

**HAMPTON ELEMENTARY SCHOOL  
HAMPTON, CT**

**August 28, 2013**

**REGULAR MEETING MINUTES**

The meeting was called to order at 6:40 PM by board chair John Burnham. Members present were Carol Misak, Ann Gruenberg, Lisa Siegmund, Rose Bisson, and Doug Stewart. Unable to attend were board members Maryellen Donnelly, Catherine Wade, and Joan Fox.

**Rose Bisson moved to enter into executive session at 6:41 PM for the purpose of discussion concerning the evaluation of public officers. Doug Stewart seconded the motion and it passed unanimously.**

**The board reentered public session at 7:00 PM.**

Administrators present were Superintendent of Schools Paul Graseck, Principal Elise Guari, and Business Coordinator Sally Lehoux. Board member Catherine Wade arrived at 8:15 PM.

**3. Audience for Staff:** None

**4. Audience for Citizens:** None

**5. Written Communications to the Board:** None

**6. Approval of Minutes:**

**Rose Bisson moved to add approval of the minutes of 7/29/13 to the agenda at item #6. Lisa Siegmund seconded the motion and it passed unanimously.**

**Rose Bisson moved to approve the minutes of 7/24/13. Lisa Siegmund seconded the motion and it passed unanimously.**

**Rose Bisson moved to approve the minutes of 7/29/13. Ann Gruenberg seconded the motion and it passed with the following vote:**

**YES: A. Gruenberg, L. Siegmund, R. Bisson, J. Burnham**

**ABSTAIN: C. Misak and D. Stewart**

**Ann Gruenberg moved to pass the minutes of 8/22/13. Doug Stewart seconded the motion and it passed with the following vote:**

**YES: C. Misak, A. Gruenberg, R. Bisson, J. Burnham, D. Stewart**

**ABSTAIN: L. Siegmund**

**7. Superintendent Reports/Recommendations:**

**a. Financials 2012/2013, 2013/2014:**

The 2012/2013 budget is well within its bounds. The surplus has been moved to the Educational Capital Non-Recurring Fund. Due to weather events, there were two less days of bus transportation and as a result, transportation costs. Also, there were savings realized in the

non-certified staff expense, the occupational and physical therapist lines were also less than anticipated. Lower electric costs were also addressed in this year's budget. Technology support from EASTCONN is also extremely efficient. Dr. Graseck would like authorization to move an additional \$9,000 to the capital non-recurring fund to offset the current year's expense that has been experienced due to repairs that were necessary for the well and pump. Dr. Graseck also distributed accounting of the state and federal grant funds, the school cafeteria fund, and school readiness fund, and the current year's P&L report and recommended budget transfers. After a discussion proposed budget transfers, **Rose Bisson moved to transfer \$1,416.51 from Account 100—Wages and Salaries—to Account 300 Purch Prof/Tech Services and \$1,456.37 from Account 100—Wages and Salaries—to Account 400 Purch Property Services. Doug Stewart seconded the motion and it passed unanimously.**

The board discussed the current year's budget. The BOF has approved dividing the 2012/2013 budget into 12 equal payments and authorizing the BOE to spend up to that amount each month, but the board discussed the implications of spending the full amount in light of no town approved budget yet.

**b. Report of Well Pump:** The school was without water approximately 2 weeks before school was to begin. The variable frequency drive was reset, but did not completely correct the problem. AquaPump was called and they came out immediately. The repair was approximately \$9,000, and the water is running, pump is working and it was flushed out. Mr. Stewart was also asked to look at the issue since he represents the PP&O committee.

**c. Report on Substitute Compensation:** Dr. Graseck distributed a sheet outlining the current compensation schedules of substitutes at the school.

**Rose Bisson moved to establish the paraprofessional sub rate at \$8.50 per hour for all paraprofessional substitutes. Doug Stewart seconded the motion and it passed unanimously.**

Mr. Stewart recused himself from any discussion or action that may be taken regarding cafeteria substitutes. After a discussion of the pay rates and expectations of the various substitutes, the board decided to continue with the current practice until a budget is in place.

## **8. Principal Report:**

Ms. Guari distributed her report for the month. The first day was a great start to the year and was uneventful. Highlights include:

- There will be an opening assembly on Friday, August 30<sup>th</sup>;
- A calendar of upcoming events was listed;
- The opening day went off without any glitches;
- The new website has gone live. Ms. Guari wanted to publicly thank Linda Sanchini and Pam Fontaine (parent) for all their work this summer;
- The new teacher evaluation was an agenda item for the first staff meeting.

Dr. Graseck wanted to commend Ms. Guari for the amount of work she has devoted to the new evaluation system and noted it will take about 8 weeks of time from her this year. The administration plans to present the summary of the CMT's results at the October meeting.

**9. Additions to the Agenda:** Dr. Graseck noted he received a letter of resignation from Sandra Frizell, the coordinator of the School Readiness program and was made aware that Erin Donnelly will not be returning. Her position is partially funded by the School Readiness Grant and he requested a formal letter of resignation from her. The board noted these positions are not employed by the school, so they declined to add the resignations to the agenda.

**10. Policies:**

**Ann Gruenberg moved to reapprove policies 4112.1/4212.1—Provisions of Negotiated Agreements/Contracts, 4118.112/4218.112—Sexual Harrassment, and 4118.13/4218.13—Conflict of Interest. Lisa Siegmund seconded the motion and it passed unanimously.**

**Ann Gruenberg moved to approve policies 4112.51/4212.51—Reference Checks and 4117.4—Non-Renewal/Suspension. Rose Bisson seconded the motion.** These are newer versions of existing policies and older versions will be rescinded. **The motion passed unanimously.**

**11. Affordable Health Care Act:** Joe Cirusuolo, the executive director of CAPSS, sent a memo requesting schools share the message disseminating information and relevant links for the new Affordable Care Act.

**12. 2013/2014 Budget:** The superintendent's association recommends a BOF/BOE dialogue. The board will set a special meeting for September 5<sup>th</sup> at 7:00 PM and will invite interested parties.

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

**a. CABE:** The association is moving ahead with convention planning for November. A new "hot topic" has been introduced for early childhood education.

**b. EASTCONN:** The first meeting was August 27<sup>th</sup>. The organization has a budget of \$70,000,000, 545 employees and currently administers 2 high schools. Dr. Wade distributed a catalog of the offered programs.

**c. Finance:** The committee did not meet this month, but the members did review the bus routes and found there may be 2 locations that may be able to be consolidated, but there wasn't an apparent way to combine routes.

**d. Policies:** The committee did not meet and action was already taken.

**14. BOE Communications to the Public:** Mr. Burnham and Dr. Graseck submitted articles to the Gazette.

**15. Next Agenda Planning:**

- A report from the selectmen regarding the study that has been initiated by the Hampton, Scotland, and Chaplin;
- Snow days/Late Openings;
- Audiotaping of meetings and posting to website;
- Microphones at the meeting;
- discussion of community conversation;
- Budget.

**16. Audience for Citizens:**

- Kathy Newcombe commented on the availability of microphones so the audience can hear board deliberations;
- Mark Becker wished to express his appreciation for the members of the board and reiterated his belief that the community should be working together for a common cause and appreciates the need to maintain budgeting standards;
- Carrie Boron also wished to express her respect for the work the board does and the time the members devote to the school and thanked them for their invitation to attend board meetings.

**17. Staffing:** No discussion or executive session.

**Lisa Siegmund moved to adjourn at 9:00 PM. Doug Stewart 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.*