

HAMPTON BOARD OF EDUCATION
HAMPTON, CT
MEETING MINUTES
April 24, 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, 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. Leadership Team Evaluation: Rose Bisson moved to enter into executive session at 6:36 PM for the purpose of discussion concerning the evaluation of public officers and invited Paul Graseck to attend. Maryellen Donnelly seconded the motion and it carried unanimously.

The board returned to public session at 7:04 PM.

3. Audience for Staff: Elizabeth Lindorff presented the staff report for the month of April. Highlights included the 1st grade's participation in the presentation of The Tale of Peter Rabbit on April 12th and the schoolwide celebration of Earth Day. It was noted the students used recycled materials for art projects in Art.

4. Audience for Citizens: None.

5. Written Communications: None.

6. Approval of Minutes: Catherine Wade moved to approve the minutes of 3/27/13. Rose Bisson seconded the motion and it passed with the following vote:

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

ABSTAIN: J. Fox, L. Siegmund, and M. Donnelly.

7. Superintendent Reports/Recommendations:

a. Financial Report: Dr. Graseck distributed the year-to-date budget. The school is currently operating within the budget. There are no unanticipated expenses at this time.

b. 2013/2014 Budget: Dr. Graseck distributed a draft of a new 2013/14 budget proposal that will satisfy the Board of Finance's request to propose a 0% budget for Hampton Elementary School as well as a 5 year historical trend of Board of Education and General Government budgets. The board will discuss the proposal under item 16.

c. Other: The 6th grade is currently at Nature's Classroom and will return at the end of the week. The outdoor lighting options will be assessed tomorrow, April 25th. Dr. Graseck commented that the board also receives numerous Freedom of Information requests. The board discussed the most recent request and recommended Mr. Hannick of the Freedom of Information Commission as a resource.

Dr. Graseck also thanked the board for their support and attendance at the Board of Finance meeting when the Board of Education budget was submitted. The board held a brief discussion of the meeting and the questions that had been raised by the Board of Finance.

8. Principal Reports:

Ms. Guari distributed her report for this month. The highlights included:

- A calendar of upcoming events at the school;
- A preschool transition for students and families entering kindergarten is planned;
- Building Security updates;
- The new teacher evaluation instrument was sent to the state;
- Discussion of curriculum update;
- PTO spaghetti supper was well attended;
- The NAEYC re-accreditation visit was on April 2, 2013. No decision has been delivered yet.

9. Additions to the Agenda: Maryellen Donnelly moved to add discussion and possible action on the speech and language pathologist position to the agenda as 9.a. Rose Bisson seconded the motion and it passed unanimously.

Lisa Siegmund moved to authorize the superintendent to send letters to non-tenured staff as 9.b. Rose Bisson seconded the motion and it passed unanimously.

Maryellen Donnelly moved to add 2012-13 calendar adjustment to the agenda as 9.c. Lisa Siegmund seconded the motion and it passed unanimously.

- a. **Discussion and possible action on the speech/language pathologist position:** The position is currently filled by a contract with EASTCONN. The board discussed the possibility of hiring a staff person for HES, including the cost-benefit of staff vs. contracted position, the impact on services to students, and the impact on the current agreement with the certified staff bargaining unit and HES. Dr. Graseck will move forward with the recommendation to post the position and report to the board the outcome of the posting.
- b. **Superintendent Authorization to Send Communication to Non-Tenured Staff:** Rose Bisson moved that the superintendent is authorized to forewarn by letter non-tenured, certified staff (prior to May 1st) that if the Board of Education determines further cuts in the budget are necessary, it cannot rule out that such cuts, depending on their size, may lead to reductions on non-tenured staff. Catherine Wade seconded the motion and it passed unanimously.
- c. **2012-13 Calendar Adjustment:** The school has had another closing due to weather since adjusting the calendar for previous closings due to weather. The board discussed the current situation, staff days per contract, and educational days. Catherine Wade moved to keep the last day for students as June 21st, reducing student days to 180. Doug Stewart seconded the motion and it passed with the following vote:
YES: J. Fox, C. Misak, A. Gruenberg, C. Wade, L. Siegmund, R. Bisson, D. Stewart, M. Donnelly.
ABSTAIN: J. Burnham.
Administration will also clarify the expectation regarding professional development days. June 27th will be the last teacher day.

10. Policies: Per new policy approval protocol, no policies will be presented for tentative approval tonight, but will be discussed in preparation for possible final approval next month.

a. Current BOE Policy 4117 with the intent of rescinding without replacing on May 22:

This policy is no longer a part of CABE's policy manuals or recommendations and the recommendation is to rescind it. The board discussed the language of the policy.

b. CAFE versions of Policies 4150, 6010, 6144 with intent of approving on May 22:

The board discussed the language and CAFE recommendations of the policies.

c. Current BOE Policies 5000, 5111.1, 5121, 6141.11 with the intent of approving on May 22:

The board recommended more research on policy 6141.11 before it comes to the board for approval.

11. Change in Retirement Date from July 1, 2013 to June 26, 2013: After a brief discussion of this request, the board directed administration to seek clarification regarding benefits of date of retirement.

12. Well and Pump System:

The committee would like direction from the board regarding what direction to take on the well and pump system. Mr. Stewart discussed the options that have been presented. The work should be started soon if the bulk of the disruption needs to happen in the summer months. After a discussion of the needs, deadlines, and reimbursement requirements, **Doug Stewart moved that an RFP be generated for an engineer for the purpose of drilling a new well and to correct any code violations from the sanitation survey provided by the Department of Public Health. Joan Fox seconded the motion and it passed unanimously.**

Rose Bisson moved that the RFP also include removing the catch basin and creating a swale to direct water away from the current well. Maryellen Donnelly seconded the motion and it passed unanimously.

13. Wages and Benefits:

a. Business Coordinator: The board discussed the issue regarding the definition of flexible schedule for the business coordinator and requirements of the position. This is a 32-hour position and if it deviates from the normal work day, the time will be documented. **Rose Bisson moved the superintendent be directed to create and use appropriate paperwork to document the hours actually worked by the business coordinator when the schedule deviates from the normal work day. Catherine Wade seconded the motion and it passed with the following vote:**

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

NO: J. Fox

14. Budget Transfers:

a. Doug Stewart moved to transfer \$5000 from Supplies (600) to Salaries and Wages (100). Lisa Siegmund seconded the motion and it passed unanimously.

b. Doug Stewart moved to transfer \$8000 from Other Purchased Services (500) to Purchased Professional Services (300). Lisa Siegmund seconded the motion and it passed unanimously.

15. Petty Cash Check Signers:

Doug Stewart moved to assign the executive secretary, Superintendent, and Principal as check signers for petty cash. Rose Bisson seconded the motion and it passed unanimously.

16. 2013/14 Budget:

The Board of Finance asked the Board of Education to reduce the budget so it reflected a 0% increase. The total decrease would represent a reduction of \$40,979. The board discussed the possible reductions, as presented by the administration, and the impact on educational services

at HES, as well as the stability of the proposed cuts and the concerns raised by the Board of Finance at their meeting.

Maryellen Donnelly moved to adopt the suggested reductions to achieve a 2013-14 proposed budget of \$2,256,188. Ann Gruenberg seconded the motion and it passed with the following vote:

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

NO: D. Stewart

17. Committee Organization: The board discussed efficiencies of committee meetings, time management and duplication of committee membership. **Doug Stewart moved to combine the Physical Plant and Operations Committee and the Finance Committee until the next board reorganization. Joan Fox seconded the motion and it passed with the following vote:**

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

NO: A. Gruenberg

18. Formation of Contract Negotiation Team: Certified staff negotiations will commence this year. **Maryellen Donnelly moved to appoint Doug Stewart, Rose Bisson, and Carol Misak to the negotiation team. Lisa Siegmund seconded the motion and it passed unanimously.**

19. Review of Legally Required Holidays: Deferred.

20. Committee and Representative Reports: Deferred.

21. BOE Communications to the Public: The Board of Finance is holding the next public hearing for the budget on May 2, 2013.

22. Next Agenda Planning:

- Retirement Date;
- Policies;
- Legally Required Holidays.

23. Audience for Citizens: None

Lisa Siegmund moved to adjourn at 10:50 PM. 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.