

Board of Education Regular Meeting  
Tuesday, December 2, 2008 7:30 PM Eastern

Town Campus Hammonasset Room  
10 Campus Drive  
Madison, CT 06443

- I. Call to Order / Attendance
- II. Executive Session - 7:00 p.m.
  - II.A. Personnel Items
  - II.B. Legal Items
- III. School Community Session- 7:30 p.m.
  - III.A. Recognition: Students of Ryerson School were recognized at the CT Student Activities Conference at CAS for their fundraising efforts to benefit cancer patients. Representing Ryerson: Chris Balow; Joey Carusone; Brendan Clark; Abby Murphy; Olivia Nye; Sara Sammataro; Emma Valdez; Elinor Wallach
  - III.B. Public Participation
- IV. Board of Education Student Representatives' Report
- V. Superintendent's Report
  - V.A. Enrollment Report
  - V.B. Report on Approved Out of State Field Trips
  - V.C. Daniel Hand High School Schedule Review / Program of Students
- VI. Board Members' Comments
- VII. Board Committees / Liaison Updates
  - VII.A. Planning Committee
  - VII.B. Personnel Committee
  - VII.C. Policy Committee
    - VII.C.1. Final Technical Revision Reading: Policy #4121, Substitute Teachers
  - VII.D. Finance Committee
  - VII.E. Community Outreach Committee
  - VII.F. LEARN Liaison
- VIII. Audience Response to Information Presented
- IX. Consent Agenda
  - IX.A. Bills Payable:\$7,546.05 (07-08); \$933,437.09 (08-09)
  - IX.B. Line Transfers: \$74,424.06
  - IX.C. Budget Expenditure Reports as of November 25, 2008
  - IX.D. Donation: \$5,500 for the Walter C. Polson Middle School Library Media Center from the Polson School PTO
  - IX.E. Notice of Intent for Instruction of Student at Home for 1 Student (Ref. Policy 6080.23)
- X. Action Item: Minutes of November 18, 2008 Special Meeting
- XI. Action Item: Minutes of November 18, 2008 Meeting
- XII. Action Item: Policy #4121, Substitute Teachers
- XIII. Action Item: Appointment of Daniel Hand High School Assistant Principal
- XIV. Old Business
- XV. New Business

XVI. Future Agenda Items

XVI.A. Approval of Daniel Hand High School Program of Studies

XVI.B. Pre-School Action Team Report

XVII. Meetings of Importance

XVII.A. December 10, 2008; Planning Committee/Island Avenue  
Building Committee; 7:30 a.m. Central Office Room B

XVII.B. December 16, 2008; Policy Committee; 5:30 p.m., Central  
Office Room B

XVII.C. December 16, 2008; Board of Education Meeting; 7:30 p.m.,  
Town Campus Hammonasset Room

XVII.D. January 6, 2009; Finance Committee; 5:30 p.m., Central Office  
Room B

XVIII. Adjournment

Public Participation Guidelines:

Members of the community are invited to speak on topics of interest and / or topics to be addressed in the agenda. The Board of Education may choose to interact with participants, but will not act upon topics that require further study before action is taken. The participation time will be limited to three (3) minutes per person and fifteen (15) minutes overall to guarantee efficient operation of the entire meeting.

Madison Public Schools  
Board of Education Special Meeting  
November 18, 2008

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Minutes

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The Special Meeting of the Board of Education was called to order by Chairman Hale at 5:15 p.m.

Present for the Board of Education:

Becky Coffey  
Bill Clorite  
Debra Frey  
Harriet Gowanlock

Robert Hale  
Robert Ruggiero  
Holly Sellers

Present for Administration:

David Klein, Superintendent  
Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment

Jean Baker  
Dotty Bavin  
Barbara Britton  
Heather Dobson  
Mona Goodman  
Kathryn Hart  
Frank Henderson  
Barbara Macauley

Bill McMinn  
Kathy Nutley  
Julie Phelps  
Craig Semple  
Arthur Sickle  
Paul Sinicrope  
Rachel Weiss  
Dan Zittoun

The Administrators and Board of Education met to discuss the development of the 2009-2010 budget.

Adjournment.

MOTION: by Coffey, seconded by Sellers to  
adjourn the meeting at 6:20 p.m.

AYES: Clorite, Coffey, Frey, Gowanlock, Hale,  
Ruggiero, Sellers

NAYS: 0

MOTION CARRIED: 7-0

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Board of Education Meeting  
November 18, 2008  
Town Campus

Meeting Minutes

1. The regular meeting of the Board of Education was called to order by Chairman Robert Hale at 7:07 p.m.

Present: Bill Clorite; Becky Coffey; Debra Frey; Harriet Gowanlock; Robert Hale; Robert Ruggiero; Holly Sellers  
Also present: Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment.

2. Executive Session

MOTION: by Frey seconded by Coffey to enter Executive Session at 7:07 p.m. to discuss personnel and legal issues.

AYES: Clorite, Coffey, Frey, Gowanlock, Hale, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 7-0

Confidential personnel matters were discussed.

Legal matters were discussed.

Atty. Klaskin entered the meeting at 7:12 p.m.

MOTION: by Clorite, seconded by Ruggiero to adjourn Executive Session at 7:25 p.m.

AYES: Clorite, Coffey, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 8-0

The public session of the Board of Education meeting was called to order by Chairman Robert Hale at 7:34 p.m.  
Chairman Hale led the Pledge of Allegiance.

Present: Bill Clorite; Becky Coffey; Debra Frey; Harriet Gowanlock; Robert Hale; Seth Klaskin; Robert Ruggiero; Holly Sellers

Also present: David J. Klein, Superintendent; Anita Rutlin, Assistant Superintendent for Curriculum, Instruction and Assessment; district administrators; community members.

3. School / Community Session

Recognitions: American Education Week, November 16-22, 2008

- Connecticut Association of Public School Superintendents (CAPSS) Superintendent / Student Leadership Award  
*Archibald Adams*  
*Maliha Tariq*

Superintendent Klein recognized two Daniel Hand High School students that have distinguished themselves as leaders in the school community. Archibald Adams and Maliha Tariq are the recipients of the Connecticut Association of Public School Superintendents' (CAPSS) Superintendent / Student Leadership Award. Mr. Klein spoke about the achievements of the two students and each was presented with a Certificate of Recognition signed

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by Mr. Klein and Chairman Hale. Mr. Klein commented that he is looking forward to joining Mr. Adams and Ms. Tariq at a special luncheon hosted by the Middlesex Superintendents Association on November 24<sup>th</sup>.

- Education Support Professionals Day, November 19, 2008  
*Executive Board, Madison Association of Educational Supportive Services:*  
*Donna Allen*  
*Maryanne Harmuth*  
*Allison Banks*  
*Donna McLean*  
*Judy Shaw*  
*Roseanne Stysly*

Mr. Klein next stated that Education Support Professionals Day is Wednesday, November 19<sup>th</sup>. The Executive Board of the Madison Association of Educational Supportive Services was recognized on behalf of all support staff for their important contributions to the students of the Madison Public Schools, and presented with a Certificate of Appreciation signed by Mr. Klein and Chairman Hale.

Mr. Klein also reported that the Madison Board of Education is once again a recipient of the CABA (Connecticut Association of Boards of Education) Leadership Award. This award recognizes Boards of Education who demonstrate the ability to work effectively as a team. Mr. Klein expressed his appreciation and admiration for the work of the Board members on behalf of the students in the Madison Public Schools.

Mr. Klein next congratulated Chairman Robert Hale, who received the CABA Philip S. Fenster Distinguished Service Award at the recent CABA / CAPSS Convention. This is the highest honor the association can bestow on an individual. Mr. Klein commented that it was a well deserved honor for Chairman Hale, who works tirelessly on behalf of not only the students of Madison, but all students in the state of Connecticut.

Finally, Chairman Hale congratulated Board member Robert Ruggiero, who recently completed the full course of study for the CABA Leadership Institute. This training program provides school board members with the skills and knowledge they need to be effective advocates and leaders for equity and excellence in student achievement at the local and state level. Mr. Ruggiero has been named to the CABA Board of Directors for Area 8, and Chairman Hale commented that he is looking forward to working with Mr. Ruggiero in this capacity.

#### Public Participation

None at this time.

#### 4. Board of Education Student Representatives' Report (Thomas Presti and Anna Balakrishnan)

Mr. Presti was not in attendance. Ms. Balakrishnan reported that all is going well and the first trimester is winding down. Students are busy preparing for finals, which begin on Thursday, November 20<sup>th</sup>. The second trimester will commence just before the Thanksgiving break.

#### 5. Superintendent's Report

Mr. Klein stated that he wished to deviate a bit from the agenda to speak about the water quality issue that has been raised and affects Kathleen H. Ryerson Elementary School and Dr. Robert H. Brown Middle School. Mr. Klein provided the following timeline of recent events relative to this issue.

10/28/08	Anonymous notice of violation received in the Central Office
10/29/08	Superintendent received notice of violation; had discussion with Director of Facilities to schedule meeting with Director of Health for the Town.
10/30/08	Superintendent meeting with Madison Director of Health and Director of Facilities
10/31/08	Special water testing for uranium commissioned
11/04/08	Confirmation re: testing to be conducted on 11/05/08
11/05/08	Uranium testing / water sampling conducted

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11/13/08 Test results received by Superintendent  
11/13-14/08 (24 hour period) Consultation with local and state officials to interpret testing results and develop initial action plan.  
11/14/08 Communication with all district staff and district families  
11/17/08 Bottled water implemented for drinking and cooking; all water fountains disconnected.  
Public information meeting at 7:00 p.m. in the Brown Middle School Auditorium

Atty. Klaskin thanked Mr. Klein for his handling of the situation as a parent of a Brown student. Atty. Klaskin stated that he did not believe Mr. Klein could have acted more quickly or more responsibly in the handling of this situation.

Ms. Frey echoed Mr. Klaskin's comments, as a parent of four students who have gone through both Ryerson and Brown schools. She thanked Mr. Klein for his expeditious management of the issue.

Mr. Bruce Adams, 273 Boston Post Road, also thanked Mr. Klein for handling this situation quickly and effectively.

#### 5.1. Curriculum Renewal Process

Mr. Klein and Ms. Rutlin provided the Board with an overview of the recently developed Curriculum Renewal Process via a PowerPoint presentation (on file). They explained and reviewed the main features of the process, and noted that a major change is that curriculum will no longer be developed primarily by the Program Coordinator. There is now a core team with representation from all levels of a particular program who will work collaboratively to develop and assess curriculum. Mr. Klein explained that this process was developed as the result of evaluation of the experience so far with the curriculum lab, and is the work product of individuals in the district who worked together on it this past summer. Ms. Rutlin added that she, along with members of the development team, presented the new process to staff in each of the schools.

Discussion ensued regarding the process itself, as well as terminology contained within the presentation. Atty. Klaskin asked if the RtI (Response to Intervention) initiative is considered when developing curriculum, especially at the elementary level. Ms. Rutlin replied that it is, and that curriculum is developed to ensure that all students are taught the essentials of a subject or grade level.

Ms. Gowanlock asked for an explanation of the term 'Understanding by Design' used in the curriculum renewal process. Ms. Rutlin explained that this means that students are taught so they have the ability to apply and integrate what they learn and apply their knowledge to other subjects or course levels.

Mr. Klein and Ms. Rutlin explained that on a basic level, the term curriculum is defined as 'how a subject is taught'. Some districts publish a curriculum but that is not necessarily how the subject is taught in the classroom on a daily basis. They explained that that is not the case in Madison, and that there is both vertical and horizontal alignment here in that the content of a course or grade level is the same in all classrooms/grades, and that curriculum taught in the younger grade levels prepares our students for the content they will learn as they progress through middle school and high school.

Mr. Klein and Ms. Rutlin explained that as curricula are completed they will be presented to the Board for approval. But even after approval, there will be further review and discussion by relevant staff. The core teams will continue to meet and evaluate the work process, and receive feedback from the building level during the first year of implementation to determine any gaps, successes or opportunities for improvement.

Ms. Coffey commented that when this information is presented to the Board, it would be helpful to have an index map for each new curriculum. She stated that mapping will also be helpful to vertically align curriculum and ensure the correct sequencing. Ms. Rutlin stated that this is being done, and will be included in future presentations.

Ms. Gowanlock asked how teachers are able to effectively prepare students for standardized testing when the curriculum doesn't always align with the testing schedule. Mr. Klein and Ms. Rutlin stated that there has been research regarding this, and they both agreed that it has not proven to be a significant issue. One problem that has been apparent is students coming to Madison from other districts who are not prepared for our curriculum, and for

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the standardized tests to the same degree as students who have come through the Madison schools. They will continue to look for ways to help those students, and will report back on progress in that regard.

Mr. Clorite asked how often the curriculum is re-developed 'from scratch'. Mr. Klein and Ms. Rutlin responded that the timeline is generally every five years, but curriculum is basically reviewed annually and if there are obvious issues that need improvement they try to resolve them as they arise.

Mr. Klein and Ms. Rutlin concluded by saying this new process is the result of a lot of hard work by many individuals and they have received very positive feedback on it from the building staff.

## 5.2. Discussion: 2007-2008 Strategic School Profile

Mr. Klein reminded the Board that copies of the Strategic School Profile had been distributed at the last meeting, and he had respectfully requested that any specific questions be directed to him prior to tonight's meeting. He had not received any questions and opened the floor for Board member comments.

Ms. Gowanlock pointed out that per pupil expenditures are consistently lower in Madison when measured against our DRG (District Reference Group) and the state. She stated that she hoped the Town as a whole was as proud of the school district as she is with how much we are able to give our students while remaining fiscally prudent.

Ms. Coffey reiterated Ms. Gowanlock's statement and also commented on how even the additional per pupil expenditures (areas of land, buildings and debt services) in Madison are significantly lower than those in other districts. She also pointed to the increase in hours of instruction and how well we are able to do with that measure. Atty. Klaskin echoed that our students get a lot of 'bang for the buck' when you look at from the perspective of instructional time.

Ms. Coffey also pointed out that our administrative costs per pupil are lower than others in our DRG, and Ms. Gowanlock commented on how our Special Education students have the benefit of more mainstreaming than many other districts.

## 6. Board Member Comments

None at this time.

## 7. Reports from Board Committees / Liaisons

### 7.1 Planning Committee

Ms. Frey stated that the Committee had not met since the last Board meeting. They have a meeting scheduled for November 19<sup>th</sup> and will have a report at the next Board meeting.

### 7.2. Personnel Committee

No report.

### 7.3. Policy Committee

#### 7.3.1. Technical Revision: Policy #4121, Substitute Teachers

Ms. Gowanlock reported that the Committee had not met since the last Board meeting. There is one referenced policy is on the agenda for the second technical revision reading. It will be moved forward for approval at the next Board meeting.

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#### 7.4. Finance Committee

Ms. Coffey stated that a Special Board meeting with the Administrative team was held immediately prior to this Board meeting. There were preliminary budget discussions and they will meet again in the next few weeks as the Administrators refine their numbers.

#### 7.5. Community Outreach Committee

Atty. Klaskin stated that he recently met with Superintendent Klein to discuss possible directions of this Committee. He is looking to schedule a meeting of the Community Outreach Committee soon and is excited about the potential agenda for the remainder of the school year.

#### 7.6. LEARN Liaison

No report.

#### 8. Audience Response to Information Presented

None at this time.

#### 9. Consent Agenda

9.1. Bills Payable: \$175,447.77 (08/09)

9.2. Line Transfers: \$18,030.00

9.3. Donation: \$5,000 to J. Milton Jeffrey Elementary School for field trips, from the Jeffrey School PTO  
(*Reference Policy #3281*)

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

Introduction to Criminal Justice

Daniel Hand High School

Career and Technology Education: Fundamentals of Criminal Justice

MOTION: by Coffey, seconded by Ruggiero to approve the Consent Agenda.

AYES: Clorite, Coffey, Frey, Gowanlock, Hale, Klaskin, Ruggiero, Sellers

NAYS: None

MOTION CARRIED: 8-0

Atty. Sellers pointed out the generous donation from the Jeffrey School PTO and stated that many of the field trips that this money will be used for would not be possible otherwise.

Atty. Sellers also commented on the textbook presented for adoption tonight, and said it was an excellent textbook and very up to date in discussion of this area of the law.

#### 10. Action Item: Minutes of November 11, 2008 Board of Education Meeting

MOTION: by Coffey, seconded by Gowanlock to approve the minutes of the November 11, 2008 Board of Education meeting.

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AYES: Clorite, Coffey, Hale, Gowanlock, Ruggiero, Sellers  
NAYS: None  
ABSTENTIONS: Frey, Klaskin  
MOTION CARRIED: 6-0

11. Old Business

No old business was discussed.

12. New Business

Ms. Frey stated that although our state legislators are normally invited to a Board of Education meeting in the spring, with the budget process underway and in light of the current economic conditions, she would like to request that they be invited to attend a meeting in the near future. It was the consensus of the group that if possible, they would like to have them attend a meeting in December, otherwise they will be invited to a January Board meeting.

13. Future Agenda Items

13.1. Daniel Hand High School Schedule Review / Program of Studies

Ms. Coffey requested that the Board hear the presentation and receive a copy of the Program of Studies at the December 2<sup>nd</sup>, and approve it at the December 16<sup>th</sup> meeting, to allow time for them to review it.

14. Meetings of importance.

Chairman Hale referred to the list of upcoming meetings on the agenda.

15. Adjournment

MOTION: by Klaskin, seconded by Frey to  
adjourn the meeting at 8:50 p.m.

AYES: Clorite, Coffey, Frey, Gowanlock, Hale, Klaskin, Ruggiero,  
Sellers  
NAYS: None  
MOTION CARRIED: 8-0

Submitted for Approval at the 12/02/08 Board of Education Meeting  
dmd

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