

HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
MEETING MINUTES
WEDNESDAY, APRIL 23, 2014
6:30 PM
HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

Board Chair John Burnham called the meeting to order at 6:35 p.m. Members present were: Stan Crawford, Ann Gruenberg, Doug Stewart, Maryellen Donnelly and Catherine Wade. Also present were Superintendent of Schools Dr. Paul Graseck, Principal Elise Guari, and Business Coordinator Sally Lehoux.

1. **Leadership Team Evaluation – Maryellen Donnelly made a motion to enter into executive session for discussion concerning evaluation of public officers or employees. Ann Gruenberg seconded the motion, and Dr. Graseck was invited to attend.** Returned to public session at 7:07pm.
2. **Audience for Staff** – Sabrina Pasquarelli and Wendy Timberman were present to represent staff. Sabrina Pasquarelli acknowledged the board’s diligence during this time period.
3. **Audience For Citizens** – Mark Becker
4. **Written Communications To Board** – John Burnham informed the board that he received an email from Rhea Brouliard and that he would forward this email to the other members of the board, and that a copy would be made available in the school office.
5. **Approval of Minutes:**
 - a. **Approval of 03/12/14:**
 - i. **Stan Crawford moved to approve the minutes of March 12, 2014. Ann Gruenberg seconded the motion.** The minutes should be amended as follows: Rose Bisson attended the meeting electronically. **The motion to approve the minutes, as amended, passed with the following vote:**
Yes: John Burnham, Catherine Wade, Stan Crawford, and Maryellen Donnelly
Abstain: Doug Stewart
 - b. **Approval of Minutes: 03/19/14**
 - i. **Doug Stewart moved to approve the minutes of March 19, 2014. Stan Crawford seconded the motion.** The minutes should be amended as follows: The last line of item three should state Carrie Boron instead of Kerry Brown. **The motion to approve the minutes, as amended passed with the following vote:**
Yes: John Burnham, Maryellen Donnelly, Catherine Wade, Stan Crawford and Doug Stewart.
Abstain: Ann Gruenberg
6. **Superintendent Reports/Recommendations**
 - a. **Financials**—Dr. Graseck reported to the board that the financial committee had met and as of now the school is paying its bills and will continue to do so. He also brought it to the board’s attention that the school has gone over in its oil budget.
 - b. **Other**
 - i. **Town Audit Report** - Dr. Graseck provided the board with copies of the Town Audit Report. Dr. Graseck went on to explain the findings that came from the audit, and the actions that have been taken so far to address these findings.
 - ii. **Department of Energy and Environmental Protection (DEEP) Report** - Dr. Graseck also informed the board that on April 1, 2014 a sizeable amount of oil was found on the ground behind the school. Steps were taken to deal with the oil which included the First Selectman and DEEP. The town scooped out the soil with the oil and replaced it with new soil. Tests came back on the oil, and it was not hazardous.
 - iii. **Cafeteria Audit Report** – Dr. Graseck informed the board of the problems that the audit identified and the penalties that came from these identified problems. He also noted that all of the identified problems have been fixed. Principal Elise Guari also spoke to the board about the entire process and about how it was definitely a learning experience.
 - iv. **Oil Purchasing Procedure** – Dr. Graseck asked to withdraw this from the agenda because after the meeting with the finance committee he would like to go to the policy committee first.
7. **Principal reports**
 - a. **Upcoming Events** – Principal Elise Guari informed the board of the following upcoming events that are occurring at the school.
 - i. **14—18 Spring Break**
 - ii. **21st-25th Sixth Grade at Nature’s Classroom**
 - iii. **May 7th Preschool Screening**
 - iv. **May 8th Kindergarten Orientation**
 - v. **May 23rd Full Professional Development**
 - vi. **May 26th No School Memorial Day**

- b. **Teacher Evaluation Update** - The revisions to the plan that the Board voted on last month were approved by the State Department of Education.
 - c. **Spring Assessment Update – SBAC, NWEA** - This spring will begin the third session of NWEA testing for students in preschool through Grade 6.
 - d. **Sixth Grade Update** – The Sixth graders are at Nature’s Classroom this week. When they come back they will begin transition activities with PHHS.
 - e. **Preschool Update** –The preschool grew by two students who have since had to withdraw due to family reasons.
8. **Addition to the Agenda – Ann Gruenberg moved to add policy 3516 to the agenda. Maryellen Donnelly seconded the motion and it passed unanimously. Maryellen Donnelly made a motion to add Hampton Green Energy to the agenda. Ann Gruenberg seconded the motion and it passed unanimously. Ann Gruenberg made a motion to approve policy 3516. Maryellen Donnelly seconded the motion and it passed unanimously.**
9. **Last Day of School** – Dr. Graseck provided the board with three proposed options for determining the last day of school. Option #1 was to keep the school calendar as is and have the last day of school Monday, June 23, 2014. Option #2 was to end school for teachers on Monday June 23, 2014, but reduce student days to 182, with last day of school becoming Friday, June 20, 2014. Option #3 was to change the Professional Development Day from Friday May 23, 2014 to Monday June 23, 2014, and have the last day of school for students on Friday May 20, 2014. **Maryellen Donnelly made a motion to accept changing the Professional Development Day from Friday May 23, 2014 to Monday June 23, 2014, and have the last day of school for students on the Friday June 20, 2014. Stan Crawford seconded the motion and it passed with the following vote:**
- Yes: John Burnham, Maryellen Donnelly, Catherine Wade, Stan Crawford and Ann Gruenberg.**
- No: Doug Stewart**
10. **May 1st Deadline for Nonrenewal Notices** – Dr. Graseck informed the board that it is a State Mandate to inform staff before May 1st if their contract is not going to be renewed. Dr. Graseck asked the board that he be able to do this for April Basch and Richard LeBlanc. **Doug Stewart made a motion per state requirements and moved that the contracts of employment for April Basch and Richard LeBlanc not be renewed for the following year upon their expiration at the end of the 2013-2014 school year, and that the Superintendent of Schools be directed to advise such persons in writing of this action. Stan Crawford seconded the motion and it passed unanimously.**
11. **Committee and Representative Reports/Recommendations**
- a. **CABE** – Ann Gruenberg touched on the upcoming events that are being hosted by CABE and informed the board of a recent trip they took to New Orleans.
 - b. **EASTCONN** – Catherine Wade informed the board of an invitation that EASTCONN had extended to them. The event will be held in May at the EASTCONN building.
 - c. **Finance** – Nothing to report on at this time.
 - d. **Policies** - Ann Gruenberg informed the board that they met, and per a request have added social media to their agenda.
 - e. **Communications Committee** – The newsletter is at the printers.
 - f. **Tritown Study** – Dr. Graseck touched on the fact that the committee went over the student population in the upcoming seven years, and according to a report, Scotland and Chaplin will see a decline in the student body and Hampton will see an increase. Mark Becker informed the board that this report is on the town website.
 - g. **Hampton Green Energy** - Maryellen Donnelly touched on the fact that the committee should revisit ideas that they had on energy conservation. Dr. Graseck also reminded the board that Conserv was looking to do a presentation for them and perhaps the board could look into a date and time for that presentation to be done.
12. **BOE Communication to the Public** – John Burnham reiterated that the Newsletter was at the printer and will be mailed out soon. He also pointed out that there is a Budget Meeting at the Town Hall on April 30, 2014 at 7:30pm.
13. **Next Agenda Planning** –
- a. Policies
14. **Audience for Staff/Citizens** – None at this time
15. **Adjournment** –**Doug Stewart made a motion to adjourn at 9:56. Ann Gruenberg seconded the motion and all were in favor.**