

**GUILFORD BOARD OF EDUCATION
MONDAY, JUNE 11, 2007
GUILFORD HIGH SCHOOL, GUILFORD, CONNECTICUT**

1. Call to Order

Chairman Bloss called the meeting to order at 7:45 p.m. Board of Education members present were Keith Bishop, William Bloss, Cynthia Cartier, Barbara Dudley, Louis Iorio, Alan Meyers, Naomi Migliacci, Kathleen Nolan and Ted Zuse. Administrators present were Tom Forcella and Anne Keene. Also present were Accounting Manager Linda Trudeau, Director of Facilities Clifford Gurnham, Business Administrator Andy Potochney, and GEA President Rose Dostert.

Action on Minutes of:

- 1.1 May 14, 2007 (Finance Subcommittee)**
- 1.2 May 14, 2007 (Regular Meeting)**
- 1.3 May 29, 2007 (Executive Session)**
- 1.4 May 29, 2007 (Policy Subcommittee)**

Upon a motion made by Mr. Zuse and seconded by Mr. Bishop, the Board voted unanimously in favor of approving the following minutes: May 14, 2007, (Finance Subcommittee); May 14, 2007, (Regular Meeting); May 29, 2007, (Executive Session); and May 29, 2007, (Policy Subcommittee).

**2. Review and Approval of Expenditures for the Month of May
Reviewer for Month: Keith Bishop**

Chairman Bloss and Mr. Bishop explained that the Board has revised the procedure for reviewing monthly expenditures. The reviewer for the month will continue to examine the warrants and budget and will give a complete report to the Board's finance subcommittee prior to the BOE Regular Meeting. The reviewer will then provide a brief overview to the Board and the public at the Regular Meeting.

Mr. Bishop noted that the district has made additional technology purchases and repaired roofs. He reported that the percent of the Budget spent on tuition is higher than in 2005-2006.

Mr. Zuse asked if the May financial report supplied by Mr. Potochney could be posted on the website.

Upon a motion made by Mr. Zuse and seconded by Mr. Bishop, the Board voted unanimously in favor of approving the expenditures for the month of May, as recommended by the finance subcommittee.

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

None

4. Communications

Mr. Zuse stated that he received several emails from community members regarding the proposed language arts curriculum.

Chairman Bloss noted that he and other Board members had received emails concerning security issues in the schools.

Mr. Bishop noted a correspondence regarding a request from the coaching staff.

5. Student Representatives

Erin Staff, Elizabeth Pino, and Jonathan Baker thanked the Board for their receptiveness to considering more constructive ways for the student representatives to interact with the Board.

Chairman Bloss expressed the Board's appreciation for the students' service and presented them with certificates.

Dr. Forcella noted that the students and the administration have begun conversations to find new, more meaningful ways to work together and he looks forward to pursuing these ideas next year.

6. Superintendent's Report

Dr. Forcella reported that the administrators have met with security experts and the district will go through a security audit. This summer the district will have key fobs made for elementary teachers to give them access to the school buildings when they take their classes outside, eliminating the need to prop doors open.

Dr. Forcella also stated that he will be meeting with a company that offers a service that would allow the district to access our student information system to communicate directly to all parents simultaneously, calling multiple phone numbers (cell, business, home, and emergency contacts). The message can be a live voice giving the recipient a better understanding of the severity of the situation.

6.1 GFFE Presentation

Dr. Forcella introduced Leslie Krumholz, Jonathan Beatty and Joe Goldberg from the Guilford Fund For Education. The group presented a slide show updating the Board on the work of the GFFE during its first ten months of operation. They reported raising \$111,000 to date.

Mrs. Krumholz reviewed the grants awarded to date. They include the following: GHS Robotics Program; Guilford to Iraq Online Exchange; Guilford Free Library Oral History Podcasting Project; SmartBoard and training at GHS; Student trip to China; People to People Ambassador Program for Physics Teachers; and Students for Health and Social Justice - Education of the Crisis in Darfur,

Mrs. Krumholz also noted that the GFFE's first annual adult spelling bee was very successful and they are now planning a "Light the Way for Education" luminary event to honor educators and to celebrate the arts in October 2007.

Mrs. Krumholz introduced the GFFE Business Partners in Learning Campaign. Dee Jacobs of the Goldratt Institute presented a symbolic check for \$50,000 to the GFFE explaining that they will match other business donations up to \$50,000 for a goal of \$100,000 in business contributions.

In response to Dr. Meyers question about making donations in someone's name, Mrs. Krumholz explained that there is the Star Program for recognition of teachers, the Spirit of Learning for a general donation, and the Friend of Education for recognition of parents and others.

6.2 June Workshop Topic

Dr. Forcella suggested changing the topic of the June Workshop meeting to a discussion about the Language Arts Curriculum from the original topic of World Language. The Board agreed.

6.3 CTFSF Update

Dr. Forcella introduced Mary Jo Kestner, co-chair of the CTFSF to update the Board on their progress. She explained that the CTFSF is continuing to work with Fletcher Thompson to develop design options to address program and facility needs at Adams and the high school. The CTFSF plans to present preliminary options and associated costs to the Board in July.

Dr. Forcella noted that it will be important to begin making decisions on the specific options over the next few months to continue moving the process forward to an eventual referendum in the spring.

Mr. Bishop noted that the mechanical system upgrade at Calvin Leete is on schedule for completion in the fall.

6.4 Local Assessment System Update

Dr. Forcella reported that one of the district goals for 2006-2007 was to create a model for assessment. He stated that Dr. Keene has been developing and testing assessments.

Dr. Keene explained that the district's assessment system has three parts. First is the evaluative assessment, or the traditional assessments including final exams, SATs, CAPT, etc.

The second form of assessment implemented in the last few years at each grade level in math is the periodic basic skills assessment. This form of assessment is being expanded to include more subject areas. Dr. Keene has drafted a year-long calendar to outline when assessments in different subject areas should take place.

The third, and most important type of assessment, is the formative, daily assessment that is ongoing. Based on this assessment teachers can make adjustments to instruction and decisions on student needs.

Mr. Zuse asked if these assessments will be used to level classes at Baldwin and Adams. Dr. Forcella explained that certain courses are leveled at Adams based on the subject, but there is not leveling within subjects. There is not leveling at Baldwin.

6.5 GHS Principal Search Update

Dr. Forcella explained that six candidates were interviewed on June 7 and 8 by the interview committee comprised of the following members: Pat Brett, Director of Pupil Services; Suzanne Carlson, parent; Barbara Dudley, BOE; Aurora Kaneko, GHS teacher; Alan Meyers, BOE; Jim Motes, GHS teacher; Mike Regan, GHS Social Worker; Robert Schwartz, parent; Quincy Small, GHS student and Dr. Forcella.

Following the initial round of interviews, finalists will be asked back to perform "in basket" activities to get a sense of how they would schedule their time and do their job.

Dr. Forcella explained that the final candidate (s) will undergo a thorough background check including current and former employers. The final candidate will be introduced to the Board prior to extending an offer of employment.

Chairman Bloss addressed the recent bomb threats at the high school, noting that this act is a felony and also an expellable offense in the school system. He stressed that these actions are not funny or simply a prank. Dr. Forcella added that the Guilford and State Police Departments are working hard to find those responsible.

7. BOARD AGENDA

7.1 ACT ON Personnel Items (exhibit)

Upon a motion made by Mrs. Cartier and seconded by Mrs. Dudley, the Board voted unanimously in favor of ratifying, the resignation of Suzanne Risley, GHS Business teacher, for the purpose of retirement, effective August 31, 2007.

Upon a motion made by Ms. Migliacci and seconded by Mrs. Cartier, the Board voted unanimously in favor of ratifying the resignations of Phyllis Gonzalez, GHS World Language

and Christopher Dietz, Baldwin PE, effective August 31, 2007 and May 17, 2007, respectively.

Upon a motion made by Mrs. Nolan and seconded by Mrs. Dudley, the Board voted unanimously to ratify the appointment of the following teachers: Harry Brielmann, GHS science; Chad Minervini, GHS, social studies; Alison Strzepek, GHS math; and Michelle Minervini, GHS World Language, all effective September 1, 2007.

7.2 ACT ON Participation in Healthy Food and Beverages in Schools (exhibit)

Upon a motion made by Mrs. Cartier and seconded by Ms. Migliacci, the Board voted eight in favor to certify, in accordance with Section 10-215f of the Connecticut General Statutes (formerly known as Public Act 06-63, that all food items sold to students during the school day will meet the Connecticut Nutrition Standards. Excluded from certification will be food items that do not meet the Connecticut Nutrition Standards, provided (1) such sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store. Mr. Zuse opposed the motion.

7.3 APPROVE \$1,800 Donation from Guilford Fund for Education to the Guilford Public Schools (exhibit)

Upon a motion made by Ms. Migliacci and seconded by Mrs. Dudley, the Board voted unanimously to approve an \$1,800 donation from the Guilford Fund for Education to the Guilford Public Schools.

7.4 ACT ON Approval of Budget Transfers 2006-2007 (exhibit)

Chairman Bloss reviewed the proposed budget transfers proposed by Mr. Potochney. They include the following: \$140,000 to salaries; \$390,000 from benefits; \$80,000 to purchased services; \$90,000 to tuition; \$55,000 to supplies and materials; \$36,000 from capital; and \$61,000 to transportation.

Upon a motion made by Ms. Migliacci and seconded by Mrs. Nolan, the Board voted unanimously to approve \$426,000 in budget transfers as proposed by Mr. Potochney.

7.5 ACT ON Resolution for Technology Lease (exhibit)

Upon a motion made by Dr. Meyers and seconded by Mrs. Nolan, the Board voted unanimously to request that the Board of Selectmen enter into a lease purchase agreement on behalf of the Board of Education for the 2007-2008 school year to finance the costs of acquisition of not more than \$500,000 of technical equipment, including hardware and software for use in the Guilford Public Schools.

7.6 ACT ON Educational Specifications for the Replacement of Windows on the Adams Middle School Building Including the Filing of the EDO49 and Submission of the Projects to the Board of Selectman and Board of Finance (exhibit)

Mr Zuse asked if the replacement windows will be single or double hung noting that the current windows are double hung. Mr. Gurnham explained that he has met with two window manufacturers, Pella and Eagle, and both companies have recommended installing single hung windows at Adams. Mr. Gurnham explained that it is very difficult to operate the upper portion of the double hung window.

Mr. Zuse expressed concern that the installation of the new windows will reduce air circulation in the building by sealing the building more tightly. Mr. Gurnham responded that the new windows should not make ventilation issues at Adams worse and added that the new windows will open easily, providing air flow through the building.

Dr. Forcella noted that the purchasing decision rests with the Standing Building Committee as the project is already bonded. The Board of Education is not being asked to approve or recommend specific windows.

Chairman Bloss read the proposed components of the window replacement project that the Board has been asked to act on:

1. Test for/identify any asbestos-containing caulking materials.
2. Test for/identify any lead paint containing materials.
3. Remove the existing double hung wood units and dispose of hazardous materials in an appropriate manner.
4. Inspect existing masonry openings and repair and repoint problem areas as appropriate.
5. Install new, energy efficient units in keeping with the design of the original 1937 units.

Dr. Forcella stated that he or Clifford Gurnham can bring Mr. Zuse's questions and concerns to the Standing Building Committee for their consideration.

Upon a motion made by Dr. Iorio and seconded by Mrs. Dudley, the Board voted unanimously to approve the educational specifications for the replacement of windows on the Adams Middle School Building including the filing of the EDO49 and the submission of the projects to the Boards of Selectmen and Finance.

7.7 ACT ON Recommendations from Policy Subcommittee:

- 7.7.1 Removal of Policy 4266: Use of Physical Force (exhibit)
- 7.7.2 Removal of Policy 4270: Resignations (exhibit)
- 7.7.3 Removal of Policy 4272: Leaves of Absence (exhibit)
- 7.7.4 Removal of Policy 4276: Discrimination/Harassment (Title IX) (exhibit)
- 7.7.5 Removal of Regulation 4276: Discrimination/Harassment (Title IX) (exhibit)

- 7.7.6 Revisions to Policy 5004: Discrimination/Harassment (exhibit)
- 7.7.7 Removal of Policy 5110: Admission (exhibit)
- 7.7.8 Removal of Regulation 5110: Student Entrance Age (exhibit)
- 7.7.9 Revisions to Policy 5114: Ages of Attendance (exhibit)
- 7.7.10 Removal of Policy 5122: Attendance and Truancy (exhibit)

Upon a motion made by Dr. Iorio and seconded by Mrs. Nolan, the Board voted unanimously to approve the removal of the following policies:

- Policy 4266: Use of Physical Force (exhibit)
- Policy 4270: Resignations (exhibit)
- Policy 4272: Leaves of Absence (exhibit)
- Policy 4276: Discrimination/Harassment (Title IX) (exhibit)
- Regulation 4276: Discrimination/Harassment (Title IX) (exhibit)

Upon a motion made by Mrs. Nolan and seconded by Ms. Migliacci, the Board voted unanimously to approve the revisions to Policy 5004: Discrimination/Harassment.

Upon a motion made by Mrs. Cartier and seconded by Ms. Migliacci, the Board voted unanimously to remove Policy 5110: Admission and Regulation 5110: Student Entrance Age.

Upon a motion made by Ms. Migliacci and seconded by Mrs. Dudley, the Board voted unanimously to approve the revisions to Policy #5114: Ages of Attendance.

Upon a motion made by Dr. Meyers and seconded by Mr. Bishop, the Board voted unanimously to defer action on the removal of Policy 5122: Attendance and Truancy until the Policy Subcommittee determines an appropriate location for Regulation 5122a: Attendance and Truancy Grades K-8.

8. Unfinished Business

Ms. Migliacci asked if the Board would review the artificial turf field process. Dr. Meyers explained that since the defeated referendum in April, private donations have been promised to help fund a portion of the cost of the fields. There will be a town meeting on June 18 to determine if the revised project should be put before the voters again.

It was noted by Dr. Forcella that the demographic study being considered by the town should be approved in the near future. The study should take between 6 and 8 weeks to complete.

9. Reports of Committees

Dr. Meyers reported that the Health Advisory Committee met to review the first year of the implementation of the new Wellness Policy. The committee recommended continuing with the policy as written. They did identify a lack of consistency between elementary schools regarding their enforcement of aspects of the policy. The committee would also like to begin collecting data on food eaten after school hours in the school.

Dr. Meyers also stated that the district is in complete compliance with the state statute requiring schools to only sell water and 100% juice in their vending machines.

Mr. Bishop reported that the Land Acquisition Committee meets regularly and will be bringing a proposal to the public in the near future.

10. Public Questions (four minute limit)

None

11. New Business

Mr. Zuse requested information on the feedback from the workshop with staff received in March.

Mr. Bishop noted that the Guilford High School Baseball Team won the Class L State Championship. He noted the many events taking place at the high school and asked that visitors park in designated parking spots and not on the lawns.

Upon a motion made by Mrs. Cartier and seconded by Ms. Migliacci, the Board voted unanimously to adjourn at 9:15 p.m.

Respectfully submitted,

Lorri L. Hahn
Clerk to the Board of Education