

**HAMPTON BOARD OF EDUCATION**  
**HAMPTON, CT**  
**MEETING MINUTES**  
**August 22, 2012**

The meeting was called to order at 7:05 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. Audience for Staff: None**

**3. Audience for Citizens: None**

**4. Written Communications:**

- a thank you letter from Marsha Willhoit;
- a letter declining the contract offer for cafeteria director;
- a copy of a letter sent to Governor Malloy expressing dissatisfaction with the Minimum Budget Requirement standards from the Republican Town Committee;
- a letter from the Freedom of Information Commission alerting board of formal complaint filed on behalf of the Hampton Gazette—the board will be alerted when a hearing date has been set and that an ombudsman has been assigned.

**5. Approval of Minutes, 7/25/12:**

**Maryellen Donnelly moved to approve the minutes of 7/25/12. Rose Bisson seconded the motion. The following corrections should be applied:**

**Under item #13 the spelling of evaluation;**

**Under #11 Ann Gruenberg was at a CABE conference and joined the meeting late. Her attendance at the board meeting should be included in the opening paragraph as a present member.**

**The motion to approve the minutes, as corrected, passed with the following vote:**

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

**ABSTAIN: D. Stewart**

**6. Superintendent Reports/Recommendations:**

**a. Financial Report:** The 2011-12 final budget ended with a \$5326.28 surplus that will be returned to the town. Mrs. Bisson commended the administration for staying within budget. The 2012-13 budget will include new columns for encumbrances.

**b. other:**

-Dr. Graseck welcomed Elise Guari to her first board meeting as the new principal of Hampton Elementary School. She is currently meeting formally and informally with parents and staff and is a strong advocate for the students and learning. Mrs. Guari will also serve as Special Education director;

-summer housekeeping and maintenance projects have moved quickly and successfully;

-a new stove will be put in the kitchen on Monday. The refrigerator will also be replaced.

Repairing the old stove and refrigerator would be prohibitively expensive. The solar panels are

up and working. There will most likely be additional savings as the Hampton Green Energy Committee is working to acquire even more panels.

## **7. Principal Report:**

### **a. Opening of School:**

Ms. Guari is happy to be in Hampton and had a good start to the second half of the summer. She hosted a parent meet and greet this past Monday. Upcoming events are a teacher workday on 8/27 and a professional development day on 8/28. On 9/14 there will be a ½ professional development day. Among the topics to be addressed is the math curriculum and the common core. Ms. Guari has also organized last year's Language Arts documents, put them in grade level binders, and she wants to work with the writing program as well this year. She looks to the following year to work on science and social studies. Ms. Guari is also working on additional assessments tools, has finalized a process and procedures manual and a newsletter for the community. It is her intent to post as much as possible on the school website. She also continues to work with NAEYC for the reauthorization of the preschool accreditation and a plan for professional development for the year.

**b. CMT report:** Ms. Guari outlined her philosophy for reviewing test data from the CMT's and how to use the results for curriculum analysis. She presented the CMT data for HES for 2012 and previous years. She will use a process to strengthen data analysis and for individualized planning for each student.

**c. Other:** Ms. Guari intends to have a school improvement plan by October. Other action items include:

- completing the LA curriculum;
- begin math curriculum revisions;
- review assessments for universal screening in math, reading, and determine benchmarks for SRBi;
- review reading and math CMT data to determine where to best utilize the support teachers;
- She will also host monthly "town meetings" at HES to highlight student achievement.

## **8. Committee and Representative Reports/Recommendations:**

**a. CABE:** There was a leadership conference on 7/25 and Paula Colen, executive director of EASTCONN, is the new RESC/CABE representative.

**b. Community and Staff Relations:** Not met.

**c. EASTCONN:** The next meeting is next Tuesday—8/28.

**d. Finance:** The committee met and reviewed the budget v. actual reports and continue to work on a comprehensive report on benefits with a presentation hoped for October.

**e. PP&O/Roof Project:** The roof project has not closed as of the meeting.

**f. Policies:** The committee met last week and policies will be presented under item 10.

**g. Hampton Green Energy Committee:** The committee continues to pursue opportunities for the elementary school.

**h. Ad Hoc Shared Services Committee:** Rod Perry and Scott Sears attended the last meeting and there was positive discussion regarding the opportunities to share services between the towns. The next meeting will be on September 18 at Scotland Elementary School.

**9. Discussion of Principal Reception:** The board discussed the principal's reception and various details to consider.

**10. Policies:**

**a. Ann Gruenberg moved to give tentative approval to policies 4218.231/4118.231, 5145.4, 6141.323, and 6142.101. Catherine Wade seconded the motion. After a discussion regarding the policies, the motion to give tentative approval passed with the following vote:**

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

**NO: R. Bisson**

**b. A Gruenberg moved to give tentative approval to policy 3280. Joan Fox seconded the motion. Dr. Graseck gave some feedback regarding this policy. The motion passed with the following vote:**

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

**NO: R. Bisson**

**c. Ann Gruenberg moved to give tentative approval to policies (bylaws) 9131, 9150, 9222, 9314, 9323, and 9350. Joan Fox seconded the motion. These bylaws are updated versions from CABE with updated legal references. Policy 9314 is revised to reflect a 2/3 vote instead of 3/4 to reflect the make-up of Hampton's 9 member board. The motion passed with the following vote:**

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

**NO: R. Bisson**

**d. Ann Gruenberg moved to give tentative approval to polices (bylaws) 9125 and 9311. Catherine Wade seconded her motion. After a brief discussion, Ann Gruenberg withdrew her motion and Catherine Wade withdrew her second.**

**11. Job Descriptions/Scope & Authority, Duties and Responsibilities:**

Mrs. Bisson will collate and organize the job descriptions and distribute them at the next meeting. They represent all the functions that should be performed.

**12. Capital Non-Recurring Fund:** Dr. Graseck and the board discussed the relocation of the computer servers and organization of his office for a capital non-recurring expense. After a brief discussion, Dr. Graseck will move forward with obtaining estimates for the plan, as outlined.

**13. Authorized signer for ED-099 Child Nutrition Programs:** Ann Gruenberg moved to authorize Paul Graseck and Elise Guari as signatories for the ED-099. Lisa Siegmund seconded the motion and it passed unanimously.

**14. Appointment of Employee:**

Amy Morin has been appointed for the position of Cafeteria Director. **Maryellen Donnelly moved to enter into executive session at 9:20 PM for the purpose of discussing the possible appointment of a public employee and to invite Elise Guari and Paul Graseck to attend. Ann Gruenberg seconded the motion. Doug Stewart recused himself from the session.**

**The board re-entered public session at 9:30 PM.**

**Joan Fox moved to appoint Heather Stewart to Cafeteria Aide position. Ann Gruenberg seconded the motion and it passed with the following vote:**

**YES: J. Fox, A. Gruenberg, C. Misak, L. Siegmund, R. Bisson, J. Burnham, M. Donnelly, and C. Wade. Doug Stewart recused himself from the vote.**

**17. BOE Communications with the Public:** The board discussed the process and procedure of using a bulk mailing permit to distribute information to the community.

**18. Audience for Citizens: None**

**19. Next Agenda Items:**

- clarifying the role of the community and staff relations committee;
- a possible independent board newsletter;
- discussion of time spent by administration on FOI requests;
- approval of job descriptions;
- policies;
- roof project conclusion;
- open house planning;
- estimates for movement of server and related expenses;
- selecting board counsel;
- new nutritional standards impact on cafeteria work;
- CABE recognition.

**15. Maryellen Donnelly moved to enter into executive session at 9:50 PM and to invite Dr. Graseck to attend for the purpose of discussion of pending complaint. Joan Fox seconded the motion and it passed unanimously.**

**The Board re-entered public session at 10:06 PM. There were no actions taken.**

**At 10:07 PM, Doug Stewart made a motion to enter into executive session for the purpose of discussion concerning evaluation of a public officer or employee. Joan Fox seconded the motion. Board members alone entered executive session. At 10:25 PM, John Burnham asked Dr. Paul Graseck to join the executive session.**

**The Board re-entered public session at 10:51 PM.**

**Maryellen Donnelly made a motion to adjourn the meeting. Joan Fox seconded. The motion carried unanimously. The meeting was adjourned at 10:52 PM.**

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.*