

**GUILFORD BOARD OF EDUCATION MEETING  
MONDAY, NOVEMBER 9, 2009  
GUILFORD HIGH SCHOOL LIBRARY, GUILFORD, CT**

**1. Call to Order**

Chairperson Bill Bloss called the meeting to order at 7:30 p.m. Board members present were Bill Bloss, Keith Bishop, Barbara Dudley, Alan Meyers, Chris Moore, Susan Renner, and Ted Zuse.

Administrators present were Tom Forcella and Anne Keene. Also present was Accounting Manager Linda Trudeau.

**1.1 Administer Oath of Office**

Judge James Kenefick administered the Oath of Office to Alan Meyers, Chris Moore, Keith Bishop, and Susan Renner.

**1.2 Election of Officers**

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously in favor of nominating Bill Bloss for Chairman of the Board of Education.

Upon a motion made by Mrs. Dudley and seconded by Dr. Meyers, the Board voted unanimously in favor of closing the nominations for Chairman.

By written ballot, the Board members unanimously elected Mr. Bloss as the Chairman of the Board of Education.

Upon a motion made by Dr. Meyers and seconded by Mrs. Renner, the Board voted unanimously in favor of nominating Keith Bishop for Vice Chairman of the Board of Education.

Upon a motion made by Mrs. Dudley and seconded by Dr. Meyers, the Board voted unanimously in favor of closing the nominations for Vice Chairman of the Board of Education.

By written ballot, the Board members unanimously elected Mr. Bishop as the Vice Chairman of the Board of Education.

Upon a motion made by Dr. Meyers and seconded by Mr. Bishop, the Board voted unanimously in favor of nominating Barbara Dudley for Secretary of the Board of Education.

Upon a motion made by Dr. Meyers and seconded by Mr. Bishop, the Board voted unanimously in favor of closing the nominations for Secretary of the Board of Education.

By written ballot, the Board members unanimously elected Mrs. Dudley as the Secretary of the Board of Education.

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Chairman Bloss requested a motion to add an agenda item.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of adding agenda item 8.8 Discussion and Possible Action to Remove the Chimney at Melissa Jones School.

- 2. Action on Minutes of:**
  - 2.1 October 13, 2009 (Finance Subcommittee)**
  - 2.2 October 13, 2009 (Regular Meeting)**
  - 2.3 October 21, 2009 (Transportation Subcommittee)**
  - 2.4 October 26, 2009 (Facilities Subcommittee)**
  - 2.5 October 26, 2009 (Workshop)**
  - 2.6 October 27, 2009 (Finance Subcommittee)**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted five in favor of approving the minutes of October 13, 2009 (Finance Subcommittee), October 13, 2009 (Regular Meeting), October 21, 2009 (Transportation Subcommittee), October 26, 2009 (Facilities Subcommittee), October 26, 2009 (Workshop), and October 27, 2009 (Finance Subcommittee). Mrs. Renner and Dr. Moore abstained from the vote.

- 3. Review and Approval of Expenditures for the Month of October**  
**Reviewer for Month: Keith Bishop**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted five in favor of approving the expenditures for the month of October as presented by Mr. Bishop. Mrs. Renner and Dr. Moore abstained from the vote.

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

Kim Beckett, President of the Guilford PTA congratulated the Board members on the election. She asked when the results of the Asset Survey will be received. Dr. Forcella stated that the district will receive the data in early 2010.

Ms. Beckett stated that the PTA received 112 responses to a bullying survey and that 62% of respondents reported that their children had experienced bullying. The PTA will be make the survey available again later in the school year.

- 5. Communications**

None

- 6. Student Representatives**

Student representative Simi Parikh reported on activities at Guilford High School including the number of drug and alcohol suspensions, theatre arts, the successes of several fall athletic teams,

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concerts and the normal attendance levels following an outbreak of the flu earlier in the fall. She also noted that GHS Art Department Chair Cheryl Kling has published a children's book.

**7. Superintendent's Report**

**7.1 Teacher Recognition**

Dr. Forcella explained that Margaret (Peg) Kennedy, Guilford High School Family and Consumer Science and Technology Teacher, received the Ronald McDonald House Charities Local Hero Award for her dedication to teaching and outstanding efforts in servicing the school and the community. She was recognized at a ceremony on October 27, 2009, at the Governor's Mansion. Dr. Forcella and GHS Principal Rick Misenti attended the ceremony. A \$500 grant was awarded to Guilford High School in Ms. Kennedy's honor.

Chairman Bloss presented a plaque to Ms. Kennedy to recognize the accomplishment and expressed gratitude from the Board and the community for her dedication and service.

**7.2 Acknowledge Donation to GHS from the Ronald McDonald Charities (exhibit)**

Dr. Forcella acknowledged the \$500 donation from the Ronald House Charities in Margaret Kennedy's honor.

**7.3 Participation in Education Transformation Project (exhibit)**

Dr. Forcella explained that he is one of the Core Group of Connecticut school system leaders who will participate in the CAPSS Educational Transformation Project. The group will meet for facilitated sessions over a 20 month period and are charged with participating in ongoing and systematic reflections on the elements of educational change and with providing the oversight of the development of a framework describing the components of a system of schooling that is designed to make sure that every child in the State of Connecticut learns what they need to know to be successful.

**7.4 2009 CMT/CAPT Update (exhibit)**

Dr. Keene presented information on the Connecticut Mastery Test (CMT) and the Connecticut Academic Achievement Test (CAPT). She provided an overview of both tests, the components of each test and sample questions. She also provided information about District Reference Groups.

Dr. Keene reported on the performance of Guilford students as compared to DRG B and the State of Connecticut in each grade level and each test. She presented comparison data on the percent of students meeting State Goal (Proficient) on each test. Guilford students performed higher than the State average on all tests.

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When compared to our DRG B on the CMT, Guilford students performed at similar levels in Grades 3, 4 and 5. In grades 6, 7 and 8 Guilford students performed higher than the average of DRG B on all tests.

On CAPT, Guilford students performed higher than both the State and DRG B on each of the four tests – Math, Science, Reading, and Writing.

Dr. Keene noted that complete results on all tests are available at [www.ctreports.com](http://www.ctreports.com) and [www.csde.state.ct.us](http://www.csde.state.ct.us).

Discussion from the Board included possible comparisons between local and state assessment data, and the ability to measure the impact of technology on student performance.

**8. Board Agenda**

**8.1 ACT ON Personnel Items (exhibit)**

Upon a motion made by Mrs. Dudley and seconded by Dr. Meyers, the Board voted unanimously to ratify the appointment of Kristen Meyerjack, Science teacher at Adams Middle School, effective November 9, 2009.

**8.2 RECEIVE FOR POSSIBLE ACTION: Bid for Laptop Computers and Related Equipment for Mobile Labs (exhibit)**

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously to accept the low bid for 228 laptop computers, 46 power supplies, 8 wireless printers, and 9 mobile laptop carts with the provision that the district will not pay for the equipment until it has been delivered.

**8.3 APPROVE Donation of \$1,800.00 from the Fencing Club for the Purchase of Side Chairs for the GHS (exhibit)**

GHS Vice Principal Marc Guarino expressed appreciation for the generous donation noting that the Fencing Club Booster Club is very supportive of the team and the school.

Upon a motion made by Mr. Zuse and seconded by Mrs. Dudley, the Board voted unanimously to approve the donation of \$1,800 from the Fencing Club for the purchase of sideline chairs for Guilford High School.

**8.4 ACT ON Submission of Consolidated Grants Application (exhibit)**

Upon a motion made by Mrs. Dudley and seconded by Dr. Meyers, the Board voted unanimously to approve the submission of the Consolidated Grant Application.

**8.5 RECEIVE 2008-09 Strategic School Profiles (exhibit)**

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Chairman Bloss noted that the Board will receive the Strategic School Profiles this month and include them as a discussion item in December.

Dr. Moore asked how the district determines Gifted and Talented students. Chairman Bloss suggested that more information on this may be provided next month.

Mr. Zuse asked about per student spending noting that Guilford spends less than the average in our DRG. He questioned what additional benefits students in these other districts might be receiving.

Dr. Keene noted that there are differences in how districts report their expenses and also that the size of a district impacts the numbers.

Dr. Forcella noted that it would take significant time to talk to other districts to determine their student spending procedures.

Chairman Bloss suggested that Board members send specific questions on the SSP data to Dr. Forcella and Dr. Keene prior to the next meeting to give them time to prepare answers.

Dr. Meyers noted that while some districts appear to spend less per student, Guilford is reaching the same goals with less money.

**8.6 RECEIVE for POSSIBLE ACTION: 2010 Board of Education Meeting Calendar**

Mr. Bishop raised a question of whether or not it is necessary for Workshop Meetings to take place at different schools each month. Board members noted the value of going into the different schools throughout the year and agreed that this practice should continue.

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously to approve the 2010 Board of Education Meeting Calendar.

**8.7 ACT ON Recommendation from Policy Subcommittee**

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

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to accept the recommendation from the Policy Subcommittee for the revisions to Policy 5514: Administering Medications to Students.

**8.8 Discussion and Possible Action to Remove the Chimney at Melissa Jones School**

Chairman Bloss explained that a chimney at Melissa Jones developed a crack and will need to be taken down. Dr. Forcella explained that two estimates were received from two different companies, both in the amount of \$33,000.

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Mr. Zuse asked if it is within the purview of the Public Works Department to remove the chimney and Dr. Forcella noted that it has been determined that the process is specialized and requires the work of an experienced company.

Dr. Forcella explained that other scheduled maintenance projects will need to be postponed to address this immediate need.

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously in favor of waiving the bid process for the removal of the chimney at Melissa Jones School.

**9. Unfinished Business**

Dr. Forcella noted that George Goens will facilitate a Board training on boardsmanship, roles and responsibilities to ease the integration of the new and existing Board members. Additional instruction on district initiatives and educational issues will take place for new Board members.

Dr. Forcella offered the following dates for Board members to consider for the training: November 30, December 2 or December 3.

**10. Reports of Committees**

**10.1 Policy Subcommittee**

Mrs. Dudley noted that the Policy Subcommittee is reviewing Board policies regarding meanness and bullying.

**10.2 Facilities Subcommittee**

Mr. Bishop noted that the Facilities Subcommittee is considering site improvement budget items and the development of a five year list.

Dr. Moore asked when the Adams Subcommittee will have a report for the Board on their progress.

Mr. Bishop noted that the group will have a report for the Board at the December 14, 2009, meeting.

**10.3 Finance Subcommittee**

No report

**10.4 Liaisons to Town Committees**

Mr. Bishop reported that the Land Acquisitions Committee is discussing the management process for the Goss property.

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**11. Public Questions**

None

**12. New Business**

None

Upon a motion made by Mr. Zuse and seconded by Mrs. Dudley, the Board voted unanimously to adjourn to executive session at 9:20 p.m.

Respectfully submitted by:

Lorri Hahn  
Clerk to the Board of Education