

HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
MEETING MINUTES
WEDNESDAY, AUGUST 27, 2014
6:30 PM
HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

Board chair John Burnham called the meeting to order at 6:33 p.m. Members present were Maryellen Donnelly, Joan Fox, Lisa Siegmund, Doug Stewart, Rose Bisson and Catherine Wade. Also present were superintendent of schools Dr. Corinne Berglund, Principal Elise Guari, and Business Coordinator/Administrative Assistant Sally Lehoux.

1. **Audience For Staff** – Debra Leavens read a quick speech she had prepared. It cited a prior Board of Education meeting where she felt a comment was made that was hurtful to her. Rose Bisson apologized for the comment and thanked Debra for coming and giving her the opportunity to apologize.
2. **Audience For Citizens** – Mark Becker informed the board that the PTO is selling long and short sleeve t-shirts with the Hampton Elementary School Logo on them.
3. **Written Communications To Board** – None
4. **Approval of Minutes: 06/25/14**
 - a. **Rose Bisson made a motion to approve the minutes of June 25, 2014 with the correction that she was in attendance by Skype. Catherine seconded the motion and it passed with the following vote:**
Yes: John Burnham, Rose Bisson, Maryellen Donnelly, Catherine Wade, and Joan Fox.
Abstain: Doug Stewart and Lisa Siegmund.

Approval of Minutes: 6/26/14

 - b. **Doug Stewart moved to approve the minutes of June 26, 2014. Rose Bisson seconded the motion and it passed with the following vote:**
Yes: John Burnham, Rose Bisson, Catherine Wade, Maryellen Donnelly and Doug Stewart.
Abstain: Joan Fox and Lisa Siegmund.
5. **Superintendent Reports/Recommendations**
 - a. **Financials** – Dr. Berglund informed the board that the Finance and Operations Committee had met and had reviewed the budget for the 2013-2014 school year. They had also reviewed the budget for July 2014, and it looks as though everything is in order.
 - b. **School Opening-** Dr. Berglund said that she enjoyed meeting a lot of new people on the first day of school.
6. **Principal Report**
 - a. **Upcoming Events** – Principal Elise Guari informed the board of the following upcoming events at the school.
 - i. **August 27th First Day Celebration**
 - ii. **September 1st No School**
 - iii. **September 4th Open House**
 - iv. **October 1st School Pictures**
 - v. **October 13th No School**
 - vi. **October 14th Professional Development Day**
 - b. **Teacher Evaluation** – Principal Elise Guari informed the board that The Professional Educators Learning and Evaluation Plan is currently being reviewed at the SDE. It was submitted with the changes requested per their spring review. The changes involved specific language from the state model being present in the local plans. Those changes were made and submitted to the state Talent Office per their directions.
 - c. **PTO Update-** Principal Elise Guari reported to the board that the PTO members are hard at work planning this year's events and fundraisers. They plan to select events for the month and send flyers out to families asking them to save the date. She also noted that the PTO had a table set up on the first day of school where they sold t-shirts. To bring awareness to the box top program they also displayed various products with box top points on them.
 - d. **First Day** – Principal Guari informed the board that this year families and guardians were welcome to attend the opening day with their children. This is something that previously hasn't happened in Hampton and the staff and administration were looking forward to the event. She also informed the board that the parents did not ride the bus with the students but did meet them at the school. Once the children arrived, the parents and the students went down to the student's classroom and unpacked. At 9:00 everyone attended an assembly in the gymnasium. It was estimated that 40 parents and/or guardians participated in the first day of school.
 - e. **Preschool Update** – Principal Guari reported that the preschool program is currently full with 11 full day students and 7 part day students enrolled. It was also noted that there currently are 3 students on the waiting list.
 - f. **Security Hazard Plan** – Principal Guari informed the board that the Safety and Hazard Plan is completed and the school can move on to apply for the School Security Grant Program. The focus of the grant is to put in a reception area at the entrance of the school, address the heating/cooling issue in the kitchen, and address some single window air conditioners. Rose Bisson shared her concerns about the cost of the reception area. Mark Becker asked if the lighting issue near the security cameras could be addressed with the grant. Principal Guari explained that this issue was already handled with the Dark Sky initiative. Maryellen Donnelly spoke on this grant.

7. **School Safety and Security** – The board decided that the Board Chairman would sign off on the School Security Grant Program so that it can be submitted before the deadline. If the grant is awarded it would become a board issue to approve.
8. **Donation – Maryellen Donnelly made a motion to accept the donation of \$110.00 with gratitude into the school’s donation fund. Joan Fox seconded the motion and it passed unanimously.**
9. **Addition to the Agenda – Rose Bisson made a motion to add the administration model committee to the agenda. Catherine Wade seconded the motion and it passed unanimously.**
10. **Committee and Representative Reports/Recommendations**
 - a. **Administration Model Committee** – Rose Bisson thought this committee should be reactivated with the hire of the part-time superintendent. John Burnham reinstated the committee with members Rose Bisson, Maryellen Donnelly, Ann Gruenberg and Catherine Wade.
 - b. **CABE** – Dr. Berglund informed the board that she had been asked the number of board members that have served for more than 10 years. It was determined that John Burnham, Ann Gruenberg, Lisa Sigmund, Catherine Wade and Rose Bisson have all served 10 or more years, however not necessarily consecutive years.
 - c. **EASTCONN** – Catherine Wade informed the board that it was a real advantage to have EASTCONN so close to us due to the large amount of resources they can provide.
 - d. **Finance** – Rose Bisson informed the board that the committee had met Monday. Rose Bisson also pointed out that left over funds were transferred to the capital gains non-recurring fund. The committee also touched on an outside food service and it was determined that it was not a viable option.
 - e. **Policies** – Lisa Sigmund informed the board that the committee had met and new policies should be up and coming.
 - f. **Communications** – Joan Fox informed the board that the newsletter is moving right along and the first one should be out in October. She informed the board that among the many things in the newsletter, a letter from the principal will be included. Mark Becker interjected that it might be nice if the sale of t-shirts by the PTO could be included in the newsletter.
 - g. **Shared Services** – John Burnham informed the board that he is working on getting this committee up and running.
 - h. **Tri Town Study** – John Burnham spoke on his attendance to this committee in place of another board member. He touched on some of the options that the plan had laid out. He informed the board that the next meeting would be held September 23, 2014 at 6:00pm at EASTCONN. The board discussed the study in great detail. Rose Bisson asked the reason for 4 buses being parked in the school parking lot. Principal Guari replied that the bus company had a spare in case something ever happened to one of our buses. Joan Fox asked if it was ever looked into for all children to be picked up at the same time with the bus making stops to the two different schools. Principal Guari said that she would check with the bus company to see if they could provide data on that scenario.
11. **BOE Communication to the Public** – Covered in prior discussion and nothing new at this time.
12. **Next Agenda Planning** –
 - a. Superintendent Report
 - b. Principal Report
 - c. Committees
 - d. Curriculum
13. **Audience for Staff/Citizens** – Mark Becker touched on the fact that as a parent he had concerns with Pre-K thru 12th grade riding the bus at the same time. He also would like the board to keep the community abreast of the grants that they have looked into, including the ones where it’s been established that the town is ineligible. Principal Guari informed the board of donations that two teachers had received for projects after submitting online requests.
14. **Adjournment** – Lisa Sigmund made a motion to adjourn at 7:56. Joan Fox seconded the motion and all were in favor.

Respectfully Submitted by Rachel Linkkila