

HAMPTON BOARD OF EDUCATION
HAMPTON, CT
MEETING MINUTES
September 26, 2012

The meeting was called to order at 7:03 P.M. by board chair John Burnham. Members present were 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 were board members Doug Stewart and Joan Fox.

2. Audience for Staff: Ms. Lindorff told the board Hampton was well represented by students at the most recent Artists in the Country in Woodstock.

3. Audience for Citizens: Dayna McDermott expressed her appreciation for the article submitted by Dr. Graseck to the Hampton Gazette. His article clarified the components of an exemplary education and addressed concerns of the residents. Ms. McDermott also inquired about the policies regarding programs held in Hampton and communication with students at HES and policies regarding postings on the school bulletin board.

4. Written Communications: None

5. Approval of Minutes: 8/22/12:

Ann Gruenberg moved to approve the minutes of 8/22/12. Catherine Wade seconded the motion. The following corrections should be applied:

Under item #6.a.: Ms. Bisson commended the administration for the planning and monitoring of a \$2 million budget so closely. It was excellent management and administration.

The motion to approve the minutes, as corrected, passed unanimously.

6. Superintendent Reports/Recommendations:

a. Financial Report:

i. Dr. Graseck presented the various grant reports, including federal and state grants and grants awarded through private foundations. Dr. Graseck is concerned with the sustainability of the preschool school readiness program since there has not been an increase in funding, but expenses continue to increase. Dr. Graseck and the administration also discussed the Capital Non-Recurring Fund and various ways this is funded.

ii. 2012/13: The financial documents have been shared with the finance committee and all expenditures are within budgeted guidelines.

b. Server Room & Superintendent's Office Remodeling Project:

The technology representative from EASTCONN was recently at the school to review and recommend remodeling needs for the closet that will house the server. All associated costs will be brought to the PP&O committee. Dr. Graseck also discussed the request to remodel the superintendent's space to afford him and guests with privacy and a meeting place that can hold

confidential conversations. The board recommended a survey of all space utilization in the building.

c. Teacher Evaluation Standards: The state will be piloting the new teacher and administrator evaluation tools this year and all schools will need to have an approved evaluation tool in place for next year. Dr. Graseck has already attended one program that addressed the new requirements and will gather more information as it becomes available. The board and Dr. Graseck also discussed the new guidelines of evaluations and the required approval timeline the board will need to follow. Dr. Graseck and Ms. Guari will also attend workshops on October 1st and the 16th.

d. Sequestration: Dr. Graseck alerted the board to the impending effect if sequestration becomes reality at the federal level and how it will impact funding.

e. Update on New Food Service Requirements: Dr. Graseck distributed documentation outlining the new food requirements for school food programs. The members of the food service staff and administration are also in discussions with local farmers to bring some elements of the food to table movement to HES.

f. Update on FOI complaint: A complaint was filed on June 5, 2012 regarding the teacher retirement incentive program discussed but not noticed on an agenda. FOI agency has turned the complaint over to an ombudsman with the agreement of both parties. Mr. Burnham distributed a reply he drafted and sent to the ombudsman.

g. REAP award: HES was awarded the grant again this year. It is over \$17,000 but will be less than the \$19,500 awarded last year. The board will kept informed of various ways the administration would like to utilize this money.

7. Principal Report:

a. School Improvement Plan: Ms. Guari distributed a general BOE update. The staff will be surveyed and the results will be used in the School Improvement Plan. The plan will be completed and presented to the board at the next meeting.

b. Other: The board and Ms. Guari also discussed ways to distribute the newsletter to the community at large.

8. Committee and Representative Reports/Recommendations:

a. CABE: The board of directors and commissioner of education met. Between now and the next meeting CABE will be sending a letter to all board chairs regarding vision and communications. Ms. Gruenberg is on the vision committee.

b. Community and Staff Relations: To be discussed later.

c. EASTCONN: The invited speaker presented a program on the common core and assessment standards and how they'll be used to compare results against the rest of the country and 63 other schools throughout the world. Dr. Wade also distributed a brochure with this year's program offerings and discussed shared services opportunities.

d. Finance: The committee met and reviewed the budget v. actual reports and continue to work on a comprehensive report on benefits with a presentation for October with discussion for the November meeting.

e. PP&O/Roof Project: The committee has not met.

f. Policies: The committee will present policies under business. Ms. Bisson noted the committee had limited representation at the previous meetings and asked if there was anything the board could do to help secure attendance.

g. Hampton Green Energy Committee: The dedication of the new panels will happen on November 13th. Ms. Guari will use the opportunity to increase student awareness at the same time.

h. Ad Hoc Shared Services Committee: Ms. Fox was not at the meeting. Dr. Wade reminded everyone that EASTCONN is recommending the health collaborative as it could represent significant savings.

9. Policies:

a. Ann Gruenberg moved to give final approval to policies 4218.231, 4118.231, 5145.4, 6141.323, and 6142.101. Lisa Siegmund seconded the motion. After a discussion regarding the policies, **the motion to grant final approval passed with the following vote:**

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

ABSTAIN: R. Bisson

b. Ann Gruenberg moved to give final approval to policy 3280. Catherine Wade seconded the motion. After a brief discussion, **the motion and second to give final approval was withdrawn.**

c. Ann Gruenberg moved to give final approval to policies (bylaws) 9131, 9150, 9222, 9314, 9323, and 9350 and rescission of previous policies. Catherine Wade seconded the motion.

These bylaws are updated versions from CABE with updated legal references. **The motion passed with the following vote:**

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

ABSTAIN: R. Bisson

d. Ann Gruenberg moved to give tentative approval to policies (bylaws) 9125, 9311, 9121, 9330, and 9221. Lisa Siegmund seconded the motion. After a discussion of the proposed policies, **the motion and second to give tentative approval was withdrawn. Ann Gruenberg moved to give tentative approval to policy 9125. Lisa Siegmund seconded the motion and it passed with the following vote:**

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

ABSTAIN: R. Bisson

Board member Lisa Siegmund left the meeting at 9:40 P.M.

10. Job Descriptions/Scope & Authority, Duties and Responsibilities:

These were e-mailed to members earlier. The board discussed the scope, responsibilities and roles of the following administrators:

Business Manager

Director of Human Resources

Director of Pupil Personnel

Elementary Principal

Superintendent

Rose Bisson moved to approve the job descriptions, as presented, for the above listed jobs. Ann Gruenberg seconded the motion and it passed unanimously.

11. Discharge of Administrative Model Committee: This committee will remain intact but dormant at this time.

12. Review charge of Community and Staff Relations Committee: After a discussion of the scope and purpose of this committee it was decided Mr. Burnham and Dr. Graseck will develop a recommendation to be presented to the entire board to consider the committee's charge.

13. Roof Project: Rose Bisson moved to accept the roof project, state project #063-0012, as complete. Ann Gruenberg seconded the motion and it passed unanimously.

14. Board Newsletter: The board discussed the effectiveness of a separate board newsletter and the newsletter sent out by the principal. The board can add items to the principal newsletter and that newsletter can have hyperlink to the board website. Separate newsletters can go out at budget time.

15. CABE Recognition: Not relevant to HES at this time.

16. Leadership Team Goal Setting: The evaluation instrument was shared with Dr. Graseck at the last meeting. The superintendent's goals will be aligned with one or more board goals and discussed at the next meeting.

17. BOE Communication with the Public: The board will continue to add items to the principal's newsletter. Dr. Graseck and Ms. Guari will continue to submit articles to the Hampton Gazette and High Road newspapers.

18. Audience for Citizens: None

19. Next Agenda Items:

- an organizational chart based on job descriptions;
- Policies;
- Response to vision and communications committee submitted by CABE;
- Additions to the agenda;
- Report from superintendent regarding a meeting with certified staff to discuss the HSA accounts for insurance;

15. Ann Gruenberg moved to adjourn at 10:30 PM. Catherine Wade 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.