

**GUILFORD BOARD OF EDUCATION  
MONDAY, DECEMBER 11, 2006  
GUILFORD HIGH SCHOOL, GUILFORD, CONNECTICUT**

**1. Call to Order**

Chairman Bloss called the meeting to order at 7:36 p.m. Board of Education members present were Keith Bishop, William Bloss, Barbara Dudley, Louis Iorio, Alan Meyers, and Ted Zuse. Administrators present were Tom Forcella, Anne Keene, Nancy Bishop, Also present was Accounting Manager Linda Trudeau and GEA President Rose Dostert.

**Action on Minutes of:**

**1.1 October 10, 2006 (Policy Subcommittee Meeting)**

Action on the minutes of October 10, 2006, will be carried over to the January 8, 2006, Regular Meeting as there was not adequate representation from the Policy Subcommittee present.

**1.2 November 13, 2006 (Finance Subcommittee Meeting/Public Forum)**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the minutes of November 13, 2006.

**1.3 November 13, 2006 (Regular Meeting)**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the minutes of November 13, 2006.

**1.4 November 27, 2006 (Workshop Meeting)**

Upon a motion made by Dr. Iorio and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the minutes of November 27, 2006.

**2. Review and Approval of Expenditures for the Month of November  
Reviewer for the Month: Louis Iorio**

Dr. Iorio reported that expenditures as of November 2006 are 31.74% of the Budget compared to 32.64% in November 2005. He reviewed the following warrants: S110106, S111506, and S112906.

Dr. Iorio stated that warrant S110106 totaled \$1,065,437.07 and included medical, life and disability insurance payments. He noted that page 1 of this warrant included prior year encumbrances including a payment of \$4,809.75 to Milliman & Robertson, Inc. for year-end actuarial services. Page 2 of this warrant included a payment of \$2,261.96 to Pearson Education for 30 social studies textbooks. Page 3 included 10 bookcases for

Baldwin. Page 10 included a payment to the University of New Haven for two interns and page 11 reflects a payment of \$5,382.92 for carpeting at Baldwin.

Dr. Iorio noted prior year encumbrances of \$54,786 to Ford of Branford and \$9,901.80 to Tradesman of New Enland on the S111506 warrant that totaled \$286,177.38.

On warrant S112906 totaling \$255,190.68, Dr. Iorio noted a tuition payment of \$10,000 to ACES and a \$6,000 payment to the Physical Therapy and Sports Medicine Center.

Mrs. Trudeau confirmed for Mr. Zuse that the reason the percent expended on the substitute teacher line item is lower than in 2005 is because the amount budgeted in this category is higher in 2006.

Mr. Zuse asked if the travel account, currently 71% expended, will exceed the budgeted amount. Mrs. Trudeau explained that it will due to the later start date of the new maintenance vehicles. Maintenance staff have been reimbursed for their travel expenses longer than anticipated.

Dr. Meyers asked about the expense of \$13,797 to Yale University School of Medicine on the S112906 warrant. Mrs. Trudeau explained that this was a tuition payment for three students. She offered to provide more information about the specific program.

Upon a motion made by Mr. Zuse and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the expenditures for the month of November as presented by Dr. Iorio.

**3. Public Forum for Topics on the Board Agenda Only (three minute limit)**

None

**4. Communications**

Mr. Zuse reported that he received correspondence from insurance companies regarding how to request pricing information and he will forward the correspondence to the Board members.

Mr. Bishop reported that he received information on electrical contracting that he will share with the Board at the end of the meeting.

Chairman Bloss reported that he received an email from Doug Newman about a study done by the Madison school system regarding drug and alcohol abuse by students.

Chairman Bloss reported that he received an email from Ed Delaney regarding the district's math program.

Chairman Bloss reported that he received an email from Dede Colcord regarding the presentation of the Glastonbury Public Schools' budget, stating that their budget was well presented.

Chairman Bloss reported that he received an email from a Guilford Lakes' parent expressing concern about class sizes.

Chairman Bloss reported that he received an email asking if PTOs can make Gingerbread Houses. He forwarded this email to Dr. Forcella for his consideration.

Mr. Bishop stated that the holiday concert presented by the GHS music department at the Congregational Church was excellent.

## **5. Student Representatives**

None

## **6. Superintendent's Report**

### **6.1 CTFSF Update**

Dr. Forcella reported that the Town has received copies of proposals to conduct demographic studies. He also stated that Fletcher Thompson has met with departments at the high school and will report their findings to the task force on December 20. Fletcher Thompson will also be meeting with representatives at Adams Middle School and will report their findings from both schools to the Board in January.

Dr. Forcella reported that he and Fletcher Thompson received a letter from the State requesting answers to three questions regarding the Calvin Leete project before it can go out to bid. Fletcher Thompson will be responding to the State.

## **BOARD AGENDA**

### **7.1 DISCUSS Possible BOE Endorsement of Turf Field at GHS**

Chairman Bloss asked that this Board item be addressed prior to the remainder of the Superintendent's Report as the Town representatives were prepared to make their presentation.

Paul Schmidt, Chairman of the Standing Fields Committee, provided an update on the proposal to install a turf field at GHS and requested an endorsement of the project from the Board of Education to the Board of Selectman. He explained that the Standing Fields Committee was granted \$41,000 to complete an engineering study for the proposed field. The study is about 90% complete and almost ready to be presented to the Boards of Selectman and Finance.

Mr. Schmidt explained that the committee has visited seven different fields in Connecticut and Massachusetts to learn about the synthetic surfaces. Currently, there is a request pending for \$500,000 from the State legislature. The committee will also be requesting funding from the Board of Selectman.

Mr. Schmidt noted that artificial turf has been shown to reduce injuries because of its construction. The lifespan of the turf is eight years and the anticipated savings in maintenance costs is \$25,000 annually.

Chairman Bloss clarified that the proposed turf field is not a Board of Education project. He stated that the request for funding was approved by the State's finance committee but was never voted on by the complete legislature. The request will be considered again during this year's session.

Upon a motion made by Dr. Meyers and seconded by Mr. Zuse, the Board voted unanimously in favor of Chairman Bloss writing a letter of endorsement to the Board of Selectman for the turf fields at GHS.

### **Superintendent's Report (continued)**

#### **6.2 Strategic Plan Update**

Dr. Forcella provided feedback to the Board on action steps being addressed from the Strategic Plan. He stated that the development of K-12 Standards for Ethical and Responsible Behavior has been expanded to include the overall climate in the community. Meetings are ongoing with community representatives including the Board of Selectman, clergy, and the Guilford Fund for Education.

Dr. Forcella reported that Dr. Keene is working on developing local assessment systems beginning with Math. A pilot program has begun at Baldwin to begin testing local assessments. Dr. Keene is working with Technology Director Kevin Mitchill to determine ways to track the assessments.

Dr. Forcella stated that teacher time-related issues are being considered relative to professional development.

Dr. Forcella explained that a five-year technology plan will be presented to the Board as a part of the Budget process.

Dr. Forcella stated that the Board discussed the issue of class size in a recent workshop meeting. He explained that Kindergarten class sizes have been reduced this year and he believes it is important to maintain the current levels in the elementary schools.

Creating a culture to increase student performance through increased effort is a main focus of the District Leadership Team. Dr. Forcella explained that teachers and administrators must design programs that support the district's philosophy and learn how to create an

atmosphere of higher expectations and learning. He stated that the DLT is sharing their findings from the Institute for Learning at the University of Pittsburg with faculty to begin to create the culture needed to achieve higher effort and performance from students. He noted that DLT members will continue to attend the Institute for Learning. He stressed the importance of leaders understanding the new culture and philosophy so they can continue to convey the concepts to faculty and staff

Mr. Zuse asked if there will be increased flexibility to accommodate students who are interested in higher level classes but may not be able to participate because of class size limits. Dr. Forcella explained that there will be more flexibility in instructional strategies and opportunities for students to participate at higher levels. He added that he believes it is important to challenge students and have them participate in higher level classes even if they are not getting "A's".

Mr. Bishop suggested that the district consider assessment strategies for teachers by students. Dr. Forcella stated that a model would need to be developed with the teachers' association.

Dr. Iorio noted that he believes the district's new model for academic achievement will also help teachers achieve their own higher potential.

### **6.3 Director of Operations/Facilities Vacancy Update**

Dr. Forcella reported that he has been overseeing the operations and facilities department as a result of the resignation of the director, Jim Saisa. He noted the positive cooperation he has received from the district's maintenance staff. He reported that the district has received 64 applications for the position.

Dr. Forcella explained that the potential exists for this position to be combined with Town facilities management and candidates for the position will be informed of this possibility. He also stated that if the hiring process is lengthy, the district may hire an interim facilities director with candidate recommendations from other school districts.

Dr. Forcella also noted the retirement of Andy Potochney, the district's Business Administrator. He explained that the search for his replacement will begin in January.

### **6.4 Update on Make-Up Day for Calvin Leete School**

Dr. Forcella reported that Calvin Leete will need to make up the school day missed on November 22, 2006, due to a propane truck accident. The day will be added on to the end of the school year.

## **BOARD AGENDA (continued)**

### **7.2 ACT ON Personnel Items (exhibit)**

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously in favor of ratifying the resignation of Andrew Potochney, Business Administrator, effective December 31, 2006. Mr. Bishop noted that the Board accepts Mr. Potochney's resignation with their thanks for his years of service.

Upon a motion made by Mrs. Dudley and seconded by Mr. Zuse, the Board voted unanimously in favor of ratifying the appointment of Sarah May, Baldwin World Language teacher, effective October 11, 2006.

Upon a motion made by Mrs. Dudley and seconded by Mr. Bishop, the Board voted unanimously in favor of ratifying the appointment of Edna Gerrity, Baldwin Speech and Language Pathologist, effective January 2, 2007.

### **7.3 ACT ON Request from GEA to Offer an Early Retirement Program**

Chairman Bloss asked that the request from the GEA to offer an early retirement program be carried over to the January 8, 2007, Regular Meeting.

### **7.4 ACT ON Recommendations from Policy Subcommittee**

#### **1. Revisions to Policy 5005: Bullying Behavior in Schools**

Upon a motion made by Dr. Iorio and seconded by Mrs. Dudley, the Board voted unanimously to approve the revisions to Policy 5005: Bullying Behavior in Schools, as recommended by the Policy Subcommittee.

#### **2. Revisions to Regulation 5005: Bullying Behavior in Schools**

Mr. Bishop requested that the policy subcommittee remove the first sentence of the second paragraph of the regulation.

Upon a motion made by Dr. Iorio and seconded by Mr. Bishop, the Board voted unanimously to approve the revisions to Regulation 5005: Bullying Behavior in Schools recommended by the Policy Subcommittee with an amendment from Mr. Bishop.

#### **3. Revision to Policy 4100: Certified Personnel**

Upon a motion made by Mrs. Dudley and seconded by Dr. Meyers, the Board voted unanimously to approve the revisions to Policy 4100: Certified Staff, as recommended by the Policy Subcommittee.

#### **4. Revision to Policy 4110: Organizations/Units**

Upon a motion made by Mrs. Dudley and seconded by Dr. Meyers, the Board voted unanimously to approve the revisions to Policy 4110: Organizations/Units, as recommended by the Policy Subcommittee.

**5. Removal of Policy 4210: Organizations/Units**

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously to approve the removal of Policy 4210: Organizations/Units as recommended by the Policy Subcommittee.

**6. Removal of Regulation 4110: Staff Planning/Creation of Positions, Recruitment, Screening and Selection**

Upon a motion made by Mrs. Dudley and seconded by Mr. Bishop, the Board voted unanimously to approve the removal of Regulation 4110: Staff Planning/Creation of Positions, Recruitment, Screening and Selection as recommended by the Policy Subcommittee.

**7. Revisions to Policy 4114: Recruitment and Selection**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to approve the revisions to Policy 4114: Recruitment and Selection as recommended by the Policy Subcommittee.

**8. Removal of Regulation 4114: Appointment of Supplemental and Hourly Positions - Certified**

Upon a motion made by Mrs. Dudley and seconded by Mr. Bishop, the Board voted unanimously to approve the removal of Regulation 4114: Appointment of Supplemental and hourly Positions-Certified as recommended by the Policy Subcommittee.

**9. Removal of Regulation 4114/4234: Posting of Staff Vacancies**

Upon a motion made by Mrs. Dudley and seconded by Dr. Iorio, the Board voted unanimously to approve the removal of Regulation 4114/4234: Posting of Staff Vacancies as recommended by the Policy Subcommittee.

**10. Revision of Regulation 4116: Appointment and Conditions of Employment**

Chairman Bloss asked that action on this policy be carried over to the January 8, 2006, Regular Meeting.

**11. Removal of Regulation 4116: Salary Checks and Deductions**

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously to approve the removal of Regulation 4116: Salary Checks and Deductions as recommended by the Policy Subcommittee.

**12. Revisions to Policy 4118: Health Examinations**

Chairman Bloss asked that action on this policy be carried over to the January 8, 2006, Regular Meeting.

**13. Removal of Regulation 4118 (a-c): Evidence of Physical Examination**

Chairman Bloss asked that action on this policy be carried over to the January 8, 2006, Regular Meeting.

**14. Replace Regulation 4118 (a) with new Form Evidence of Physical Examination**

Chairman Bloss asked that action on this policy be carried over to the January 8, 2006, Regular Meeting.

**7.5 RECEIVE Draft of 2007-2008 School Calendar (exhibit)**

Mrs. Dudley explained that the Calendar Committee developed the draft of the 2007-2008 calendar after several meetings. She noted that Nancy Bishop chaired the committee and a total of 17 district representatives served on the committee. She stated that school would begin on August 30, 2007. The committee built four days into the calendar to be used for emergencies, particularly snow days. This will allow GPS to set the date for graduation on Friday, June 20. If the days aren't needed for emergency closings, the Superintendent will determine, after April 1, 2007, on which days there will be no school. If more than four days of school are cancelled, the 5<sup>th</sup> day will be made up on Monday, June 23 and Graduation will move to June 23. If more than five days need to be made up, they will be deducted from the end of Spring Recess. Mrs. Dudley also noted that no school is planned for the day before Thanksgiving.

Dr. Forcella added that the calendar will allow for a flexible professional development day. He explained that individual schools may identify the need for professional development at different times. Each school would have the opportunity to plan their professional development day as needed.

Mr. Zuse observed that the committee did not identify Election Day in November as a day off from school. Dr. Forcella noted that there is more than one election during the school year and it would not be possible to identify all of these days as days off from school. Mrs. Dudley added that the Board of Selectman is considering the letter written from the Board of Education asking them to think about different polling locations.

**8. Unfinished Business**

**8.1 Town Demographic Study Update**

Chairman Bloss explained that the Board of Selectman received two proposals to conduct demographic studies. Chairman Bloss will forward copies of the proposals to Board members.

**9. Reports of Committees**

Mr. Zuse, representing the Finance Subcommittee, reported that the Town received fuel bids for diesel and fuel oil. The lowest bids are 20% lower than the current contracted rates. He stated that it is the recommendation of the Finance Subcommittee that the Town accept the bids and lock in the low rate. The Board of Education will communicate this recommendation to the Board of Selectman.

Mr. Zuse also noted that the Finance Subcommittee has discussed the Capital Budget portion of the 2007-2008 noting the need to repair roofs on facilities in the district. He stated that the subcommittee also discussed the December 18, 2006, joint meeting with the Board of Finance subcommittee.

**10. Public Questions**

None

**11. New Business**

None

Upon a motion made by Dr. Iorio and seconded by Mr. Bishop, the Board voted unanimously to adjourn at 9:00 p.m.

Respectfully submitted,

Lorri L. Hahn  
Clerk to the Board of Education