

**East Granby Board of Education
East Granby, Connecticut
Meeting Minutes for
Monday, June 25, 2018**

Board Members Present:

Mr. Bob Ravens-Seger
Mr. Bob Paskiewicz
Mrs. Sharon Shepherd (7:03 pm)
Mr. Jim Feeney
Mr. John Welsh
Mr. John Ziobro
Mrs. Lucia Ziobro
Mrs. Karey Pond

Others Present:

Dr. Christine Mahoney, Superintendent
Mr. Richard Mahoney, Interim Business Manager
Ms. Lisa Kline, Board Clerk
Jim Grenon-Francoline, Visitor
Donna Mattera, Visitor
Nick Grello, Board of Education Attorney

Board Members Absent:

Mr. Rob Crocker

I. Call to Order and Pledge of Allegiance

With a quorum present, Chairperson Bob Ravens-Seger called the meeting to order at 7:00 p.m., and all recited the Pledge of Allegiance.

a. Approve Minutes from the May 29, 2018 Regular Meeting

Dr. Mahoney explained that the Town Clerk cannot accept the motion made by John Welsh to approve the May 14, 2018 as revised and amended by Lucia Ziobro. Lucia's revisions and amendments cannot be submitted after the meeting because they are after the discussion and members will not have heard the amendment. Lucia Ziobro does not understand why a written record of her changes is not acceptable. Bob Ravens-Seger will talk with the Town Clerk. John Welsh agreed that the board needs to be informed of the written change by Lucia Ziobro and the correct procedure. Dr. Mahoney added that a motion for approval cannot be made pending additions.

MOTION: a motion was made by John Welsh, seconded by John Ziobro, to approve the May 29, 2018 regular meeting minutes as presented. John Ziobro requested to replace the last two words in item VIc "a meeting" with "the Superintendent's Evaluation". Lucia Ziobro requested to add the following sentence at the end of the first motion made in item Vb "The Board of Education (BOE) is not contractually obligated to extend the Superintendent's contract one year". Bob Ravens-Seger commented that no one is disputing that the BOE is obligated to extend the Superintendent's contract.

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approve the May 29, 2018 regular meeting minutes as amended. (FOR: Bob Ravens-Seger, Bob Paskiewicz, Jim Feeney, John Welsh, and Sharon Shepherd. ABSTAINED: Karey Pond. OPPOSED: Lucia Ziobro opposed the motion because she is not sure what the motion will say in the minutes). **Motion approved.** John Welsh asked John Ziobro to describe the amendments in detail so the motion will be stated correctly. John Ziobro asked the BOE clerk to read the motion that he made. The BOE clerk recited the amendments that were made in the motion. Lucia Ziobro affirmed that the last two words in item VIc "a meeting" be replaced with "the Superintendent's Evaluation and add the following sentence at the end of the first motion made in item Vb. "The Board of Education (BOE) is not contractually obligated to extend the Superintendent's contract one year".

b. Additions to the Agenda

Jim Feeney requested to add item VIa. Future Agenda Items - How the BOE Clerk Takes Minutes – and item IVc. Payroll Issue to tonight's agenda. Lucia Ziobro requested to add item IIIb. Status of Rebecca Adams Invitation to a BOE Meeting to tonight's agenda.

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approved adding VIa. Future Agenda Items - How the BOE Clerk Takes Minutes, item IVc. Payroll Issue and item IIIb. Status of Rebecca Adams Invitation to attend a BOE Meeting to the agenda. **Motion approved unanimously.**

Dr. Mahoney requested to move item VII. Executive Session – Attorney Client Privileged Information before item II. Correspondence on the agenda.

c. Comments from Visitors Regarding Agenda Items – None

VII. Executive Session – Attorney Client Privileged Information

The Executive Session was called to order at 7:21 p.m. and the Board returned to regular session at 7:39 p.m.

II. Correspondence

Jim Feeney commented that the BOE Chair should respond to the email board members received from John Matlack regarding the Superintendent's contract, the Five Year Capital Plan, negotiations and staffing, and transparency and the budget. Bob Ravens-Seger commented that there was transparency, things were done in good faith, and they moved teachers to where they were most needed. No one did anything wrong and nothing was done that is not public record. Karey Pond suggested bulleting specific responses rather than providing a general response and copying the board members. John Welsh would like a draft of the response sent to the board members for comment prior to sending it. Dr. Mahoney cautioned that may be considered an unofficial meeting. Dr. Mahoney would also like to be copied on the response. Bob Ravens-Seger will ask the board members to respond to him individually rather than as a group. John Welsh suggested presenting the draft at the next board meeting. Bob Ravens-Seger will provide a copy of the draft in the next BOE meeting agenda packet. Bob Paskiewicz suggested that the communications sub-committee convene and draft a response. Dr. Mahoney commented that board business between two or more members may be considered a meeting and feels that the board members replying to Bob Ravens-Seger individually is a better suggestion. Bob Ravens-Seger will draft a letter and send it individually to board members before the next BOE meeting so it can be addressed.

III. Chairperson's Report

a. School Safety and Security

Dr. Mahoney reported that the vendor installed new plates on the doors to the high school gym entrance. Bob Ravens-Seger added that the repair/replacement of the roof door at the high school was approved at the last town meeting. Sharon Shepherd asked why East Granby Public Schools did not have a representative at the recent State Emergency System Municipality Drill. Dr. Mahoney replied that we do have a representative but they could not attend on that day.

b. Status of Rebecca Adams Invitation to Attend a BOE Meeting

Bob Ravens-Seger will invite Rebecca Adams to attend BOE meeting in September. Dr. Mahoney recommended holding a special meeting for Rebecca Adams.

IV. Superintendent's Report

a. Update on Student Enrollment Grade K-5

Dr. Mahoney reported that there are no changes to K-5 student enrollment since the last board meeting.

b. Policies – SECOND READ

Dr. Mahoney asked the board members if they had any questions and/or comments regarding the policies that were presented at the last BOE meeting. John Ziobro had several questions and comments. In the third paragraph of policy 1700 – Otherwise Lawful Possession of Firearms on School Property, John Ziobro recommended adding “ex or retired military police” to the end of the last sentence. Dr. Mahoney explained that they look at typical groups that would respond to a school incident such as individuals already working for the district serving on the district safety committee. Lucia Ziobro does not understand why it is limited and would like to add military police to the roster for protection. John Welsh commented that East Granby has the benefit of having a military branch in their backyard. Dr. Mahoney shared that the National Guard is currently part of our emergency committee. If the military have an interest, we should put language to have them contact the emergency operations official to have their name added to the list. Bob Ravens-Seger recommended replacing the word “only” with “such as”. Bob Paskiewicz agrees and does not want to put a limit on the number of military police and suggested eliminating the word “retired”. Adding “active and/or retired military” police and “such as but not limited to” was suggested. Dr. Mahoney proposed sending her the recommend changes and she will hold a policy sub-committee meeting to review them. This would be more productive and save time. Lucia Ziobro would like to address things that are on the agenda now. Dr. Mahoney cautioned that when changing policy language, it must be done in a manner that does not actually change the intent of the law. The board members continued to

debate whether or not to continue reviewing the policies. It was decided to continue with the second read of the policies. John Welsh recalls there was a consensus at the last meeting to eliminate the optional language section in the box of policy 1700 although a vote was not made.

In policy 3523.11 – Unmanned Aerial Systems (Drones), Lucia Ziobro asked if it would be an issue because the high school is within five miles of the airport. Dr. Mahoney replied that it would not because they can go elsewhere to fly them once they become certified operators. Lucia Ziobro questioned the intent of flying drones outside of town. Sharon Shepherd explained that it is required as part of the manufacturing curriculum. They will be able to fly them at Asnuntuck Community College.

Dr. Mahoney continued with policy 4112.5 Security Check/Fingerprinting and explained that it is required by law. Lucia Ziobro is fine with the way the policy was proposed. Dr. Mahoney reviewed policy 4112.51 – Employment/Reference Checks. The district has 30 days to conduct reference checks on all new employees with their former employer(s) in which the employee had contact with children. Lucia Ziobro asked what the significance of including “direct student contact” is. Fingerprinting should be carte blanche for everyone in the district. Dr. Mahoney gave examples where there are exceptions such as individuals that volunteer as a presenter for the day or someone who volunteers to read to a class. In these cases, the administrator or teacher would be present with them at all times. These reference checks are requested by the Department of Children and Families to verify that an individual has not been arrested or charged with child neglect. John Welsh feels that anyone employed by the BOE would have contact with children. Lucia Ziobro feels that *everyone* working for the East Granby BOE should be fingerprinted. It should not be limited to the people that have direct contact with students. Bob Paskiewicz agreed with Lucia. Dr. Mahoney confirmed that all employees are finger printed and gave an example that if the HVAC breaks down and a repair man comes to fix it, we are not going to ask him to be fingerprinted. Dr. Mahoney asked the board members to define *everyone*. Bob Paskiewicz defined *everyone* as individuals that are offered employment by the BOE and receives a check from us. Additionally, Lucia Ziobro pointed out that the third paragraph under Contractors and ‘Their Employees’ conflicts with what was just discussed and that there is a typing error. The first sentence in paragraph 3 should read contact not contract. Dr. Mahoney gave the example of clinical service to a student. John Welsh commented that it is poorly written and the policy sub-committee should take a look at it.

The board members agreed that policy 4118.235 – Medical Marijuana Standards, requires further reading before commenting on it.

Bob Paskiewicz pointed out that the second to the last sentence in paragraph two of policy 4121 – Substitute Teachers, should read “Board” not “Boar”.

John Ziobro read through policy 5131.6 – Students Alcohol Use, Drugs and Tobacco (including Performance Enhancing Substances) to make sure it does not contradict the other substance abuse policy. John Welsh clarified that one policy is for students and the other one is for staff. John Welsh recommend further study of the policy.

John Welsh requested more time to read policy 5131.601.

John Ziobro would like to include Personal Financial Management in policy 6142 – Basic Instructional Program, as a district choice. Dr. Mahoney replied that it is already included.

Dr. Mahoney continued by explaining the policy 6153 – Field Trips, is more comprehensive than the existing policy. Lucia Ziobro, John Ziobro, and John Welsh did not read the policy yet but inquired about overnight field trips. Dr. Mahoney explained that overnight field trips are addressed but they are in a different category.

MOTION: a motion was made by John Ziobro, seconded by Lucia Ziobro to approve policy 1700 as amended as follows: “The Board of Education may employ or enter an agreement for public school security services with a firearm, as defined in state law, such as but not limited to local police department, retired state or local military police officers, or retired federal law enforcement agents, and active and/or retired police officers from an out-of-state police department”. The board would also like to strike the box containing “optional language”. **Motion approved unanimously.**

Policy 3523.11 – THIRD READ

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approve policy 4112.5 as presented. **Motion approved unanimously.**

MOTION: a motion was made by Bob Paskiewicz, seconded by Lucia Ziobro to approve policy 4112.51 amended as follows: to strike out the words “if such applicant would have direct student contact” in the first paragraph under Requirements for Applicants. (FOR: Bob Paskiewicz, Bob Ravens-Seger, Sharon Shepherd, John Welsh, John Ziobro, and Lucia Ziobro. ABSTAINED: Karey Pond). **Motion approved.**

Policy 4118.235 – THIRD READ

MOTION: a motion was made by John Welsh, seconded by Jim Feeney, to approve policy 4121 amended as follows: the second paragraph of 4121(a) should read “Board” not “Boar”. **Motion approve unanimously.**

Policy 5131.6 – THIRD READ

Policy 5131.601 – THIRD READ

MOTION: a motion was made by Sharon Shepherd, seconded by John Welsh to approve policy 6142 as presented. **Motion approved unanimously.**

Policy 6153 – THIRD READ

Lucia Ziobro asked John Welsh what his thoughts were on policy 4112.51(d) paragraph three under Contractors and Their Employees. Earlier they agreed that it is poorly written. John Welsh agreed that it is poorly written but to keep the paragraph as it. He views it as a disclaimer that if there is a threat, we can dismiss the individual from the property.

c. Payroll Issue

Dr. Mahoney gave an update regarding the June 22, 2018 payroll issue. The BOE office learned early the morning of June 22, 2018 that the payroll bank transmittal that was sent on Thursday, June 21, 2018 got hung up. Webster Bank was contacted and it was confirmed later that the transmittal was received on time and it was sent to the clearing house where transmittals are then distributed to individual banks. The board office sent emails to all the employees providing updates and an estimated timeframe when they would have access to their funds. A number of people received their funds within the timeframe, others did not. Some banks or credit unions do not participate in the same day direct deposit system. Today, all employees have the funds available in their accounts. Emails to employees indicating that if they incurred any fees due to not having access to their funds, can provide evidence to the board office to have assessed fees addressed. Additional emails were sent out to address the deduction error. There is a difference with deductions in the end of year pay cycle with 26 pays versus 22 pays.

The additional deductions for Teachers Retirement Board as well as HSA accounts and insurances will be addressed with affected employees. We are not allowed to return taxes but employees were encouraged to look into changing their W4 form with the board office if they feel that the additional deductions will affect their 2018 tax return. Rick Mahoney is going to follow up and complain to Webster Bank.

The transmittal was done on time and the receiving banks agreed to accept same day direct deposits. Webster has a brand new system and it did not work the way Richard Mahoney thought that it would and he had to release the funds a second time. This occurred in plenty of time (1:10 p.m) on Friday, June 22, 2018. The receiving banks should have accepted the same day direct deposit and they did not. John Welsh asked if the entire payroll is paid through this system. Richard Mahoney replied that it is. John Welsh asked if we are paying to use Webster Bank or if they are paying us. Can we walk away from Webster? Richard Mahoney explained that it is what happened after Webster Bank, at the clearing house that was the problem. The banks agreed to participate in same day direct deposit. Approximately 93 employees were affected. Dr. Mahoney added that people received their money based on their banks criteria for accepting same day direct deposit. Apologies and offers to reimburse employees for related incurred expenses have been made.

V. Recommended Actions

a. Approve May 2018 Financials

John Ziobro commented that there are many line items that are now in the red and gave an example, health insurance. Dr. Mahoney explained that funds were reallocated to cover repairs to roofs and doors. Richard Mahoney added that when we receive bill backs from Hartford in June, it will erase the deficits. John Ziobro commented that we do not bill back Hartford for health insurance. Richard Mahoney stated that we bill back fringe benefits and when the money comes in, it balances the account. Jim Feeney asked about the boiler issues. Richard Mahoney responded that the issues are located at Carl Allgrove and the high school. It was suggested to have an assessment done of the one

at the high school because it will not last much longer. Richard Mahoney had a meeting to discuss the boilers with Tradesman of New England on June 6, 2018. John Ziobro asked why we purchased oil in May. Richard Mahoney explained that it is a fixed contract so we fill the tanks; otherwise, we get penalized. John Ziobro pointed out that we had already met the contracted amount so he does not understand why it was still purchased. Richard Mahoney stated that we pre-pay and did not have a response because it was prior to him taking over as interim business manager. John Ziobro asked if the fire alarms at R.D. Seymour School were under warranty. Sharon Shepherd recalls Susan Greco talking about the fire alarms. John Ziobro inquired about R.D. Seymour School exceeding its electrical budget and what the reduction is now. John Welsh asked if we receive a breakdown of the electric bills per building. Richard Mahoney explained that they are broken down by usage, fees and charges. Usage is 40% of the bill. Bob Ravens-Seger wonders how much money the LED lights are saving us. Richard Mahoney can get that information.

MOTION: a motion was made by John Welsh, seconded by Bob Paskiewicz, to approve the May 2018 Financials as presented. (FOR: Bob Ravens-Seger, Bob Paskiewicz, Sharon Shepherd, John Welsh, Karey Pond. ABSTAINED: John Ziobro and Lucia Ziobro). *Motion approved.*

b. Approve Superintendent's Contract

MOTION: a motion was made by Jim Feeney, seconded by Bob Ravens-Seger, to increase the superintendent's base salary by 2% for 2018-2019.

John Ziobro commented that there is not enough money available, there are limited resources, and a 2% increase on a large salary is a lot of money. Lucia Ziobro commented that 2% is an arbitrary number and the superintendent's evaluation was never completed according to state statute. Bob Ravens-Seger pointed out that 2% is approximately what the other administrators received in their contract and that the superintendent's evaluation was conducted the same as the previous six times that he participated in it. It was never illegal or improper. Lucia Ziobro commented that just because it was always done a certain way, does not mean that it was the correct way. Both Bob Paskiewicz and Lucia Ziobro thought that there would be a proper written evaluation done; that is why she is asking to have Rebecca Adams attend a meeting to explain the correct procedure. For the record, Karey Pond addressed the implication that an evaluation was never done; that is incorrect. There was a mid-year and end of year evaluation as well as executive session where the board members were present to discuss Dr. Mahoney's evaluation. Lucia Ziobro respectfully objected to Karey Pond's characterization of complete evaluation. The evaluation that was done was a submission by Dr. Mahoney and reviewed by Dr. Mahoney. The board did not take the items step by step. That is why Lucia Ziobro believes that the evaluation was not complete. Bob Ravens-Seger stated that he conducted the evaluation step by step as his predecessors. No areas were deemed wanting and it was decided that when it came to compensation, Dr. Mahoney deserved the same increase as the other administrators. With the Board of Finance (BOF) giving a 1.74% budget increase for 2018-2019, Bob Paskiewicz feels that the BOE cannot offer more than what the BOF gives us. We have contracts that we are committed to and maintenance issues. It is illegal to spend more than what the BOF gives us. Bob Ravens-Seger does not recall ever overspending in the last six years that he has serviced on the BOE. It is unfair for Dr. Mahoney to get less than the other administrators that work for her. John Ziobro commented that "money wise" it is not less.

Dr. Mahoney asserted that she does the work of the Superintendent, Director of Human Resources, she does not have an Assistant Superintendent, and fills in for staff when necessary. Colleagues in other school districts have assistance. The state provided more ECS money than anticipated to East Granby. Additionally, she does not receive benefits that other administrators and teachers do. Administrators get compensated for six days of unused vacation time. She only gets five and does not receive some of the other "perks". Dr. Mahoney continued to share that she works 24/7 and works during her vacations. She has gone above and beyond and the town has made huge strides since she has been Superintendent. Every year the performance is different but it is *improved*. Bob Ravens-Seger agreed that her job performance is related to the district performance. Karey Pond added that Dr. Mahoney is an invaluable asset to the district and it would be a grave mistake not to recognize that in a magnificent way...compensation. John Welsh echoed Karey Pond's comments.

Sharon Shepherd agreed with the connection between Dr. Mahoney's and the district performance but from a financial perspective has reservations about giving Dr. Mahoney more of a percentage increase than the 1.74% budget increase the BOF approved for 2018-2019. John Welsh commented that 2% is

less than what the bargaining units are getting when you factor in the package deal. Personally, John Welsh is satisfied with 2%. The rate is not more than anyone else. (FOR: Bob Ravens-Seger, John Welsh, Karey Pond, and Jim Feeney. OPPOSED: Bob Paskiewicz, Sharon Shepherd, John Ziobro, and Lucia Ziobro. *Motion was not approved.*

MOTION: a motion was made by Bob Paskiewicz, seconded by Bob Ravens-Seger, to increase the superintendent's base salary by 1.74% for 2018-2019. (FOR: Bob Paskiewicz, Bob Ravens-Seger, Sharon Shepherd, John Welsh, Jim Feeney and Karey Pond. OPPOSED: John Ziobro and Lucia Ziobro). *Motion was approved.*

c. **Approve Policies** – Previously done.

VI. Future Agenda Items

a. How the BOE Clerk Takes Minutes

Jim Feeney would like to discuss simplifying note taking regarding the minutes.

VII. Comments from Visitors

Donna Mattera is the union representative for East Granby Public Schools non-certified staff and she addressed two topics. 1) The recent payroll issue affected employees' who live paycheck to paycheck. Because taxes cannot be reimbursed, it would be helpful if the board considered hiring someone to help employees dissect the numbers on their W2 Form and understand the implications it will have at the end of the year. 2) There were times she wished the board chair would have called point of order. Donna Mattera expressed that she felt uncomfortable with the bantering back and forth between board members and suggested getting Nick Caruso to talk to the BOE about respect and how to agree to disagree. She loves the East Granby community and appreciates what everyone does. The school system should be what people are proud of.

John Welsh would like payroll issue to remain as an agenda item. Richard Mahoney was asked about assisting employees with tax forms. Mr. Mahoney replied that he is a municipal accountant not a tax accountant. There have been major changes in the 2018 tax laws. It might be useful to get a tax accountant to work with employees and address their concerns.

VIII. Executive Session –Superintendent's Evaluation

It was decided that there was no need to have executive session.

X. Adjournment

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney, to adjourn the meeting. *Motion approved unanimously.* The meeting was adjourned at 10:04 p.m.

Respectfully submitted,

Lisa A. Kline, Board Clerk

These minutes are issued pending Board of Education approval.

East Granby Board of Education
Executive Session Meeting Minutes for
Monday, June 25, 2018

Board Members Present:

Mr. Bob Ravens-Seger
Mr. Jim Feeney
Mr. Bob Paskiewicz
Mrs. Sharon Shepherd
Mr. John Welsh
Mr. John Ziobro
Mrs. Lucia Ziobro
Mrs. Karey Pond

Others Present:

Dr. Christine Mahoney, Superintendent
Nick Grello, Board Attorney
Richard Mahoney, Interim Business Manager

Board Members Absent:

Mr. Rob Crocker

The Executive Session was called to order at 7:21 p.m.

MOTION: a motion was made by John Ziobro, seconded by Karey Pond to move into Executive Session for the purpose of Attorney Client Privileged Information. The board invited Dr. Mahoney, Nick Grello, and Richard Mahoney to attend. ***Motion approved unanimously.***

The Board returned to regular session at 7:39 p.m.

Respectfully submitted,

Bob Ravens-Seger
Acting Board Secretary