

**GUILFORD BOARD OF EDUCATION MEETING
MONDAY, SEPTEMBER 21, 2009
GUILFORD HIGH SCHOOL LIBRARY, GUILFORD, CT**

1. Call to Order

Chairperson Bill Bloss called the meeting to order at 7:35 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, Rick Misenti, Paula McCarthy, Merry Leventhal, Anne Snurkowski, Michael Biddle, Marc Guarino, Kevin Mitchill, Cliff Gurnham.

7.1 Introduction of New Teachers

Dr. Keene introduced the district's new professional staff to the Board.

2. Action on Minutes of:

- 2.1 August 5, 2009 (Joint BOE, BOS, BOF Meeting)**
- 2.2 August 10, 2009 (Finance Subcommittee Meeting)**
- 2.3 August 10, 2009 (Regular Meeting)**
- 2.4 August 12, 2009 (Facilities Subcommittee Meeting)**
- 2.5 August 24, 2009 (Special Meeting)**
- 2.6 August 27, 2009 (Special Meeting)**

Upon a motion made by Dr. Meyers and seconded by Mrs. Dudley, the Board voted unanimously in favor of approving the minutes of August 5, 2009 (Joint BOE, BOS, BOF Meeting); August 10, 2009 (Finance Subcommittee Meeting); August 10, 2009 (Regular Meeting); August 12, 2009 (Facilities Subcommittee Meeting); August 24, 2009 (Special Meeting); and August 27, 2009 (Special Meeting). The Board noted that there were no minutes from a Facilities Subcommittee Meeting on August 24.

**3. Review and Approval of Expenditures for the Month of August
Reviewer for Month: Linda Sanacora**

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 August as presented by Linda Sanacora.

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

None.

5. Communications

Chairman Bloss reported a communication regarding the back hoe at Guilford Lakes School.

6. Student Representatives

Dr. Forcella introduced the new student representatives to the Board, Simi Parikh and David Chen. He noted that he looks forward to asking the students for their input on relevant topics during his superintendent's report.

Rick Misenti shared information about the students' background and involvement in many activities at GHS including their roles as co-vice presidents of the senior class.

Ms. Parikh explained her work with "Share the Music" in conjunction with Yale. The group collects used instruments for children in the New Haven area.

The students reported on activities at Guilford High School including the Capstone project, the music department's spring trip to Italy, the movement of the spring musical to December, visits from college and university representatives to the high school, 2010 accreditation process, Unity Week, and the new Discipline Referral Form.

Dr. Forcella briefly reviewed the form explaining that there are three levels of discipline issues outlined on the form. Dr. Keene noted that prior to a teacher referring a student via the new form, there should be previous teacher intervention and/or parent involvement.

Mr. Bishop suggested that the student representatives be involved in Board Workshop Meetings when appropriate.

7. Superintendent's Report

7.2 Opening of School

Dr. Forcella reported that the vision and the mission of GPS remain unchanged and the commitment to a collaborative culture and professional learning communities will continue. He shared the 2009-2010 district goals with the Board. They are as follows:

Goal #1: Academic rigor and persistent effort will be present in every school as evidenced by the successful implementation of the Principles of Learning identified through Learning Walks.

Goal #2: All students will be engaged in a guaranteed and viable curriculum through quality differentiated instruction and will achieve at high levels as measured by summative, formative, and benchmark assessments.

Dr. Forcella explained that he and Dr. Keene will be participating in Learning Walks at each school with principals to monitor progress on implementing the Principles of Learning. Teachers in each school will also be participating in Learning Walks on a regular basis.

Dr. Forcella note that teachers will continue to work in their professional learning communities developing formative assessments, noting that teachers learn from one another based on student performance.

Dr. Forcella noted that the district has many levels of goals - district, school, team and department.

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Mrs. Nolan asked how teachers react to the comparison process of evaluating student performance.

Dr. Forcella responded that teachers' reactions have been very positive and he believes this is because they understand the new culture.

Dr. Meyers asked how teachers who are the only instructors for a specific subject collaborate with peers.

Dr. Forcella explained that there are department-level PLCs and also interaction with other school districts.

Dr. Forcella reported that the district will focus on the K-12 Philosophy of Discipline and Behavior. GPS will partner with Guilford Youth and Family Services and Women & Family Life to address the issue of bullying including a planned "Bullying Summit."

Dr. Forcella reported that the asset survey will be administered this fall with results available in the spring.

Dr. Forcella noted that a Guiding Coalition including students, parents, teachers, and administrators will meet at least twice annually to provide feedback to district leadership on the progress of the Guilford Public Schools.

Dr. Forcella explained that feedback from this summer's Think Tank suggested that parents do not have a clear understanding of the vision and initiatives of the school system. He noted that increased communication with parents will include a new parent listserv, The Anchor; the superintendent's e-newsletter, Charting the Course, and the twice yearly newspaper publications, The Compass.

7.3 Preliminary Enrollment Report

Dr. Forcella reported that there are 35 fewer students enrolled in Guilford Public Schools in 2009 as compared with 2008. The preliminary enrollment for this school year is 3737 versus 3772 in 2008-09. The official enrollment figures are reported to the State in October.

7.4 Facilities Report

Clifford Gurnham provided a report on the facilities projects from 2008-2009. The following is a summary of his report for the school facilities:

Guilford High School: Carpet was replaced in the auditorium, the initial replacement of lockers in the boys' locker room began, and several new air conditioners were installed.

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Adams Middle School: The final phase of the roof project included renovating the cupola, and 104 windows were replaced. In addition to these projects, there was work done on the media center and art room.

Baldwin Middle School: Several small projects at Baldwin included the replacement of a hot water expansion tank, the installation of partitions in the restrooms, and the installation of an Ultra Violet air filtration system.

A.W. Cox Elementary School: An extensive roof replacement was completed prior to the start of the school year and included the maintenance barn.

Calvin Leete Elementary School: An asbestos abatement and water mitigation was completed and new carpet installed. The school also received a partial roof replacement.

Guilford Lakes Elementary School: Lakes did not have any major projects but did host summer school.

Melissa Jones Elementary School: Repairs were made to the heating system in the lavatories in the gym, a large section of sidewalk was replaced, and the installation of the new well began. This project is expected to take several months to complete.

District: New SMART Boards continue to be installed, a ride-on extractor was purchased to expedite carpet cleaning, parking lot painting was done, and much work was done to upgrade the grounds throughout the district.

Mr. Gurnham noted goals for the 2009-2010 school year to include performing the immediate needs projects at Adams, completing the installation of security measures, and a roof replacement at Guilford Lakes.

Mr. Gurnham thanked the custodial and maintenance staff for their hard work.

Mr. Zuse asked how much work has been done at Adams to address the immediate needs projects approved by voters at the April referendum.

Mr. Gurnham responded that a construction management team has been hired and the process of awarding projects is underway.

Mr. Zuse asked how long the project management company will be employed.

Mr. Gurnham responded that the Standing Building Committee determined the project length without exceeding the amount budgeted for the job.

Dr. Meyers asked about the progress of the security upgrades at Adams.

Mr. Gurnham responded that he is working with Kevin Mitchill to install technology that will support the security system and noted that this work will be completed during this school year. Chairman Bloss recommended that the Adams security project remain a standing item on the Facilities Subcommittee agenda until complete.

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7.5 Acknowledge Donation to the Melissa Jones Colonial Garden (exhibit)

Dr. Forcella acknowledged the donation of \$500 from Guilford Wal-Mart to be used for the Colonial Garden at Melissa Jones.

7.6 Acknowledge Donation to the GHS Toward the Purchase of Public Address System at Kavanaugh Field (exhibit)

Dr. Forcella acknowledged the donation of \$900 from Guilford Youth Football toward the purchase of a new public address system for Kavanaugh Field.

8. Board Agenda

8.1 ACT ON Personnel Items (exhibit)

Upon a motion made by Mrs. Sanacora and seconded by Mrs. Dudley, the Board voted unanimously to ratify the resignation of Laura Scarpitti, special education teacher at Melissa Jones, effective August 31, 2009.

Upon a motion made by Mrs. Nolan and seconded by Mrs. Sanacora, the Board voted unanimously to ratify the appointments of Marisol Lluberes, Spanish teacher at Guilford Lakes and Erika Gamble, special education teacher at Melissa Jones, effective September 1, 2009.

8.2 APPROVE Donation of \$20,000 to Guilford High School Cross Country Teams from Private Individual (exhibit)

Upon a motion made by Dr. Meyers and seconded by Mrs. Sanacora, the Board voted unanimously to approve a private donation to the Guilford High School boys and girls Cross Country programs of \$20,000.

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

The Board asked that this item be carried over to the October 13 agenda.

8.4. RECEIVE FOR POSSIBLE ACTION: Request to Waive Bid for Protraxx Certification and CEU Management System (exhibit)

Upon a motion made by Dr. Meyers and seconded by Mrs. Nolan, the Board voted unanimously to waive the bid for the Protraxx Certification and CEU Management System

8.5 ACT ON Accepting Calvin Leete Elementary School Window and HVAC Project as Complete and Authorize Filing the ED049F

Dr. Forcella stated that the Standing Building Committee has deemed the project to be complete. He noted that the project was slightly under budget.

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Both Dr. Forcella and Mr. Bishop acknowledged the hard work and dedication of the Standing Building Committee for their work on the school systems' projects.

Upon a motion made by Mr. Bishop and seconded by Dr. Meyers, the Board voted unanimously in favor of accepting the Calvin Leete Elementary School window and HVAC project as complete and authorized the filing of the ED049F.

9. Unfinished Business

None

10. Reports of Committees

Linda Sanacora reported on her visit to the A.W. Cox PTO noting that she encourages all PTOs to support one another.

Dr. Meyers acknowledged the service of Nancy Bishop on the Health Advisory Committee as she steps down from this role. He announced that he and Carol Ott will be the new co-chairs for the committee.

Mr. Zuse asked about the new recess schedule at Baldwin Middle School. Dr. Forcella responded that, based on the results of a survey, students wanted to be with friends from other teams rather than required to have recess with a set group of students. Some revisions have been made to the program.

11. Public Questions

None

12. New Business

Mr. Zuse noted that the Facilities Subcommittee did not meet during June or July. Mr. Bishop noted that the group normally meets prior to the Board's Workshop Meetings which are not scheduled during the summer. He stated that the subcommittee will meet on Tuesday, September 29 at 6:30 p.m.

Upon a motion made by Mrs. Nolan and seconded by Mrs. Dudley, the Board voted unanimously to adjourn at 9:00 p.m.

Respectfully submitted by:

Lorri Hahn
Clerk to the Board of Education