

**GUILFORD BOARD OF EDUCATION MEETING  
MONDAY, NOVEMBER 3, 2008  
GUILFORD HIGH SCHOOL LIBRARY, GUILFORD, CT**

**1. Call to Order**

Chairperson Bill Bloss called the meeting to order at 7:37 p.m. Board members present were Bill Bloss, Barbara Dudley, Keith Bishop, Alan Meyers, Mary Beeman and Ted Zuse.

Administrators present were Tom Forcella, Anne Keene, Rick Misenti, and Marc Guarino. Also present were Facility Director Cliff Gurnham, Business Administrator Andy Potochney, and Accounting Manager Linda Trudeau.

**7.1 Teacher Recognition**

Chairman Bloss stated that, with the Board's permission he would move item 7.1 up in the agenda. Dr. Forcella announced that Guilford High School's AP Biology teacher Ruth Heckman was selected as a Women's Hall of Fame Honoree because of her leadership and outstanding achievements in teaching and for her efforts to mentor young women. Chairman Bloss expressed the Board's admiration and gratitude for Ms. Heckman's commitment to GPS and presented her with a plaque in recognition of her accomplishment.

Ms. Heckman noted that she was inspired by the other women recognized by the Hall of Fame and stated that she loves teaching and especially working with young women to help them realize their potential. Ms. Heckman thanked Mr. Misenti and Dr. Forcella for their support and attendance at the Induction Ceremony on October 30, 2008, in Hartford.

**2. Action on Minutes of:**

- 2.1 October 14, 2008 (Finance Subcommittee Meeting)**
- 2.2 October 14, 2008 (Regular Meeting)**
- 2.3 October 27, 2008 (Policy Subcommittee Meeting)**
- 2.4 October 27, 2008 (Workshop Meeting)**
- 2.5 October 28, 2008 (Finance Subcommittee-Public Forum)**

Upon a motion made by Mrs. Beeman and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the minutes of October 14, 2008 (Finance Subcommittee Meeting), October 14, 2008 (Regular Meeting), October 27, 2008 (Policy Subcommittee Meeting), October 27, 2008 (Workshop Meeting), October 28, 2008 (Finance Subcommittee-Public Forum).

It was noted that Linda Sanacora joined the October 14, 2008, Finance Subcommittee Meeting in progress.

**3. Review and Approval of Expenditures for the Month of October  
Reviewer for Month: Kathy Nolan**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the expenditures for the month of October as presented by Chairman Bloss in the absence of Mrs. Nolan.

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

None

**5. Communications**

None

**6. Student Representatives**

Elizabeth Savrann and Marisa Mohrer reported on events at GHS. They noted that the Girls' Cross Country Team had won the Southern Connecticut Conference Championship for the 5<sup>th</sup> consecutive year. They also noted that GHS had just completed Red Ribbon Week, a time dedicated to creating awareness of the dangers of substance abuse.

The students reported that they had recently attended a leadership conference with other GHS students where they interacted with student leaders from other towns. Among the most interesting ideas the students came away from the conference with were creating a cultural fair and increasing recycling efforts.

The students also noted that the concept of Professional Learning Communities is evident in their classrooms, particularly with the increased use of common assessments.

The students and Mr. Misenti spoke about senior projects and the ability of seniors who have completed their graduation requirements to participate in internships in the community. Mr. Misenti anticipates this program to be implemented in the 2009-2010 school year.

The students also noted that Guilford High School was recognized by CT Magazine as one of the top 25 high schools in the State.

Chairman Bloss, with the Board's permission, moved Item 11 Public Questions up in the agenda to accommodate a member of the audience.

**11. Public Questions**

Kim Beckett of the Guilford PTA addressed the Board on the subject of bullying. She asked the Board and Dr. Forcella to enhance the message that bullying is a serious and damaging activity that has lasting effects on the victims. She requested that teachers be trained to recognize bullying and that parents be presented with clear procedures on how to address bullying whether their child is the victim or the bully.

Ms. Beckett further suggested that school-wide dialogues should be scheduled at Baldwin and Adams. She also asked that the Board of Education spend more time on the subject of bullying.

Dr. Forcella noted that the District Leadership Team has spent much time on the subject and the focused monitoring plan for the district does address bullying.

Mrs. Dudley added that the Policy Subcommittee is reviewing the bullying policy.

## **7. Superintendent's Report**

### **7.2 CABE Award of Excellence for Educational Communications (exhibit)**

Dr. Forcella noted that GPS has won a communications award from the CT Association of Board of Education for the State of the Schools annual report created in January 2008. Dr. Forcella recognized the district's Communications Coordinator Lorri Hahn for her work on this project.

### **7.3 Facilities Annual Report (exhibit)**

Mr. Gurnham presented the 2007-2008 Facilities Report to the Board. Mr. Gurnham summarized the report with the work completed by school as follows:

Guilford High School:

A roof project required the replacement of two sections of shingled roof over the locker room.

A modular building was vacated to allow the space to be converted into a new fitness center. A new shed was delivered to store the theatre arts costumes and props that had been stored in the modular building. This project is still in its final stages and awaiting inspection from Town officials.

Additional smaller projects including carpet installation, new ceiling fans and sidewalk replacements were also noted.

Adams Middle School:

A roof replacement and drainage project were completed this summer.

Renovations and maintenance included relocating electrical panels, installing two new expansion tanks for hot water heating, and improvements to the boys and girls bathrooms in the cafeteria.

Baldwin Middle School:

The parking lot and sidewalks were remediated and, despite the aggressive schedule, the project was completed for the opening of school.

Additional projects included carpet replacement and the installation of a new sewer pump.

Elementary Schools:

Various projects including carpet replacement, the completion of Leete's energy conservation project, electrical work, installing a new hot water heater at Jones, tree removal, and other maintenance work were noted.

Mr. Gurnham also noted several district projects and goals for the upcoming year.

Mr. Zuse stated that he is dissatisfied with the progress made on installing new windows at Adams. He stated that he is not happy that the Town has committed approximately \$700,000 to improve roofs and that this work has not been done.

Chairman Bloss responded that by Town Charter the Board of Education is not involved in this decision, but that it is made by the Standing Building Committee.

Mr. Gurnham noted that the Town is moving forward on the windows for Adams and they should be installed next summer.

Dr. Forcella noted that the Standing Building Committee recommended waiting on the roof work at GHS until a decision on a new high school were made. The Committee had asked if the roof might be repaired rather than replaced until a decision on a new school were finalized.

As explained at the October 14, 2008, Regular Meeting, Chairman Bloss reiterated that the bond referendum does not specify that the funds be used specifically for the high school roof.

#### **7.4 2008 Student Achievement Report**

Dr. Keene presented the district's results on the 2008 Connecticut Mastery Test(CMT) and the Connecticut Academic Achievement Test (CAPT). She explained that all CT public school students in grades 3-8 and grade 10 participated in the statewide assessment.

Dr. Keene reported the results of the Reading, Mathematics, Writing and Science assessments in each grade and compared the results to those of students in our District Reference Group (DRG) and the State of CT. She noted that all Guilford schools have made Adequate Yearly Progress.

Guilford students performed well across all disciplines. On the CAPT assessment, Guilford students performed higher than both the State and the DRG.

Dr. Keene noted that the next step is for the schools to analyze the data from the assessments, monitor student growth with local benchmark assessments and use the analysis to inform professional development plans and make curricular/instructional adjustments.

Dr. Forcella noted that students taking these tests have experienced the revised Language Arts curriculum and Everyday Math. He also noted that the faculty and administration stressed the importance of CAPT with all students.

Dr. Forcella noted that Guilford students' performance on CAPT represented the second largest growth in the State over 2007 results. He stated that with good curriculum and good instruction the high performance on tests will naturally follow.

## **8. Board Agenda**

### **8.1 ACT ON Accepting State Security Grant**

Dr. Meyers noted that the Finance Subcommittee reviewed the State Security Grant and recommends that the Board accept it.

Mr. Zuse stated that he wants to see a detailed five year security plan. He also stated that he would have liked to have had time to review the Grant at a Facility Subcommittee meeting.

Mr. Bishop and Chairman Bloss noted that time would not allow for a Facility Subcommittee review as the terms of the Grant stipulate installation of the identified security measures by December 31, 2008.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted five in favor of accepting the State security grant. Mr. Zuse abstained from the vote.

### **8.2 ACT ON Approving and Awarding Security Bid (exhibit)**

Mr. Gurnham presented a breakdown of the grant-funded security projects and the non-grant security projects. He noted that the low bidder on the security bid was Shoreline Security with a bid of \$95,400 for completion of phase1 of the security projects.

There was discussion over the presentation of the specific security projects and which ones would be covered under the bid and the State grant. Mr. Gurnham explained each item in the exhibit and noted that the bid was received at 2:00 p.m. that day and there wasn't time to update the list of projects to correspond exactly with the bid.

Mr. Zuse objected to how the bid process worked and stated that the Facility Subcommittee should have had a chance to review the bid.

Upon a motion made by Dr. Meyers and seconded by Mr. Bishop, the Board voted five in favor of approving and awarding the security bid. Mr. Zuse abstained from the vote.

### **8.3 ACT ON Resolution to Adopt 403b Plan (exhibit)**

Upon a motion made by Mr. Bishop and seconded by Mrs. Dudley, the Board voted unanimously in favor of adopting a 403(b) retirement plan, appointing Hooker and Holcombe Retirement Services, Inc. as the retirement plan consultants, and appointing The OMNI Financial Group as the third party administrator for the Guilford Board of Education 403(b) plan, effective January 1, 2009.

### **8.4 ACT ON Recommendations from Policy Subcommittee:**

Mrs. Dudley reviewed the revisions recommended by the Policy subcommittee.

**8.4.1 Revisions to Policy 1126: School District Records (exhibit)**

Upon a motion made by Mr. Zuse and seconded by Dr. Meyers, the Board voted unanimously in favor of accepting the revisions to Policy 1126: School District Records as recommended by the Policy Subcommittee.

**8.4.2 Revisions to Regulation 1126: Board/School System Records (exhibit)**

Upon a motion made by Mr. Zuse and seconded by Mr. Bishop, the Board voted unanimously in favor of accepting the revisions to Regulation 1126: Board/School System Records as recommended by the Policy Subcommittee.

**8.4.3 Revisions to Policy 5514: Administering Medications to Students (exhibit)**

Dr. Meyers noted that the Health Advisory Committee recommended removing the age requirement for administering medications provided a student has parental permission. He noted eppy pens as an example of an appropriate administration of medicine by a student.

Upon a motion made by Mrs. Beeman and seconded by Mr. Bishop, the Board voted unanimously in favor of accepting the revisions to Policy 5514: Administering Medications to Students as recommended by the Policy Subcommittee.

**8.5 RECEIVE Recommendation from Policy Subcommittee:**

**8.5.1 Revisions to Regulation 5514: Administering Medications to Students (exhibit)**

Chairman Bloss requested that this item be carried over for possible action on the December 8, 2008, agenda.

**8.6 RECEIVE for POSSIBLE ACTION: 2009 Board of Education Meeting Calendar (exhibit)**

Dr. Forcella noted that the Board needs to review the educational specifications for a new high school at the November 28, 2008, Workshop Meeting.

Upon a motion made by Mr. Zuse and seconded by Dr. Meyers, the Board voted unanimously in favor of approving the 2009 Board of Education Meeting Calendar.

**9. Unfinished Business**

None

**10. Reports of Committees**

Mrs. Beeman reported that the Standing Fields Committee continues to walk the fields and develop a list of recommendations.

Mr. Bishop reported that the Land Acquisitions Committee is recommending the purchase of the Goss property to the Board of Selectmen. There was a brief discussion about potential uses for this property including a potential site for a new high school.

**11. Public Questions (four minute limit)**

Doug Newman addressed the Board stating that it was great to hear the list of Budget priorities identified as early intervention, professional development and facilities.

He suggested that early intervention should include “both ends of the spectrum,” high achievers and those students who need more assistance.

Mr. Newman asked if there is a “plan B” for the projected new high school project should the referendum fail.

Mr. Newman stated that there should be age-appropriate playground equipment at Baldwin.

**12. New Business**

Mr. Zuse noted that while it is gratifying to see the higher performance by Guilford students on State assessments, he hopes that a large facility project won’t distract from continuing this trend.

Dr. Forcella noted that the district is committed to high level achievement for all students.

Dr. Meyers noted that he and Mrs. Dudley have noticed a dramatic decrease in disciplinary actions at the high school based on the monthly reports received by Board members.

Mrs. Dudley thanked Mr. Misenti for his work at the high school.

Mrs. Beeman reminded the Board and the public that the GHS Theatre Arts Dept. will be performing “Harvey” on November 20, 21, and 22.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to adjourn at 9:45 p.m.

Respectfully submitted by:

Lorri Hahn  
Clerk to the Board of Education