

HAMPTON BOARD OF EDUCATION  
HAMPTON, CT 06247  
**MEETING MINUTES**  
**WEDNESDAY, JULY 25, 2012**  
**7:00 PM**  
HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

Board chair John Burnham called the meeting to order at 7:03 p.m. members present were Catherine Wade, Rose Bisson, Joan Fox, Maryellen Donnelly, Carol Misak, and Lisa Siegmund. Also present were Superintendent of Schools Dr. Paul Graseck and Business Coordinator/Administrative Assistant Sally Lehoux.

1. **Audience for staff** – None
2. **Audience for citizens** - None
3. **Written communications to board** - None
4. **Approval of minutes: 06/27/2012, 06/29/2012, 07/11/2012**
  - a. **Rose Bisson moved to approve the minutes of June 27, 2012, with the following corrections:**
    - \*motion in 16 should read “...for the purpose of evaluation of public employees and invited Dr. Graseck to attend. Ann Gruenberg seconded the motion.”
    - \* 6b to be changed from 1.3% to 1.31%.**Maryellen Donnelly seconded the motion and it passed with the following vote:**  
**Yes: John Burnham, Maryellen Donnelly, Rose Bisson, Catherine Wade, and Carol Misak.**  
**Abstain: Lisa Siegmund and Joan Fox**
  - b. **Rose Bisson moved to approve the minutes of June 29, 2012. Lisa Siegmund seconded the motion and it passed with the following vote:**  
**Yes: John Burnham, Maryellen Donnelly, Rose Bisson, and Catherine Wade.**  
**Abstain: Lisa Siegmund, Joan Fox and Carol Misak.**
  - c. **Rose Bisson moved to approve the minutes of July 11, 2012. Carol Misak seconded the motion and it passed with the following vote:**  
**Yes: John Burnham, Maryellen Donnelly, Rose Bisson, Catherine Wade, and Carol Misak.**  
**Abstain: Lisa Siegmund and Joan Fox**
5. **Superintendent reports/recommendations** – Dr Graseck informed the board that the summer tasks are being performed. These tasks include the hiring of the new principal Elise I. Guari, working on getting the pre-k program accredited, installation of solar panels on the building, ordering supplies, audit planning, and submission of documents to the Department of Education. He also informed the board that Ms. Guari has been working at the school even before her first paid day. She is working on learning the responsibilities of the past principal and new responsibilities added to the position since it is now heading special education.
6. **Committee and representative reports/recommendations** -
  - a. **CABE** – Nothing to report at this time.
  - b. **Community and staff relations** - Nothing to report at this time.
  - c. **EASTCONN** – Nothing to report at this time.
  - d. **Finance** – Rose Bisson informed the board that they are working on recommendations for benefits and believes that they will be ready to present recommendations for 2013/2014 school year by January.
  - e. **Physical plant & operations/roof building** – Dr. Graseck informed the board that the roof project is still not ready to be signed off as complete due to waiting for information from architect.
  - f. **Policies** – Nothing to report at this time.-
  - g. **Hampton green energy** – Maryellen Donnelly informed the board that the computer and LED monitor has been purchased, however they are still working on getting the information to be kid friendly.
  - h. **Ad hoc shared services** – Joan Fox informed the board that Hampton and Scotland can make the next meeting however Chaplin has not confirmed.
  - i. **Administrative model** – Nothing to report at this time.
7. **2012 -2013 budget** – Dr. Graseck informed the board that he has reworked the budget and again would like to stress that it is a very lean budget. Catherine Wade questioned why the Board of Selectmen rescinded their approval of the accounts for unexpended funds. John Burnham answered this question informing the board that the use of the funds in a current school year would cause an increase in Minimum Budget Requirement (MBR). Dr. Graseck informed the board that many of the anticipated unexpended funds were spent down in June. Dr. Graseck then reviewed the budget draft with the board. Rose Bisson questioned whether or not anyone has discussed the budget with the Board of Selectmen. Kathy Donahue addressed the board about the last 5 years of MBR. Sally Lehoux informed the board that calculations have been done and that the budget bottom line has to be a zero increase if the town does not want to incur a penalty. **Maryellen Donnelly made a motion to approve the budget that was presented with a bottom line of \$2,256,188. Catherine Wade seconded the motion and it passed unanimously.**

8. **Administrative model** – Rose Bisson addressed the board on the administrative models that they have been working on. Carol Misak asked that a footnote be placed on the documents stating where the information came from. Rose Bisson informed the board that they have switched from labeling the models 1-4 to A-D because they have narrowed down the models from 6 to 4. Rose Bisson reviewed the Pro and Cons of each model. Lisa Siegmund thanked the administrative model committee for all of their hard work reviewing the models and breaking it down for the board. Joan Fox spoke on the four models that were presented by the committee. Rose Bisson said that it would be difficult to talk to the cost of the different models. John Burnham suggested that the AD HOC Shared Services committee should take the document that was presented by the administrative model committee and share it with the Shared Services committee, since some of the models do stress shared positions. Rose Bisson brought to the Board’s attention the lack of job descriptions for the Superintendent and the Principal. Maryellen also spoke on the administrative models presented by the committee. Lisa Siegmund questioned whether the job descriptions are then used for the evaluations. Dr. Graseck spoke on this question and said that the state is implementing a model that is being developed to evaluate principals.
9. **Handbooks & benefits** – Nothing to report at this time.
10. **BOE communication to the public** - None
11. **Audience for citizens** – Ann Gruenberg arrived at 8:30. Kathi Newcombe addressed the board with three questions. Her first question was when CMT scores would be published. Dr. Graseck spoke on this question and said that it would be possible to get the information by August. The second question was, if the school asks for more money for unexpected expenses how would that affect the MBR? Sally Lehoux informed the board that any increased appropriation would increase the MBR. The third question spoke on how the money for the unexpended funds accounts that were rescinded by the Board of Selectmen were spent when the vote to rescind the accounts was taken on July 2. Both Dr. Graseck and Sally Lehoux spoke to this question. Sally Lehoux stated that funds could not be expended after June 30. Kathy Donahue asked for clarification on the answer to the final question posed by Kathi Newcombe. Kathy Donahue also asked the board to look again at the cost of transportation and the contract that they have for transportation.
12. **Next agenda planning** – Administrative Model, Job Descriptions and CMT report should be placed on the next agenda. Rose Bisson asked that Administrative Model Committee be removed.
13. **Superintendent/leadership team evaluation - Maryellen Donnelly made a motion to enter executive session, for discussion concerning evaluation of a public employee and to invite Dr. Graseck to attend. Rose Bisson seconded the motion and it passed unanimously. Board entered executive session at 8:58pm**

At 9:20 PM, Dr. Graseck left the executive session.

At 10:05 PM, the Board reentered public session.

**Maryellen Donnelly made a motion to adjourn. Ann Gruenberg seconded. The motion passed unanimously. The meeting adjourned at 10:09 PM.**

Respectfully submitted 7-26-12  
By Rachel Linkkila