

**GUILFORD BOARD OF EDUCATION MEETING
MONDAY, FEBRUARY 14, 2011
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 Keith Bishop, Bill Bloss, Alan Meyers, Chris Moore, Barbara Dudley, Susan Renner, John Ireland and Ted Zuse. Administrators present were Tom Forcella and Anne Keene. Also present was Accounting Manager Linda Trudeau.

2. Action on Minutes of:

- 2.1 January 8, 2011 (Special Meeting)**
- 2.2 January 10, 2011 (Regular Meeting)**
- 2.3 January 13, 2011 (Special Meeting)**
- 2.4 January 24, 2011 (Budget Public Forum)**
- 2.5 January 25, 2011 (Budget Public Forum)**
- 2.6 January 31, 2011 (Special Meeting)**

Upon a motion made by Mrs. Beeman and seconded by Dr. Meyers, the Board voted unanimously to approve the minutes of January 8, 2011 (Special Meeting); January 10, 2011 (Regular Meeting); January 13, 2011 (Special Meeting); January 24, 2011 (Budget Public Forum); January 25, 2011 (Budget Public Forum); and January 31, 2011 (Special Meeting) with one change. Dr. Meyers was present at the January 13, 2011, Special Meeting.

**3. Review and Approval of Expenditures for the Month of January
Reviewer for the Month: Susan Renner**

Mrs. Renner reported that the district will be over budget by \$140,000 in snow removal including money spent to clear snow from school roofs. The district currently has a freeze on non-essential spending.

Upon a motion made by Dr. Meyers and seconded by Mrs. Beeman, the Board voted unanimously to approve the expenditures for the month of January as presented by Mrs. Renner.

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

None

5. Communications

Mr. Ireland reported that the PTO at Adams was going to provide water bottles for students during the CMT tests. He had received a communication expressing concern about the impact water bottles have on the environment and the possibility of using another method to distribute water.

Mrs. Trudeau stated that she has talked to the Food Service Department about providing large containers and paper cups during CMTs. Board members also noted communications regarding the school calendar. Mrs. Renner noted receiving positive feedback on the Superintendent's State of the Schools report.

6. Student Representatives

None

7. Superintendent's Report

MINUTES – GUILFORD BOARD OF EDUCATION MEETING

Tuesday, February 14, 2011

7.1 Principles of Learning – Organizing for Effort

Dr. Keene shared information on the Principle “Organizing for Effort” with the Board noting that an effort based school replaces the assumption that aptitude determines what and how much students learn with the assumption that sustained and directed effort can yield high achievement for all students. She noted examples of Organizing for Effort from our district including Before and After School Tutoring, Comprehensive Lesson Planning with literacy coaches, discussion of rigorous lesson planning within Professional Learning Communities, and older students supporting younger students (i.e., reading buddies).

Dr. Meyers stated his belief that all students who are willing to take AP classes should be given the opportunity to do so.

Dr. Moore asked what the district is doing to challenge students in the younger grades.

Dr. Keene responded that students are able to choose research topics and the books they want to read so they are able to choose challenging levels of learning for themselves.

7.2 School Make-up Days Update

Dr. Forcella explained that additional emergency school closing days beyond those that are already being made up in June, will be made up during April vacation. He explained that currently April 18 and 19 of the April vacation were to be used for make-up days.

Dr. Forcella proposed changing the May 27 Professional Development day to a make-up day and making Monday, May 30 (Memorial Day) a Professional Development day for staff. He stated that there will be a significant number of students and staff absent during the make-up days of April vacation and the May 27 date would eliminate one of the April vacation make-up dates.

Dr. Forcella stated that in discussions with the teachers union there was agreement that changing the make-up day to May 27 from April 19 would alleviate financial hardship faced by staff forced to pay for a vacation day or a substitute for a pre-planned vacation during the April break.

8.1 RECEIVE FOR POSSIBLE ACTION: Adjustment to 2010-11 School Calendar (exhibit)

Upon a motion made by Chairman Bloss and seconded by Dr. Meyers, the Board voted unanimously to change the 2010-2011 School Year Calendar Make-Up Days for Emergency Closings to make Friday, May 27, 2011, a make-up day, Monday, Memorial Day, May 30, 2011, a Professional Development Day for staff and reinstate Tuesday, April 19, 2011, as a vacation day, with the understanding that, if additional make-up days are needed, they will be made up during April vacation.

The suggestion was made to make April 18, 2011, an early release day as attendance will be lower on this day. Dr. Forcella stated that he will consider this possibility.

Chairman Bloss expressed concern about the missed school days and the impact on CMT/CAPT preparation.

Dr. Keene explained that the testing window begins on March 2 but actual testing does not begin until March 7. She stated that students will be prepared for the tests.

7.3 School Roofs Update

MINUTES – GUILFORD BOARD OF EDUCATION MEETING

Tuesday, February 14, 2011

As discussed in the financial report in Item 3, snow was removed from roofs on the schools. \$80,000 was spent on outside contractors for this work in addition to the work done by GPS employees.

8. Board Agenda

8.2 DISCUSS 2011-12 Approved School Calendar (exhibit)

Dr. Forcella explained that the district is considering the adoption of a regional calendar for the 2011-2012 school year. He noted that the significant changes in the calendar would be a four day weekend in February instead of a week-long vacation, moving April vacation up to include Good Friday, April 6, and the following week and an earlier release date of June 13. He noted that this schedule would provide more consistency leading up to the March CMT and CAPT tests.

Mrs. Renner suggested that the district maintain some of the calendar attributes specific to Guilford.

Dr. Meyers noted that from a health perspective it makes sense to shut the schools down in February to allow students and staff to have time apart to recover from illness.

Dr. Forcella stated that the district should seek parental feedback on the proposed calendar, specifically on the change to the February break before proceeding.

The Board agreed to carry discussion and possible action on this item over to the March Board meeting.

8.3 RECEIVE for POSSIBLE ACTION: Bonding Item Recommendations from the Facilities Subcommittee

Mr. Ireland presented proposed bonding projects to the Board of Education in the areas of Energy - \$1,749,220.00, Health and Safety- \$753,439.00 and Classroom/Space Renovation - \$600,000.

Mr. Ireland reviewed each project. The following were the Energy projects:

RTU Replacement and upgrades at Adams	\$834,820
Heating/Cooling equipment replacement-design at Lakes	\$46,000
Heating/Cooling equipment replacement-design at Cox	\$46,000
Installation of Gas into building & boiler upgrades/replacement & solar at Adams	\$300,000
Replacement of Cooling Tower at Cox	\$95,000
Replacement of hot water tank in main boiler room at high school	\$47,400
Design of replacement windows and exterior doors at Cox	\$50,000
Design of replacement wooden windows and exterior doors at Jones	\$30,000
Replacement of wooden windows and exterior doors at Jones	<u>\$300,000</u>
Total Energy Projects:	\$1,749,220

The following were the Health and Safety Projects:

Phone system replacement at Central Office	\$38,000
Generator at Jones	\$126,000
Phone system replacement at Adams	\$93,000
Phone system replacement at Baldwin	\$93,000
Emergency repairs to fire alarm system at high school	\$50,000
Replace fire alarm system no mass evac 30% contingency at Cox	\$120,675
Replace fire alarm system no mass evac 30% contingency at Jones	\$116,306
Replace fire alarm system no mass evac 30% contingency at Lakes	<u>\$116,458</u>
Total Health & Safety Projects:	\$753,439

MINUTES – GUILFORD BOARD OF EDUCATION MEETING

Tuesday, February 14, 2011

The Board discussed potential state reimbursement on the proposed bond projects. Mr. Gurnham noted that reimbursements may be relatively low with the exception of window projects. Mr. Ireland stated that once projects have begun grants may be available for certain energy projects.

Significant discussion occurred regarding the proposed \$600,000 for Classroom/Space Renovation.

Dr. Meyers questioned the proposed bonding not identifying specific projects/uses for the \$600,000. He stated his concern that the voters should not be presented with a vague plan for the use of the money in this difficult economy.

Chairman Bloss noted that some of the projects and items suggested to be bonded in the Classroom/Space Renovations will not last as long as it take to pay off the bond.

Dr. Moore suggested that the Board invest in a consultant to advise them on what should be bonded and what should be planned for in the budget.

Mr. Ireland expressed his concern that facilities and maintenance of facilities become a priority in the budget. He noted that the proposed money would begin to address the needs identified by professional volunteers and board members who conducted the building tours organized by the Facilities Subcommittee. These needs consist of major systems to furniture and fixtures.

Mr. Ireland reviewed upcoming roof projects stating that, with the exception of Guilford High School, there are no major roof projects anticipated in the near future.

Dr. Forcella recommended paring down the bond projects, noting the need to be sensitive to the economic times. He also suggested that the proposed Classroom/Space Renovation projects should be incorporated gradually into the operating budget at a rate of \$100,000 each year.

Dr. Forcella suggested that the list of identified bond projects is not new and that all of the projects do not need to be done now. In the Health and Safety category he recommended eliminating the generator at Jones in the amount of \$126,000 as the need is very rare for its use and eliminating new phone systems at Central Office in the amount of \$38,000.

Upon a motion made by Mrs. Renner and seconded by Dr. Meyers, the Board voted six in favor of forwarding \$589,439 in Proposed Health and Safety Bonding Projects to the Board of Finance. Mr. Ireland and Mr. Zuse abstained from the vote.

Mr. Gurnham proposed bonding the design only for the RTU replacement and upgrades at Adams for \$150,000 versus \$834,000 in the Energy category.

Upon a motion made by Dr. Moore and seconded by Mr. Ireland, the Board voted unanimously in favor of forwarding \$1,749,220 in Proposed Energy Bonding Projects to the Board of Finance.

Upon a motion made by Mr. Bishop and seconded by Dr. Moore, the Board voted five in favor of tabling a motion made by Mr. Ireland and seconded by Mrs. Beeman to forward \$600,000 in Proposed Classroom/Space Renovation Needs for Bonding to the Board of Finance. Mr. Zuse, Mr. Ireland, and Mrs. Beeman opposed the motion.

The Board agreed to carry over discussion about the \$600,000 Classroom/Space Renovation Needs for Bonding to the February 28, 2011, Board Workshop meeting

MINUTES – GUILFORD BOARD OF EDUCATION MEETING

Tuesday, February 14, 2011

8.4 DISCUSS Audit Report (Exhibit)

Mrs. Renner noted that the auditors found no material weakness, no matters involving the internal control over financial reporting and its operations that they consider to be material weaknesses. There were no findings or questioned costs.

9. Unfinished Business

Mr. Bishop noted that parents are now able to make deposits into their students' PowerLunch accounts using credit cards. Parents may go online to the district website to do so.

Mr. Ireland requested a copy of the five-year plan on autism developed by the district.

10. Reports of Committees

10.1 Policy Subcommittee

No Report

10.2 Facilities Subcommittee

Mr. Ireland confirmed that bond issues will be discussed by the Board later in January.

10.3 Finance Subcommittee

None

11.4 Liaisons to Town Committees

Mr. Ireland reported that Source One has provided a priority list on energy audits for town buildings.

11. Public Questions (four minute limit)

None

12. New Business

Mr. Zuse suggested that special meeting notices should have complete agendas attached. He questioned the content of certain meeting minutes and suggested that they should include more complete information.

Mr. Ireland asked what information would be expected at the next Board meeting regarding the \$600,000 Bond. Dr. Moore suggested that part of the discussion should include a conversation about long-term capital issues.

Upon a motion made by Mr. Bishop and seconded by Mrs. Beeman, the Board voted unanimously to adjourn to Executive Session at 10:45 p.m.

Respectfully submitted by,

Lorri Hahn
Clerk to the Board of Education