

HAMPTON BOARD OF EDUCATION
HAMPTON, CT
MEETING MINUTES
January 23, 2013

The meeting was called to order at 6:33 P.M. by board chair John Burnham. Members present were Joan Fox, Ann Gruenberg, Catherine Wade, Lisa Siegmund (arrived at 7 PM), Rose Bisson (by skype connection), and Maryellen Donnelly. Also in attendance were Superintendent Paul Graseck, Principal Elise Guari, and Business Coordinator/Admin. Assistant Sally Lehoux. Unable to attend were board members Carol Misak and Doug Stewart.

2. Grade 1 Presentation: First grade teacher Karen Nass, Media Specialist Joanne Lowney, and representatives of the first grade presented their research projects on Australia to the board and audience.

3. Audience for Staff: Sue Moshier gave the staff report this month. Highlights included the 2nd grade trip to the Mashuntucket Museum, peer mediators organization of school spirit day and snowflakes for the Sandy Hook tragedy in Newtown, and notice that Katherine Morris is the new intern that will be working with Ms. Roberson until May.

4. Audience for Citizens: Dayna McDermott had questions regarding the expenditures and history of the computer server move and subsequent renovation of closet space, and if there is any empty or underutilized classroom or conference space in the building. Administration responded that there is a need to move the servers out of the superintendent's office area and consolidate them with the other school servers. There are spaces in the school that are used on intermittent schedule to provide additional support services to students and are also used by part-time staff and for various meetings throughout the day.

5. Written Communications: The Freedom of Information hearing officer has issued a ruling on the complaint filed against the Board of Education. The hearing officer is recommending the full commission dismiss the complaint at the next meeting to be held on February 13, 2013.

6. Approval of Minutes: 12/19/12:

Ann Gruenberg moved to approve the minutes of 12/19/12. Catherine Wade seconded the motion. The following corrections should be applied:

Under item #12.a.: '...that were considered a retirement benefit be allowed *to receive the retirement benefit of the value of 25% or accrued sick days.*'

Under item #11.: The first sentence should be changed to '*Ken Henrici, superintendent of Parish Hill Middle/High School was unable to meet with Dr. Graseck.*'

The minutes, as amended, passed unanimously.

7. Superintendent Reports/Recommendations:

a. Financial Report:

The school remains in good financial shape, but administration will pay close attention to needs in the future due to an increase in the hours of the business office due to an unanticipated audit demand, security precautions, and speech/language support service needs.

b. Update from Shipman and Goodwin Special Meeting:

The opportunity to have training provided by new counsel will take place on February 6th at the school. Attorney Roy will focus on cooperative agreements and an overview of new education laws and areas of concern.

c. Air Conditioning/Space Allocation: Mr. Burnham attended a meeting with the Board of Finance to discuss the needs of the school and the request for capital/nonrecurring funds.

Several residents also attended that meeting and spoke against the request. There were many questions regarding the impact on the Minimum Budget Requirement and spending funds from already approved budgets. The board will continue to discuss the needs of the project, prioritizing and possibly separating the requests, and how to accommodate the expenses.

d. Well and Pump Systems: The school has a slight reprieve of the need to fix the non-compliant catch basin issue. They have until March 29th to file a plan to meet their obligations. The issue is based upon regulations that were in place in 1971, but are just now being enforced. The water is currently pure, and there are no concerns with it. The administration is considering various ways to address the issue. First Selectman Cahill mentioned an engineer will be coming to Hampton on Tuesday and is willing to work with the school to get a second opinion on ways to address the non-compliance.

e. Transportation: Sealed bids are due to the office by January 30th. The RFP is for a 1-year contract. Dr. Graseck noted that the current budget proposal reflects this year's costs and may need to be adjusted after a contract is awarded.

f. Health Insurance Options: As a result of the new approved benefit package and a 19.5% premium share for non-certified staff members, the administration is encouraged to look at new plans. A more substantial report will be provided at a future meeting.

g. Other: The students have already lost 5 school days due to inclement weather. Dr. Graseck will make a proposal in February on how to address the lost days.

8. Principal Report: Ms. Guari distributed her monthly report which included an update of the teacher evaluation committee, an update regarding PTO plans and a combined fundraising dinner for the sixth grade trip to Nature's Classroom, the progress on the math curriculum pacing as worked on at the most recent professional development as well as plans for the language arts curriculum and pacing guide, and updates for building security, including her most recent meeting with Sgt. Costa from Troop D of the state police. She also continues to prepare for the accreditation process for the preschool and work with EASTCONN on technology issues so staff is ready to fully integrate the school technology in their teaching and assessing current hardware to fully anticipate replacement schedules. Ms. Guari also distributed an enrollment report—the school currently has 119 students.

Mr. Cahill asked where technology was budgeted in the current budget. It is under professional/technical services and the budgeted amount represents the negotiated sum with EASTCONN for their services.

9. Committee and Representative Reports/Recommendations:

a. CABE: Ms. Gruenberg and Dr. Graseck attended the school safety program hosted by CABE in Southington. She is also scheduled to attend the Federal Relations networking trip to Washington on Sunday, Monday, and Tuesday. The Day on the Hill in Hartford is scheduled for March 6th. The teacher evaluation system remains a front-burner issue for CABE.

b. EASTCONN: EASTCONN has won numerous awards for their programs and communications at the CABE annual meeting. Paula Colen, EASTCONN's executive director, has been named to the board of directors at CABE. Their annual budget continues to grow do to the health insurance initiative.

c. Finance: No new report.

- d. PP&O/Roof Project:** No report. The committee has not met.
- e. Policies:** See Item #11 for current action. The committee has set meeting dates to identify policies that focused on school safety. The committee continues to inventory the policies and do a complete review. Ms. Donnelly has compiled an electronic table of all policies which she will share with the BOE.
- f. Hampton Green Energy Committee:** The committee has met and is in the process of addressing exterior lighting at the school. There is a computer and monitor for the panels at the school now, but it would require an additional financial investment to make the dashboard more “kid” friendly.
- h. Ad Hoc Shared Services Committee:** The committee will have a joint meeting in Scotland on January 29th. The meeting will be at 7 PM. Mr. Burnham went to the Chaplin Board of Education meeting to encourage their attendance as well. All Hampton board members are encouraged to attend.

10. Additions to the Agenda: None

11. Policies:

- Ms. Gruenberg reviewed board policy regarding board action and review of policies.
- a. Ann Gruenberg moved to give final approval to policy 3280. Maryellen Donnelly seconded the motion and it passed unanimously.**
- b. Ann Gruenberg moved to give final approval to policy 9132/9133 and rescind the previous version. Lisa Siegmund seconded the motion. After a discussion of the policy and the amendments, the motion passed unanimously.**
- c. Policy 3323 was presented and considered at this meeting and will be considered for final approval at the next meeting. Policy 3542.31 will be considered at the next regular meeting.**
- d. Ann Gruenberg moved to give final approval and rescind previous versions of policies 3432, 3450, 3510, 3514, 3516.3, and 3542.1. Joan Fox seconded the motion. Changes to the policies are structural and not substantive. After a brief discussion, the motion passed unanimously.**
- e. The policy on bonding is virtually the same as the previous version. This is an update of the date of passage. Ann Gruenberg moved to give final approval to policy 3533. Maryellen Donnelly seconded the motion and it passed unanimously.**

12. Discussion and Action on Non-Union Wages: This wage package includes all non-union employees including the non-certified paraprofessional staff wage step scale, the business coordinator, the executive secretary, school nurse and cafeteria staff.

Kathy Donahue had questions regarding this agenda item. Specifically:

- Were payroll taxes considered and included in any budget projections?
- Mrs. Donahue was also concerned with salary match and premium share of insurance;
- Were all paraprofessionals participating in the insurance pool?
- She was also concerned the benefits did not follow the certified staff contract;
- What administrative duties were being removed from the business coordinator position and asked if there was board approval of the job duties.

Mrs. Bisson responded the board did not vote to make any changes to the business coordinator position—these were all still recommendations. She hopes to have a proposal ready for the February meeting. The board then continued the discussion of the non-union wage package. The board is aware that decisions will need to be made so the administration can include the wage package in any budget

proposals. After a continued discussion, the board will consider the impact of a specific wage proposal for all non-union employees at the next meeting—specifically .30/hour for each step of the paraprofessional step scale and 2% for all other non-union staff members (including administration.)

13. Discussion of Reducing Number of Board Members: Tabled until all board members are present.

14. 2013/2014 Budget Discussion:

Dr. Graseck presented the board with his initial budget proposal. The current proposal represents a 5.32% increase over the current budget. The board and Dr. Graseck then reviewed the current proposals and where increases are anticipated. This budget does not include the new transportation contract since it has not been awarded yet, nor does it include accurate compensation information while he waited for board direction. He also anticipates the board assuming a larger portion of the expense of preschool. Ms. Guari will also have a more detailed presentation of a technology proposal next month. Mrs. Donahue inquired about lease vs. purchase options for technology and if the bus contract was for 2 or 3 buses. (It is for 3 buses.)

15. BOE Communication to the Public: A newsletter will be developed to go out to residents.

16. Next Agenda Planning:

- Number of Board Members;
- Budget;
- Transportation Contract;
- A budget workshop will be held on Feb. 20th.

17. Audience for Citizens:

Mrs. Donahue inquired about the insurance line item and what was in the wages for non-certified staff. The board responded it included the new step scale and the 19.5% premium share.

First Selectman Cahill recommended the board consider a 1-year extension of the certified staff contract to give shared resources an opportunity to develop shared obligations.

18. Superintendent Salary: See discussion of Non-Certified Staff salary discussion.

19. Principal Salary: See discussion of Non-Certified Staff salary discussion.

20. BOE Self Evaluation: Tabled.

Catherine Wade moved to adjourn at 10:08 P.M. Lisa Siegmund seconded the motion and it passed unanimously.

Respectfully submitted,

Jennifer Nelson, Recording Clerk

Note: Per C.G.S. 10 – 218, Board of Education meeting minutes are provided in a draft format. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at the next regularly scheduled meeting, noted in the meeting minutes, and voted upon.