

**HAMPTON BOARD OF EDUCATION  
HAMPTON, CT**

**REGULAR MEETING MINUTES**

**September 25, 2013**

The meeting was called to order by board chair John Burnham at 6:40 PM. Members present were Joan Fox, Carol Misak (6:50 PM), Ann Gruenberg, Catherine Wade, Rose Bisson, and Maryellen Donnelly. Unable to attend was board member Lisa Siegmund. Board member Doug Stewart joined the meeting at 7:30 PM.

**2. Leadership Team Evaluation:**

**Moved to enter into executive session at 6:41 PM for the purpose of discussion concerning the performance of the leadership team. Ann Gruenberg seconded the motion and it passed unanimously. Dr. Graseck was invited to attend.**

**The board reentered public session at 7:12 PM. Principal Elise Guari and Business Coordinator Sally Lehoux also joined the meeting at this time.**

**3. Audience for Staff:** Sabrina Pasquarelli, Reading Specialist at the school, read a statement thanking the board for their perseverance and attention to the task of addressing the current budget needs and expressed the staff's appreciation for those efforts.

**4. Audience for Citizens:** Mark Becker expressed his appreciation for the hard work the board is shouldering and feels some community members have lost track of what it is to be a community. Mr. Becker also specially thanked Ms. Guari for her tremendous efforts on behalf of the elementary school community.

Kathy Donahue expressed her hope the board would be able to attach specific budget impact to the budget cut that will be presented by the Board of Finance so residents are aware of what their votes will mean. Budget line items need to be itemized so voters know what they're voting on. Ms. Donahue also sought clarification on various budget items.

Craig Philps asked if the Board of Finance ever held the proposed joint meeting with the Board of Education and what happened to that effort. Board Chair John Burnham responded that meeting did not occur and also explained what his understanding was of what happened to that meeting. Mr. Philps added for clarification that the Board of Finance never asked anything of the Board of Education at their meeting held on September 24.

Carrie Boron commented the climate at the Board of Finance meeting seemed disrespectful to the community.

Nick Brown wished to clarify that the additional cut of \$83,000 from the Board of Finance would actually result in a final cut of \$124,000 from the original flat budget. Mr. Brown also asked who would be framing the advisory questions that would appear with the referendum. Mr. Burnham replied the Board of Selectmen would frame those questions. Dr. Graseck also responded he had conversations with Allan Cahill regarding the scope and content of the advisory questions.

It was also noted that any documents that are coming from the Board of Finance can be obtained through them.

**6. Selectmen Report on Education Study:** Mr. Cahill was at the meeting earlier and spoke with Mr. Burnham regarding the education study and will provide information as it becomes available.

**Rose Bisson moved to place 2013/2014 budget discussion after item 9 of the agenda. Carol Misak seconded the motion and it passed unanimously.**

**7. Approval of Minutes:** Rose Bisson moved to approve the minutes of 8/28/13. Carol Misak seconded the motion. The minutes should be amended to reflect the following corrections:

*Section 7, third sentence should be amended to read..."bus transportation and as a result, **reduced** transportation costs."*

*Also under Section 7, Dr. Graseck would like to **request repairs made to the well and pump be paid by the CNR fund.***

*Under Section 15, the first item under Next Agenda Planning should include the word "**selectmen**" at the end of the bullet.*

**The minutes, as amended, passed with the following vote:**

**YES: J. Fox, C. Misak, C. Wade, A. Gruenberg, R. Bisson, and J. Burnham**

**ABSTAIN: D. Stewart, M. Donnelly**

**Rose Bisson moved to approve the minutes of 9/5/13. C. Misak seconded the motion and it passed with the following vote:**

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

**ABSTAIN: M. Donnelly**

**8. Superintendent Reports/Recommendations:**

**a. Financials:** The 2012/2013 financials are closed with the exception of some small encumbered expenses.

The 2013/2014 financial statements were distributed. The finance committee has discussed the current budget expenses. The end of September will represent the end of the 90 day period for budget appropriations and the Board of Finance will then have to approve budget allocations each month equal to 1/12 of the last approved budget of 2012/13.

**b. School Readiness Update:** An oversight committee was established on September 24<sup>th</sup> for the Scotland/Hampton readiness program for a 6 month period due to the resignation of the coordinator this summer. The board discussed current enrollment, financial projections, and the duty of the Board of Selectmen to fund any shortfall in the program since money is awarded to towns, not Boards of Education.

**c. Other:** Dr. Graseck submitted a facility survey and is meeting with representatives of DEEP to discuss air quality regulations.

## 9. Principal Reports:

**a. CMT Brief Overview:** Ms. Guari briefly discussed the findings of the CMT results as they pertained to the students at Hampton Elementary School. There were great strengths and improvements shown in certain areas. Weaknesses were assessed to help focus program and staff development. Ms. Guari is also hoping the state will allow HES to pilot the Smarter Balance Assessments instead of administering CMTs again. The board applauded the leadership and growth that the school has experienced with Ms. Guari.

**b. Other:** Ms. Guari also distributed her monthly principal report which included:

- a schedule of upcoming events;
- a review of the Open House;
- a review of NWEA testing;
- a review of Professional Development/Teacher Evaluation;
- summer reading logs;
- student enrollment numbers by grade.

**15. 2013/2014 Budget:** The board discussed the most recent referendum results, the action taken by the board of finance, and the needs of the school. The Board of Finance did not ask the Board of Education to present a budget that would represent the current bottom line proposal, but Mr. Burnham believed the board should prepare a budget that would be implemented if the current cuts are approved.

The board then held a lengthy discussion that considered line items that would be impacted, including the following:

Instructional Supplies;  
Textbooks;  
Business Coordinator;  
Library/Media Specialist;  
Paraprofessionals;  
Art;  
Reading Specialist;  
Math Support;  
Music;  
Administration.

Russ Fontaine recommended the board consider cost/benefit analyses for each possible cut that included the impact to the budget and the impact on students.

Mr. Becker and Mrs. Donahue requested the board be as detailed as possible so residents knew what they would be voting for or against.

The board did not make any cuts at this time, but will meet again to consider budget implications.

## 14. Student Activity Funds: Separation of Duties and Check Signers:

The SAF should have a separation of responsibilities. **Rose Bisson moved to appoint the Business Coordinator as treasurer, the principal and superintendent as authorizers, and the executive secretary**

**and guidance counselor as check signers for the Student Activity Fund. Doug Stewart seconded the motion and it passed unanimously.**

**17. BOE Communication to the Public:**

The board will need to be prepared to present information to the public.

**18. Next Agenda Planning:** None

**19. Audience for Staff/Citizens:** Mark Becker said the board needed to be careful and not simply publish a list of cuts. He was very concerned that the cuts shouldn't imply they were achievable and the school could operate on the reduced budget.

Mrs. Donahue also said that any impact statements could be tricky. Interpretations will be made from many angles.

Factual information will come from the board.

**All other (and unaddressed) agenda items were deferred. Rose Bisson moved to adjourn at 10:50 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.*