

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT
MEETING MINUTES
June 26, 2013**

The meeting was called to order at 6:35 P.M. by board chair John Burnham. Members present were Joan Fox, Carol Misak, Ann Gruenberg, Catherine Wade, Lisa Siegmund, Rose Bisson, and Maryellen Donnelly. Also in attendance were Superintendent of Schools Paul Graseck, Principal Elise Guari and Business Coordinator/Admin. Assistant Sally Lehoux. Unable to attend was board member Doug Stewart.

2. Leadership Team Evaluation: Catherine Wade moved to enter into executive session at 6:36 PM for the purpose of discussion concerning the evaluation of public officers or employees. Rose Bisson seconded the motion and it carried unanimously.

The board returned to public session at 7:05 PM.

3. Audience for Staff: None.

4. Audience for Citizens: Dayna McDermott urged the board to listen to the direction of the Board of Finance and the will of the voters, as well as the advice of the Board of Selectmen when they opined any cuts to the budget shouldn't be accomplished through a "nickel and dime" process. Instead, Ms. McDermott ventured models should be revisited—including, but not limited to—bussing, administrative wages/compensation packages, and personnel. Specifically, the scheduling model and various specials, including physical education, music, and art.

Kathy Donahue supported Ms. McDermott's comments and recommendations and also has concerns regarding the business coordinator position and compensation package. Ms. Donahue recommended investigating subcontracting financial services functions through EASTCONN or using a CPA on an hourly basis. The school is administration heavy and they are the top paid officials in town.

Mark Becker sought additional clarification regarding the state's calculation of the Minimum Budget Requirement (MBR) and how it led to the Board of Finance's recommendation to cut the elementary budget. Dr. Graseck responded the MBR calculation is statutory and can be calculated by district or by grades K-12 in each town. Mr. Becker also wanted assurances the current calculation and subsequent reduction in the elementary school's budget by the Board of Finance won't lead to any penalties from the state.

5. Written Communications: None.

6. Approval of Minutes: Rose Bisson moved to approve the minutes of 5/22/13. Ann Gruenberg seconded the motion. After a brief discussion of the composition of the minutes, the motion passed unanimously.

7. Superintendent Reports/Recommendations:

a. Financial Report: Dr. Graseck distributed the year-to-date budget. The report was previously reviewed by the finance committee and there are no surprise issues or expenses.

b. Well and Pump: Dr. Graseck reported the problem appears to have been resolved with the state's approval. A restricter valve is in place and the VFD is in on. The problem has been solved. Dr. Graseck thanked town officials for their help and the project can be removed from the 5-year capital plan.

c. Standard Delayed Opening/Early Closing Times: This item can continue to be discussed. Dr. Packman, superintendent in Scotland, has expressed support for the idea and Mr. Henrici, superintendent of Parish Hill, has not spoken in favor of this initiative. Dr. Graseck is in favor of the idea and thinks the conversation should be continued.

d. Other: Various maintenance projects will be started this summer including tiling and the removal of invasive bushes. The teacher evaluation proposal was approved by the State Department of Education. Ms. Gruenberg also commented on legislation that was passed that will mandate coordination of school calendars with local RESCs perhaps playing a role in development.

8. Principal Reports:

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

- A calendar of upcoming events at the school;
- Curriculum/Professional Development;
- The PTO sponsored a great celebration for the end of the year;
- The technology plan has been updated;
- Summer work will include:
 - o Website overhaul;
 - o Scheduling;
 - o PBIS planning;
 - o SRBI Handbook revisions;
 - o Teacher/Para handbook;
 - o Parent/Student handbooks;
 - o Hiring for vacant positions.

Ms. Guari also shared the exciting news the school just received official word of the reaccreditation of the preschool program through NAEYC.

9. Additions to the Agenda: The entire board is invited to the Board of Selectmen's meeting in Monday. An executive session will be held to discuss upcoming certified staff negotiations. This will also include the Board of Finance and will be at 7 PM before the regular Board of Selectmen meeting.

Rose Bisson moved to add discussion of placement on the non-certified pay scale under 15.d. Carol Misak seconded the motion and it passed with the following vote:

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

NO: J. Fox

10. Budget Transfers: Bills are still coming in, but there is no concern the budget is in danger of being overspent. The board will revisit the issue for adjustments and transfers at the July meeting.

11. Capital Non-Recurring Fund: No report at this time on current projects, but the chair of the Board of Finance has requested the BOE plan as much as possible for the long-term maintenance and structural needs of the school. After a brief discussion of the request, **Maryellen Donnelly moved to**

move any funds not expended in the current fiscal year be moved to the Capital Non-Recurring Fund for the elementary school. Ann Gruenberg seconded the motion and it passed unanimously.

12. Transportation:

A survey was completed, but committees have not had the opportunity to review it yet. Ms. Donnelly asked if late opening times were an issue for bus contracts and perhaps this is a topic that should be discussed more globally through a shared resources discussion.

13. Policies:

a. Ann Gruenberg moved to approve policies 3532 and 5111 and rescind previous versions of same policies. Lisa Siegmund seconded the motion and it passed unanimously.

b. Ann Gruenberg moved to reapprove policies 3541.5 and 5010. Lisa Siegmund seconded the motion and it passed unanimously.

14. IRS Audit:

a. Report and Implications: The IRS conducted a random audit regarding classification of employees and independent contractors for reporting purposes. There are currently four (4) vendors classified as contractors that will need to be reclassified as employees. They are:

1. Occupational Therapist;
2. Physical Therapist;
3. Psychologist;
4. Recording Clerk.

This will result in employer payroll taxes funded by the district per IRS regulation.

b. Employee Reclassification:

Ann Gruenberg moved to authorize the superintendent to make adjustments shifting from a contractor model to employees for effected personnel to comply with the IRS audit of 2010. Catherine Wade seconded the motion and it passed unanimously.

15. 2013/2014 Budget:

a. Review Options:

The Board of Finance has held a meeting regarding the most recent referendum results and reviewed MBR requirements and has requested the Hampton Board of Education make cuts to their budget in the amount of \$34,600 which would represent 20% of the increase that is in place for Regional District 11. The board reviewed a list of possible recommendations that could be implemented to achieve the result requested by the Board of Finance.

b. Wages and Benefits: A 2% wage increase is in place for administration which would represent a total of \$3,216.00--\$1,900.00 for the superintendent and \$1,316.00 for the principal.

After a lengthy discussion of the request of the Board of Finance, the needs of the elementary school and the board's responsibility to the students at the school and community at large, the following action was taken:

Joan Fox moved to reduce the 2013/2014 budget by \$10,500 by reducing the board's contribution to the food program. Ann Gruenberg seconded the motion and it passed unanimously.

Joan Fox moved to reduce the Oil purchases by 2500 gallons resulting in a savings of \$7,500. Ann Gruenberg seconded the motion and it passed unanimously.

Rose Bisson moved to reduce the business coordinator hours from 32 to 29 hours/week for a savings of \$10,058. Carol Misak seconded the motion. After a clarification that reduction would be made up of approximately 50% realized through salary adjustment and 50% realized due to failure to qualify for health benefits, **the motion failed with the following vote:**
YES: R. Bisson, M. Donnelly, C. Misak, J. Burnham
NO: A. Gruenberg, J. Fox, L. Siegmund, C. Wade

Rose Bisson moved to eliminate .1 FTE from the guidance position for a savings of \$8,667. Carol Misak seconded the motion and the motion failed with the following vote:
YES: R. Bisson, C. Misak
NO: J. Fox, A. Gruenberg, C. Wade, L. Siegmund, J. Burnham, M. Donnelly

Maryellen Donnelly moved to reduce the board contribution for spousal insurance to 50% premium share for the 3 non-certified staff who currently receive the benefit. Ann Gruenberg seconded the motion and it passed unanimously.

c. Other Possible Cuts: The board discussed other places that could be considered for budget reductions and felt an additional special meeting would be needed for in-depth discussion of the financial impact of various options. Areas of consideration include, but are not limited to:

- Non-certified health insurance benefit;
- Business coordinator position;
- Guidance position;
- Library position;
- Administrative salaries;
- Support staff;
- Transportation;

Dr. Graseck did research possible savings that may be realized if smaller buses are used for some runs. He has learned that the savings are minimal because of engine size. The large buses have an average MPG of 7 mpg and the small buses have an average of 14 mpg.

d. Discussion of staff placement on Non-Certified Pay Scale: Tabled until special meeting.

16. Community Forum:

The Board will need to compile the information and determine how to sort the priorities.

17. Committee and Representative Reports/Recommendations:

- a. CABE:** The CABE Leadership Conference is scheduled for November.
- b. EASTCONN:** They do not meet after the annual meeting.
- c. Finance:** No additional information.
- d. Policies:** No additional information.

18. Staffing: Executive session to be held at end of meeting.

19. BOE Communications to the Public: Members of the board will meet with the Boards of Selectmen and Finance on July 1st to discuss contract negotiations and a special meeting is scheduled for July 2, 2013 to continue the budget discussion.

20. Next Agenda Planning:

July 2 special meeting:

- **budget;**
- **possible rescheduling of board meeting.**

Next regular meeting:

- **Budget Transfers;**
- **Community Forum;**
- **Policies.**

21. Audience for Citizens:

Ms. McDermott requested a copy of documents distributed to the board at the meeting and stressed the operative word should be compromise.

Ms. Donahue asked the board to be sure to publicize public forum discussions as broadly as possible.

Mr. Becker commented on bus time and commuter time and the need to think about the kids, but also the need to think about the population we have. The requested cuts of \$35,000 should be achievable.

First Selectman Allan Cahill told the board tax assessment information would be forthcoming.

Maryellen Donnelly moved to enter into executive session at 10:10 PM for the purpose of discussion concerning the employment of a public employee and invited Dr. Graseck and Ms. Guari to remain. Rose Bisson seconded the motion and it passed unanimously.

The board reentered public session at 10:42 PM. **Rose Bisson moved to hire Richard R. LeBlanc as an elementary teacher on the third step master's pay scale. Ann Gruenberg seconded the motion and it passed unanimously.**

Lisa Siegmund moved to adjourn at 10:45 PM. Catherine Wade 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.