

**HAMPTON BOARD OF EDUCATION  
HAMPTON, CT  
MEETING MINUTES  
March 27, 2013**

The meeting was called to order at 6:37 P.M. by board chair John Burnham. Members present were Carol Misak, Ann Gruenberg (arrived 7:30 PM), Catherine Wade, Rose Bisson, and Doug Stewart. Also in attendance were Superintendent of Schools Paul Graseck, Principal Elise Guari and Business Coordinator/Admin. Assistant Sally Lehoux. Unable to attend were board members Joan Fox, Maryellen Donnelly, and Lisa Siegmund.

**2. Leadership Team Evaluation:** The board discussed their obligation to evaluate their performance. Using previously established Superintendent and District goals, the board will utilize the timeline suggested in the CAFE/CAPSS Leadership team evaluation process. In April and May, the BoE and Superintendent will review progress on these goals. During May and June, the Board will begin the formal evaluation of the Superintendent, with a draft of evaluation document to be completed and presented to the Superintendent in June 2013. Beginning in July 2013, a new evaluation cycle will commence with goal setting for the district and Superintendent.

**3. Audience for Staff:** None.

**4. Audience for Citizens:** Kathi Newcombe asked the board if they had any questions regarding a report she had sent the previous Monday. The board responded they did not have any questions at this time.

**5. Written Communications:** Mr. Burnham received two communications from the Freedom of Information Commission. The first was notice the commission had dismissed the complaint against the board. The second communication said that a new complaint is currently being mediated by the commission ombudsman, the complainants, and the board.

**6. Approval of Minutes:** **Rose Bisson moved to approve the minutes of 2/27/13. Doug Stewart seconded the motion and it passed unanimously.**

**Rose Bisson moved to approve the minutes of 3/6/13. Doug Stewart seconded the motion.** The minutes should be amended to reflect a correct salary of the nurse of \$39,257. **The minutes, as amended, passed with the following vote:**

**YES: C. Wade, R. Bisson, J. Burnham, D. Stewart**

**ABSTAIN: C. Misak**

**Rose Bisson moved to approve the minutes of 3/13/13. Doug Stewart seconded the motion.** The minutes under #9 should be amended to include the information the board discussed as written and supported the use of the REAP grant funds as a means of offsetting the technology appropriation in the post March 13<sup>th</sup> installment of the BOE budget line item 731—Instructional Equipment. **The minutes, as amended, passed with the following vote:**

**YES: C. Wade, R. Bisson, J. Burnham, D. Stewart**

**ABSTAIN: C. Misak**

## **7. Superintendent Reports/Recommendations:**

**a. Financial Report:** Dr. Graseck distributed the year-to-date budget. The school is currently operating within the budget. There are no unanticipated expenses at this time.

**b. 2011/2012 Audit:** The audit has been completed and presented to town officials. The auditors were extremely complementary of the current financial staff, especially Ms. Lehoux and Ms. Rodriguez—town treasurer. The auditors recommended the board spend down the student activity funds not assigned to any specific project as it should not be carried over from year to year. The school will use these funds to offset iPad purchases this year. The school returned \$5,460 to the town at the completion of the audit. The auditors recommended the school review their IT back-up system as well. Dr. Graseck commented that this had been started and should be addressed within the next few weeks. The auditors and administration also reviewed the funds that are outside the operating budget, included the school readiness grant, the child nutrition fund, and the preschool tuition program. The administration is updating their procedures for handling money and are preparing for the random IRS audit.

**c. 2013/2014 budget:** The budget has been previously reviewed in detail. The board decided the add .1 FTE to the guidance position without raising the bottom line of the budget. Dr. Graseck reviewed the items that would be adjusted to accommodate the increase in funds that would be needed to cover the cost.

**d. Other:** None

## **8. Principal Reports:**

Ms. Guari distributed her report for this month. The highlights included:

- A calendar of upcoming events at the school;
- The update on the teacher evaluation committee—the board will need to approve the draft to be submitted to the state by April 15<sup>th</sup>. The committee has worked hard to develop an evaluation instrument that is responsive to the state's new requirements. In addition, the committee has also consulted with the CEA representative for additional feedback;
- CMT testing has been completed and the data has been sent back to the state;
- An update on building security;
- Report cards were sent out and conferences were held;
- A PTO update;
- The school is ready for the NAEYC accreditation visit.

Dr. Graseck used this opportunity to add that this is board appreciation month and he and Ms. Guari are extremely grateful to be working for this board. The board works very hard and is committed to Hampton Elementary School.

## **9. Additions to the Agenda:** None

## **10. Policies:**

**a. Ann Gruenberg moved to give approval to policies 3542.31 and 3516 and rescind previous versions of the same policies. Rose Bisson seconded the motion and it passed unanimously.**

**11. Teacher Evaluation and Administrator Evaluation Plan:** Dr. Graseck reviewed the process and research used to develop the current document proposal. This document is due at the state on April 15<sup>th</sup>—this document needs board approval to send it on to the state for their review. After a discussion of the plan and the resources that are necessary to implement it, **Doug Stewart moved to accept the Hampton Teacher Evaluation and Administrator Evaluation Plan. Ann Gruenberg seconded the motion and it passed unanimously.**

**Ann Gruenberg moved to approve the submission of the approved plan to the state. Catherine Wade seconded the motion and it passed unanimously.**

**12. Well and Pump System:**

The school has received an extension to October 15, 2013 to address the well and pump issues. Parts of the project will qualify for reimbursement from the state. Members of the PP&O committee will meet with the representative of AquaPump, an engineer, the superintendent and selectmen to hear about state guidelines and regulations to reach an agreement on the proposal the direction of the project should take.

**13. Wages and Benefits:**

**a. Non-Union Benefit Chart Update:** Rose Bisson moved to add a column for AFLAC insurance to the non-union benefit chart dated 2/27/13 with no cost to the board except bookkeeping time. Doug Stewart seconded the motion and it passed unanimously.

**b. Sick Time Accumulation:** Four (4) current employees have accumulated more sick time than the current benefit chart allows. Those 4 employees will be grandfathered into the current benefit chart. **Rose Bisson moved that the current year round nonunion employee with more than 90 accrued sick days be allowed to keep all accrued days with the understanding that as days are used they will not be allowed to reaccumulate any days above 90. Doug Stewart seconded the motion and it passed unanimously.**

**Rose Bisson moved that the three school year nonunion employees with more than 60 accrued sick days be allowed to keep all accrued days with the understanding that as days are used they will not be allowed to reaccumulate above 60 days. Doug Stewart seconded the motion and it passed unanimously.**

**c. Insurance Options:** The board would like to offer the non-union employees insurance options that would be less expensive up front to the employees. Dr. Graseck discussed options that could be offered through the school's current agent. After a continued discussion, **Rose Bisson moved to authorize the superintendent to offer two additional healthcare options to non-union employees for healthcare coverage with any savings realized first applied to employee premium share and then to Health Savings Accounts. Doug Stewart seconded the motion and it passed unanimously.**

**d. Business Coordinator:** Tabled.

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

**a. CAFE:** The board of directors met today and the National School Board Association is meeting April 12-15 in San Diego. Ms. Gruenberg also commented that CAFE has compiled budget information throughout the state and noted that Hampton is at the low end of proposed

budgets. Many of the increases are due to safety and security upgrades and the new evaluation instruments. There is a common core workshop on April 2.

**b. EASTCONN:** A representative from CABA was at the meeting to present EASTCONN with the awards they had won. EASTCONN is also heavily invested in the new evaluation program and their plan is on their website for all member towns to utilize as they need.

**c. Finance:** The board has already discussed the information that was shared with the committee. The document from Kathi Newcombe has been received, but has not yet been reviewed by everyone.

**d. Physical Plant & Operations:** The committee met and discussed well options and other projects on the 5-year plan. The committee will be meeting with the selectmen to discuss the needs of the school.

**e. Policies:** The committee met and will have recommendations for the next meeting.

**f. Hampton Green Energy:** Ms. Donnelly was not at the meeting. The board decided the committee will no longer be a standing committee item, but when something needs to be brought to the board's attention they will entertain reports, as needed.

**g. Ad Hoc Shared Resources:** The committee will seek to meet again in April.

**15. BOE Communications to the Public:** The board will continue to get information out through Dr. Graseck and Ms. Guari.

**16. Next Agenda Planning:**

- 2013-14 Budget;
- Committee Organization;
- Insurance Plans;
- Business Coordinator Plan;
- Policies;
- Well/Water System;
- Good Friday Holiday—Review of legally required holidays.

**17. Audience for Citizens:**

First Selectman Allan Cahill appreciated the board and administration's efforts to move money within the budget. He believes the town will need a 0% increase from the majority of boards and commissions.

Kathi Newcombe reminded the board the May issue of the Gazette will focus on budget information and this is the board's opportunity to present information to the town. The deadline is April 15<sup>th</sup>. The editorial staff will save space and will let the school know when the absolute last day to provide information.

**Ann Gruenberg moved to adjourn at 8:55 P.M. Rose Bisson seconded the motion and it passed unanimously.**

**Respectfully submitted,**

**Jennifer Nelson, Recording Clerk**

*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.*