

Hampton Board of Education  
Hampton, CT 06247  
Meeting Minutes  
Wednesday, December 19, 2012

Present for the Board: John Burnham, Chair; Joan Fox; Ann Gruenberg; Catherine Wade; Maryellen Donnelly; Rose Bisson  
Also Present: Paul Graseck, Superintendent of Schools; Elise Guari, Principal; Sally Lehoux, Business Coordinator  
Unable to attend were board members Carol Misak, Lisa Siegmund and Doug Stewart.

**1. Call to Order:** John Burnham called the meeting to order at 7:05 pm.

**Student Presentation:** Two sixth grade students, Cyrus and Max, gave a presentation on behalf of the sixth grade peer mediators. Included was a student video reviewing school rules, emphasizing the importance of being respectful, responsible, honest and safe. Ms. Roberson assisted in the presentation.

**2. Audience for Staff:** none

**3. Audience for Citizens:** Dayna McDermott expressed concerns that a letter presented to the finance committee was kept by a board member and not in the administrative office where public documents are required to be kept.

Kathi Newcombe expressed disappointment that the minutes from several finance committee meetings were filed with the town clerk well past the required filing deadline. She also asked for clarification of a sentence in the previous board of education meeting minutes about the administrative model that was adopted. Ms. Newcombe asked when the previous cafeteria director left her position.

Kathy Donohue stated she had questions about item 12 on the agenda. It was agreed that she would ask the questions during the discussion later in the meeting.

**4. Written Communications:** None

**5. Approval of Minutes:**

**Maryellen Donnelly moved to approve the minutes of 11/28/12. Ann Gruenberg seconded the motion. The following corrections should be applied:**

**Under Student Presentation:** The name "Sabrina Britner" should be replaced with "Serena Britner".

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**Under Item #3:** In the second sentence the word “flex-time” should be replaced with “part time”.

**Under item #10.a:** Ann Gruenberg made the motion.

**The minutes, as amended passed unanimously.**

**Maryellen Donnelly moved to approve the minutes of 12/5/12. Ann Gruenberg seconded the motion. The following corrections should be applied:**

**Under Also in Attendance:** “First Selectman Allan Cahill” should be removed.

**Under Item #15, Second Paragraph:** After “Maryellen Donnelly seconded the motion.” Insert “Dr. Graseck was invited to attend the executive session at 9:50”.

**Ann Gruenberg seconded the motion. It passed unanimously.**

**6. Superintendent Reports/Recommendations:**

**g. Security:** Dr. Graseck reported the school’s response to the tragic school shooting in Newtown. Chairman Burnham thanked the entire school staff for its caring and sensitive response that helped families feel secure.

**a. Financial Report:** Dr. Graseck reviewed the Budget vs. Actual Report for November.

**b. Electricity:** Dr. Graseck reported on the work he is doing to reduce the school’s use of electricity.

**c. Update from Shipman and Goodwin:** Dr. Graseck presented a proposal for training board members. The board asked Dr. Graseck to schedule a meeting for February 6, 2012 for this purpose.

**d. Eastconn Calendar Proposal:** Dr. Graseck recommended the board adopt the Eastconn calendar proposal for the 2013-14 school year. He explained the benefits of having staff development days that are common across the Eastconn districts.

**e. Air Conditioning/Space Allocation:** Dr. Graseck recommended that the board accept bids for the air conditioning in the server room project and the administrative office project now so that the work can begin quickly if the board of finance, selectmen and town meeting approve of the projects.

**f. Well and Pump Systems:** Dr. Graseck reported that, unexpectedly, EPA is not accepting the heavy plastic pipes separating our drain from the well. As a result a plan of action needs to be filed by 1/29/13. The plan must include a timeline. He is working with Aqua Pump to develop the plan. The total cost of the project is expected to be in the range of nine to thirteen thousand dollars.

**7. Principal Report:** Ms. Guari reviewed the security processes in place in the school. Some procedures have been changed this week in response to the shooting in Newtown. She praised the staff for their amazing work during this difficult time. She also reported on the new reading incentive program currently in place for all students. Curriculum development is nearing completion in language arts and will begin in math in the New Year. The teacher evaluation committee is up and running.

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

**a. CABE:** Ann Gruenberg reported on the CABE response to the shooting in Newtown. She also reported that there have been discussions between CABE and state legislators about the implementation of the new teacher evaluation system, including the timeline and funding. Day on the Hill is March 6 this year. She also attended a workshop in New Haven that discussed psychological first aid for adults who work with traumatized children. Maryellen Donnelly reported that she attended the CABE workshop on teacher evaluation and the CABE representatives seemed very hopeful that there will be movement in the legislature about the implementation of the new requirements.

**b. Eastconn:** The Eastconn board did not meet this month.

**c. Finance:** Rose Bisson reported the finance committee met and discussed the financial reports, handbooks and contracts, longevity payments and the capital nonrecurring request.

**d. Physical Plant and Operations:** Dr. Graseck reported the PPO met with the finance committee this month and discussed transportation.

**e. Policies:** Ann Gruenberg reported that the committee met and is continuing its review of policies. Safety policies are next on the schedule for discussion.

**f. Hampton Green Energy:** The committee did not meet this month.

**g. Ad Hoc Shared Resources:** The committee did not meet this month.

**9. Additions to the Agenda:** Ann Gruenberg moved to add discussion and action on the approval of the server room air conditioning and administrative office projects and the selection of contractors pending availability of funding to the agenda after item 15. Catherine Wade seconded. The motion passed unanimously.

**10. RD #11 Insurance Group Affiliation:** Rose Bisson moved to authorize John Burnham to sign the group medical and dental affiliation letter. Maryellen Donnelly seconded. The motion passed unanimously.

**11. Transportation Contract:** Dr. Graseck was unable to meet with Ken Henrici, Superintendent of Schools in Chaplin. As a result he will have to send out the request for bids from Hampton alone. John Burnham will call the chair of the Chaplin Board of Education to determine if there is interest in a joint request for bids. Dr. Graseck also reported on the number of bus riders over the past several weeks.

**12. Discussion and Action on non Union Wage and Benefit Proposal:** Rose Bisson reported the draft benefits chart dated 12/19/12 contains one change from the last draft. A footnote was added to the part year employee holiday column indicating Labor Day will be a paid holiday when the school calendar indicates school for students will begin before the Labor Day weekend. She also reported that the finance committee is recommending that the one current employee who has accrued a significant number of sick days that were considered a retirement benefit be allowed to take that benefit upon retirement. Kathy Donohue asked several questions and expressed the opinion that the premium cost share amount is outrageous. She suggested that the board consider offering several levels of insurance so employees have the option of choosing lower cost coverage. Maryellen Donnelly expressed her concern about the high amount of the premium cost share.

**Joan Fox moved to accept the employee benefits as outlined in the finance committee draft recommendations dated 12/19/12. Rose Bisson seconded. The motion passed with the following vote:**

**YES: Rose Bisson, Joan Fox, John Burnham**

**NO: Maryellen Donnelly, Catherine Wade**

**ABSTAIN: Ann Gruenberg**

**13. Discussion on Reducing the Number of Board Members:** The board agreed to hold this discussion during a meeting that the member requesting the discussion is able to attend.

**14. 2013/2014 Budget Discussion:** The board agreed to wait for Dr. Graseck's recommendations before offering more suggestions.

**15. Discussion and Action Concerning the Appointment of Dr. Paul Graseck as Superintendent of the Hampton Public Schools through June 30, 2014: Maryellen Donnelly moved to appoint Dr. Paul Graseck as Superintendent of the Hampton Public Schools through June 30, 2014 with compensation to be negotiated. Joan Fox seconded. The motion passed unanimously.**

**16. Discussion and Action on the Approval of Server Room Air Conditioning and Administrative Office Projects and the Selection of Contractors Pending Availability of Funding: Maryellen Donnelly moved to accept the bids of Thomaston Comfort Control and Paul Wakely Builders for the server room air conditioning and administrative office projects if funds become available through the capital non recurring fund. Joan Fox seconded the motion. It passed unanimously.**

**17. BOE Communication to the Public:** The public will be encouraged to give the board input during the budget development process.

**18. Next agenda planning:**

- budget planning
- wages and salaries
- transportation
- discussion of a reduction in the number of boe members

**19. Audience for Citizens:** Dayna McDermott reported the talent show was rescheduled for the 13<sup>th</sup> and asked if the school needed anymore flyers. Sam Roberson reported that second graders sent notes to a soldier in the Gulf and received a grateful response back. She also reported that peer mediators made holiday baskets for eight families. Hampton's two churches, the ambulance corps, staff members and families all donated toys and food for the holiday baskets.

**20. BOE Self Evaluation: Maryellen Donnelly moved to enter executive session for the purpose of discussion related to the performance of public officers at 10:24 pm. Rose Bisson seconded. The motion passed unanimously.**

The board returned to public session at 11:08 pm.

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**21. Adjournment: Rose Bisson moved to adjourn at 11:10 pm. Catherine Wade seconded. The motion passed unanimously.**

Respectfully submitted,

Rose Bisson  
Vice-Chair