

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT
MEETING MINUTES
November 28, 2012**

The meeting was called to order at 7:04 P.M. by board chair John Burnham. Members present were Joan Fox, Carol Misak, Ann Gruenberg, Catherine Wade, Lisa Siegmund, Rose Bisson, Doug Stewart, and Maryellen Donnelly. Also in attendance were Superintendent of Schools Paul Graseck, Principal Elise Guari, and Business Coordinator/Admin. Assistant Sally Lehoux.

Student Presentation: Fourth grade teacher Mrs. Peters and students Sabrina Britner, Liam Kissman, and Brent Freed presented their diorama on the state of Massachusetts. The students researched various tourist attractions and their history associated with the state and gave a presentation to the board.

2. Audience for Staff: None.

3. Audience for Citizens: Dayna McDermott had questions regarding agenda item #12 (Non-Union Benefits). Specifically, she inquired about whether or not anyone would be grandfathered into the document and the document was unclear regarding if the business coordinator's position was being prorated from full-time hours and if the position had flex-time built into the benefits. Ms. McDermott also wondered if holiday language included exceptions for holidays that weren't part of the calendar and if any future budgets were defeated would these benefits be non-negotiable or subject to revision. Mrs. Bisson said they were not contracted benefits and could be revisited if necessary.

Kathi Newcombe asked if there was a cost analysis for this presentation. Mrs. Bisson responded affirmatively, a cost analysis would be part of the discussion later in the agenda.

4. Written Communications: The speech pathologist submitted her letter of retirement to be effective 1/4/13. Paraprofessional Judy Noel wrote an e-mail to the board rejecting the finance committee's suggestions for non-certified positions.

5. Approval of Minutes: 10/24/12:

Rose Bisson moved to approve the minutes of 10/24/13. Ann Gruenberg seconded the motion. The following corrections should be applied:

Under item #5.a.: 'Reviewed with the finance committee the budget v. *actual*.

Under item #5.d.: In the last sentence the word "Equipment" should be replaced by '*Software*'.

Under item #6.b.: '...regrouping of the students *based on the pretest*.'

Under item #7.a.: delegation committee should be replaced with '*delegate assembly*'.

Under item #7.d.: 'the lack of training teachers have *for* working with special needs children.

Under item #7.h.: 'the schools provide *their* pupils' and 'take the responsibility to contact the other chairs *to set a date*.'

Under item #9: The motions should read:

Ann Gruenberg moved to give final approval to policy 9125 and rescind all previous versions. Rose Bisson seconded the motion and it passed unanimously.

Ann Gruenberg moved to give tentative approval to policies 9121, 9221, 9311, and 9330. Maryellen Donnelly seconded the motion and it passed unanimously.

Under item #13: The board discussed legal fees. After a comprehensive review of those fees, Dr. Graseck recommended the board consider changing legal counsel. Dr. Graseck recommended Shipman and Goodwin. After a discussion of legal counsel and services provided, **Maryellen Donnelly moved to appoint Shipman and Goodwin as school counsel and terminate the services of Updike, Kelley, and Spellacy. Joan Fox seconded the motion and it passed with the following vote:**

YES: J. Burnham, C. Misak, A. Gruenberg, C. Wade, D. Stewart, M. Donnelly, and J. Fox
ABSTAIN: R. Bisson

Under item #14: Remove the word “go” from the motion after the name Dr. Graseck.

The board noted the secretary’s name does not appear on the minutes.

The minutes, as amended, passed with the following vote:

YES: J. Fox, C. Misak, A. Gruenberg, C. Wade, R. Bisson, J. Burnham, D. Stewart, M. Donnelly
ABSTAIN: L. Siegmund

6. Superintendent Reports/Recommendations:

a. Financial Report:

Dr. Graseck presented the financial reports. All spending is within acceptable limits. There will be some unanticipated expenses, but they should be offset by unexpected savings. The current preK program bears watching. More families are requesting scholarship money due to the weak economy. The finance committee has reviewed the financial reports.

b. Server Room & Space Allocation:

Dr. Graseck updated the board on the progress of the renovation of space to be used as the server room. It will require air conditioning to protect current equipment and keep any additional electronics in a controlled environment. He has secured 4 quotes for this task and has also reviewed those quotes with the PP&O committee.

c. Update on FOI complaint: A hearing was conducted. The parties are now waiting for the hearing officer’s decision. Once that decision is made, it must go to the full commission to be ratified.

d. Implementation of New Evaluation System for 2013-14: A new evaluation system must be in place for the next academic year. The board held a discussion regarding the new system, its implementation, and the costs associated with it. They will look into the benefits of sharing software expenses with neighboring towns. This evaluation system is tied to the waiver from No Child Left Behind.

e. Other: Dr. Graseck reported on his efforts to maintain telephone services. He has received cost information from various companies and has shared this information with the PP&O Committee. All concerns regarding the water pump will be answered and within reasonable costs. The Board of Finance has requested an Annual Report with detailed information. Ms. Bisson has read the report and thought it was thorough and excellent with comprehensive information of what has happened at the school this past year.

7. Principal Report: Ms. Guari distributed her monthly report which included program updates of the preschool program, reports on the November 9th professional development day which included

information on the Common Core Curriculum, a draft of the professional development plan for the school, and a report on the formation of teacher evaluation committee, in compliance with state law. The school will also hold a dedication ceremony on December 4th for the Multi-purpose room as well as parent-teacher conferences on November 29th.

8. Committee and Representative Reports/Recommendations:

- a. CABE:** The annual convention was held earlier this month and AREA 3 is holding a legislative breakfast in Vernon on November 29th.
- b. EASTCONN:** The meeting was cancelled due to weather. Director Paula Colen is happy to work with district on their efforts to share services.
- c. finance:** The committee has met twice with Dr. Graseck this month to review financial reports.
- d. PP&O/Roof Project:** Dr. Graseck discussed the PP&O committee's work under superintendent report. The committee has not met. The selectmen must discharge the roof project committee.
- e. Policies:** See Item #10. The committee did not meet this month.
- f. Hampton Green Energy Committee:** There was no quorum at the November meeting. The next meeting is in January.
- h. Ad Hoc Shared Services Committee:** Five members of the Scotland BOE meet with the Shared Services committee and discussed various ways to share common services to realize savings for both towns and augment the programs at the schools.

9. Additions to the Agenda:

Maryellen Donnelly moved to add acceptance of staff resignation to the agenda under 9.a., acceptance of bid for cooling system for the server room under 9.b., and bid for the division of administrative office space under 9.c. Ann Gruenberg seconded the motion and it passed unanimously.

Rose Bisson moved to add procedures for hiring substitute staff under 9.d. Doug Stewart seconded the motion and it passed unanimously.

- a. Acceptance of Resignation:** Rose Bisson moved to accept the resignation of Mrs. Kurland with thanks for her outstanding services to the school community. Ann Gruenberg seconded the motion and it passed unanimously.
- b. Acceptance of Bid for Cooling System for Server Room:** Ann Gruenberg moved to accept the bid from Thomaston Comfort Control for the Fujitsu Cooling system at a price of \$5,735. Lisa Siegmund seconded the motion. The board noted this project could be funded under capitol non-recurring funds since it is over \$5,000. The board also discussed linking this project with the administrative office space renovation. The PP&O committee had additional questions for the potential bidders. After a brief discussion, **Ann Gruenberg withdrew her motion and Lisa Siegmund withdrew her second.**
- c. Division of Administrative Office Space:** Doug Stewart moved to authorize the board chair to ask the Board of Finance for an amount not to exceed \$11,000 to fund the cooling system for the server room and the division of the administrative office space. Maryellen Donnelly seconded the motion and it passed unanimously.
- d. Procedures for Hiring Long-Term Substitutes:** The board discussed current practice and policies regarding long-term substitutes and language in the current certified staff contract. **Maryellen Donnelly moved to authorize long-term substitute pay in accordance with the**

current negotiated Hampton Elementary Association contract language. Carol Misak seconded the motion and it passed unanimously.

10. Policies:

a. Maryellen Donnelly moved to give final approval to policy and 9121 and to rescind previous versions of policies 9120, 9121, 9122, and 9124. Rose Bisson seconded the motion and it passed unanimously.

b. Ann Gruenberg moved to give final approval to policies 9221, 9311, 9330 and to rescind previous versions. Rose Bisson seconded the motion and it passed unanimously.

11. Transportation Contract: The board and administration discussed the current contract, the bus routes, ridership, possibility of shared resources, and efficacy of various contract lengths/extensions of the current contract. Dr. Graseck will conduct additional research on board concerns and questions.

12. Non-Union Benefits (Draft Proposal Presented by Finance Committee):

Ms. Bisson presented the draft proposal of benefits that has been developed by the finance committee for the non-union staff. The board held a lengthy discussion of the administrative and non-certified staffing needs at the school and how the board compensates the positions. Ms. Donnelly also distributed information she had received on Health Savings Accounts (HSAs). The board will continue to discuss the proposals.

Due to the lateness of the evening, Lisa Siegmund moved to adjourn the meeting at the point in the agenda at 11:00 PM. Ann Gruenberg seconded the motion and it passed unanimously.

The agenda will be continued to December 5, 2012 at 7:30 PM at the Hampton Elementary School Library/Media Center.

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.