

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT**

REGULAR MEETING
May 25, 2011

The meeting was called to order at 7:05 PM by Board Chair John Burnham. Members present were Rose Bisson, Maryellen Donnelly, Dan Savino, Catherine Wade, Lisa Siegmund, Ann Gruenberg, and Doug Stewart (7:15 PM). Also present were Superintendent/Principal Marsha Willhoit and Financial Assistant Sally Lehoux. Unable to attend was board member Carol Misak.

2. Audience for Teachers: None

3. Audience for Citizens: None

4. Peer Mediation Presentation:

School Counselor Sam Roberson introduced four members of the peer mediation program at Hampton Elementary School—Sierra Burke, Rachael Vroman, Taylor Vertefeulle, and Zoe Blanchard. The students presented the board with their insights into the work they've done this year for peer mediation. Mackenzie Stewart, another peer mediator was unable to attend. Ms. Willhoit presented the students with certificates and pins in appreciation for their work this year.

5. Written Communications to the Board: None

6. Additions to the Agenda:

Rose Bisson moved to add discussion of contracts for the principal position and superintendent position to the agenda under 10.a and to reletter remaining items to follow. Maryellen Donnelly seconded the motion and it passed unanimously.

7. Approval of Minutes:

Ann Gruenberg moved to approve the minutes of 4/27/11. Catherine Wade seconded the motion. The minutes were amended as follows:

-Under 8.f.: the telephone conference was with the board attorney.

The motion to approve the minutes, as amended, passed with the following vote:

YES: J. Burnham, C. Wade, R. Bisson, D. Savino, M. Donnelly

ABSTAIN: D. Stewart, L. Siegmund, C. Wade

Dan Savino moved to approve the minutes of 5/5/11. Maryellen Donnelly seconded the motion and it passed with the following vote:

YES: J. Burnham, A. Gruenberg, C. Wade, R. Bisson, D. Stewart, M. Donnelly, D. Savino

ABSTAIN: L. Siegmund

8. Superintendent/Principal Report/Recommendations:

a. Financial Report:

The financial statements are on track with the budget thus far. Administration expects a small surplus (less than \$10,000.)

b. Roof and Multipurpose Room Operable Wall:

The projects have gone out to bid. The walk-through for the roof project is scheduled for May 26.

c. Other:

Ms. Willhoit discussed potential staffing options for an upcoming maternity leave and responses to the reading position vacancy.

Mr. Stewart asked for an update on the lunch program, including information on the financial solvency of the program and how other neighboring elementary schools run their program. Ms. Willhoit responded the committee continues to meet and discuss food service options.

9. Committee and Representative Reports/Recommendations:

- a. **CABE:** The board of directors meet next week to vote on the budget. CABE continues to collect data on board budget experiences this year and then disseminate the information to member boards.
- b. **Community and Staff Relations:** None.
- c. **EASTCONN:** Annual meeting was held April 26. Dr. Wade distributed a copy of EASTCONN accomplishments for this year.
- d. **Finance:** The committee discussed process for meeting with non-certified staff. The committee will consult the contracts and agreements to establish meeting parameters. A meeting will be held in the fall. The HEA negotiated insurance issue still needs to be worked out.
- e. **Physical Plant and Operations:** None
- f. **Roof Replacement:** To be reported by building committee. The bid has gone out and the walk through will occur tomorrow.
- g. **Policies:** under 10.b(as relettered.)
- h. **Hampton Green Energy Commission:** Maryellen Donnelly discussed her conversations with the company that would install the solar panels for the roof project. The current roof design will not support the panels. The company will be put in contact with the architectural firm so the panel placement can be accomplished.
- i. **Administrative Model:** The committee met and discussed the charge of the committee. The board also discussed the importance of community input.
- j. **HSA Study Committee:** This committee work will start in the fall.

10. BUSINESS: (Action anticipated on All Items)

- a. **Adminstrator Contracts:** The contracts for the principal and the superintendent will expire on June 30, 2011. The board discussed potential changes to the contracts. Legal counsel has been asked to draft two contracts. They have not been received yet. Mr. Burnham will distribute the drafts when he receives them so the board has time to review the proposals.
- b. **Policies:**

I. Ann Gruenberg moved to recommend the board give final approval to policy 6141.312—Migrant Students and rescind the old version of same policy. Lisa Siegmund seconded the motion and it passed unanimously.

Ann Gruenberg moved to recommend the board give final approval to policy 6171.2—Preschool Special Education. Lisa Siegmund seconded the motion and it passed unanimously.

II. Ann Gruenberg moved to recommend the board give tentative approval to policy 9132/9133—Bylaws, Committee and Advisory Committees. Maryellen Donnelly seconded the motion. After a discussion of the proposed policy, with recommendations for language change and review, the motion to give tentative approval passed unanimously.

Ann Gruenberg moved to recommend the board give tentative approval to policy 9250—Remuneration and Reimbursement. Dan Savino seconded the motion and it passed unanimously.

The committee will continue to work on policy 9270—Conflict of Interest.

- c. **School Readiness Grant Application:**
Dan Savino moved to approve the submission of the school readiness grant application as recommended by Superintendent Willhoit. Ann Gruenberg seconded the motion and it passed unanimously.

The board wished to express their gratitude and thanks to the teachers and superintendent for their effort on the grant application.

d. Healthy Food Certification: Approval of the certification will authorize an extra 10¢ reimbursement per lunch served. The school will be restricted to program parameters for food served in the school. After a brief discussion, **Maryellen Donnelly moved that Hampton Elementary School participate in the Healthy Food Certification program. Lisa Siegmund seconded the motion and it passed unanimously.**

e. Discussion of Latchkey Costs and Feasibility of Continuing Program: The latchkey program is losing money. Ms. Willhoit has discussed the feasibility of such a program with Paula Colen, executive director of EASTCONN, on a regional basis. After a discussion of before and afterschool care for children in the region, **Doug Stewart moved to discontinue the latchkey program as of the end of school year, with regret. Maryellen Donnelly seconded the motion and it passed unanimously.**

The board would like to extend their thanks to the staff running the program now.

f. 2010/2011 Budget Projections and Use of Funds: The board discussed projections of possible surplus. If a surplus does exist at the end of the year, it will be small. The PPO committee will also discuss building needs if there is a surplus and consider the allocation of those funds.

g. Review Budget Process: The board discussed the effectiveness and efficacy of the timeline and process used this year to develop the budget proposal.

h. BOE Communication to the Public: None

i. Audience for Citizens: None

j. Next Agenda Planning:

- End of Year expenditures;
- Latchkey response from outside agencies;
- bid awards for operable wall;
- update on reading position search and resignation;
- policies.

k. Maryellen Donnelly moved to enter into executive session at 9:30 PM for the purpose of discussion concerning performance and evaluation of a public officer or employee. Dan Savino seconded the motion and it passed unanimously.

The board returned to public session at 11:08 P.M.

Maryellen Donnelly moved to adjourn at 11:08 P.M. Ann Gruenberg seconded the motion and it passed unanimously.

Respectfully submitted,

Jennifer Nelson
Recording Secretary

Note: Per C.G.S. 10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. 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.