

Board of Education Regular Meeting  
Tuesday, January 22, 2013 7:30 PM Eastern

Town Campus Hammonasset Room  
10 Campus Drive  
Madison, CT 06443

- I. Call to Order / Attendance
- II. School / Community Session
  - II.A. Recognition: Daniel Hand High School Football Team Class L State Champions and Walter Camp Foundation Kelly Award
  - II.B. Public Participation
- III. Student Representatives' Report
- IV. Superintendent's Report
  - IV.A. Update: Education Summit
  - IV.B. Update: Teacher Evaluation Plan
  - IV.C. Report: Out of State Field Trip Request
- V. Board Members' Comments
- VI. Reports from Board Committees / Liaison
  - VI.A. Planning Committee
  - VI.B. Personnel Committee
  - VI.C. Policy Committee
  - VI.D. Finance Committee
  - VI.E. Ad-Hoc Community Relations Committee
  - VI.F. LEARN Liaison
- VII. Audience Response to Information Presented
- VIII. Consent Agenda
  - VIII.A. Bills Payable: \$368,621.56 - 2012-13 Budget
  - VIII.B. Line Transfers: \$46,690.50
- IX. Minutes of the January 8, 2013 Board of Education Meeting
- X. Minutes of the January 15, 2013 Board of Education Budget Workshop
- XI. 2013-2014 Administration's Recommended Budget
- XII. Old Business
- XIII. New Business
- XIV. Future Agenda Items
- XV. Meetings / Dates of Importance
- XVI. Adjournment

**Madison Public Schools  
Board of Education Meeting / Budget Workshop  
January 8, 2013  
Town Campus Hammonasset Room**

**Meeting Minutes**

**1. Call to Order / Attendance**

The public meeting of the Board of Education was called to order by Chairman Debra Frey at 6:00 p.m. Chairman Frey led the Pledge of Allegiance.

Present: Bill Clorite; John Dean; Jean Fitzgerald; Debra Frey; Pamela Meier; Robert Ruggiero; Ryan Suerth; Cindy Wood.

Also Present: Thomas Scarice, Superintendent of Schools, Anita L. Rutlin, Assistant Superintendent for Curriculum, Instruction, and Assessment, District Administrators; Community Members.

Chairman Frey began the meeting by thanking Mr. Arthur Sickle, Director of Administrative Services and Technology, for the new, improved sound system in the Hammonasset Room.

Chairman Frey requested a discussion to add a motion to the agenda to discuss and adopt a Board Position Statement regarding the development of a Teacher Evaluation Plan as item #12 and all subsequent numbers be changed accordingly.

**2. School / Community Session**

**2.1. Public Participation**

No comments were offered.

**3. Superintendent's Report / Budget Overview**

Superintendent Scarice asked Ms. Stacy Nobitz, Director of Finance, for clarification of "above and below the line" with regard to the budget. Ms. Nobitz explained the line refers to a division in expenses. Those listed above the line are Madison Public Schools operational budget items and those that fall below the line, including health insurance / self-insured insurance fund and debt service are jointly managed accounts with the Town of Madison.

The budget was discussed. Of particular note was the increase in insurance claims this year and its impact on the recommended budget increase of 3.1%. Superintendent Scarice emphasized the recommended budget increase historically has been between 1.96% and 2.1%.

Chairman Frey stated it is still early in the process for obtaining health insurance renewal numbers. Projections come back to the Board in mid-March. Ms. Heather Dobson, Director of Human Resources, stated that this particular year has larger increases in claims. In past years, Madison has benefited from lower insurance claims; Madison's increase falls well below the state average increases of 10%.

Mr. Dean asked about the reserve funds in the budget to cover these claims. Net 2 – 3 million dollars, 25% over anticipated claims expense is kept in reserve. Last year 4.6% was budgeted as a placeholder.

Ms. Frey stated that discussion about health insurance and renewal numbers will continue at future meetings.

**3.1. Presentation of the Administration's Recommended 2013-2014 Budget**

- Elementary School Budgets
- Middle School Budgets
- High School Budget
- Athletic Department Budget

**Elementary School Budgets**

Present: Kathy Nutley, Principal of Island Avenue School, Kelly Spooner, Principal of Kathleen H. Ryerson Elementary School, Kathryn Hart, Principal and Rachel Weiss, Assistant Principal of J. Milton Jeffrey Elementary School.

Elementary School Administrators presented their budget summary to the Board. It supports a strategic and collaborative teaching model. This systematic approach to K-4 curriculum within all three schools allows for intervention in reading, math, and social-emotional learning. The collaborative approach of common planning time for grade level teams three times a week will lead to higher student performance and expanded learning opportunities.

Progress to date includes: increased number of books in each classroom library, grades 1-4; increased professional development hours and resources to support readers/writers and math practice workshops; an instructional LA Specialist to coach teachers in the readers/writers workshop and incorporate teaching strategies; team leaders at all levels; laptops which replace student computers.

Efficiencies include the reallocation of funds to reposition elementary liaisons as team leaders, and some special education staff consolidation, which helps support math interventions. Generous donations from the PTO have been utilized to support technology enhancements.

The next level of work includes preparing for Full Day Kindergarten, expanding the elementary math specialist role to include a coaching role, revising the current report card to reflect curriculum enhancements, using iPads with new wireless technology, increasing technology and resources to support Language Arts and Mathematics, and piloting the new Teacher Evaluation Plan.

Ms. Wood stated the Board is considering iPads without wireless at the elementary schools, as there are hotspots on the carts. The administrators did not consider the use of hotspots as problematic. This generation's comfort level with technology is strong because they have grown up using it at home. Now they are excited to use it in the educational setting.

In response to Mr. Suerth's concern for the budgetary impact of the Full Day Kindergarten model on staffing and transportation, administrators informed the Board that funds are being reallocated. The budget increase of \$15,000 is for transportation and the total net increase is \$ 285,000 or 0.2%.

Regarding Ms. Wood's question on PTO donations, administrators reported: Jeffery School received \$115,000 for technology; Ryerson received \$7,000 for technology including the purchase of two Smart Boards and twelve digital cameras, and parents donated 4 iPads; Island Avenue School received \$4,500 for the purchase of one Smart Board. They reiterated that the instructional vision in K-4 is for appropriate grade level technology.

### **Middle School Budgets**

Present: Frank Henderson, Principal and Rebecca Frost, Assistant Principal, Walter Polson Middle School, Julie Phelps, Principal and Rebecca Roy, Assistant Principal, Robert H. Brown Middle School

The middle school administrators presented their budget summary to the Board. The Grade 5-8 program established in 2002 has daily schedules consisting of 4 core classes and 3 related arts classes. The Team Model focuses on content, communication and collaboration, emphasizing the receptiveness to change and incorporating the open door policy for students. Instructional enhancements have been made in Mathematics and World Languages, with interventions in reading and math, with more manageable special education student caseloads, with academic intramural offerings, and intramural and interscholastic athletics.

- Accomplishments to date include: implementing professional learning communities within the existing time and staff resources; implementing student led conferences with parents; achieving high standardized test scores, achieving Blue Ribbon School status (Brown School); adding 50 new wireless laptops to help students connect to the curriculum more efficiently and effectively, focusing on Smart Board implementation as a springboard to instructional enhancements; performing facility upgrades including new HVAC, improvements to the auditorium including curtains and painting, and WIFI.

Efficiencies include self-funded academic intramurals including debate and painting; shared staff and the reduction of 2.0 Core FTE at Brown; addition of Jazz Band for grade 6 and Music Theater for grades 6, 7, and 8; and advanced courses have been added at Brown-Polson and Polson-DHHS.

- Next Level of Work for 2013-14: continue and expand work with PLCs (Professional Learning Communities) into department time; continue training to implement BYOD (Bring Your Own Device) along with determining age appropriate technology to match the needs of the students; determine the effectiveness and efficiency of the special education delivery model; evaluate the allocation of resources, i.e., Smart Boards, and determine equity of access with the current installation; evaluate the impact of Advisory programs (SAIL, PRIDE) on the school climate; pilot effectiveness of new Teacher Evaluation Plan using existing staff resources; analyze the impact of enrollment

projections for each school, review self-funded intramurals with registration fees; and continue to effectively deliver instruction with 2.0 FTE reduction in staff at Polson.

The administrators also requested consideration for 0.5 increases to have a 1.0 social worker at each school and replacement of old furniture and lockers.

Ms. Fitzgerald asked if the administration anticipates that Smart Boards will become obsolete with the development of newer technology. Within the district, the Smart Board remains a viable tool for teacher presentations. Mr. Sickle, Director of Administrative Services and Technology, noted that there is a trend away from teacher lectures to student centered learning, thus a direction to WIFI technology.

### **Daniel Hand High School Budget**

Present: Barbara Britton, Principal and Dan Zittoun, Assistant Principal, Daniel Hand High School (DHHS)

The DHHS administrators presented an overview of their budget summary to the Board. The high school is a four year, comprehensive, public high school, grades 9-12 with an enrollment of 1262 students. The teaching staff includes 121 members, with a profile of 3 administrators, and 12 departments including the Library Media Center. Their ultimate goal is to work together along with the Athletic Department to “make things happen for kids.” Collaboration is still a key element in education at the high school level. Administrators and staff collaborate regularly and formally twice a month.

Accomplishments include: revisions to the Core Values and Beliefs Statement; changes in the DHHS Program of Studies with the addition of one new course, Video Game and Application Design, funded by the Carl D. Perkins Grant; continued integration of 21<sup>st</sup> Century skills into curriculum, instruction and assessment; a continued focus on assessment with exploration to measure what students learn; revision of the mission statement to be more in line with the Districts’ vision; implementation of data teams to review standardized test scores and to create benchmarks for changes to the curriculum (The New England Association of Schools and Colleges (NEASC) standards for accreditation will be used.)

Ms. Jean Baker, Director of School Counselors, emphasized the importance and usefulness of innovative grants. Grant money has been used to compensate substitute teachers for staff member attendance at training and/or workshops including state mandated “Capstone Projects” intended to be intensive, active learning projects requiring effort in planning and implementation with Naviance. Naviance delivers a wealth of data that allows schools and districts to determine how many schools their students are applying to, what it took for them to achieve their goals, and how counselors might better guide high school students in their course selections and post-secondary education/career goals.

It was noted that Newsweek Magazine recognized DHHS as a “Top 500” High School. The article cited the superiority of the school based on standardized test performance, community spirit and its up -to -date facility.

Efficiencies include: regional professional development, in -house educators providing professional development and the use of shared faculty; the DHHS trimester schedule allows for shared materials and allows for another teacher to pick up a course without interrupting instruction; greater use of technology decreases printing and mailing expenditures; show choir and other extra-curricular offerings are self-funded including the theatre program which makes a profit from ticket sales.

The Next Level of Work requires: ongoing professional development; curriculum revisions to align with the Common Core and new interdisciplinary courses like marine biology and environmental science; BYOD implementation – bring your own device; and steps to align student learning with 21<sup>st</sup> Century goals. Additionally, further assessment of teacher evaluation and student test scores will continue with the goal to create, pilot and implement a Madison model; the Capstone Project must be formalized and implemented; comprehensive assessment of the Special Education program is planned.

Ms. Meier asked if the music program has changed and it was stated that it has not.

Ms. Twiss, Director of Special Education, recommends an increase of a 1.0 Special Education coordinator. She reminded the Board that social workers who are employed by the school district are the only ones who can work with students.

Ms. Rutlin that MPS school counselors have been leaders in the State guiding the implementation of Student Success Plans; she and the administration applaud the work they do. It was noted that the caseload ratio for the Guidance Department at DHHS is over the recommended ratio of 250 students per 1 guidance counselor. If the ratio improved, it would allow for more work to be accomplished.

Ms. Fitzgerald asked about the increase in student enrollment over the summer. The additions to enrollment require additional scheduling and the creative use of coordinators.

## **Athletic Department Budget**

Present: Craig Semple, Athletic Director, Daniel Hand High School

Mr. Semple presented an overview of his budget summary. Mr. Semple referred to the Athletic Department and administrative programs as educational programs that strive to provide students with a positive experience, challenge participants to their highest level and making them highly competitive. He emphasized that athletic programs develop skills of the individual including, but not limited to, collaboration, resiliency and respect.

In the past ten years the department has experienced tremendous growth, expanding to include 10 new programs. The district employs 100 coaches who have achieved great success with the programs they offer. Many division titles have been won at the state and conference levels. The athletic department has received accolades from Sports Illustrated for its wonderful sports programs.

Efficiencies have been created by increasing the parent contribution for hockey by \$10,000 dollars: \$5,000 for girls' hockey and \$5,000 for boys' hockey.

The next level of work will include the goal to maintain the integrity of participation of all programs and at the same time offer coaches the ability to be state certified. Broken equipment requires replacement. Mr. Semple believes the need to generate additional revenue can be achieved by restructuring rental fees and agreements.

### **4. Board Members' Comments**

It was reported that a memorandum has been issued which explains the Walter C. Polson Middle School Boiler Replacement Project. The facility will be closed to the public beginning June 25, 2013 for the removal of 3 old boilers and installation of two new ones. It is anticipated the project will be complete by August 16, 2013.

### **5. Reports from Board Committees / Liaison**

#### **5.1. Planning Committee**

Members: Jean Fitzgerald, Chair  
Bill Clorite  
Pam Meier

Ms. Fitzgerald, Chair, stated that the main focus of the Planning Committee is School Safety. Ms. Fitzgerald shared that she attended the Connecticut School Security Symposium at the Aqua Turf in Southington on January 7<sup>th</sup>. The Symposium was sponsored by the CT Association of Public School Superintendents (CAPSS), the Connecticut Association of Boards of Education (CABE), the Connecticut Association of School Business Officials (CASBO) and the Connecticut Association of Schools (CAS) to provide school board members, superintendents, other school officials, and fire and police personnel a comprehensive set of tools to address school safety in each district throughout the state.

Superintendent Scarice stated that the Executive Director of CAPSS, Joe Cirusuolo, presented four key elements for consideration and action: prevention & mitigation, preparedness, response and recovery. He referenced NIMS, the National Incident Management System, as the industry standard for security planning. He finds the policy perspective valuable.

Ms. Fitzgerald was pleased to share that Madison is doing the right thing by implementing actions in each building to keep everyone safe. Security at the front doors of all of Madison's Public Schools will be upgraded.

#### **5.2. Personnel Committee**

Members: John Dean, Chair  
Cindy Wood, Vice Chair  
Robert Ruggiero

Mr. Dean, Chair, stated that the Personnel Committee has upcoming negotiations with NAGE and MAESS. He praised Source Senior Staff Writer, Marianne Sullivan for doing a nice job in explaining the newly negotiated three-year contract for the MEA bargaining unit of 321 certified teachers.

**5.3. Policy Committee**

Members: Seth Klaskin, Chair  
Ryan Suerth  
Cindy Wood

No report was given.

**5.4. Finance Committee**

Members: Bill Clorite, Chair  
Jean Fitzgerald  
Cindy Wood

Mr. Clorite, Chair, asked Board members to forward any comments or questions they have to his email and he will respond accordingly. They plan to meet on Thursday.

**5.5. Ad-Hoc Community Relations Committee**

Members: Ryan Suerth, Chair  
Pam Meier  
Cindy Wood

Ryan Suerth, Chair, had no report.

**5.6. LEARN Liaison**

Liaison: Robert Ruggiero

No report was given.

**6. Audience Response to Information Presented**

No comments were made.

**7. Consent Agenda**

**7.1. Bills Payable: \$2,854.80 – 2011-2012 Budget and \$860,286.95 – 2012-2013 Budget**

**7.2. Line Transfers: \$3,104.08**

**7.3. Budget Expenditure Report as of January 3, 2013**

**7.4. Donation: \$1,250 for Connecticut Sings Workshop with Chuck Costa for Dr. Robert H. Brown Middle School Students from Dr. Robert H. Brown Middle School PTO**

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

AYES: Clorite, Dean, Fitzgerald, Frey, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 8-0

**8. Action Item: Minutes of the December 4, 2012 Board of Education Meeting**

MOTION: by Fitzgerald, seconded by Wood to approve the minutes of the December 4, 2012 Board of Education Meeting.

AYES: Clorite, Dean, Fitzgerald, Frey, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 8-0

**9. Action Item: Minutes of the December 18, 2012 Board of Education Meeting**

MOTION: by Meier, seconded by Fitzgerald to approve the minutes of the December 18, 2012 Board of Education Meeting.

AYES: Dean, Fitzgerald, Frey, Meier, Suerth, Wood

NAYS: None

ABSTENTIONS: Clorite, Ruggiero

MOTION CARRIED: 6-0

**10. Action Item: Minutes of the December 21, 2012 Board of Education Emergency Meeting**

Minutes to be amended by removing the title Atty. from Mr. Suerth's comment and changing the wording from "questioning the current validity of that audit" to read, "inquired about the status of the audit."

MOTION: by Dean, seconded by Suerth to approve the minutes of the December 21, 2012 Board of Education Emergency Meeting as amended.

AYES: Dean, Fitzgerald, Frey, Meier, Suerth, Wood

NAYS: None

ABSTENTIONS: Clorite, Ruggiero

MOTION CARRIED: 6-0

**11. Action Item: Minutes of the January 3, 2013 Board of Education Budget Workshop**

MOTION: by Fitzgerald, seconded by Wood to approve the minutes of the January 3, 2013 Board of Education Budget Workshop.

AYES: Clorite, Dean, Fitzgerald, Frey, Meier, Suerth, Wood, Ruggiero

NAYS: None

MOTION CARRIED: 8-0

**12. Action Item: Development and submission of a district-designed alternative to the Connecticut System for Educator Evaluation and Development model for teacher and administrator evaluation.**

MOTION: by Wood, seconded by Fitzgerald to add to the agenda a statement of the Board of Education's support of the development and submission of a district-designed alternative to the Connecticut System for Educator Evaluation and Development model for teacher and administrator evaluation.

AYES: Clorite, Dean, Fitzgerald, Frey, Meier, Suerth, Wood, Ruggiero

NAYS: None

MOTION CARRIED: 8-0

MOTION: by Fitzgerald, seconded by Ruggiero to approve the development and submission of a district-designed alternative to the Connecticut System for Educator Evaluation and Development model for teacher and administrator evaluation.

AYES: Clorite, Dean, Fitzgerald, Frey, Meier, Suerth, Wood, Ruggiero

NAYS: None

MOTION CARRIED: 8-0

**13. Old Business**

No old business was discussed.

**14. New Business**

No new business was discussed.

**15. Future Agenda Items**

No future agenda items were requested.

**16. Meetings / Dates of Importance**

<b>Meetings / Dates of Importance</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Finance Committee Meeting	January 10, 2013	7:30 AM	Conference Room B
Budget Workshop	January 15, 2013	7:30 PM	Hammonasset Room
Martin Luther King, Jr. Holiday	January 21, 2013		
Policy Committee Meeting	January 22, 2013	6:30 PM	Conference Room B
Board of Education Meeting	January 22, 2013	7:30 PM	Hammonasset Room
Superintendent's Brown Bag Lunch	January 25, 2013	12:00 PM	Scranton Memorial Library

**17. Adjournment**

MOTION: by Frey, seconded by Dean to adjourn the meeting at 9:10 p.m.

AYES: Clorite, Dean, Fitzgerald, Frey, Meier, Ruggiero, Suerth, Wood

NAYS: None

MOTION CARRIED: 8-0

**Madison Public Schools  
Board of Education Budget Workshop  
January 15, 2013  
Town Campus Hammonasset Room**

**Budget Workshop Minutes**

**1. Call to Order / Attendance**

The Board of Education Budget Workshop was called to order by Chairman Frey at 7:35 p.m. Chairman Frey led the Pledge of Allegiance.

Present: John Dean; Jean Fitzgerald; Debra Frey; Seth Klaskin; Pamela Meier; Ryan Suerth; Cindy Wood.

Also Present: Thomas R. Scarice, Superintendent, Anita L. Rutlin, Assistant Superintendent for Curriculum, Instruction, and Assessment, district administrators and community members.

**2. 2013-2014 Budget Workshop**

The Board reviewed the 2013-2014 Requested Budget Recommended by the Administrative Team. The Finance Committee and the Superintendent reviewed the amendments to the budget that were discussed at the January 15, 2013 Finance Committee meeting.

Board members questions were addressed.

Members of the Finance Committee stated that a recommendation to approve the 2013 - 2014 Requested Budget with amendments as discussed will be presented at the January 22, 2013 Board of Education meeting.

**3. Meetings / Dates of Importance**

<b>Meetings / Dates of Importance</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Policy Committee Meeting	January 22, 2013	6:30 PM	Conference Room B
Board of Education Meeting	January 22, 2013	7:30 PM	Hammonasset Room
Superintendent's Brown Bag Lunch	January 25, 2013	12:00 PM	Scranton Memorial Library

**4. Adjournment**

MOTION: by Dean, seconded by Wood to adjourn the meeting at 9:12 p.m.

AYES: Dean, Fitzgerald, Frey, Klaskin, Meier, Suerth, Wood

NAYS: None

MOTION CARRIED: 7-0

Submitted for approval at 1/22/2013 BOE meeting.

<b>Meetings / Dates of Importance</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Superintendent's Brown Bag Lunch	January 25, 2013	12:00 Noon	Scranton Memorial Library
Board of Education Budget Presentation to Board of Selectmen and Board of Finance	January 30, 2013	7:30 p.m.	Hammonasset Room
Planning Committee Meeting	January 31, 2013	7:30 a.m.	Conference Room B
Board of Selectmen Review and Action on Town and Board of Education Budget	February 5, 2013	2:00 p.m.	James Madison Room
Personnel Committee Meeting	February 5, 2013	6:30 p.m.	Conference Room B
Board of Education Meeting	February 5, 2013	7:30 p.m.	Hammonasset Room
Budget Public Hearing	February 11, 2013	7:30 p.m.	Polson Middle School
Planning Committee Meeting	February 14, 2013	7:30 a.m.	Conference Room B
Board of Finance Review and Action on Board of Education Budget	February 27, 2013	7:00 p.m.	Hammonasset Room
Finance Committee Meeting	March 5, 2013	6:30 p.m.	Conference Room B
Board of Education Meeting	March 5, 2013	7:30 p.m.	Hammonasset Room