

HAMPTON ELEMENTARY SCHOOL  
HAMPTON, CT

July 24, 2013

REGULAR MEETING MINUTES

The meeting was called to order at 6:31 PM by board chair John Burnham. Members present were Maryellen Donnelly, Catherine Wade, Joan Fox, Rose Bisson, Lisa Siegmund (6:35 PM), Carol Misak (6:40 PM), and Doug Stewart (6:49 PM).

**Maryellen Donnelly moved to enter into executive session at 6:33 PM for the purpose of discussion concerning the evaluation of public officers. Joan Fox seconded the motion and it passed unanimously.**

**The board reentered public session at 7:16 PM.**

**3. Audience for Staff:** None

**4. Audience for Citizens:** None

**5. Written Communications to the Board:** None

**6. Approval of Minutes:** Rose Bisson moved to approve the minutes of June 13, 2013. Doug Stewart seconded the motion and it passed with the following vote:

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

**ABSTAIN:** D. Stewart

**Rose Bisson moved to approve the minutes of June 18, 2013. Doug Stewart seconded the motion and it passed with the following vote:**

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

**ABSTAIN:** L. Siegmund and D. Stewart

**Maryellen Donnelly moved to approve the minutes of June 26, 2013. Rose Bisson seconded the motion. The minutes should be amended to reflect the following corrections:**

Under #4: Audience for Citizens, the MBR calculation referred to in the 3<sup>rd</sup> paragraph includes ***PreK-12*** in each town.

Under #7a: Superintendent Reports/Recommendations—Financial Report: *A restricter valve in in place and VFD is ~~in~~ installed.*

Under #9: Additions to the Agenda: *...the Board of Selectmen's meeting ~~is~~ on...*

Under #14: IRS Audit: *The IRS conducted a random **payroll tax** audit. **The findings of the audit require the Board of Education to reclassify four (4) vendors to the new classification of employee.***

Under 15c: 2013/2014 Budget—Other Possible Cuts: After the bulleted list the paragraph should read: ***Dr. Graseck did research possible savings that may be realized if smaller buses are used for some runs. He has learned that savings are minimal between the 71-passenger bus and the 45-passenger bus. In both cases the engines size is the same, the only difference***

*being the size of the chassis. The 71 passenger bus averages 7 miles per gallon, and the 45-passenger bus (with same engine) gets only a little better mileage. The 28-passenger bus averages 14 miles per gallon. It holds 28 elementary school children (three to a seat.) Because high school passengers are bigger than elementary school riders, this small bus holds fewer than 28 high school students.*

Under 21: Audience for Citizens: First Selectman Allan Cahill told the board tax assessment information *from CIRMA regarding property coverage* would be forthcoming.

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

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

**NO: J. Fox**

**ABSTAIN: D. Stewart**

**Maryellen Donnelly moved to approve the minutes of July 2, 2013. Lisa Siegmund seconded the motion.**

The heading should be amended to reflect *Special* Meeting Minutes.

Under 5: 2013/2014 Budget: The vote on the motion to eliminate the Non-Certified pay increase covering the premium share, levy a 0% premium share should reflect M. Donnelly voted affirmatively.

The next motion should reflect a **1%** premium share and **99%** of the previous stipend. The impact on the dollar amount does not change.

Under 7: Audience for Citizens: Under Ms. McDermott's comment—"...was to honor *its* language."

**The motion to pass the minutes, as amended, passed with the following vote:**

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

**ABSTAIN: D. Stewart**

Ann Gruenberg arrived at 7:40 PM.

#### **7. Superintendent Reports/Recommendations:**

- ✓ The finance report was deferred until the final expenses for the previous fiscal year were accounted and the 12/13 year is closed;
- ✓ Administration is actively interviewing candidates for advertised vacancies;
- ✓ Summer work is going well. The humidity has extended the drying time for the new floor tiling. It should be noted twice as many rooms were tiled with significant savings realized;
- ✓ The guardrail fence will be in place by August 12<sup>th</sup> and Dr. Graseck wished to publicly thank Maurice Bisson for his help with the removal of the invasive bushes with his excavator done gratis;
- ✓ Three (3) phase (electrical) protection for the various motors in the building is in place;
- ✓ Dr. Graseck continues to work on improving the lighting in the parking lot. Ms. Donnelly and the PP&O committee have been extremely helpful. John Smith, from ConServe, will come to speak with the committee;
- ✓ Dr. Graseck will be at EASTCONN next week for a program on the educator evaluator position;
- ✓ The board chair and superintendent attended the Board of Finance meeting to explain the revised budget proposal for the 13/14 fiscal year.

## **8. Principal Report:**

Ms. Guari distributed her report for the month. Highlights include:

The summer calendar of upcoming events;

- 8/26 Teacher PD
  - 8/27 Teacher Workday
  - 8/27 Ice Cream Social TBD
  - 8/28 First Day of School
- Summer work;
  - Teacher Evaluation Training.

## **9. Additions to the Agenda:**

**Ann Gruenberg moved to add discussion of before and after school care to item 9.a., discussion of board membership to 9.b., discussion and possible action on salary for new secretary to item 11.a., and Green Energy Report under 14.e. Joan Fox seconded the motion and it passed unanimously.**

- a. Discussion of Before and After School Care:** A resident wrote to the board and asked for consideration of the a before and after school care program. Ms. Guari will research options and expenses of various program possibilities and report back to the board.
- b. BOE Membership:** It was noted there are four (4) seats for full 4-year terms that are up for election this year as well as one (1) two-year term to fill a vacancy. Mr. Burnham has also received a request from the Board of Finance Human Resources committee for job descriptions for board of education members. Mr. Burnham noted the BOE is different than other boards and commissions in the town as they are agents of the state while still responsible to the fiscal authority of the town. He will respond to the request.

**10. Policies:** The committee presented the following policies:

- a. 4112.1/4212.1—Reference Checks, 4118.112/4218.112—Sexual Harrassment, 4118.13/4218.13—Conflict of Interest for reapproval;**
- b. 4112.51/5212.51—Provisions of negotiated agreements/contracts, 4117.4/4217.4—Non Renewal/Suspension for approval.**

The board discussed the policies and noted concerns or possible amendments.

**11. Executive Secretary Resignation:** Rose Bisson moved to accept with regret and with gratitude for the 28 years of exemplary service the resignation of the executive secretary. Catherine Wade seconded the motion and it passed unanimously.

**a. Discussion and Possible Action on the Salary for the New Executive Secretary:** Dr. Graseck distributed a survey of compensation rates of local school districts. After a discussion of the survey and budget expectations, **Maryellen Donnelly moved to establish a salary range for the position of executive secretary of \$31,000 to \$34,500. Joan Fox seconded the motion and it passed unanimously.**

**12. Reclassified Employees:** Dr. Graseck noted the reclassification of some vendors to employees would impact earned sick leave. After a discussion of the impact, **Doug Stewart moved to place the Occupational Therapist and Physical Therapist on the benefits chart for sick time as new employees. Ann Gruenberg 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, M. Donnelly**  
**NO: J. Fox**

**13. Community Forum:** The board discussed the comments and suggestions that were heard at the community forum regarding education in Hampton. Mr. Burnham will seek guidance from the school attorney regarding consolidation questions and comments, and will also follow-up with a meeting with the 4 chairs of the local Boards of Education to meet to discuss issues.

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

**a. CABE:** Ms. Gruenberg attended a leadership conference and will follow up with a summary of the activity. The annual CABE conference is scheduled for November in Mystic.

**b. EASTCONN:** No meeting.

**c. Finance:** The committee met and has collated transportation information and has met with M&J to discuss bus routes. The committee has also discussed the outside lighting and is invited to meet when Mr. Smith from ConServ meets with the superintendent. The committee will revisit the 5-year plan in September.

**d. Policies:** The committee will meet in August.

**e. Green Energy Committee:** DEEP is having a meeting on August 7<sup>th</sup> and will have a presentation on funding and energy efficiencies.

**15. BOE Communications to the Public:** The budget referendum will be on Tuesday, July 30<sup>th</sup>. Dr. Graseck will research the impact of a failed outcome.

**16. Next Agenda Planning:**

- Before/Afterschool Care;
- Shared Services;
- Budget;
- Staff hires.

**17. Audience for Citizens:** None

**18. Staffing:** No discussion or executive session.

**Rose Bisson moved to adjourn at 10:20 PM. Joan Fox 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.*