

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT
MEETING MINUTES
February 27, 2013**

The meeting was called to order at 6:35 P.M. by board chair John Burnham. Members present were Joan Fox, Carol Misak, Ann Gruenberg, Catherine Wade, Lisa Siegmund, Rose Bisson (by skype connection), Doug Stewart, and Maryellen Donnelly. Also in attendance were Superintendent of Schools Paul Graseck, Principal Elise Guari, and Business Coordinator/Admin. Assistant Sally Lehoux.

2. Audience for Staff: Sue Moshier gave the staff report this month. Highlights included the 1st and 2nd grade events, and peer mediation activities. Ms. Moshier also read a letter on behalf of the HEA regarding staffing levels and the budget.

3. Audience for Citizens: Dayna McDermott had questions regarding the bus transportation contract. Kathy Donahue also commented on the potential bus contract award. Mrs. Donahue also commented on staffing levels and "specials" in the current budget.

4. Written Communications: None

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

Lisa Siegmund moved to approve the minutes of 1/23/13. Maryellen Donnelly seconded the motion. Under item #6: '...the minutes should reflect the 'retirement benefit of the value of 25% of accrued sick days.'

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

YES: J. Burnham, A. Gruenberg, C. Wade, L. Siegmund, R. Bisson, Maryellen Donnelly, J. Fox

ABSTAIN: C. Misak, D. Stewart

Maryellen Donnelly moved to approve the minutes of 2/20/13. Ann Gruenberg seconded the motion. Under item #6: Mr. Cahill was not at the review of the AquaPump report. **Under item #7:** 'Mrs. Fox rode the bus with the longest route only.'

The minutes, as amended, passed unanimously.

Lisa Siegmund moved to add approval of the minutes of 2/6/13 to the agenda. Ann Gruenberg seconded the motion and it passed unanimously.

Lisa Siegmund moved to approve the minutes of 2/6/13. Ann Gruenberg seconded the motion and it passed unanimously.

6. Superintendent Reports/Recommendations:

a. Financial Report:

The financial reports are in order and have been discussed in the finance committee.

b. Air Conditioning/Space Allocation: The Board of Finance has recommended Capital/Non-Recurring Improvement funds be used to for the air conditioning expenses for the server room. There will be a town meeting on March 7 and a referendum on March 14 from 12-8pm. Space allocation concerns were not addressed at this time. The budget will be consulted at the end of the year to find out if funds exist from there.

c. Other: None

7. Principal Report:

- a. Technology:** Ms. Guari gave a presentation to the board regarding the use of technology in the school. She updated the board regarding new technology, how it could be used in the classrooms, and requirements regarding testing. Her current request is for technology tools for grades 4, 5, and 6.
- b. Other:** Ms. Guari distributed her monthly report which included an update of the teacher evaluation committee, upcoming events calendar, the submission of a grant for upgrades to the playground area for preschool and kindergarten, CMT preparations, collaboration with Scotland on professional development, building security, and Genevieve Rondeau was selected from the entire state to win the grand prize for her cabbage project and was awarded a \$1000 college bond.

8. Committee and Representative Reports/Recommendations:

- a. CABE:** The Day on the Hill will be this Wednesday, March 6, 2013. The NSBA will have their annual meeting in San Diego this April.
- b. EASTCONN:** Teacher evaluation tools and testing was discussed at the meeting.
- c. finance:** The committee has met and hopes to finalize recommendations later in the meeting.
- d. PP&O:** The committee has met and the well remediation was discussed. The committee is still waiting for numbers and will present their recommendations when they are received. The committee will discuss the transportation contract later in the agenda.
- e. Policies:** See Item #10 for current action.
- f. Hampton Green Energy Committee:** The committee has not met. A lighting audit will be done at the school.
- h. Ad Hoc Shared Services Committee:** The joint meeting held in Scotland was well attended by members from all four boards of education and selectmen from the three towns. State Senator Williams and Representative Sear were also at this meeting to listen and provide information regarding the state's perspective of issues that were raised. The committee will meet again to gain direction for issues that are school issues and issues that are best addressed at the executive level.

9. Additions to the Agenda: Joan Fox moved to add discussion of the number of board members to the agenda. Doug Stewart seconded the motion. After a brief discussion, the motion failed with the following vote:

YES: J. Fox, R. Bisson

NO: J. Burnham, C. Misak, A. Gruenberg, C. Wade, L. Siegmund, D. Stewart, M. Donnelly

10. Policies:

- Ann Gruenberg moved to give final approval to policy 3323 and rescind any previous versions. Doug Stewart seconded the motion and it passed unanimously.**
- a. 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.**
 - b. Policies 3542.31, 3516, and 1700 were presented to the board. The policies will be placed on the next month's agenda for approval.**
 - c. Ann Gruenberg moved to reapprove policies 3517 and 3524. Catherine Wade seconded the motion and it passed unanimously.**

11. 2012-13 Calendar: Dr. Graseck informed the board of the current number of days already lost due to weather events and discussed the possible make-up day scenario. He distributed a chart outlining the various options. After a discussion of the various options, **Lisa Siegmund moved to approve the**

change to the 2012-13 calendar as outlined in Option #5 with teachers in school until June 25th. Ann Gruenberg seconded the motion and it passed with the following vote:

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

ABSTAIN: R. Bisson

12. 2013-14 School Calendar: Dr. Graseck distributed a draft proposal for next year's calendar. The board held a brief discussion of calendar coordination with the other schools.

13. Healthy Food Certification:

Lisa Siegmund moved to authorize Dr. Graseck to sign the Healthy Food Certification. Ann Gruenberg seconded the motion and it passed unanimously.

14. Transportation: Mrs. Bisson recused herself from discussion and vote. Doug Stewart moved to award a 1-year contract with M&J Bus, Inc. at a cost of \$129,775. Carol Misak seconded the motion.

After a lengthy discussion of transportation needs and requirements, the motion failed with the following vote:

YES: J. Fox, D. Stewart, and C. Misak

NO: J. Burnham, A. Gruenberg, C. Wade, L. Siegmund, M. Donnelly

15. Business Coordinator Position: The job description of the Business Coordinator position was distributed for discussion. Rose Bisson moved to adopt the Business Coordinator job description, dated 2/26/13. Ann Gruenberg seconded the motion. After a discussion of the responsibilities and needs of the school, the motion passed unanimously.

Rose Bisson moved to increase the Business Coordinator position to 32 hours/week at \$37,703/year. Joan Fox seconded the motion and it passed unanimously.

16. Non-Union Wages and Benefits: Mr. Stewart recused himself from all discussions and votes in this agenda item. The new step scale was distributed. After a discussion of the step-scale and impacted positions, Rose Bisson moved to adopt the salary scale dated 2/21/13. All hourly employees will be placed on the 41 step salary scale with step 1 at \$10.25/hour and step 41 at \$22.75/hour. Joan Fox seconded the motion and it passed unanimously.

Rose Bisson moved that all hourly employees placement on the step scale reflect an increase in pay adequate to cover the 2013-14 premium share plus a 2% increase over the 2012-13 school year salary. Joan Fox seconded the motion and it passed unanimously.

Rose Bisson moved the health insurance premium cost share for all non-certified and non-union employees be placed at 13%. Joan Fox seconded the motion and it passed unanimously.

Rose Bisson moved the current executive secretary retain the benefit of receiving 25% of accumulated sick days upon retirement. Maryellen Donnelly seconded the motion and it passed unanimously.

A benefits chart was distributed for proposed health benefits for non-union employees hired in 1985 or before. Mrs. Bisson explained the rationale for the chart. The proposals will sunset upon retirement of specific employees referred to in the chart. After a brief discussion of the chart, Rose Bisson moved to adopt the corrected chart titled Health Benefits for Non-Union Employees Hired 1985 or Before with the change to reflect 100% Single Dental in 2013-14 under Full Time Para Hired 1981-1985. Lisa Siegmund seconded the motion and it passed with the following vote:

YES: J. Burnham, J. Fox, C. Misak, A. Gruenberg, C. Wade, L. Siegmund, and R. Bisson

ABSTAIN: D. Stewart, M. Donnelly

17. 2013/2014 Budget Discussion:

Dr. Graseck distributed adjusted budget pages to reflect new motions taken since the last meeting. Dr. Graseck discussed the changes and the impact to the current proposal. The new proposal represents a 4.68% increase from the current year. Questions will be deferred to the next meeting.

18. Superintendent Contract: Mr. Burnham discussed current status of the proposed contract. This contract would remove the word “interim.” He also recommended a 2% placeholder be included in the budget proposal for next year. Dr. Graseck also commented on the current contract proposal. The superintendent compensation will be on March 6th agenda.

19. Leadership Team Evaluation: Tabled.

20. BOE Communication to the Public: None

21. Next Agenda Planning:

- Superintendent Compensation and language changes to contract;
- Budget;
- Principal Compensation and Contract;
- Policies;
- discussion of number of board members;
- calendar;
- transportation;
- insurance.

22. Audience for Citizens: None

Lisa Siegmund moved to adjourn at 11:00 P.M. Catherine Wade 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.