

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT**

**MEETING MINUTES
December 14, 2011**

Board chair John Burnham called the meeting to order at 7:07 P.M. Members present were Ann Gruenberg, Joan Fox, Catherine Wade, Lisa Siegmund, Rose Bisson (by electronic skype connection), and Maryellen Donnelly. Also present were Superintendent of Schools Paul Graseck, Principal Marsha Willhoit and Business Coordinator/Admin. Asst. Sally Lehoux. Unable to attend was board member Carol Misak.

2. Appointment to Fill Board Vacancy:

Only one resident has expressed an interest in serving on the board. **Catherine Wade moved to appoint Doug Stewart to serve on the Hampton Board of Education until the next regular municipal elections. Lisa Siegmund seconded the motion and it passed unanimously.**

Mr. Stewart was sworn in by Town Clerk Leslie Wertam . Mr. Stewart took his seat at the board meeting.

3. Audience for Staff: Deb Leavens, president of Hampton Education Association, submitted a letter on behalf of the association requesting the board reconsider its decision regarding the calendar adjustments due to weather interruptions.

4. Audience for Citizens:

- Dayna McDermott spoke on behalf of the Hampton Gazette and she wishes to increase the volume of publications from the school. Laura Petix will no longer be able to act as liaison between the board and the Gazette, but the editor will still welcome all submissions. Please e-mail the articles directly to the editor. As a resident of Hampton, Ms. McDermott was disappointed with the tenor of the last meeting's audience for citizens. She believes this is the correct forum for residents to voice concerns and disagreements with the direction of the school and is confident the board and superintendent will deal effectively with any forms of bullying.

Mr. Burnham asked to confirm the publication date of the Gazette to ensure timely submissions.

- Kathy Donahue would welcome devices to aid volume at the board meetings as she feels the board is inaudible at times of public discussion.

5. Written Communications to the Board: None

6. Approval of Minutes: 11/30/11:

-Under 4-Audience for citizens:

Allan Cahill and the superintendent are co-chairs of the school readiness council. He is jointly empowered to make appointments.

Under 10a: The Governor and new commissioner *were* there.

Under 10h: The motion was seconded by Dan Savino and it passed unanimously.

Lisa Siegmund moved to approve the minutes, as amended. Catherine Wade seconded the motion and it passed with the following vote:

YES: A. Gruenberg, J. Fox, C. Wade, L. Siegmund, J. Burnham, and R. Bisson

ABSTAIN: M. Donnelly, D. Stewart

7. Superintendent Reports/Recommendations:

a. Financial Report: The budget is currently in good shape. The administrators continue to use caution when ordering supplies and each request is carefully evaluated before approved. Dr. Graseck continues to monitor oil prices and will lock in at the current rate of \$3.07/gal unless the board recommends otherwise.

b. Audit Report: Dr. Graseck distributed the audit report and various findings and highlights were discussed.

c. Certified Staff Degrees/Steps at Hire for Past 10 Years:

Dr. Graseck distributed the certified staff hires for the past 12 years.

d. Other:

Dr. Graseck reviewed the following:

- the results of the retirement incentive research;
- the status of the roof project;
- generator protocol and inclement weather closing procedure;
- the EASTCONN health collaborative meets December 15th.
- school sign specifications and choice to replace or retrofit;
- revisions to 5-year plan have been made;
- highlights of the CABE leadership/new member conference;
- interviews with staff and school families continue.

8. Principal Reports:

a. Safe School Climate Report: The current report can be approved as is, or can be approved and submitted as a draft so the administration can continue to work on it. The report was created by the safe school climate committee. The board discussed the various roles and responsibilities of the staff.

b. Other: The concert is Monday at 7 PM. The dress rehearsal will be at 10 AM. All are invited.

9. Committee and Representative Reports/Recommendations:

a. CABE: Dr. Graseck's report was complete on the CABE conference. Hampton was well represented. CABE is preparing for the federal conference. It is a good idea for small towns to work together proactively on education issues.

b. Community and Staff Relations: Not met. The HEA would like to be part of the next meeting.

c. EASTCONN: None

d. Finance: None

e. Physical Plant and Operations/Roof Building Committee: PPO: None. **Roof Building Committee:** Refer to Dr. Graseck's comments.

f. Policies: Not met. There will be housekeeping issues in the future.

g. Hampton Green Energy Commission: Some grant money will be used for educational purposes—i.e., to show how much energy is produced, how much money is saved, how much carbon dioxide emissions are reduced.

h. Administrative Model: The committee will start meeting again in the spring.

10. Additions to Agenda:

Maryellen Donnelly moved to add approval of the Safe School Climate Plan to the agenda under 11.e. Ann Gruenberg seconded the motion and it passed unanimously.

11. Business:

a. Administrative Model: The board needs to keep in mind Dr. Graseck is appointed to June 30, 2012 and the effect the discussion has on budget considerations.

b. Final Approval to Policy 5131.911

Ann Gruenberg moved the board give final approval to policy 5131.911, as presented. Lisa Siegmund seconded the motion and it passed unanimously. This policy is a revision of the current bullying policy.

Ann Gruenberg moved to rescind the previous policy. Catherine Wade seconded the motion and it passed unanimously.

c. Committee Assignments:

Standing Committees:

Physical Plant and Operations:

Rose Bisson
Joan Fox
Doug Stewart

Finance:

Rose Bisson
Carol Misak
Joan Fox

Community and Staff Relations:

Catherine Wade
Carol Misak
Lisa Siegmund

Policies:

Ann Gruenberg
Maryellen Donnelly
Lisa Siegmund

Ad hoc committees:

Administrative Model Committee:

Rose Bisson
Maryellen Donnelly
Ann Gruenberg

Liaison/Representative:

Board of Selectmen: John Burnham
Green Energy: Maryellen Donnelly
CABE: Ann Gruenberg
EASTCONN: Catherine Wade

d. Discussion of BOE goals: The board discussed goals currently in place and how to move forward. The board restated their commitment to remain focused on student achievement. Suggestions included:

- Civic involvement;
- social/emotional learning;
- Building and structure needs;
- District transformation as it relates to 21st century learning;
- 1-year goals:
 - School/community climate relations
 - Community involvement;
 - Long-term administrative model.

e. Safe School Climate Plan:

Maryellen Donnelly moved to approve the Hampton Elementary School Safe School Climate Plan. Ann Gruenberg seconded the motion and it passed unanimously.

12. BOE Communication to the Public: Mr. Burnham wrote a board summary and submitted it to the High Road and the Gazette. He will try to do the same each month and will also keep the selectmen up to date.

13. Audience for Citizens:

-Kathy Donahue noted the board used to have a technology committee and suggested the board reintroduce the committee to regular meetings—the 21st C. education is moving towards more technology and the school needs to stay current.

14. Next Agenda Planning:

The special meeting of December 21st:

- insurance affiliation;
- 2011-12 calendar.

Next regular agenda:

- Community input for next year's budget;
- retirement incentives;
- leadership team;
- school calendar for 2012-13
- Board goals/school goals—review school goals in relation to mission and policy;
- Policies.

Joan Fox moved to adjourn at 9:16 P.M. Lisa Siegmund seconded the motion and it passed unanimously.

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.