

**HAMPTON BOARD OF EDUCATION  
HAMPTON, CT**

**MEETING MINUTES**

**January 25, 2012**

Board chair John Burnham called the meeting to order at 7:05 P.M. Members present were Carol Misak, Ann Gruenberg, Joan Fox, Rose Bisson (by electronic skype connection), Doug Stewart and Maryellen Donnelly. Also present were Superintendent of Schools Paul Graseck, Principal Marsha Willhoit and Business Coordinator/Admin. Asst. Sally Lehoux. Unable to attend were board members Catherine Wade and Lisa Siegmund.

**2. Audience for Staff:**

Sue Moshier presented highlights for January:

Kindergarden: Volunteer grandparents were in to assist;

1<sup>st</sup> grade: held a winter writer share;

2<sup>nd</sup> grade: writing to senior citizen pen pals;

4<sup>th</sup> grade: creating Vokies (online avatars) in the Media Center;

6<sup>th</sup> grade: creating chemistry glogs—online chemistry posters.

**3. Audience for Citizens:**

- Dayna McDermott hoped the addition of the footnote at the bottom of the agenda regarding limits of comments wasn't meant to stifle community input;
- Kathy Donahue suggested a clarification regarding personnel issues be included in any footnote specifically added to address community input at board meetings;
- Ms. McDermott noted there were many comments at the last board meeting against retirement incentives, asked the board to be sensitive to those comments as well as the thought that last year's proposal was brought before the townspeople three times last year, and to keep fiscal impact in mind when developing next year's budget;
- Michelle Myleniec encourages the board to consider implementing a 3-day/week preschool program next year as it is essential for academic exposure and social interaction time for young children;
- Ms. Donahue also commented on the retirement incentive and requested the board consider moving any action taken on the issue be reserved for a future meeting. She also suggested the board consider utilization of the 'specials' and guidance staff in light of current census data and agrees with Ms. Myleniec regarding preschool options in Hampton.

**4. Written Communications to the Board:** Mr. Burnham received notification from Kathleen Sundberg that Parish Hill's Empty Bowl Fundraiser is scheduled for March 28<sup>th</sup>. The board noted this is the same date as their regular board meeting and would consider moving the start time to 7:30 to accommodate families that attend the event.

**5. Approval of Minutes: 12/14/11, 12/21/11:**

The 12/14/11 minutes should be amended to reflect the CAFE conference reported on under 9a was the CAFE *Leadership/New Board Member* conference.

**Ann Gruenberg moved to approve the minutes of 12/14/11, as amended. Doug Stewart seconded the motion and it passed with the following vote:**

**YES: A. Gruenberg, R. Bisson, J. Burnham, D. Stewart, M. Donnelly, and J. Fox**

**ABSTAIN: C. Misak**

**Ann Gruenberg moved to approve the minutes of 12/21/11. Carol Misak seconded the motion and it passed with the following vote:**

**YES: J. Fox, C. Misak, A. Gruenberg, R. Bisson, J. Burnham, and M. Donnelly**

**ABSTAIN: D. Stewart**

**6. Superintendent Reports/Recommendations:**

**a. Financial Report:** The budget is currently in good shape. There are some payments that are made upfront, so those budget items appear high.

**b. 2012/2013 Budget:** Presented under 10.d.

**c. Other:** None

**7. Principal Reports:**

**a. Other:** Ms. Willhoit is starting the revision of the technology plan and with Jane Cooke (of EASTCONN) on curriculum development. They are currently working on lower grades. When those are finished they will work with grades 4-6. There will be professional development for SMART board usage and the school has been invited to Parish Hill for a daytime presentation of 'Guys and Dolls' on February 10.

**8. Committee and Representative Reports/Recommendations:**

**a. CABE:** The organization held a legislative breakfast. Dr. Gruenberg will be attending the Federal Relations Network in Washington in 2 weeks. The Day on the Hill will be in early March. CABE will be meeting with the commissioner of education next week. Dr. Gruenberg may be able to attend that meeting as well.

**b. Community and Staff Relations:** Not met. The committee is aware they are obligated to meet with the HEA. The Freedom of Information Commission has said this must be a posted meeting, subject to FOI regulations. The committee will continue the conversation with the HEA to determine the best way to set up the meeting.

**c. EASTCONN:** None

**d. Finance:** The committee met and they reviewed the current actual v. budget report and reviewed the 2012/2013 draft.

**e. Physical Plant and Operations/Roof Building Committee: PPO:** The committee discussed maintenance issues and the 5-year plan. Some items can be addressed with this year's budget and some new items will be added to the plan. **Roof Building Committee:** The committee continues to try to get architect to send letter to state to find out why some items weren't reimbursed by the state. The committee is waiting to hear back from the state and then the project can be closed. All work has been done, including all punchlist items.

**f. Policies:** The committee met and reviewed the recommendations that will be made at this meeting. The committee will meet again soon.

**g. Hampton Green Energy Commission:** The commission has not met in January. They will meet on February 1<sup>st</sup>.

**h. Administrative Model:** None

**9. Additions to Agenda:** None

**10. Business:**

**a. Policies:**

**i. Ann Gruenberg moved to recommend tentative approval to policy 9012—Legal Responsibilities of Boards of Education. Maryellen Donnelly seconded the motion and it passed unanimously.**

**ii. Ann Gruenberg moved to recommend tentative approval to policy 9210—Qualifications of Members. Joan Fox seconded the motion and it passed unanimously.**

**Ann Gruenberg moved to recommend tentative approval of policy 9214—Election of Members. Carol Misak seconded the motion and it passed unanimously.**

**Ann Gruenberg moved to recommend tentative approval of policy 9260—Board Member Protection. Maryellen Donnelly seconded the motion and it passed unanimously.**

**Ann Gruenberg moved to recommend tentative approval of policy 9325.2—Order of Business. Joan Fox seconded the motion and it passed unanimously.**

**b. 2012/2013 School Calendar:** Dr. Graseck has met with the HEA, as required by contract and presented the board with 2 possible calendars for next school year. There was discussion of parent preference and value of a common calendar.

**c. Board/School Goals:** Mr. Burnham distributed a draft of Hampton Board of Education, Board Goals. After a discussion of the draft document, **Maryellen Donnelly moved to adopt the board goals, as written. Doug Stewart seconded the motion and it passed unanimously.**

**d. 2012/2013 Budget:** Dr. Graseck distributed a preliminary draft budget for 2012/13. He also discussed the budget trends from previous years. This draft will cover the basic needs of the school for next year and reflects a 3.98% increase. The board then discussed the programming and staffing needs of the school for next year, student census data, additional funding sources (including REAP funds) as well as consideration of public input. This document does not include administrative salary yet.

**e. Retirement Incentives:** Dr. Graseck distributed a retirement incentive chart that outlined the cost savings of various incentives. The board discussed current staffing trends, experience of other districts, and various uncontrollable costs. The discussion will be continued to the February 8<sup>th</sup> agenda.

**f. Request for Sick Bank:** The board discussed the request for a sick bank. Dr. Graseck noted there was some precedent for the program. After additional discussion, **Maryellen Donnelly moved to grant permission for the staff to establish a sick day bank for the person brought to the board through April 1, 2012. Doug Stewart seconded the motion and it passed unanimously.**

**g. Maryellen Donnelly moved to enter into executive session at 9:30 P.M. for the purpose of discussion concerning the performance and evaluation of a public officer. Dr. Graseck was invited to attend. Carol Misak seconded the motion and it passed unanimously.**

The board entered public session at 10:55 PM.

**Doug Stewart moved to enter into executive session at 10:57 P.M. for the purpose of discussion concerning the appointment or employment of a public employee. Ann Gruenberg seconded the motion and it passed unanimously.**

**Dr. Graseck was invited into the session at 11:26 P.M.**

The board entered public session at 11:29 P.M.

**12. BOE Communication to the Public:** Ms. McDermott let Mr. Burnham know he could submit information to her for the Gazette. He will also submit articles to The High Road.

**13. Audience for Citizens:**

-Kathy Donahue told the board any retirement incentives may be more palatable to the public if replacement hires weren't placed on high steps.

**14. Next Agenda Planning:**

**The regular meeting of February 8<sup>th</sup>:**

- Budget;
- Retirement Incentives

**Maryellen Donnelly moved to adjourn at 11:29 P.M. Ann Gruenberg seconded the motion and it passed unanimously.**

Respectfully submitted,

Jennifer Nelson

*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.*