

**GUILFORD BOARD OF EDUCATION
MONDAY, FEBRUARY 12, 2007
GUILFORD HIGH SCHOOL, GUILFORD, CONNECTICUT**

Executive Session – 6:30 p.m.

1) Personnel; 2) Custodial Negotiations

Chairman Bloss called the Executive Session to order at 6:30 p.m. for the purposes of discussing personnel and upcoming custodial negotiations. Executive Session adjourned at 7:30 p.m. No votes were taken.

1. Call to Order

Chairman Bloss called the meeting to order at 7:35 p.m. Board of Education members present were Keith Bishop, William Bloss, Cynthia Cartier (arrived late), Barbara Dudley, Louis Iorio, Alan Meyers, Naomoi Migliacci (arrived late), Kathleen Nolan and Ted Zuse (arrived late). Administrators present were Tom Forcella, and Anne Keene. Also present were School Business Administrator Andy Potochney, Director of Operations/Facilities Clifford Gurnham and Accounting Manager Linda Trudeau.

Action on Minutes of:

- 1.1 January 8, 2007 (Regular Meeting)**
- 1.2 January 16, 2007 (Joint Meeting BOE/BOF Finance Subcommittees)**
- 1.3 January 17, 2007 (Special meeting with DLT – RE: Budget)**
- 1.4 January 22, 2007 (Workshop Meeting)**
- 1.5 January 29, 2007 (Public Forum – Budget)**
- 1.6 January 30, 2007 (Public Forum – Budget)**
- 1.7 February 5, 2007 (Special Meeting – Budget)**
- 1.8 February 5, 2007 (Policy Subcommittee Meeting)**

Upon a motion made by Dr. Meyers and seconded by Mrs. Nolan, the Board voted six in favor of approving the following minutes: January 8, 2007, January 16, 2007, January 17, 2007, January 22, 2007, January 29, 2007, January 30, 2007, February 5, 2007, and February 5, 2007. Ms. Migliacci, Mr. Zuse and Mrs. Cartier were not present for the vote. Chairman Bloss asked for one motion to approve all of the minutes. There were no corrections or changes.

**2. Review and Approval of Expenditures for the Month of January
Reviewer for the Month: Barbara Dudley**

Mrs. Dudley stated that expenditures as of January 2007 are 48.14% of Budget compared to 48.49% in January 2006.

Mrs. Dudley reviewed warrants S010307, S011007, and S012407. She stated that warrant S010307 totaled \$664,289.80 and was primarily for medical, life and disability insurance

payments. She noted a payment of \$3,000 to the University of Pittsburgh for leadership training for district administrators.

Warrant S011007 totaled \$463,266.72. Mrs. Dudley noted the following payments: \$12,028.08 for tuition to the Sound School for one student from November to June; \$19,514.08 to Advanced Copy Technologies for copier usage; and \$4,789.30 to Wells Fargo Financial Leasing for a copier lease.

Warrant S012407 totaled \$333,911.18. Mrs. Dudley noted the following prior year encumbrances: \$6,050 to Air Dynamics for boiler cleaning and \$2,583.22 to Guilford Paint Center. She also noted the following payments: \$288.97 and \$2,521.29 to e-Plus Technology for toner and print cartridges; \$2,450 to CitiStreet for employee contributions from payroll returned to MetLife; \$1,255 to CABE for a convention; \$1,000 to Whalley Glass to install windows in two vans; and \$4,199.97 to New England Power Equipment for three snow blowers.

Upon a motion made by Dr. Iorio and seconded by Mrs. Nolan, the Board voted seven in favor of approving the expenditures for the month of January as presented by Mrs. Dudley. Ms. Migliacci and Mr. Zuse were not present for the vote.

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

Doug Newman addressed the Board regarding grade configuration. He suggested that the Community Task Force on School Facilities (CTFSF) should be allowed to consider grade configuration as part of their charge. He referenced education experts he has spoken with on the subject of grade configuration. He stated that Dr. Lee Manning, a professor at Old Dominion University and an expert on grade configuration, wrote Mr. Newman that the current middle school grade configuration in Guilford is "one of, if not, the least preferred possible scenarios from both a developmental and educational perspective." He stated that there is much more research to support middle schools with grades 6-8, than Guilford's current grades 5-6 and 7-8 schools.

Mr. Newman stated that he believes it will be less costly for the district's facilities to reconfigure the grades. He also suggested that by reconfiguring the grades there will be less students at Adams, making renovation work easier to accomplish. He also stated that there is not a strong commitment from parents to a school their children will only attend for two years.

Mr. Newman noted that the enrollment in Guilford is flat and suggested that the forthcoming demographic study will support this statement. He stated that he doesn't believe the district should build larger schools. Mr. Newman asked that his three-page letter of resignation from the CTFSF be included in the minutes from that meeting.

4. Communications

Chairman Bloss noted receiving an email that was forwarded to Board members regarding the Wellness Policy. He stated that he does not know if the original author wanted this information forwarded and encouraged anyone interested in offering input on a policy contact the Board directly. Mrs. Cartier added that interested community members are welcome to contact the Health Advisory Committee (HAC) Chair Nancy Bishop and may also attend a HAC meeting.

5. Student Representatives

None

**6. Superintendent's Report
Pandemic Flu Committee Update**

Dr. Forcella reported that the Pandemic Flu Committee has been meeting and reviewing guidelines supplies by the State and the CT Association of School Superintendents. He read the following statement that will provide community and parents with an understanding of the work of the committee:

The Guilford Public Schools and The Guilford Health Department are working together to support students, staff and families. In the fall, the Pandemic Influenza Committee was formed to increase school community awareness about influenza. This group of health professionals, school administrators and staff are working together to develop a plan to address a potential flu outbreak. The committee is working to identify issues, options and implications for Guilford's schools. The Centers for Disease Control and Prevention recognize the important role local governments and schools play in developing thorough, flexible plans that may be activated in the event of a flu pandemic.

Dr. Forcella stated that the district will be installing Purell in all classrooms and will increase information on the website from the committee. He also noted that there may be BOE policy implications regarding procedures related to a potential pandemic.

Dr. Iorio asked if students and families will be educated on ways to mitigate disease transmission. Dr. Forcella responded that the committee is currently evaluating and developing programs to educate children on this topic.

6.2 Healthy Communities Committee Update

Dr. Forcella explained that the Healthy Communities initiative was developed a few months ago to create a culture in the community for standards for ethical and responsible behavior. The goal is for this culture to transcend all areas of the community including youth sports, church groups, and other youth organizations. This initiative relates directly to the school district's strategic plan to develop standards for ethical and responsible behavior in the schools and to establish core values to be shared by all.

Dr. Forcella noted that the Healthy Communities Committee plans to develop a community-wide forum to share ideas and goals between youth and adults.

6.3 CTFSF Update

Dr. Forcella reported that the bids have been received for the Leete project. The bids will be forwarded to the Standing Building Committee for their recommendation which will be forwarded to the Board of Selectman to award the bid.

6.4 Proposed Workshop Schedule February to June 2007

Dr. Forcella presented the following tentative schedule to the Board for February to June 2007:

February 26 - Presentation updating the Board on the administrators' work at the Institute for Learning, defining the goal of effort based learning and academic rigor.

March 26 - Dr. Keene will update the Board on the Language Arts Curriculum Committee work.

April 23 - Teacher input session.

May 29 - Superintendent's evaluation.

June 25 - World Language update as the program moves into its next phase.

Mrs. Cartier asked that the administrators meet with the Board in the summer to share their goals for the 2007-08 school year and to review the 2006-07 year. Dr. Forcella suggested that this meeting take place following the administrators' session at the Institute for Learning in July.

Chairman Bloss referred back to item 6.3 to ask CTFSF Co-Chair Mauro Rubbo about the bids for Leete. He stated that Fletcher Thompson developed a spreadsheet comparing the bids. Mr. Rubbo noted that three of the four bids received were below the budgeted amount. Mr. Rubbo stated that it is important that the process of reviewing and awarding a bid move forward in a timely manner so that construction can begin this summer.

Mr. Rubbo also stated that the CTFSF will present a report to the Board at the March Regular Meeting on Phase 2 of the task force's work to evaluate Adams and GHS.

7. BOARD AGENDA

7.1 ACT ON Personnel Items

Dr. Meyers noted that the retiring teachers are outstanding teachers, some of who taught his children and they will be missed.

Upon a motion made by Mrs. Dudley and seconded by Mr. Bishop, the Board voted seven in favor of ratifying the following resignations for the purpose of retirement: Nancy Dickey, Grade 3 at Leete; William Torello, Psychologist at Leete and Cox; Carol Scarpa, English at GHS and Kathleen Sharpe, Social Studies at GHS. Ms. Migliacci and Mr. Zuse were not present for the vote.

7.2 RECEIVE Report on Annual Audit Findings (exhibit)

Mrs. Trudeau reported that there were no matters of concern over the district's operations or controls. There were no material weaknesses found and no management letter issued for the year ended June 30, 2007. She noted that the report was very favorable.

The Board agreed to carry over action on the Annual Audit Findings to the March 12, 2007, meeting.

7.3 DISCUSS FOR POSSIBLE ACTION: Potential Bonding Items

Mr. Gurnham reported that he is researching the roof issues in the district. He stated that he has spoken with the architect that provided the high school roof bid in 1990. The architect explained that the warranty from 1990 would have been for approximately 15 to 20 years, meaning that it is close to, if not, expired. Mr. Gurnham recommended moving forward and determining what type of roof to install now. He noted that the estimates he provided the Board at the January 8 Board meeting are still accurate.

Mr. Gurnham stated that, based on recommendations from H.B. Fishman, the new estimate to replace windows at Adams Middle School is \$725,000. Chairman Bloss noted that there may be reimbursements from the State to offset some of the cost.

Chairman Bloss stated that the Board of Finance will need the Board of Education's bond recommendations by February 28. The Board of Education will discuss their recommendations at the February 26 BOE Workshop Meeting.

7.4 ACT ON Grade Configuration Confirmation

Dr. Forcella stated that the CTFSF would like the Board to clarify whether they want the group to consider possible changes to the district's current grade configuration in their charge when evaluating the district's facilities.

Various configurations and renovation scenarios were discussed by the Superintendent, the Board and Mr. Rubbo for the elementary and middle schools. Mr. Rubbo confirmed that there is not sufficient classroom space at the current elementary schools to add 5th grade classes to them. Reconfiguring the grades to include 5th grade in the elementary schools would require additions to each of the elementary schools or the building of a new school.

Mr. Zuse suggested that data be compiled on the potential costs for various scenarios for the facilities. He stated that the Board and the CTFSF have an obligation to the public to explore

all possibilities. Mr. Rubbo stated that basic estimates based on square footage needed to accommodate specific numbers of students can be compiled for the Board to help determine the financial implications of the various scenarios being discussed.

Chairman Bloss asked the CTFSF to determine costs associated with the various scenarios in advance of the March 12 Board Meeting. No changes were made to the current charge of the task force. Chairman Bloss noted that this decision is subject to change. Any action on this item will be carried over to the March 12 meeting.

7.5 RECEIVE Recommendations from Policy Subcommittee

Revisions to Policy 4116: Appointment and Conditions of Employment (exhibit)
New Regulation 4116: Appointment and Conditions of Employment (exhibit)

Chairman Bloss stated that the policy is to direct the Superintendent to develop and implement uniform hiring procedures and establishes a set process to hire administrators. This process includes the development of a regulation establishing a procedure for recruiting and hiring certified administrative staff including the appointment of an interview panel that includes at least one Board member. Staff, community and parental input will also be part of the hiring process.

Chairman Bloss asked that the proposed policy and new regulation be posted on the district's website.

7.6 ACT ON Recommendations from Policy Subcommittee:

Chairman Bloss noted that there are 26 policies to be considered.

- 7.6.1 Revisions to Policy 4118: Health Examinations (exhibit)
- 7.6.2 Removal of Regulation 4118(a-c): Evidence of Physical Examination (exhibit)
- 7.6.3 Replace Regulation 4118(a) with new Form Evidence of Physical Examination (exhibit)
- 7.6.4 Revisions to Policy 4122: Smoke-Free Environment (exhibit)
- 7.6.5 Removal of Policy and Regulation 4126: Provisions of Negotiated Agreement-Teachers (exhibit)
- 7.6.6 Removal of Policy 4128: Provisions of Negotiated Agreement-Administrators (exhibit)
- 7.6.7 Removal of Policy 4130: Negotiations/Consultation (exhibit)
- 7.6.8 Revisions to Policy 4132: Personnel Records (exhibit)
- 7.6.9 Removal of Policy 4134: Assignment/Transfer (exhibit)
- 7.6.10 Removal of Policy 4136: Evaluation/Supervision (exhibit)
- 7.6.11 Removal of Policy 4138: Probation/Tenure (exhibit)
- 7.6.12 Removal of Policy 4140: Staff Recognition (exhibit)
- 7.6.13 Removal of Policy 4148: Substitute Teachers (exhibit)
- 7.6.14 Removal of Policy 4150: Student Teachers (exhibit)
- 7.6.15 Removal of Policy 4154: Publications or Creation of Materials (exhibit)

- 7.6.16 Revisions to Policy 4156: Copyrights and Patents (exhibit)
- 7.6.17 Revisions to Policy 4158: Tutoring (exhibit)
- 7.6.18 Removal of Policy 4160: Staff Complaints and Concerns (exhibit)
- 7.6.19 Removal of Policy 4162: Non-School Employment (exhibit)
- 7.6.20 Revisions to Policy 4164: Employee Safety (Crisis Resource Team) (exhibit)

Dr. Iorio referenced the sample letter to parents/guardians regarding the issue of suicide. He asked if it would be possible to include a request or require feedback from parents on what is being done to address the problem. Mrs. Cartier noted that the district's Crisis Manual does address this issue of appropriate follow-up from the district.

Dr. Keene offered to provide a workshop to the Board on the content of the Crisis Manual. Chairman Bloss asked that a copy of the Crisis Manual be provided to every Board member who does not already have one.

- 7.6.21 Removal of Regulation 4164(a-h): Crisis Resource Team (exhibit)
- 7.6.22 Removal of Policy 4168: Retirement (exhibit)
- 7.6.23 Removal of Policy 4256: Copyrights and Patents (exhibit)
- 7.6.24 Removal of Policy 4260: Staff Complaints and Concerns (exhibit)
- 7.6.25 Removal of Policy 4262: Non-School Employment (exhibit)
- 7.6.26 Removal of Policy 4264: Employee Safety (exhibit)

Upon a motion made by Mrs. Cartier and seconded by Ms. Migliacci, the Board voted unanimously in favor of approving the recommendations on the 26 policies from the Policy Subcommittee.

8. Unfinished Business

Mr. Zuse asked if the appointment of a Board member to the interview panel referenced in Regulation 4116 is to be made by the Superintendent or the Chairman of the Board. Dr. Forcella and Chairman Bloss confirmed that the appointment is to be made by the Chairman of the Board. Mr. Zuse asked that this be stated in the regulation for clarification.

9. Reports of Committees

Ms. Migliacci reported that the Language Arts Curriculum Committee met on January 24 from 8:30 to 3:00. She stated that the committee read articles researched on Language Arts from grades K - 12. The committee considered the State requirements regarding what students should know and be able to do with language. Based on the requirements, strategies and ideas were brainstormed and all research will be incorporated into the committee's final report.

Mrs. Dudley reported that she attended a LEARN Board Meeting. Governor Rell's proposed budget was discussed including the following: increasing the education cost sharing grant; funding for pre-school; full-funding of the Special Education Excess Cost Grant; a \$4.9 million increase in each of the next two years for the Open Choice Program; reducing school construction sliding scale reimbursements; allowing the State Board of Education to require

all-day Kindergarten in districts where at least 30% of students are below proficiency and increasing funding for charter and magnet schools.

Chairman Bloss stated that the Board should discuss the State's Budget and its potential impact on Guilford.

Mr. Zuse noted that there will be a shoreline forum on the science of reading and reading instruction presented by the Connecticut Commission for Children and other sponsors on February 28 at the Community Center.

11. Public Questions (four minute limit)

Doug Newman addressed the Board regarding the Budget. He noted an article in the Hartford Courant on the Amistad Academy in New Haven. He stated that this school brings students who enter the school testing below grade level to achievement levels among the highest in the state. He noted that the school's per pupil spending is lower than that of New Haven's public schools. He suggested that communities like Guilford consider how tax dollars are being spent and look at charter schools like Amistad as models.

12. New Business

None

Upon a motion made by Dr. Meyers and seconded by Mr. Zuse, the Board voted unanimously to adjourn at 9:20 p.m.

Respectfully submitted,

Lorri L. Hahn
Clerk to the Board of Education