

**HAMPTON BOARD OF EDUCATION  
HAMPTON, CT**

**REGULAR MEETING MINUTES**

**February 26, 2014**

The meeting was called to order at 6:40 PM by Board Chair John Burnham. Members present were Joan Fox, Ann Gruenberg, Maryellen Donnelly, Doug Stewart, Lisa Siegmund and Rose Bisson by electronic connection. Also in attendance were Superintendent of Schools Paul Graseck and Business Coordinator Sally Lehoux. Unable to attend were board member Stan Crawford and Principal Elise Guari. (Catherine Wade also was unable to attend.)

**2. Leadership Team Evaluation:** The board reviewed its 2012-2013 goals and discussed objectives for reaching its goals: generate a timeline for presentation of curriculum to the board by October 2014, study ongoing needs of school, and publish a newsletter three times a year.

**3. Audience for Staff:** None

**4. Audience for Citizens:** Dayna McDermott asked the board to consider this year's test scores, curriculum, delivery of instruction, and the amount of time students spend in the general classroom when reviewing the budget. The Hampton Gazette submitted an FOI request on Feb. 25<sup>th</sup>. D. McDermott indicated that the school's website has seen no student work and the Gazette would like to balance its coverage with the positive accomplishments of students.

Mark Becker asked the board to examine how the cuts to music, art, math and reading have been detrimental to students over the last year and urges the board to restore them. M. Becker indicated that the budgets of other small towns are over Hampton's budget range.

Kerry Brown urged the board to restore teaching staff and spoke in favor of a well-rounded education.

**5. Written Communications to Board:** Jennifer Nelson informed the board in writing that she is no longer able to be the recording secretary for the board.

**6. Approval of Minutes:** Doug Stewart moved to approve the minutes of January 22, 2014. Joan Fox seconded the motion and it passed unanimously.

**7. Superintendent Reports/Recommendations:**

**a. Financials:** The budget passed through Finance Committee two nights ago. Dr. Graseck indicated that there are no concerns at this point.

**b. Other:** No more donations have been received for the Education Donations Fund. 48 separate donations totaling \$14,853 were received. Thank you notes, including a receipt for tax exemption, have been written to each household who contributed. The Northwest Education Association test scores were way ahead of the school's targets. Dr. Graseck praised the faculty for exceeding targets earlier than expected. Dr. Graseck read a message from Principal Elise Guari who thanked the HES community for its support and allowing her the time to be with her father. Seven requests for bus transportation RFPs have been received. The RFPs include a three

to five year contract with an escape clause if necessary. The School Readiness Counsel met last night and is engaged in the process of identifying a school readiness coordinator.

**8. Principal Reports:** A document was distributed in Elise Guari's absence. It included the following updates:

- February 14 was an early release for Teacher Professional Development that was cancelled during the winter storm. Plans to complete this work are being discussed.
- Teacher Evaluation Committee will be meeting to review the changes to the teacher evaluation plan for this year.
- Preschool screening will begin in early spring.

**9. Additions to the Agenda:** Ann Gruenberg moved to add Memorandum of Understanding between Hampton Board of Education and Hampton Education Association for insurance benefits to the agenda. Maryellen Donnelly seconded the motion and it passed unanimously.

The memorandum states "Once premium rates for insurance plans are published and distributed to teachers, a teacher may request, through written notice to the Board of Education, to change Board provided insurance coverage for Fiscal Year 2014-2015 so long as it is within 10 days of such notification of the new premium rates."

**Doug Stewart moved to accept the Memorandum of Understanding between Hampton Board of Education and Hampton Education Association for insurance benefits. Joan Fox seconded the motion. The motion passed with the following votes:**

**YES: J. Burnham, L. Siegmund, J. Fox, D. Stewart, M. Donnelly, and R. Bisson**  
**Abstain: A. Gruenberg**

**10. Milone and Macbroom Study:** Selectmen have appointed representatives: Joan Fox as the representative for the board of education and Dick Brown, Steve Dunn, and Phoebe Huang as other members. Paul Graseck and Elise Guari will also share responsibility for participation on the committee and representing the school administration.

**11. Shared Services:** John Burnham will send an email to board chairs to initiate a meeting on March 10<sup>th</sup> at 7:00pm.

**12. 2014/2015 Health Insurance:**

The board should be budgeting 15% on medical with dental at 2%. The renewal rate with full staff reinstated would be another \$9,243 over the current proposed budget.

**13. Policies:**

**Ann Gruenberg moved to reapprove the following policies:**

- **4112.61/4212.61—HIPPA Privacy Policies**
- **4118.23/4218.23—Personnel, Certified/Non-Certified, Conduct**
- **4126—Personnel, Certified, Consultants**

**Lisa Siegmund seconded the motion and it passed unanimously.**

**Ann Gruenberg moved to approve the revised version of Policy 9132/9133—Bylaws of the Board, Committees and Advisory Committees. Lisa Siegmund seconded the motion and it passed unanimously.**

**14. 2014/2015 Budget:** The Finance Committee met recently and did not recommend any changes at this point to the budget. J. Burnham indicated that the board is still waiting for transportation numbers and insurance numbers. J. Fox suggested including additional money to the communication line for the postage cost of around \$500 for the three newsletters and around \$1,000 to the printing line for the printing of the newsletters. The board will review its options. Dr. Graseck reminded the board of the possible \$19,450 cut allowable under the MBR law. This would be due to the decline in overall Hampton enrollment as there was this past year (based on October 1<sup>st</sup> count). The next special budget meeting is scheduled for March 12, 2014.

**15. Calendar:** The proposed 2014-2015 academic calendar, including 188 teacher days and 183 student days, was distributed.

**Doug Stewart moved to accept the 2014-2015 Hampton Elementary School academic calendar.**

**Ann Gruenberg seconded the motion. The motion passed with the following vote:**

**YES: J. Burnham, L. Siegmund, D. Stewart, M. Donnelly, and A. Gruenberg**

**NO: J. Fox and R. Bisson**

**16. Art Installation:** After receiving the fire marshal's approval for the installation of a 12ft by 6ft piece of art, the school's administration will need to decide on an appropriate location for the display.

**Doug Stewart moved to accept the piece of artwork donated to the school. Joan Fox seconded the motion and it passed unanimously.**

**17. Committee and Representative Reports/Recommendations:**

**a. CABE:** The Day on the Hill will be held March 5<sup>th</sup>. NSBA in April.

**b. EASTCONN:** No additional information.

**c. Finance:** Adjustments to the 5-year plan include moving some of the major expenses planned for this year to following year.

**d. Policies:** The board will review CABE's mission, goals, and objectives and prepare to reapprove or modify if necessary at the next meeting.

**e. Communications Committee:** The first copy of the newsletter is planned to be finalized on March 24<sup>th</sup> and would include the following sections:

- Opening Note from Chair
- Suggestions for Improvement
- Discussion of Tri-Town Study
- Role of Principal in a Small Town
- Contributions to Education Budget
- Annual Fundraiser Spaghetti Dinner
- Quotes from students
- Explanation for Changes in Testing and Standards
- Presentation of Budget

The newsletter will not be mailed until the end of April.

**18. BOE Communications to the Public:** No additional information.

**19. Next Agenda Planning:**

- budget and special meetings
- newsletter
- transportation
- insurance

**20. Audience for Staff/Citizens:** Nick Brown requested to have the budget in advance for the Board of Finance meeting and offered to coordinate efforts to find volunteers to clean up the softball field in time for the start of little league baseball.

Mark Becker suggested contacting local contractors for maintaining the school's parking lot.

Elizabeth Lindorff spoke in favor of including the arts in school, citing the emotional, social and cognitive benefits of art education.

**Ann Gruenberg moved to adjourn at 9:03 PM. Doug Stewart seconded the motion and it passed unanimously.**