

Hampton Board of Education
380 Main Street
Hampton, CT 06247

April 27, 2022

Minutes

1. Call to Order

Chairman Bisson called the meeting to order at 7:03 pm.

Present: Rose Bisson, Mark Becker, Juan Arriola, Maryellen Donnelly, David Halbach, Russ Moffitt, Diane Gagnon, Ann Gruenberg (7:39).

Staff and Others Present: Superintendent Frank Olah; Principal Sam Roberson; Director of Pupil Services Shelly McNulty; Business Coordinator Sally Lehoux; Board of Finance Chairman Kathy Donahue, Recording Secretary Dayna Arriola.

2. Audience for Citizens and Staff: Juan Arriola read a written correspondence reminding members of his requests regarding the Recruitment and Retention Committee. He also reminded members of the importance of rectifying a previous motion on employee compensation that contradicts State statute.

Russ Moffitt questioned the resident status of a board member. Chairman Bisson relayed her belief that the absence in question was temporary, but committed to checking with legal counsel on the matter.

3. Correspondences: none.

4. Approval of Minutes

Motion: Diane Gagnon, seconded by Juan Arriola, to approve the Minutes of the March 23, 2022 Meeting.

In Favor: Mark Becker, Juan Arriola, David Halbach, Diane Gagnon

Opposed: Maryellen Donnelly

Abstentions: Russ Moffitt

Motion passed, 4-1, with 1 abstention.

5. Presentation by Tom Hennick from CT. F.O.I.: As Mr. Hennick was unavailable, the item was tabled.

6. Superintendent's Report

Superintendent Olah distributed his report, which reiterated concerns over the price of oil and relayed the postponement of the meeting of EastConn's Oil Consortium. The report also updated members on upgrades of the school's phone, wireless and kitchen fire safety systems.

7. Principal's Report

Sam Roberson distributed her report which focused on the school's activities during Earth Week. She recognized Bruce Spaman for his involvement, and encouraged members to attend the school's commemoration of Arbor Day on April 29. She noted that the school's Re-opening Committee will meet with parents soon regarding new protocols.

8. Director of Pupil Services' Report

Shelly McNulty distributed her report and announced that the school counselor, Laura Sorel, will be named the data expert, a position mandated by the State Department's new data system. She also explained the restructuring of the school's SRBI process, which was impacted by Covid restrictions. Mr. Arriola thanked Ms. McNulty for her efforts. To his question, Ms. McNulty confirmed that currently 20% of the students at the school receive services, and that the rate might lessen with the new SRBI process. Ms. Gagnon inquired as to the age when students are identified as requiring Special Education; Ms. McNulty explained that it was dependent on the area of need, but typically Pre-Kindergarteners, often with developmental delays, are not identified.

9. Business Coordinator's Report

Sally Lehoux distributed her reports. To Mark Becker's question, Ms. Lehoux stated the REAP funds listed are next year's. To questions raised, Ms. Lehoux assured members that the school's spending is on target at this point and would not exceed the budgeted amount.

10. Discussion and Possible Action on Content of BoE Minutes

Maryellen Donnelly distributed a correspondence supporting her position that discussions should not be included in the Minutes. Mr. Becker read an excerpt from "A Guide for Recording Minutes". To Russ Moffitt's question, Chairman Bisson explained that audio recordings, required during Covid, are not a permanent record of the Town. Discussion focused on the importance of transparency, accuracy, objectivity, consistency, and the inclusion of factual details, though not debates. Mr. Moffitt reminded members of their ability to amend the Minutes when approved.

Motion: Mark Becker, seconded by Diane Gagnon, that the Minutes of the BoE continue to contain all motions and their outcomes as outlined in Robert's Rules and include factual discussions related to agenda items, including additions to the agenda. Motion carried unanimously.

11. Discussion and Possible Action on the Charge for the Minority Recruitment and Retention Committee

Mr. Arriola read a written correspondence regarding the immediate need to invite the NAACP to the school and for professional development focused on race-culture issues prior to recruiting more minority staff. Chairman Bisson directed the Superintendent to put together a plan to accomplish this.

12. Discussion and Possible Reactivation of the Ad-Hoc Job Description Committee

Chairman Bisson explained that the school lacked a job description for the Executive Assistant, and praised the current Executive Assistant, Yvonne Bowen, who has developed one for that position. Chairman Bisson suggested that the committee, previously represented by herself, Ms. Donnelly and Ms. Gruenberg, reconvene to put the document Ms. Bowen developed into the same format as the rest of the school's job descriptions, and asked for volunteers.

Motion: Mark Becker, seconded by Maryellen Donnelly, to re-activate the Ad-Hoc Job Description Committee to complete the description for the Executive Assistant. Motion carried unanimously.

13. Committee and Liaison Reports

- a. **Communications:** the committee did not meet.
- b. **Finance and Operations:** Mark Becker reported that the bids for the paving of the parking lot have been received as follows: \$146,000, \$165,000, 186,900 and \$225,800. David Halbach asked if the project would require additional funding. Mr. Becker explained that there's money in the Municipal Fund and in the school's Non-Recurring Capital Account and asked Board of Finance Chairman Kathy Donahue to explain the procedure for obtaining the funds. Ms. Donahue relayed that there's \$143,804 in the municipal fund and \$60,219 in the school's capital account, and since the Town already approved the expenditure, the school board must only formally request that the finance board release the funds for the use. To Mr. Moffitt's question on the company holding the price of asphalt for the project, Ms. Donahue stated that the cost will be locked in when the contract is signed.
Motion: Mark Becker, seconded by Maryellen Donnelly, to enter into a contract with Pinecroft Paving and Landscaping to pave the front parking lot for \$146,000.
Motion passed unanimously, Russ Moffitt abstaining.
Mr. Arriola asked if the playscape project should be postponed until after the vote on the combined school. Mr. Becker recognized the validity of the point, but reminded members that the school building will remain a public entity and the playground equipment would still be used, as it is at Town Hall.
- c. **Policies:** the committee did not meet.
- d. **Ad-Hoc Job Description:** the Committee did not meet.
- e. **Ad-Hoc Minority Recruitment:** the committee did not meet.
- f. **Ad-Hoc Superintendent's Evaluation:** the committee did not meet.
- g. **CABE:** Ann Gruenberg reported that CABE has been very busy finishing their search for an Executive Director.

- h. **EastConn:** Ms. Donnelly reported on various recent presentations.
- i. **Non-BoE Meeting of Hampton/Scotland Discussions:** Chairman Bisson reported that the committee's reports are nearly complete and will soon be presenting to the boards of education.

14. Additions to the Agenda:

Mr. Halbach asked if the board should consider convening in-person meetings. Chairman Bisson explained that the current Executive Order, which allows for virtual public meetings, ends on April 30. If the deadline is extended, then the board can consider whether to continue virtually, or in person. Though concerns of surges, and using the school, were expressed, the majority of members voiced support for resuming in-person meetings. Diane Gagnon suggested that the Town Hall, or the Community Center, could be used as the venue instead of the school.

15. Next Agenda Planning:

Chairman Bisson announced that Nick Caruso of CABA has been invited to speak to members about the roles and responsibilities of board members. By general consent it was agreed to schedule the presentation at 6:30pm, prior to next regular meeting.

16. Audience for Citizens and Staff

Kathy Donahue asked that the school forward the paving bids and suggested that reports distributed at the board meetings be posted on the school's website.

The recording clerk sought clarification on recording questions and answers in the Minutes. After discussion, it was agreed that these should be included.

13. Adjournment

Motion: Diane Gagnon, seconded by Russ Moffitt, to adjourn the meeting at 8:45pm. Motion carried unanimously.

Respectfully submitted,

Dayna Arriola

This is a draft version of the Minutes until approved by the Board of Education.