

**GUILFORD BOARD OF EDUCATION MEETING  
MONDAY, DECEMBER 14, 2009  
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 Mary Beeman, Bill Bloss, Keith Bishop, Barbara Dudley, John Ireland, Alan Meyers, Chris Moore, Susan Renner, and Ted Zuse.

Administrators present were Tom Forcella, Anne Keene, Rick Misenti and Marc Guarino. Also present was Accounting Manager Linda Trudeau and Director of Operations Cliff Gurnham.

**2. Action on Minutes of:**

- 2.1 November 9, 2009 (Finance Subcommittee)**
- 2.2 November 9, 2009 (Regular Meeting)**
- 2.3 November 23, 2009 (Facilities Subcommittee)**
- 2.4 November 23, 2009 (Policy Subcommittee)**
- 2.5 November 23, 2009 (Workshop)**
- 2.6 November 30, 2009 (Executive Session)**
- 2.7 December 1, 2009 (Executive Session)**
- 2.8 December 7, 2009 (Executive Session)**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the minutes of November 9, 2009 (Finance Subcommittee); November 9, 2009 (Regular Meeting); November 23, 2009 (Facilities Subcommittee); November 23, 2009 (Policy Subcommittee); November 23, 2009 (Workshop); November 30, 2009 (Executive Session); December 1, 2009 (Executive Session); and December 7, 2009 (Executive Session).

**3. Review and Approval of Expenditures for the Month of November  
Reviewer for Month: Ted Zuse**

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 November as presented by Mr. Zuse.

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

None

**5. Communications**

Mr. Zuse reported a communication from a parent regarding the field fire near Cox School that required an evacuation. Dr. Forcella stated that he has spoken with the Fire Chief and future planned field burns will take place in the summer when school is not in session.

**6. Student Representatives**

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Student representative Simi Parikh and David Chen reported on activities at Guilford High School including winter sports; the recognition of GHS as a Silver Medal School by *US News and World Report*; the GHS musical; the Math Team's outstanding performance in competition; food drives; and Toys for Tots collections.

Chairman Bloss acknowledged the high school's *US News and World Report* recognition as an outstanding accomplishment. Dr. Forcella noted that the work done in the earlier grades, particularly at Adams Middle School, contributes to the continued high levels of achievement at GHS.

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

### **7.1 Update of Site Evaluation by JCJ Architects**

Dr. Forcella introduced Scott Pinckney, Chairperson of the Adams Planning Team to discuss the process of evaluating potential sites for a new Adams Middle School.

Mr. Pinckney explained that several sites were considered and then narrowed down to four. At that point an architectural firm was hired to study the remaining sites.

Bruce Kellogg and Graham Curtis of JCJ Architects showed the Board scaled site maps and photographs of three of the four sites. The fourth site identified is privately owned. The sites identified include the current Guilford High School site, the current Adams Middle School site, and Bittner Park. The architects noted that in the process of analyzing potential sites for the middle school it makes sense to also consider the location for a new high school.

The architects noted the primary considerations for each site as: road networks/accessibility; restricted use issues; public utilities; environmental resources and flood plains.

JCJ will develop conceptual plans, numerical matrices, and cost estimates for each location.

Mr. Pinckney noted that this work should be complete by the end of January. The Board preliminary discussed a special meeting date of January 25, 2010, to review the work of the architects.

### **7.2 Acknowledge Donation to the District from Kiducation (exhibit)**

Dr. Forcella acknowledged a donation of \$241.10 from Kiducation to the Guilford Public Schools.

### **7.3 Acknowledge Donation to GHS Interact Club form Bishop's Orchards(exhibit)**

Dr. Forcella acknowledged a donation of \$512.00 from Bishop's Orchards to the GHS Interact Club.

**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 resignation of Lisa Murno, Library Media Specialist, Guilford Lakes School, effective December 10, 2009.

Dr. Forcella noted that a long-term substitute will be hired for the remainder of this school year to fill this position.

**8.2 RECEIVE FOR POSSIBLE ACTION: GHS Mission Statement for NEASC (exhibit)**

GHS teacher Shirley Urban represented the NEASC Steering Committee and presented the GHS Mission Statement developed by the group and approved by the GHS faculty and parent and student organizations. She explained that the development of a mission statement and its acceptance by the Board of Education is a requirement of NEASC (New England Association of Schools and Colleges) in the accreditation process.

Ms. Urban reviewed the mission statement noting that it incorporates the district's commitment to the Principles of Learning and Professional Learning Communities. She reviewed the Academic, Social and Civic Expectations also included in the document.

GHS Assistant Principal Marc Guarino explained that NEASC requires a school's mission statement to reflect in their curriculum and culture. Mr. Guarino thanked the GHS NEASC Committee for their dedication to the process.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of accepting the GHS Mission Statement for NEASC.

**8.3 ACT ON Educational Specifications for the Roof Replacement at the Guilford Lakes Elementary School Including the Filing of the EDO49 and Submission of the Project to the Board of Selectmen (exhibit)**

Mr. Bishop reviewed the process of developing the educational specifications and the involvement of the Standing Building Committee.

Operations Director Cliff Gurnham explained that the Guilford Lakes roof is approximately 18 years old which reduces State reimbursement as is it is under 20 years old.

Chairman Bloss suggested that the Facilities Subcommittee should review and approve the educational specifications at their January 2010 meeting prior to the Board's approval. He asked that action on this item be deferred to the January 11, 2010, Regular Meeting.

**8.4 RECEIVE FOR POSSIBLE ACTION: Bid for Basic Reading Skill Acquisition Software (exhibit)**

Dr. Meyers noted that the Finance Subcommittee recommended approval of the bid for Basic Reading Skill Acquisition Software at their meeting earlier that evening.

Dr. Forcella noted that the software would be purchased with ARRA funds. He noted that the uses for the software will be closely monitored. He stated that data will be maintained on the impact of all ARRA purchases to determine whether the district will want to continue funding these areas in the future.

Ms. Trudeau explained that the bid includes 100 user licenses, technical support, product updates and professional development. The Lexia Reading software bid is for \$50,000.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of accepting the bid for Basic Reading Skill Acquisition Software.

**8.5 ACT ON Amendment to 403(b) Plan (exhibit)**

Ms. Trudeau explained that the IRS is requiring that 403(b) plans be made available to both part-time and full-time employees. She noted that there is no additional cost to the district.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to approve the amendment to the 403(b) Plan.

**8.6 APPROVE Donation of \$1,800 from the Guilford Agriculture Society to GHS Music Department (exhibit)**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to approve a donation of \$1,800 from the Guilford Agriculture Society to the Guilford High School Music Department.

**8.7 APPROVE Donation of \$4,562.05 from the Guilford Fund for Education (exhibit)**

Upon a motion made by Mrs. Beeman and seconded by Dr. Meyers, the Board voted unanimously to approve donations from the Guilford Fund for Education in the amount of \$1,750.05 for Speaking in Tongues for the GHS World Language Department and \$2,312 for Sharing, Caring, and Living Fifth Grade Math for Baldwin Middle School.

**8.8 DISCUSS 2008-2009 Strategic School Profiles**

Dr. Moore noted the substantial differences in spending levels when comparing Guilford to the State and our DRG.

Dr. Forcella explained that districts report data differently and like expenditures are not always reflected in the same categories.

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Dr. Keene noted corrections made to the SSP data that the Board received.

Mr. Ireland asked if there has been any effort from school districts to develop common reporting procedures to allow for accurate comparisons. Dr. Forcella responded that this issue has not been discussed.

Dr. Forcella noted that the annual State of the Schools report to the community will include comparison data on spending and other key information.

**8.9 RECEIVE Recommendation from Policy Subcommittee**

**8.9.1 Revisions to Policy 5431: Animals in Schools (exhibit)**

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously to approve the revisions to Policy 5431.

**8.10 Discuss BOE Committee Assignments**

Chairman Bloss read the committee assignments agreed on by the Board members. They will be posted on the district website and members will provide reports to the Board as needed on committee activities.

**9. Unfinished Business**

None

**10. Reports of Committees**

**10.1 Policy Subcommittee**

Mrs. Dudley stated that the Policy Subcommittee will continue to address serious policy issues including those involving suicide prevention, sexual offender on school property, confidentiality and bullying.

Dr. Moore asked that cyberbullying be included in the subcommittee's discussions.

**10.2 Facilities Subcommittee**

Mr. Bishop stated that the subcommittee will need to consider long-term capital needs and also evaluate the cost to the district of potentially deferring projects.

**10.3 Finance Subcommittee**

Dr. Meyers acknowledged that the Board and the Finance Subcommittee will continue to be involved in the 2009-2010 budget process.

**10.4 Liaisons to Town Committees**

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Mr. Bishop reported that the Land Acquisitions Committee continues to discuss the management process for the Goss property. He suggested that the Board of Education consider having a member involved in this land management plan.

Mrs. Beeman reported that the Standing Fields Committee is currently looking at refurbishing the high school track.

**11. Public Questions**

None

**12. New Business**

Dr. Moore suggested that the high school building project be a regular agenda item. Chairman Bloss suggested that this be discussed in a Facilities Subcommittee meeting and make a recommendation.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to adjourn at 9:25 p.m.

Respectfully submitted by:

Lorri Hahn  
Clerk to the Board of Education