

Hampton Board of Education  
Hampton, CT  
June 27, 2012

### **REGULAR MEETING MINUTES**

The meeting was called to order at 7:12 PM by board chair John Burnham. Members present were Catherine Wade, Ann Gruenberg, Carol Misak, Rose Bisson, and Maryellen Donnelly. Also present were Superintendent of Schools Paul Graseck and Business Coordinator/Administrative Assistant Sally Lehoux. Unable to attend were board members Lisa Siegmund, Doug Stewart, and Joan Fox.

#### **2. Audience for Staff: None**

#### **3. Audience for Citizens:**

- Kathy Donahue shared information she had gathered from CBIA and the Dept. of Labor regarding pay and benefits of employees of surrounding towns. She recommends reviewing compensation as a whole package when considering pay for Hampton employees;
- Dayna McDermott requested changes to the 6/11/12 minutes to reflect actual statements. Mr. Burnham said that any changes would be made when minutes were approved. Ms. McDermott also felt it was inappropriate for paid employees to make public comments when committees discuss current agenda items.

#### **4. Written Communications to Board:**

The Hampton Gazette has filed a complaint with the Freedom of Information Commission regarding an agenda that did not expressly state discussion of retirement incentives for teachers without proper notification on agenda. Mr. Burnham commented the board will comply with all directions given by the Freedom of Information Commission.

#### **5. Approval of Minutes:**

**Maryellen Donnelly moved to approve the minutes of 5/30/12. Rose Bisson seconded the motion.** Carol Misak noted the spelling of her name should be changed to reflect the correct spelling throughout the document. **The minutes, with noted spelling corrections, passed with the following vote:**

**YES: C. Wade, C. Misak, R. Bisson, J. Burnham, M. Donnelly**

**ABSTAIN: A. Gruenberg**

**Rose Bisson moved to approve the minutes of 6/5/12. Carol Misak seconded the motion and it passed unanimously.**

**Rose Bisson moved to approve the minutes of 6/11/12 with the following corrections:**

- The word “revised” should be removed from the heading. The agenda was revised, not the minutes.
- Under Audience for Citizens comments attributed to Juan Arriola should be amended to reflect:
  - “Juan Arriola voiced his disagreement with the early retirement incentives given to the retiring principal.”
  - Referencing Dayna McDermott-Arriola’s comments regarding the petition, it should be noted the petition “had been submitted” – not “circulating.”
- Mr. Burnham wanted his statement that the retirement provisions for Ms. Willhoit were contractual, not an incentive, also reflected at the end of the section.

**Ann Gruenberg seconded the motion to approve the minutes, as amended. The motion passed unanimously.**

**6. Superintendent Reports/Recommendations:**

- a. Finance Report:** Dr. Graseck that the fiscal year was quickly coming to the end and the budget is within costs. The school was helped this year with reduced expenses in oil, diesel, and electricity. Transfers will be addressed under item #11.
- b. Review of Town Budget Meeting:** The meeting included thoughtful discussions of the budget including discussion of grant relief. The original budget, with a 1.3% increase was defeated. The new budget proposal represents a 0% increase.
- c. Other:** Dr. Graseck would like to craft a written statement expressing his and the school’s regard for Ms. Willhoit, and include the board’s regards, as well. Mr. Burnham affirmed the board’s desire to be included in any recognition Dr. Graseck will write.

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

- a. CABE:** There is a leadership workshop on 7/25 and the association is starting to prepare for the convention. The commissioner of education was at the last board of directors meeting.
- b. Community and Staff Relations:** None
- c. EASTCONN:** None
- d. Finance:** The committee met on Monday and looked at the budget v. actual report and discussed ways to improve the format. The committee would like the original budget reflected in the document and references to transfers to also be plainly evident. This may require different software. The committee is also looking at handbooks and contracts. Mrs. Bisson distributed a worksheet that reflects current language under the heading “old” and possible

revisions and recommendations under the heading “new.” The committee would like the opportunity to discuss the documents and revisions with the entire board.

**e. Physical Plant & Operations/Roof Building:** The committee has updated the 5-year capital improvement plan and discussed the grounds beautification plans. Mr. Stewart, town officials, and the architect continue to discuss reimbursable expenses.

**f. Policies:** The committee has not met, but there are policies for final approval for tonight’s meeting.

**g. Hampton Green Energy:** No meeting, but the panels are up, but no monitoring software is online yet.

**h. Ad Hoc Shared Services:** The committee is having trouble coordinating schedules.

**i. Administrative Model:** The committee would like to have a meeting with the whole board to discuss the work that has been completed to date, including:

- a list of models with pros and cons of each model;
- job descriptions for various administrative positions;
- costs.

The committee will look at data related to compensation and determine when to meet with the whole board. Mr. Burnham suggested this may be a good topic for a special meeting.

#### **8. Action on Policies:**

**Ann Gruenberg moved to give final approval to policies 9020 and 9327. Rose Bisson seconded the motion and it passed unanimously.**

#### **9. Principal Search:**

The committee has identified candidates. There are 18-20 applicants for the position. The board discussed dates to hold final interviews and authorization of Dr. Graseck to extend offer if a candidate is chosen. The board discussed interview and agenda format.

#### **10. Increase in Lunch and Breakfast Prices:**

The board discussed new food requirements, area pricing, and federal school meals reimbursement rates. After a brief discussion, **Rose Bisson moved to increase lunch prices by .25¢ to \$2.50 and breakfast prices by .25¢ to \$1.25. Maryellen Donnelly seconded the motion and it passed unanimously.** The board asked Dr. Graseck to report back on the utilization numbers of the program.

#### **11. Transfers:**

After a brief discussion of the requested transfers, **Rose Bisson moved to make the following transfers within the 11-12 budget:**

**\$15,880 from category 100 (salaries/wages) to category 300 (purchased professional/technical services);**

**\$5,120 from category 100 (salaries/wages) to category 700 (equipment);**

**\$10,500 from category 600 (supplies) to category 500 (other purchased services);**

**\$14,800 from category 400 (purchased professional services) to category 200 (employee benefits);**

**\$350 from category 600 (supplies) to category 800 (other objects).**

**Ann Gruenberg seconded the motion and it passed unanimously.**

**12. Contracts:** No discussion.

**13. Superintendent/Leadership Team Evaluation:** Executive session held at end of meeting.

**14. BOE Communication to the Public:** Ms. Donnelly suggested the board develop a flyer to go out to explain the budget and board rationale as well as a possible newsletter that would go out 3 or 4 times per year. After a brief discussion, **Maryellen Donnelly moved to approve the formation of a committee for the purpose of disseminating factual information regarding the budget proposal. Rose Bisson seconded the motion and it passed unanimously.**

Dr. Graseck has already written a document that could be used for the budget proposal. Maryellen Donnelly, Ann Gruenberg, Catherine Wade, and John Burnham will help with this committee.

**15. Audience for Citizens:**

- Dayna McDermott asked if there was parent and community input for the principal search and how was it advertised.

Mr. Burnham responded that information was sent home with students, it was posted at the Town Hall and on the town website, and it was mentioned at meetings the committee would be looking for volunteers.

- Kathy Donahue asked who was on the committee and the board listed the committee members.
- Ms. McDermott was dismayed about tonight's reception for Ms. Willhoit's retirement since she wasn't aware of it and asked how that was advertised. The board responded it was hosted by the PTO and they had posted notifications around town. Ms. Donahue opined it would be appreciated if invitations to such events were more broadly circulated.
- Kate Donnelly asked if anything had been looked into regarding lighting at the school. Outside lighting that could be off seems to be on during daylight hours. She also asked if Parish Hill could be included in discussions of shared services as it would be financially prudent for everyone involved. Ms. Donnelly also expressed her appreciation for Ms. Willhoit and her unswerving commitment to the children of Hampton and mentioned Norm Stone's recent passing.

- Ms. Donahue recommended broadening the scope of boards that may be interested in sharing services.

**16. Next Agenda Planning:**

Results of referendum;  
Administrative Models;  
Handbooks;  
NAEYC Accreditation;

There will be a special meeting to appoint the principal on July 11<sup>th</sup>.

**Maryellen Donnelly moved to enter into executive session at 9:25 PM for the purpose of discussion concerning the evaluation of public employees. Ann Gruenberg seconded the motion and invited Dr. Graseck to attend.**

The Board returned to public session at 10:42 PM. **Ann Gruenberg moved to adjourn at 10:43 PM. Maryellen Donnelly seconded. The motion 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.*