

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT**

REGULAR MEETING MINUTES

November 20, 2013

The meeting was called to order at 6:36 PM by Superintendent of Schools Paul Graseck. Members present were Joan Fox, Stan Crawford, Catherine Wade (arrived at 6:50 PM), Rose Bisson, John Burnham, Doug Stewart, and Maryellen Donnelly. Also in attendance was Business Coordinator Sally Lehoux and Principal Elise Guari. Unable to attend were board members Ann Gruenberg and Lisa Siegmund.

Dr. Graseck welcomed newly elected member Stan Crawford to the board and congratulated Doug Stewart for his election to a full term.

2. Board Reorganization:

a. Election of Officers:

Doug Stewart nominated John Burnham for board chair. Stan Crawford seconded the nomination. John Burnham was elected board chair with the following vote:

YES: J. Fox, S. Crawford, R. Bisson, J. Burnham, D. Stewart, M. Donnelly

Doug Stewart nominated Rose Bisson for board vice-chair. Maryellen Donnelly seconded the nomination. Rose Bisson was elected vice-chair with the following vote:

YES: J. Fox, S. Crawford, R. Bisson, J. Burnham, D. Stewart, M. Donnelly

Rose Bisson nominated Lisa Siegmund for secretary. Maryellen Donnelly seconded the motion. Lisa Siegmund was elected secretary with the following vote:

YES: J. Fox, S. Crawford, R. Bisson, J. Burnham, D. Stewart, M. Donnelly

b. Committee Assignments: Deferred until later in the meeting.

3. Audience for Staff: None

4. Audience for Citizens: Mark Becker commented there was a large number of citizens at this meeting to show good faith in the school and they would like to offer donations to the school to offset the recent budget reductions. Mr. Burnham deferred any action on the donations until item #7, however, residents stepped forward to give their donations to the board. Mr. Burnham also conveyed the message delivered to him by letter of a donation from Pro Insulation Co. Pro Insulation also encourages other businesses in town to also support the school.

Kathy Donahue encouraged the board to form a joint committee of board members and interested citizens to research and apply for grants that could be used for school needs and to help offset the burden on local taxpayers.

Dayna McDermott sought clarification regarding the advertisement of this donation campaign, specifically, were there any official board communications to community members who sought the funds. Mr. Burnham responded there had been no official statements from the board.

5. Written Communications to the Board: Mr. Burnham read a letter from Kate Donnelly and Clay Colt accompanied with a donation to the school that represented their ½ mil share of taxes that should be used to support programs at the school.

6. Approval of Minutes: Rose Bisson moved to approve the minutes of 10/23/13 as submitted. Doug Stewart seconded the motion and it passed with the following vote:

YES: J. Fox, R. Bisson, J. Burnham, D. Stewart, M. Donnelly

ABSTAIN: S. Crawford

Rose Bisson moved to approve the minutes of 11/7/13. Joan Fox seconded the motion and it passed with the following vote:

YES: J. Fox, R. Bisson, J. Burnham

ABSTAIN: D. Stewart, S. Crawford, M. Donnelly

7. Education Donation Fund: Funds received to date totaled \$2,721. This included a matching gift of \$100 from Pepsico. There are restrictions on \$300 which are \$200 is to be used for music and \$100 is to be used to restore programs which were impacted by the outcome of the budget votes. Forty (40) donations have been received for a total donation amount of \$8,366. The Board of Finance approved establishing the education donation fund, so the funds can be used and a policy is already in place for donations. After a discussion of the use of these funds, **Rose Bisson moved the Hampton Board of Education gratefully accept the donations made to the Education Donation Fund for expenses outside the education budget totally \$8,366 and to restore positions and materials eliminated due to budget reductions. Maryellen Donnelly seconded the motion and it passed unanimously.**

8. Superintendent Reports/Recommendations:

a. Financials:

The school is managing with the budget cuts that are in place. The instructional supplies line item is at a 0 balance. The account has been officially frozen. The school is still waiting to receive the final legal bill for negotiations. Dr. Graseck has already approached the Board of Finance to fund the pump project from capital non-recurring funds. The school continues to monitor oil prices before locking into any purchase agreements.

b. Other:

The school uses green cleaning products and families and staff are aware of this effort. For compliance purposes, the board will need to make an official statement on this effort. This will be added to the agenda under item 10.

9. Principal Report: Ms. Guari distributed her report for this month. Highlights include:

- A calendar of upcoming events;
- School Improvement Planning;

- Schedule and other changes due to the budget changes.

Mr. Crawford asked about community outreach and the opportunity to utilize retired professionals who may be able to help fill gaps in the school.

10. Additions to the Agenda: Rose Bisson moved to add discussion and possible action on Green Cleaning Endorsement to the agenda under 10.a and expenditure of the education donation fund to the agenda under 10.b. Maryellen Donnelly seconded the motion and it passed unanimously.

a. Green Cleaning Endorsement:

Doug Stewart moves that the Board of Education endorse and formally adopt the use of a “green” cleaning program for Hampton Elementary School that carries with it the Green Seal or Eco-Logo to verify its compliance with accepted “green” standards. Maryellen Donnelly seconded the motion and it passed unanimously.

b. Expenditure of Education Donation Fund:

The board reviewed the cuts which were made as a result of the budget cuts and the impact of restoration of various programs. After a discussion of the needs of the school programs and funds available, **Catherine Wade moved to restore the music position to .4 FTE effective December 2, 2013. Joan Fox seconded the motion and it passed unanimously.**

The board then discussed the opportunity to restore additional programs with remaining funds.

Maryellen Donnelly moved to restore the art position with the balance of those funds that remain in the education donation fund as accepted by the BOE as of 11/20/13 remaining after the restoration of the music program as previously motioned in 10.b. Stan Crawford seconded the motion and it passed unanimously.

11. Policies: Maryellen Donnelly moved to reapprove policies 4118.233/4218.233—Weapons and Dangerous Instruments, 4118.3/4218.3—Duties of Personnel, and 4118.21—Academic Freedom. Doug Stewart seconded the motion and it passed unanimously.

12. Updated Benefits Document: An updated benefits chart for non-union employees. Rose Bisson moved to accept the newly formatted Hampton Elementary School 10-month and 12-month Non-Union Employee Benefits Chart. Doug Stewart seconded the motion. After a discussion of the chart, the motion passed unanimously.

Doug Stewart moved to add discussion and action on request by Regional District 11 to continue association with the medical and dental insurance group under 12.a. Rose Bisson seconded the motion and it passed unanimously.

Maryellen Donnelly moved the HES commit to affiliate with the group medical and dental insurance of Regional District 11 for the 7/1/14-6/30/15 policy year. Doug Stewart seconded the motion and it passed unanimously.

13. Proposed MOU's for Grandfathered Sick Days and Insurance Agreements: No action is needed at this time. The issue will be reviewed by the finance committee.

14. Transportation: The board discussed various collaborative opportunities for transportation bids. Mr. Burnham will contact neighboring districts to seek interest in a collaborative transportation bid.

15. Set Regular Meeting Dates for 2014:

Stan Crawford moved to establish the following roster of dates for the 2014 calendar year as regular meetings of the Hampton Board of Education:

January 22	February 19	February 26	March 12
March 19	March 26	April 23	May 28
June 25	July 23	August 27	September 24
October 22	November 19	December 17	

All meetings to be held at Hampton Elementary School Library/Media Center at 6:30 PM. Catherine Wade seconded the motion and it passed unanimously.

16. Healthy Foods Statement: Deferred

17. Committee and Representative Reports/Recommendations:

a. CAFE: Dr. Gruenberg is at a CAFE conference in Washington, DC.

b. EASTCONN: The next meeting is scheduled for Nov. 27th.

c. FINANCE: The committee discussed the issue of the cafeteria freezer and will report at the next meeting.

d. Policies: The committee hasn't met.

Committee Assignments: Mr. Burnham distributed a document that proposed standing committees and their charge. The following committee assignments were made:

Standing Committees:

Finance and Operations:

Rose Bisson

Doug Stewart

Maryellen Donnelly

Stan Crawford

Communication:

Catherine Wade

Joan Fox

Policies:

Ann Gruenberg

Lisa Siegmund

Ad Hoc Committees:

Shared Resources:

Maryellen Donnelly

Joan Fox

Doug Stewart

Representative Assignments:

CABE: Ann Gruenberg

EASTCONN: Catherine Wade

18. BOE Communication to the Public: A communication will be developed to be sent to the Hampton Gazette and Hampton High Road that will thank and acknowledge the public's support for the elementary school. Letters will be written that will address the tax deduction implications of donations to the education donation fund.

19. Next Agenda Planning:

- 14-15 Budget;

- Grants review;
- Education Donation Fund.

20. Audience for Citizens/Staff: Kathy Donahue recommended the board keep a timeline for grants and to be prepared to act when grants become available.

Mark Becker noted a donation was from Phyllis Stone, widow of Walt Stone, and she is very appreciative of the work the board does.

Joan Fox moved to adjourn at 8:40 PM. Catherine Wade 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. 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.