

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT**

**MEETING MINUTES
August 31, 2011**

The meeting was called to order at 7:07 PM by Board Chair John Burnham. Members present were Carol Misak, Rose Bisson, Maryellen Donnelly, Dan Savino, Ann Gruenberg and Doug Stewart. Also present were Superintendent/Principal Marsha Willhoit and Business Coordinator/Admin. Asst. Sally Lehoux. Unable to attend were board members Catherine Wade and Lisa Siegmund.

2. **Audience for Teachers:** None
3. **Audience for Citizens:** Kathi Newcombe expressed her concern that the agenda hadn't been properly posted at town hall and citizens were unaware of the meeting. After a discussion of Mrs. Newcombe's concerns, **Maryellen Donnelly moved to adopt the agenda as printed. Rose Bisson seconded the motion and it passed unanimously.**

Mrs. Newcombe also requested a grade by grade census for last year.

4. **Written Communications to the Board:** None
5. **Additions to the Agenda:** None
6. **Approval of Minutes:**
Dan Savino moved to approve the minutes of 7/13/11. Rose Bisson seconded the motion. The minutes passed with the following vote:
YES: J. Burnham, C. Misak, R. Bisson, D. Savino, M. Donnelly, and A. Gruenberg.
ABSTAIN: D. Stewart

7. Superintendent/Principal Report/Recommendations:

a. Financial Report:

The 2010-11 budget has been closed out and a final transfer to offset the café deficit was \$35,232.98 and a transfer of \$14,936.99 was made to the latchkey program.

b. Before/After School Care Update:

There won't be a before and after care program at Hampton this coming year. The board discussed the possibilities that may be available.

c. CMT Report:

Mrs. Willhoit distributed the latest CMT reports. The board discussed the successes and challenges that were expressed by the report. Mrs. Willhoit also discussed her action plan to address the challenges, will also participate in a series that addresses administrator evaluation practices and will address curriculum writing. The SDE will be adopting a common core of learning and those goals will be out within the next year.

d. Other: The opening day has been delayed.

8. Committee and Representative Reports/Recommendations:

- a. **CABE:** CABE has posted podcasts on their website and the convention is coming up.
- b. **Community and Staff Relations:** None.
- c. **EASTCONN:** There will be a ribbon cutting ceremony on September 27th for the new conference center at 3 PM.
- d. **Finance:** None.
- e. **Physical Plant and Operations/Roof Building Committee:** Mr. Stewart spoke on behalf of the roof committee first. The roof was not completed when expected and he continues to monitor the project. Mrs. Bisson expressed her appreciation for Mr. Stewart's dedication to the project. Under PPO: There is broken panel in the green house that will be replaced. The stage wall is completed and running. Two classrooms have been tiled. The board also discussed school preparedness—reviewing the experience following Hurricane Irene.

- f. **Policies:** Bylaws updates and revisions to policies in response to legislative changes will be discussed at the next meeting.
- g. **Hampton Green Energy Commission:** Ms. Donnelly discussed the latest opportunities with the solar panels.
- h. **Administrative Model:** The committee has received job descriptions from EASTCONN and RD 11 to review responsibilities for superintendent, principal, director of pupil services, business manager, and human resource personnel. The board may also want to consider director of maintenance. The board discussed the various positions.

9. BUSINESS: (Action anticipated on All Items)

a. Consider and Act on Revision to School Calendar:

The school was made aware of the requirement that a holiday be observed on January 2, 2012. As a result of the hurricane Hampton Elementary School has missed 3 student days already this year. Mrs. Willhoit will review all the calendar options and report back to the board.

b. Superintendent/Leadership Team Evaluation:

Dan Savino moved to enter into executive session at 9:10 PM for the purpose of discussion concerning performance and evaluation of a public officer or employee. Rose Bisson seconded the motion and it passed unanimously.

10. BOE Communication to the Public: When the website is functioning the administration will post professional development objectives for this year.

11. Audience for Citizens: First Selectperson Kate Donnelly told the board there were still 25 roads in Hampton blocked by downed trees and wires.

12. Next Agenda Planning:

- policies;
- CMT reports;
- 5-year plan;
- calendar.

The Board returned to public session at 10:40. **Rose Bisson moved to adjourn at 10:41. Carol Misak 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.