group assessments
68 are not administered. Before a student is individually evaluated for identification as
69 gifted or talented, the PPT must secure the written consent from a parent/guardian.

70
71 After the PPT has determined from an individual or group assessment that a student has
72 potential for or has demonstrated extraordinary learning ability or outstanding talent in the
73 creative arts, the student will be identified as gifted and talented only if the PPT determines
74 that the student qualifies.

75
76 The results of the PPT meeting concerning a determination of the child's identification as
77 gifted or talented shall be provided to the parent or guardian electronically or, if the District
78 does not have the parent or guardian's e-mail address on file, in writing. Such notice shall
79 include, but is not limited to, (1) an explanation of how such student was identified as gifted
80 and talented; and (2) the contact information for (A) the District employee in charge of the
81 provision of services to gifted and talented students, or, if there is no such employee, the

82 District employee in charge of the provision of special education and related services, (B) the
83 employee at the Connecticut State Department of Education who has been designated as
84 responsible for providing information and assistance to boards of education and parents or
85 guardians of students related to gifted and talented students and, (C) any associations in the
86 state that provide support to gifted and talented students.

87
88 If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the
89 parent/guardian has a right to a hearing.

90
91 The District may identify up to ten (10) percent of the total student population for the District
92 as gifted and talented.

93

94 **IV. Provision of Services**

95

96 The provision of services for gifted and talented students by the Board is discretionary.

97

98 In evaluating and identifying students as gifted or talented, the District shall ensure that such
99 methods do not screen out students who are English learners because of their limited English
100 proficiency unless demonstrated proficiency in English is required for meaningful
101 participation. In providing services, if any, for gifted and talented students, the District shall
102 ensure that students who are English learners/multilingual learners receive appropriate
103 language assistance services while participating in gifted and talented services.

104

105

106

107 Legal Reference:

108

109 Conn. Gen. Stat. § 10-76a

110 Conn. Gen. Stat. § 10-76xx

111

112 Conn. Agencies Regs. § 10-76a-1

113 Conn. Agencies Regs. § 10-76a-2

114 Conn. Agencies Regs. § 10-76d-1

115 Conn. Agencies Regs. § 10-76d-9(c)

116

117 Connecticut State Department of Education, *Gifted and Talented Education: Guidance*
118 *Regarding Identification and Service* (March 2019), available at [https://portal.ct.gov/-](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)
119 [/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)

120

121 United States Department of Education, Office for Civil Rights, *Ensuring Meaningful*
122 *Participation in Advanced Coursework and Specialized Programs for Students Who*

123 *Are English Learners* (June 2023), available at
124 <https://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-ap-participation-el.pdf>
125
|126 First Reading: November 18, 2025

6080.1.1

Educating Students in the Gifted and Talented Program

The Madison Board of Education recognizes that there are some students with extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in the core educational program.

General Principles for Programming

Section 10-4a of the Connecticut General State Statutes requires that “each child shall have equal opportunity to receive a suitable program of educational experiences.” Therefore, the Madison Board of Education affirms the following:

- The Madison Public Schools should identify gifted and talented students, K-12.
- The Madison Public Schools should meet the educational needs of gifted and talented students, including expanding enrichment learning opportunities.
- Instructional modifications should occur in the core educational program as part of a planned, ongoing, and systematic approach to meeting the needs of gifted and talented students.
- In addition to the core educational program, specialized learning opportunities should be available.
- Educators working with gifted and talented students should receive specialized training.

#6080. 1.1 (continued)

General Identification Guidelines

Connecticut state statute requires K-12 students who are gifted and talented to be identified. The purpose of assessment to identify giftedness is to determine areas of unusually high performance or potential and to develop them to the maximum extent. The Board recognizes that gifted and talented students possess a range of gifts and talents and that exceptionalism may be exhibited in one or more specific areas, but not necessarily in all. Gifted and talented students' social and emotional development may not always match their advanced intellectual, academic or creative development. For these reasons, identification must be accomplished by multiple procedures which are methodologically sound. Procedures may include portfolio review, performance-based assessment, judgment by experts, and standardized tests, as well as information collected from teachers and parents.

Guidelines for Instruction

The Madison Public Schools should provide challenging programming that nurtures the strengths, interests, and abilities of gifted and talented students. These students with exceptional gifts and talents deserve learning experiences that provide a wide range of open-ended activities designed to accommodate the students' learning styles.

Quality instruction for gifted and talented students may be differentiated by faster pacing and greater depth and breadth, higher levels of abstraction and complexity, and presentation at an earlier age. Learning experiences which may be particularly successful with these students include in-depth investigations of special topics, directed independent study, regional or statewide off-campus courses, internships, mentorships, and peer teaching, all of which should respect each student's learning style and area of giftedness. Gifted and talented students also need opportunities to interact with each other. Interaction periodically with others learning at a similar pace and level provides additional intellectual challenge, social, and emotional support, and the opportunity to gain a more accurate perspective of their own abilities and those of others.

#6080. 1.1 (continued)

Opportunities should be provided for both direct instruction and facilitation by those teachers trained especially to work with gifted and talented students, as well as by the core educational program teachers. These opportunities should be an integral part of the student's total instructional time.

K-12 Program Development

The Board of Education requires the Madison Public Schools' administration and staff, under the direction of the Superintendent, to develop and implement a planned, challenging, and integrated program of instruction for gifted and talented students in the Madison Public Schools (K-12). Each school should incorporate the development of a gifted and talented program as a school-based initiative documented in the school's improvement plan.

Date of Adoption: December 3, 1996

Time, Place, and Notice of Meetings

1
2
3
4
5 1. Regular Meetings

- 6
7 A. The Madison Board of Education (the “Board”) shall set a calendar of
8 regular meetings for the ensuing year at the first regular meeting in
9 December.
10
11 B. In compliance with the Connecticut General Statutes, the Chairperson or
12 Chairperson’s designee shall file this calendar with the Town Clerk, and
13 post this calendar on the Board’s Internet web site on or before January
14 31.
15
16 C. Normally the Board shall schedule regular meetings on the first and third
17 Tuesday of each month of the year except during school holidays, when
18 the Board shall schedule no regular meetings.
19
20 D. If at any point in the meeting the Board should not maintain a quorum,
21 then the Chairperson of the Board will adjourn the meeting and declare the
22 time and place of the resumption of the meeting, which shall be reflected
23 in a written order of adjournment. A copy of the written order of
24 adjournment will be posted on or near the door of the place where the
25 meeting was held within twenty-four hours after the time of adjournment.
26
27 E. If, in accordance with applicable law, the Board conducts a regular
28 meeting by means of electronic equipment, the Board shall provide, at
29 least forty-eight (48) hours before the meeting, direct notification in
30 writing or by electronic transmission to each member of the Board and
31 post a notice that the Board intends to conduct the meeting solely or in
32 part by means of electronic equipment in the Administrative Offices of the
33 Board, in the office of the Town Clerk, and on the Board’s Internet web
34 site. Such notice shall include instructions for the public to attend and
35 provide comment or otherwise participate in the meeting, by means of
36 electronic equipment or in person, as applicable and permitted by law.
37

38 2. Special Meetings

- 39
40 A. Special meetings may be held when determined by the Board, when so
41 called by the Chairperson, or within fourteen (14) days upon written
42 request of three members of the Board.
43
44 B. No special meeting shall be held unless a notice stating the time, place and
45 purpose of the meeting has been given to each member and to the Town

46 Clerk, and has been posted on the Board’s Internet web site, if available,
47 twenty-four (24) hours before the time stated for the meeting to convene.
48

49 1. If, in accordance with applicable law, the Board holds a special
50 meeting conducted solely or in part by means of electronic
51 equipment, notice of such meeting shall include whether the
52 meeting will be conducted solely or in part by means of electronic
53 equipment. If such meeting is to be conducted by means of
54 electronic equipment, such notice shall include instructions for the
55 public, by means of electronic equipment or in person, to attend
56 and provide comment or otherwise participate in the meeting, as
57 applicable and permitted by law.
58

59 C. When a majority of the members agree that an emergency exists which has
60 made a regular notice impossible, such a meeting may be called at a time
61 or place which may be most convenient. In case of such emergency
62 meeting, a copy of the minutes setting forth the nature of the emergency
63 and the proceedings occurring at such meeting shall be filed with the
64 Town Clerk no later than seventy-two (72) hours following the holding of
65 such a meeting.
66

67 3. Meeting Time and Place
68

69 A. All regular meetings of the Board shall begin at ~~7:00~~ ~~7:30~~ p.m. or as soon
70 thereafter as a quorum is present. All regular meetings of the Board shall
71 be held in Central Office, unless otherwise ordered by the Board.
72

73 B. Special Meetings (non-emergency) of the Board shall be held at a time and
74 place to be determined and announced in advance of meeting.
75

76
77 Legal References:

78 Connecticut General Statutes
79

80 Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of
81 Information Act.”
82

83 1-225 Meetings of government agencies to be public. Recording of votes.
84 Schedule and agenda of certain meetings to be filed and posted on web
85 sites. Notice of special meetings. Executive sessions

86 1-228 Adjournment of meetings. Notice

87 1-229 Continued hearings. Notice

88 1-230 Regular meetings to be held pursuant to regulation,
89 ordinance or resolution

90 7-3 Warning of town and other meetings

91 7-4 Record of warning

92 10-218 Officers. Meetings

93

94 Date of Adoption: January 23, 2024

95

96 First Reading: November 18, 2025

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It is the policy of the Madison Board of Education (the “Board”) to ensure that all students comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student’s grade.

The Superintendent or superintendent’s designee shall be responsible for developing procedures in furtherance of this policy.

Legal Reference:

Connecticut General Statutes § 10-221 (b)

First Reading: November 18, 2025

The Madison Board of Education believes that homework is an integral component of the learning process when it is developmentally appropriate. Homework is designed with the intent to engage students in meaningful learning experiences outside of the classroom.

When assigned, homework will provide students the opportunity to reinforce learning and/or promote inquiry through the practice, application, and extension of knowledge and skills, as well as time to reflect upon their own learning. Homework also serves as a communication tool for families to better understand the activities and experiences occurring within the classroom.

The Board recognizes the importance for educators, families and students to promote a healthy lifestyle by balancing academic and non-academic activities, including, but not limited to clubs, extracurriculars, and private family time. In our committed work to develop all learners' capacities to approach learning with persistence, resiliency, reflection, and adaptability, homework assignments shall be planned in accordance with the following principles*:

- Homework should be meaningful, purposeful, appropriate, reasonable, and thoughtfully planned.
- The quantity and quality of homework should be consistent within grade levels, teams, and courses/classes.
- Research shows a strong correlation between the amount of reading done outside of school and gains in academic achievement. Therefore, it is the expectation that students will read outside the classroom to promote an appreciation of reading.
- Homework assignments should be designed to accommodate varied student abilities and needs.
- Students should be able to complete homework with minimal parental support. There should be a clear understanding of what to do and how to do it.
- Teachers will not make assumptions about resources available in the home, including access to technology.
- Homework should be directly related to the curriculum and driven by student progress.
- Teachers will provide timely feedback.
- Homework will not be assigned with the expectation that vacation time will be needed to complete the assignment.
- The impact of homework on student grades should be clearly communicated to students and families. The weighting of homework in grade calculation shall not be the sole reason for a student failing a course.

**Enrollment in particular courses such as Advanced Placement or UConn Early College Experience may include expectations determined by other agencies which exceed these guidelines.*

The assignment of homework shall be determined by teachers in accordance with the individual needs of the students and administrative regulations per level (elementary, middle and high school).

Legal Reference: Connecticut General Statutes

10-221(b) Boards of education to prescribe rules, policies, and procedures re Board of Education responsibility to develop homework policies

Date of Adoption: August 11, 2015



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 \$1,000 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: 11/3/25

Organization / Individual Making Donation: DHHS BOYS SOCCER BOOSTER

Address: 31 Lenox Dr MADISON CT 06443

Phone #: 703.400.4333 (Street, city, zip)

Description of Donation / Gift and intended use: SOCCER PARKAS

Approximate Value: \$150. / EACH PARKA - Total: \$4,000

Recipient(s) name: Boys VARSITY SOCCER

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: [Signature] - Chris Farrell Director of Athletics

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]
(Signature of Donor)

Accepted by Superintendent: [Signature] For Central Office Use Only
Signature Date 11/5/25

Accepted by Board of Education on: _____
Date

Board of Education Regular Meeting
Tuesday, October 28, 2025 7:00 PM

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

Subject to Approval

Meeting Minutes

I. Call to Order / Attendance

The regular meeting of the Board of Education was called to order at 7:01 p.m. by Chairman Seth Klaskin. Mr. Klaskin led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Steven Pynn, Emily Rosenthal

Also present: Craig A. Cooke, Ph.D., Superintendent of Schools

II. School / Community Session

No members of the public spoke.

III. Board of Education Student Representatives' Report

Grace Ackerman and Katherine Rizzo

Grace shared that the midpoint of the trimester was last week and exams will be the first week of December, parent-teacher conferences took place today, and advisory is taking place on Wednesdays. Kate reported that the PSAT took place last week, the German exchange program just ended and was a big success, Homecoming is this Saturday, and students are allowed to dress up for Halloween on Friday.

IV. Superintendent's Report

Craig A. Cooke, Ph.D.

- 2026-2027 Calendar – Dr. Cooke reviewed the calendar and highlighted the start date and end date. The approved calendar is posted on the District website.
- 2026-2027 CIP – Dr. Cooke reviewed some changes proposed to the CIP since it was last approved by the Board in September.
- New Director of Administrative Services – the new director Aaron Fliss started on Monday and will spend the week working with the outgoing director Art Sickle to ensure a smooth transition.
- CABA awards – Dr. Cooke congratulated the board on winning two CABA Communications awards
- Outgoing Board member – Dr. Cooke thanked Steven Pynn for his work on the Board.

V. Board Members' Comments

Dr. Infantine-Vyce added some comments about the work that goes into the calendar, asked a few questions about the revised CIP, and asked questions about the proposed solar panels for Neck River.

Mrs. Connelly asked if there had been any input on putting the names of the holidays back on the calendar.

Mr. Klaskin thanked outgoing Admin Services Director Art Sickle for his years of service. All board members thanked Mr. Pynn for his service on the board the last four years.

Mr. Pynn shared how much he has enjoyed his time on the Board and thanked everyone for their support. Comments can be heard in full on the meeting recording posted on the District website.

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

No members of the public spoke.

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

Curriculum and Student Development

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

Mr. Pynn reviewed the curriculum items on the agenda tonight for action.

Facilities Committee

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

No report.

Finance Committee

Members: Galen Cawley, Chair, Anthony Paolitto, 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 said the committee met tonight and she reviewed the policies on that agenda.

LEARN Liaison

Anthony Paolitto

No report.

BOS Liaison

Scott Murphy

Board of Selectmen member Scott Murphy attended and gave an update on town projects and initiatives.

VIII. Action Item: Motion to approve an international trip to Bermuda in April 2026.

MOTION: by Connelly, seconded by Pynn to approve an international trip to Bermuda in April 2026.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

IX. Action Item: Motion to adopt the following curriculum units: Social Studies, Grades 4 and 5; STEAM, Grades K-5; ELA Units 1 and 2, Grades K-3; Geometry

MOTION: by Pynn, seconded by Infantine-Vyce to adopt the following curriculum units: Social Studies, Grades 4 and 5; STEAM, Grades K-5; ELA Units 1 and 2, Grades K-3; Geometry.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

X. Action Item: Motion to approve the 2026-2027 Budget calendar.

MOTION: by Rosenthal, seconded by Lewis to approve the 2026-2027 Budget calendar.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XI. Action Item: Motion to approve the 2026-2027 Academic calendar.

MOTION: by Rosenthal, seconded by Infantine-Vyce to approve the 2026-2027 Academic calendar.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XII. Action Item: Motion to approve the revised 2026-2027 Capital Improvement Program.

MOTION: by Rosenthal, seconded by Infantine-Vyce to approve the revised 2026-2027 Capital Improvement Program.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XIII. Action Item: Motion to approve the minutes of the October 14, 2025 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Pynn, seconded by Connelly to approve the minutes of the October 14, 2025 Board of Education Meeting.

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

NAYS:

ABSTAIN: Infantine-Vyce

MOTION CARRIED: 6 – 0 – 1

XIV. Security Update (Discussion proposed for Executive Session).

MOTION: by Infantine-Vyce, seconded by Lewis to enter into Executive Session at 8:08 p.m. to discuss security and invite in Superintendent of Schools Dr. Craig Cooke.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

MOTION: by Pynn, seconded by Infantine-Vyce to return to regular session at 8:25 p.m.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

XV. Future Agenda Items

XVI. Adjournment

MOTION: by Infantine-Vyce, seconded by Lewis to adjourn at 8:26 p.m.

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

NAYS:

ABSTAIN:

MOTION CARRIED: 7 – 0

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Board of Education Organizational
Meeting
Tuesday, November 11, 2025 6:30 PM

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

Subject to Approval

Meeting Minutes

I. Call to Order / Attendance

The meeting was called to order by Superintendent of Schools Dr. Craig Cooke at 6:34 p.m.

Present: Galen Cawley, Mary Ann Connelly, Lisa Deane (on Zoom), Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Cathy Miller, Emily Rosenthal, Jessica Wilen

Also Present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Thomas Mooney, Shipman and Goodwin

II. Action Item: Election of Board Officers (Ref. Bylaw #9420)

II.A. Election of a Temporary Board Chairperson

MOTION: by Cawley, seconded by Infantine-Vyce to elect Seth Klaskin Temporary Board Chairperson.

AYES: Cawley, Connelly, Deane, Infantine-Vyce, Klaskin, Lewis, Miller, Rosenthal, Wilen

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

II.B. Election of Board Chairperson

MOTION: by Lewis, seconded by Infantine-Vyce to elect Seth Klaskin Board Chairperson.

AYES: Cawley, Connelly, Deane, Infantine-Vyce, Klaskin, Lewis, Miller, Rosenthal, Wilen

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

II.C. Election of Board Vice-Chairperson

MOTION: by Connelly, seconded by Miller to elect Galen Cawley Board Vice-Chairperson.

AYES: Cawley, Connelly, Deane, Infantine-Vyce,
Klaskin, Lewis, Miller, Rosenthal, Wilen
NAYS:
ABSTAIN:
MOTION CARRIED: 9 – 0

II.D. Election of Board Secretary

MOTION: by Infantine-Vyce, seconded by Lewis
to elect Emily Rosenthal Board Secretary.

AYES: Cawley, Connelly, Deane, Infantine-Vyce,
Klaskin, Lewis, Miller, Rosenthal, Wilen
NAYS:
ABSTAIN:
MOTION CARRIED: 9 – 0

III. Action Item: Designation of Standing Committee Membership & Liaison Assignments (Ref. Bylaw #9420 & #9450)

III.A. Curriculum & Student Development Committee

III.B. Facilities Committee

III.C. Finance Committee

III.D. Personnel Committee

III.E. Policy Committee

III.F. Capital Improvement Program

III.G. LEARN Liaison

MOTION: by Rosenthal, seconded by Infantine-Vyce to
approve the following Standing Committee Membership &
Liaison Assignments:

Curriculum & Student Development Committee

Catherine Miller, Chair; Mary Ann Connelly, Jessica Wilen

Facilities Committee

Emily Rosenthal, Chair; Lisa Deane, Diane Infantine-Vyce

Finance Committee

Galen Cawley, Chair; Emily Rosenthal, Jessica Wilen

Personnel Committee

Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

Policy Committee

Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

Capital Improvement Program

Emily Rosenthal and Galen Cawley

LEARN Liaison

Galen Cawley

AYES: Cawley, Connelly, Deane, Infantine-Vyce,
Klaskin, Lewis, Miller, Rosenthal, Wilen

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

IV. Public Comment

No members of the public spoke.

V. Adjournment

MOTION: by Rosenthal, seconded by Infantine-Vyce to adjourn at 6:41 p.m.

AYES: Cawley, Connelly, Deane, Infantine-Vyce,
Klaskin, Lewis, Miller, Rosenthal, Wilen

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

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Board of Education Retreat
Tuesday, November 11, 2025 7:00 PM or
immediately following Organizational Meeting

Town Campus Hammonasset Room
10 Campus Drive
Madison, CT 06443

Subject to Approval

Retreat Minutes

I. Call to Order / Attendance

The meeting was called to order by Chairman Seth Klaskin at 6:43 p.m.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Cathy Miller, Emily Rosenthal, Jessica Wilen

Also Present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Thomas Mooney, Shipman and Goodwin

II. Board Retreat – Professional Learning with Thomas Mooney, Shipman & Goodwin

Attorney Thomas Mooney gave an orientation on the roles and responsibilities of board members.

III. Adjournment

Meeting adjourned at 8:08 p.m.

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