

HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
MEETING MINUTES
WEDNESDAY, OCTOBER 24, 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, Ann Gruenberg, Carol Misak, and Doug Stewart. Also present were superintendent of schools Dr. Paul Graseck, Principal Elise Guari and business coordinator/administrative assistant Sally Lehoux.

1. **Audience for staff** – Peer mediators are going to classes and working with students. They are also working on a food drive for families in need. Second graders went on a field trip last week.
2. **Audience for citizens** – Dayna McDermott asked what the current number of pupils are enrolled in the school. Dr. Graseck spoke on this and informed the board that the current number is 120 children.
3. **Written communications to board** – One communication came to John Burnham about giving more options to students attending high school, which he forwarded on to Regional District 11. The other written communication was from Kathi Newcombe asking to postpone the hearing on the FOI complaint.
4. **Approval of minutes: 09/26/2012**
 - a. **Ann Gruenberg moved to approve the minutes of September 26, 2012 with the amendment in item 8c changing 63 other schools to schools in 63 other countries. 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: Doug Stewart and Joan Fox
5. **Superintendent reports/recommendations**
 - a. **Financial report** – Reviewed with the finance committee the budget versus actually. He also spoke to the board about his research into transportation costs. Dr. Graseck also informed the board that the school has been chosen for a random IRS payroll audit.
 - b. **Server room & space allocation** - Spoke to the board about the need for air conditioners in the server room and the centralization of the servers into one room. He informed the board that he has received two estimates for the project and that he is waiting on a third estimate. Dr. Graseck also informed the board that the project might be more than \$5000.00 which would qualify it for use of Capital Nonrecurring funds. Using these funds would require going to a town meeting.
 - c. **Update on FOI complaint** – Dr. Graseck handed this section of the report to John Burnham. John Burnham informed the board that he spoke on this with the written communication to the board.
 - d. **Implementation of new evaluation system for 2013-2014** – Dr. Graseck informed the board that with the new evaluation system there might be an increase in professional development expense. Equipment might also need to be purchased for this new system.
 - e. **Health savings account (HSA) informational meeting** – Dr. Graseck informed the board that there will be a meeting discussing this topic November 7, 2012 at 3:30 in the Hampton Elementary School Library/Media Center.
 - f. **Other** – Joan Fox asked Dr. Graseck if it is known how much money and time is spent on FOI. Dr. Graseck spoke on this and said that he did not have figures on either of those but there had been not significant requests this school year.
6. **Principal reports**
 - a. **School improvement plan 2012-2013** – Principal Guari gave a power point presentation to the board concerning the school improvement plan.
 - i. The first goal of the plan is to revise the Reading and Language Arts curriculum to reflect the Common Core Standards and the Smarter Balanced Assessments.
 - ii. The second goal is to revise the Mathematics curriculum to reflect the Common Core Standards and the Smarter Balanced Assessments.
 - iii. The third goal is to provide the students with a healthy learning environment at HES.
 - b. **Other** – Rose Bisson spoke on how she liked the plan. John Burnham also liked how Principal Guari included in the plan, a plan to review the curriculum in the future. Joan Fox had a question of the regrouping of the students for the post test but the principal answered that later in her power point. John Burnham made the recommendation that Principal Guari should have a meeting to explain to the parents the new Common Core Standards.
7. **Committee and representative reports/recommendations**
 - a. **CABE** – Ann Gruenberg spoke to the board about how the committee was hoping to put out a survey. She also informed the board that there is a delegation committee meeting coming up and there is also a CABE convention coming up. Maryellen Donnelly also informed the board about the free meeting that board members could go to that involved the legal implications of teacher evaluations.
 - b. **Community and staff relations** – John Burnham said that we would be skipping this section right now since it is an item later on the agenda.

- c. **EASTCONN** – Catherine Wade spoke to the board about a presentation from Dr. Stein that she attended that involved the lack of training teachers have with working with special needs students.
 - d. **Finance** – Rose Bisson passed out a copy of the current employee benefits and a copy of a draft of new employee benefits that they are recommending to the full board. Ann Gruenberg asked if this draft has received any feedback from teachers. Rose spoke on this and said that at this point there has been no feedback from employees although contracts and benefits has been on the finance committee agenda. John Burnham said that the Board will discuss this draft at the next meeting. Rose Bisson also asked that the employees that would be effected by this draft be informed of the proposed changes.
 - e. **Physical plant & operations/roof building** – Doug Stewart informed the board that the committee did meet and they went over the air conditioner in the server room, the cost of transportation and the possible update of the playscape. The committee also reviewed the five year plan at great length and he provided the board a copy of the five year plan. Rose spoke on how well she liked that the plan was kept up-to-date.
 - f. **Policies – see item #10** – Ann Gruenberg spoke to the board on this committee. She informed the board that they had met and that they had made some recommendation for final approval and tentative approval of policies that will be reviewed in item 10.
 - g. **Hampton green energy** - Maryellen spoke to the board on this committee. She informed the board that they were looking into the energy use at the school. She also informed the board that they were looking into purchasing some books for the students.
 - h. **Ad hoc shared services** – Joan Fox reported to the board on this committee. She informed the board that the committee did meet and that the committee was looking into proposals in order to combine some of the services that the schools provide there pupils. She also brought to the board that there might be financial incentives for combining school services. She also informed the board that the committee thought it be a good idea if the three town's boards of education meet. John Burnham said that he would take the responsibility to contact the other chairs on nailing down a date. Ann Gruenberg made a few comments on shared services.
8. **Additions to the agenda** – John Burnham pointed out that the CABA Recognition need to be changed to CABA Survey. Rose Bisson made a motion to add the capital nonrecurring funds to the agenda. Maryellen seconded the motion and it passed with all in favor.
9. **Policies – the superintendent recommends:**
- a. **Final approval of 9125 and rescission of previous versions** – Ann Gruenberg made a motion for the final approval of policy 9125 and the rescission of all previous versions. Rose Bisson seconded the motion and it passed with all in favor.
 - b. **Tentative approval of 9121, 9221, 9311, and 9330** – Ann Gruenberg made a motion for tentative approval of policy of 9121. Maryellen Donnelly seconded the motion and it passed unanimously. Ann Gruenberg made a motion of tentative approval of policy 9221. Maryellen Donnelly seconded the motion and it passed unanimously. Ann Gruenberg made a motion to tentative approval of 9311. Maryellen Donnelly seconded the motion and it passed unanimously. Ann Gruenberg made a motion for tentative approval of policy 9330. Maryellen Donnelly seconded the motion and it passed unanimously.
10. **Review charge of community and staff relations committee** – Dr. Graseck spoke to the board on the possible implementation of a conduit from the staff to the board. Dr. Graseck spoke on a possible new solution to this issue involving a tier process. The principal will have regular conversations with the union head. When items need to be brought to the next level, a meeting may be held with a member of the union or other staff, the Superintendent and/or the Principal and one member of the BOE. The board held a brief discussion on the suggestion Dr. Graseck brought up to the board.
11. **CABA Survey** – John Burnham brought to attention of the board that there are actually two surveys being put out by CABA. John Burnham passed out the surveys to all members of the board. Each member of the board then proceeded to fill out the surveys.
12. **Organizational chart** – Rose Bisson made a motion to accept the presented model as the administrative model for 2012-2013. Ann Gruenberg seconded the motion and it passed unanimously.
13. **Review of legal counsel** – Dr. Graseck brought it to the attention of the board that fees being paid to our attorney are high compared to other school systems. Dr. Graseck brought this fact to the attention of the current attorney and he responded to Dr. Graseck that he thought his fee was lower and after a little research both have confirmed that the rate has been higher than it should be. Dr. Graseck made the suggestion to the board that they might look into finding a different attorney do to this oversight that has cost the school a considerable amount of money over the years as well as poor response time. Doug Stewart asked how many schools use these attorneys. Dr. Graseck informed the board that 100 other districts use this law firm. Joan Fox made some comments on the information she was provided on this law firm. Principal Guari spoke on this because she has worked with this law firm before. Ann Gruenberg spoke on the law firm that Dr. Graseck brought to the board. John Burnham asked if the current attorney had provided a proposal. Board had a detailed discussion about the motion before they voted on it. Maryellen Donnelly made a motion to appoint Shipman and Goodwin as the school's attorneys and terminate the services of Updike, Kelly & Spellacy. Joan Fox seconded the motion and the motion carried with only one abstention from Rose Bisson.
14. **Capital Non Recurring fund** – The board had a brief discussion on the matter. Maryellen Donnelly made a motion to allow Dr. Graseck go to approach the Board of Finance for the purpose of adding air conditioning to the server room. Doug Stewart seconded the motion and it passed with only one opposition vote from Rose Bisson.

- 15. Leadership team goal setting** – Dr. Graseck provided the board a handout which outlines his personal goals. The board had a brief discussion on the information Dr. Graseck provided. John Burnham made the recommendation that the leadership team evaluation continue to be an agenda item for the board.
- 16. BOE communications to the public** - Doug Stewart thought that public attendance should be encouraged at the Board of Education Meetings.
- 17. Audience for citizens** – None
- 18. Next agenda planning** –
- a. Draft proposal for Nonunion Employee Benefits
 - b. Board of Education Self Evaluation
 - c. Budget Discussion 2013-2014
 - d. Discussion of possible professional development topics provided new attorney
 - e. Policies
- 19. Adjournment** – Doug Stewart made a motion to adjourn at 9:58. Rose Bisson seconded the motion and all were in favor.