

**GUILFORD BOARD OF EDUCATION MEETING
MONDAY, AUGUST 10, 2009
GUILFORD HIGH SCHOOL LIBRARY, GUILFORD, CT**

1. Call to Order

Chairperson Bill Bloss called the meeting to order at 7:40 p.m. Board members present were Bill Bloss, Mary Beeman, Keith Bishop, Barbara Dudley, Lou Iorio, Kathy Nolan, Alan Meyers, Linda Sanacora and Ted Zuse.

Administrators present were Tom Forcella and Anne Keene. Also present was Accounting Manager Linda Trudeau and Business Administrator Andy Potochney.

2. Action on Minutes of:

2.1 July 13, 2009 (Finance Subcommittee)

2.2 July 13, 2009 (Regular Meeting)

2.3 July 28, 2009 (Special Meeting)

Upon a motion made by Dr. Meyers and seconded by Mr. Zuse, the Board voted unanimously in favor of approving the minutes of July 13, 2009 (Finance Subcommittee), July 13, 2009 (Regular Meeting), and July 28, 2009 (Special Meeting).

**3. Review and Approval of Expenditures for the Month of July
Reviewer for Month: Mary Beeman.**

Upon a motion made by Dr. Iorio and seconded by Dr. Meyers, the Board voted unanimously in favor of approving the expenditures for the month of July as presented by Mary Beeman.

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

None.

5. Communications

5.1 Report from Liaison from Local Veterans Group

Ted Fessel thanked the firemen, police, educators, churches and other community organizations for their work. He noted the work that his son is doing for the federal government to retrain people for new jobs and the recognition he received for his years of service to the United States Navy. He spoke about the Memorial Day celebration in town. He noted his work as a crossing guard.

Ms. Sanacora reported that she attended a CABE convention and brought back a book on the subject of the Internet that she will leave in the Central Office.

6. Student Representatives

No report.

7. Superintendent's Report

7.1 Quarterly Curriculum Update

Dr. Keene reported that the mathematics Curriculum Review Committee completed the revisions to the mathematics document which received Board approval in July 2009.

Dr. Keene reported that the next comprehensive review will be in the area of science.

Dr. Keene noted that targeted reviews in Music, Physical Education and Social Studies have been completed.

7.2 CMT Update

Dr. Keene reported that the results of the latest CMT are now available online at CTreports.com. She noted that parents will be receiving individual results on their students.

7.3 District Student Policy Handbook

Dr. Forcella explained that the district has consolidated the policies that are normally contained in the individual school's handbooks into a single document that is accessible on our district website. A hard copy is also available at the Central Office. A letter will go out to parents with a sign off sheet to ensure their awareness of the policy handbook.

7.4 Workshop Topics for 2009-10

Dr. Forcella reviewed the proposed list of workshop topics for the coming school year. He noted the following schedule: September 2009 - 2009-2010 Initiatives/Bullying; October 2009 - Administrator Input Session/CMT & CAPT; November 2009 - Special Education Programs; January 2010 - Budget Meeting (Public Hearing); February 2010 – Teacher/Board Roundtable; March 2010 - Substance Abuse Among Teens/Developmental Assets; April 2010 - Professional Development/School Schedules and Use of Time; May 2010 - RTI; and June 2010 - Goals for 2010 - 2011.

Dr. Forcella noted that special topics to be scheduled will include facilities and Board development, stating that these subjects may require special meetings.

Mr. Zuse questioned the scheduling of the discussion on substance abuse so late in the school year. Dr. Forcella stated that the results of the Asset Survey would be valuable to this discussion and may not be available until later in the year.

Mr. Zuse asked Dr. Forcella for his assessment of the district's attainment of the goals set for the 2008-2009 school year. Dr. Forcella explained that the September workshop would address the progress made during the 2008-2009 year and then address the 2009-2010 initiatives.

7.5 Report on Summer "Think Tank"

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Dr. Forcella reported on the Summer “Think Tank” held in July and facilitated by Dr. Keene and him. Professional staff representing all of the schools and Pupil Services and members of the community met to talk about the Principles of Learning, change in our schools and the continuing development of a collaborative learning culture. Some big ideas identified by the 24 participants in the one day event include the importance of communication and the creation of a guiding coalition representing all of the stake holders in our education system. This coalition will identify those areas where the district is doing well and also offer recommendations for improvement.

8. Board Agenda

8.1 ACT ON Personnel Items (exhibit)

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to ratify the resignations of the following personnel for the purpose of retirement: Stacy Miller, Baldwin Middle School, art teacher, effective August 31, 2009 and Nicole Rasmussen, Guidance, Guilford High School, effective August 31, 2009.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to ratify the appointment of Nicholas Spera, Dean, Guilford High School, effective September 1, 2009.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to ratify the appointments of the following personnel: Julia Chaffe, English department chair, Guilford High School; James Carlson, technology education teacher, Guilford High School; Burton Vitale, Grade 6, Baldwin Middle School; Suzane Bohan, special education, Baldwin Middle School; Coleen Makoski, art teacher, Baldwin Middle School; Sarah Bonura, math teacher, Guilford High School; Deborah Hally, school psychologist, Guilford High School; Stacy Reed, Grade 6, Baldwin Middle School; Keri Climie, Speech and Language pathologist, Guilford Lakes School; Lindsay Berntsen, Grade 5, Baldwin Middle School; Susannah Bryan, orchestra teacher, Guilford High School; and Beth Maus, Grade 6, Baldwin Middle School. All appointments are effective September 1, 2009.

Dr. Forcella explained that new teachers went through an extensive two-day orientation and were introduced to the Principals of Learning and the Professional Learning Communities model.

8.2 APPROVE Donation of \$2,000 to Guilford High School from Private Individual (exhibit)

Upon a motion made by Mr. Bishop and seconded by Mrs. Dudley, the Board voted unanimously to approve a private donation to Guilford High School of \$2000.

8.3 ACT ON Request for Spanish 3 Textbook (exhibit)

Upon a motion made by Dr. Meyers and seconded by Dr. Iorio, the Board voted unanimously to adopt the Spanish 3 Textbook, Realidades 3.

8.4. ACT ON Awarding Bid for Boiler Cleaning and Burner Cleaning, Tuning and Calibrating

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously to award the bid for boiler cleaning and burner cleaning, tuning and calibrating to SK Mechanical.

8.5 RECEIVE FOR POSSIBLE ACTION: Awarding of Bid for Custodial Supplies for 2009-10

Upon a motion made by Mr. Bishop and seconded by Mrs. Dudley, the Board voted unanimously to award the bid for custodial supplies for 2009-10.

8.6 ACT ON Submission of Title I Consolidated Application (exhibit)

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to approve the submission of the Title I Consolidated Grant application in the amount of \$118,565.

8.7 ACT ON Tuition Rate

Upon a motion made by Mrs. Sanacora and seconded by Mr. Bishop, the Board voted unanimously to approve the tuition rate presented.

8.8 ACT ON Change in Date of September 2009 BOE Meeting

Dr. Forcella explained that the Project Blueprint group of high performing school districts will hold their annual meeting on September 14 and 15 which conflicts with the September 14 Board of Education meeting. He noted that the main topic of discussion for the Project Blueprint meeting will be science facilities.

Dr. Forcella asked that the September Regular Board Meeting be moved from September 14 to September 21.

No motion was required to change the date of the September meeting. All Board members agreed to the change.

8.9 RECEIVE for POSSIBLE ACTION: Recommendation from Ad Hoc Recess Committee for Baldwin Recess and Staffing Changes

Dr. Meyers explained that Mrs. Dudley and he chaired a meeting and considered a proposal from Dr. Forcella to provide for a 20 minute recess for students at Baldwin Middle School. The proposal would allow 20 minutes for recess and 20 minutes for lunch for all students. Half of the

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students in a lunch wave would have recess first and then lunch and the other half would have lunch first and then recess.

Dr. Meyers noted that implementation of this plan will require the addition of a third cashier and a recess coordinator.

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously to approve the recommendations from the Ad Hoc Recess Committee for Baldwin recess and staffing changes.

8.10 DISCUSS for POSSIBLE ACTION: Superintendent's Contract

Chairman Bloss noted that the original contract under which Dr. Forcella was hired was for three years and salary increases have been based on merit. He explained that he and Dr. Iorio researched comparable districts and the salaries they pay their superintendents. They learned that Guilford is on the low end of the pay scale for these salaries.

Chairman Bloss acknowledged the concessions that have been made from all of the district's bargaining units. He also acknowledged the exemplary work that Dr. Forcella has done in the district and the need to offer competitive compensation.

Chairman Bloss noted that many teachers took advantage of the district's early retirement plan which effectively allowed them to buy back years of service.

Chairman Bloss explained that Mrs. Dudley recognized that Dr. Forcella does not receive recognition in Connecticut for his three years of service in Massachusetts. Chairman Bloss proposed that the Board commit to buying Dr. Forcella's three years of service time in Massachusetts. The proposal states that Dr. Forcella would be 10% vested in the three years of time in June 2010, 25% vested in June 2011, 50% in June 2012, and 100% vested in June 2013 provided that he continue with the district. Chairman Bloss noted that the proposed pension buy-out provides an incentive for Dr. Forcella to continue to work in the district.

Chairman Bloss noted that the proposal also includes a 1% salary increase for Dr. Forcella for the 2009-2010 year.

Dr. Iorio noted that it was clear during the salary discussions that Dr. Forcella was very sensitive to the concessions made by others and aware of the economic realities. Dr. Iorio noted that it was he and Chairman Bloss that were advocating for Dr. Forcella during these discussions and Dr. Forcella should be commended for his selfless attitude and approach to this process.

Board members expressed their appreciation for Dr. Forcella's service to the district.

Upon a motion made by Dr. Iorio and seconded by Dr. Meyers, the Board voted unanimously to approve the Superintendent's Contract.

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9. Unfinished Business

Dr. Forcella noted that the windows are in at Adams Middle School.

10. Reports of Committees

Mr. Bishop noted that the Standing Building Committee meeting would be at 7 p.m. on August 11. He asked if any Board members might be able to attend the meeting. He also noted that the Adams Facility Committee meeting would be from 4 to 6 p.m. on August 11.

Mrs. Dudley noted that the Facilities Committee would be meeting on August 12 at 7:30 a.m. Mr. Bishop noted that part of the meeting will be to consider the results of the joint meeting of the Boards of Selectmen, Finance and Education and the need to research alternative sites for a new high school.

Chairman Bloss explained that there was discussion at the joint meeting of having a referendum for the design phase only of a new high school. He also noted discussion on potentially requesting more cost estimates from architects as there seems to be a wide range of costs discussed to date.

Discussion continued regarding the process and timeline for a potential project.

11. Public Questions

None

12. New Business

There was discussion about the technology lease.

Chairman Bloss noted that there is no need for an executive session.

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

Respectfully submitted by:

Lorri Hahn
Clerk to the Board of Education