

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT**

**MEETING MINUTES
March 28, 2012**

Board chair John Burnham called the meeting to order at 7:35 P.M. Members present were Ann Gruenberg, Catherine Wade, Lisa Siegmund, Rose Bisson (by electronic skype connection), Doug Stewart and Maryellen Donnelly. Also present were Superintendent of Schools Paul Graseck, Principal Marsha Willhoit and Business Coordinator/Admin.Asst. Sally Lehoux. Unable to attend were board members Joan Fox and Carol Misak.

2. Audience for Staff: Deb Leavens presented the monthly update for the school. Mrs. Leavens also read a letter requesting the board reconsider the decision to reduce the guidance counselor position at the school. Mrs. Leavens noted the guidance counselor also holds appropriate certification and could oversee PPT's since that job is now being outsourced. There is no other resource at the school to work with immediate and day specific issues confronting students at the school.

3. Audience for Citizens:

- Kathy Newcombe wished to clarify the minutes of 3/21 regarding the findings of various FOI requests and that inconsistencies in practice and policies exist;
- Juan Arriola inquired regarding family relationships between board members and staff members and requested they recuse themselves from any votes that impact the employee;
- Kathy Donahue would like the budget to reflect any grant awards the school receives and how they're used, and she commented that unemployment seemed to be underfunded for next year. She also observed that there was no board action on benefit awards as applied to non-union employees and the board should look into that.

4. Written Communications to the Board: None

5. Approval of Minutes:

Lisa Siegmund moved to approve the minutes of 2/22/12. Maryellen Donnelly seconded the motion and it passed with the following vote:

YES: R. Bisson, A. Gruenberg, L. Siegmund, J. Burnham, D. Stewart, and M. Donnelly.

ABSTAIN: C. Wade

Lisa Siegmund moved to approve the minutes of 3/7/12. Maryellen Donnelly seconded the motion and it passed with the following vote:

YES: R. Bisson, A. Gruenberg, L. Siegmund, J. Burnham, and M. Donnelly.

ABSTAIN: C. Wade, D. Stewart

Ann Gruenberg moved to approve the minutes of 3/14/12. Doug Stewart seconded the motion. The following spelling corrections should be noted:

Mr. *Mlyniec*, not Myleniac.

YES: R. Bisson, A. Gruenberg, L. Siegmund, J. Burnham, D. Stewart, and M. Donnelly

ABSTAIN: C. Wade

Doug Stewart moved to approve the minutes of 3/20/12. Catherine Wade seconded the motion. The following corrections were made:

These are the minutes for 3/21/12. For the final motion, the name is Ann Gruenberg, not 'burg', and Lisa Siegmund, not Siegmand. The vote should be reflected as:

YES: J. Burnham, C. Misak, C. Wade, L. Siegmund, R. Bisson, D. Stewart, and M. Donnelly

ABSTAIN: A. Gruenberg

The motion to approve the minutes with the above referenced corrections passed unanimously.

6. Superintendent Reports/Recommendations:

a. Financial Report: There appear to be lower energy/fuel costs this year and is most likely due to the mild winter, and as a result, the school may end the year with a slight surplus.

b. Other: Dr. Graseck participated in a group meeting to address questions regarding health benefit eligibility. All seven entities that participate in the current plan held a conference call with the insurance agent and Anthem. Eligibility thresholds appear to have changed, but that is due to changes in state law. Dr. Graseck continues to aggressively pursue information regarding Hampton's potential exposure to claims regarding the issue. Unfortunately, the school readiness grant is in jeopardy of being cut, but that information was only realized after the budget had been presented.

7. Principal Report: Ms. Willhoit discussed the most recent staff development day. The staff worked with Jane Cook from EASTCONN on literacy development. This was a joint staff development shared with non-certified staff, as well.

8. Committee and Representative Reports/Recommendations:

a. CABE: The Day on the Hill was a huge success. There will be a webinar to review the new Senate Bill 24. There is a board of directors meeting on March 29th.

b. Community and Staff Relations: None.

c. EASTCONN: They met yesterday and the organization's lobbyist was on-hand to discuss SB 24 also. Section 11 (the section dealing with regionalization of districts with less than 1,000 students) was removed from the bill and there has been a major response from teachers. The annual meeting will be on May 22 and the speaker will be Stefon Pryor, CT Commission of Education.

d. Finance: The committee reviewed and discussed the current budget v. actual report and proposes to be the committee that reviews and develops any new employee handbooks and policies.

e. Physical Plant & Operations/Roof Building Committee: None

f. Policies – See Item 11.

g. Hampton Green Energy Committee: There is nothing new to report.

h. Ad Hoc Shared Services Committee: The committee hasn't met yet, but Chaplin and Scotland have appointed board members to their respective committees.

i. Administrative Model: Will meet again in the spring.

9. Additions to the Agenda: Doug Stewart moved to add a discussion of the unemployment compensation budget to the agenda under item 13.a. Lisa Siegmund seconded the motion and it passed unanimously.

10. Strategic School Profile: Dr. Graseck distributed the 2010-11 Strategic School Profile and turned the meeting over to Ms. Willhoit to review the data since she was involved in its compilation. Ms. Willhoit noted highlights of the report and the board discussed various findings.

11. Actions on Policies:

a. Ann Gruenberg moved to grant final approval to policies 3110 and 3240 and to rescind previous versions of both policies. Maryellen Donnelly seconded the motion and it passed unanimously.

Ann Gruenberg moved to grant final approval to policies 3516.5 and 9214. Doug Stewart seconded the motion and it passed unanimously.

b. Ann Gruenberg moved to give tentative approval to policies 1411, 1416, 1500, 3320, 3326, 3434, and 3541. Doug Stewart seconded the motion. After a brief discussion, Ann Gruenberg moved to amend her motion to remove policy 1500 from the motion. Doug Stewart seconded the motion.

The motion to give tentative approval to policies 1411, 1416, 3320, 3326, 3434, and 3541 passed unanimously.

Ann Gruenberg moved to give tentative approval to policies 9230 and 9270. These are updates to existing policies. Maryellen Donnelly seconded the motion and it passed unanimously.

Ann Gruenberg moved to give tentative approval to policies 9020 and 9327. These are new by-laws. Lisa Siegmund seconded the motion and it passed unanimously.

12. Technology Plan: A technology plan was distributed. The administration discussed the plan's changes to address learning and technology. The plan needs to be submitted by 6/15. Mr. Stewart recommended removing the names of any members that weren't present when the plan was reworked.

13. Employee Handbooks, Agreements, and Contracts for Non Certified Positions: The finance committee will complete any preliminary work necessary and bring information to the full board for discussion.

a. **Unemployment Insurance Budget:** The board discussed the current unemployment insurance budget and next year's potential claims as well as funding sources.

14. Superintendent/Leadership Team Evaluation: Mr. Burnham asked the board to revisit board goals as a part of the evaluation. The administrative model committee will try to meet before the April meeting.

15. BOE Communications with the Public: The budget will be on the front page of the Gazette in the May issue and will be sent to the selectmen March 29th.

16. Audience for Citizens:

- Linda Sanchini asked if the technology committee would reconvene to include members that weren't part of the original discussion and was told yes.
- Deb Leavens hopes the board will support a full-time guidance counselor.
- Kathy Donahue requested principal, superintendent, and staff reports be submitted in written form so it can be attached to the minutes.
- The Gazette would also welcome that information.
- Dayna McDermott asked for clarification regarding various sections of the Strategic School Profile and wished to clarify administration's responses to FOI requests.

17. Next Agenda Planning: The next meeting is April 25th. Items to be included are:

- Discussion and possible action on the unemployment insurance budget;
- Policies.

Maryellen Donnelly moved to enter into executive session at 9:26 PM for the purpose of discussion concerning performance and evaluation of a public officer or employee. Doug Stewart seconded the motion and it passed unanimously. Dr. Graseck was invited to the executive session at 10:03 PM.

The board reentered public session at 10:30 PM.

Dr. Graseck read a letter of appreciation to the Board in honor of Board of Education Appreciation Month.

Lisa Siegmund moved to adjourn at 10:37 PM. Doug Stewart 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.