

**East Granby Board of Education
Special Meeting Minutes for
Monday, August 20, 2018**

Board Members Present:

Mr. Bob Ravens-Seger
Mr. Bob Paskiewicz
Mr. James Feeney
Mr. John Ziobro
Mrs. Lucia Ziobro
Mr. John Welsh (7:18 pm)

Others Present:

Dr. Christine Mahoney, Superintendent
Mrs. Sherry Holmes, Business Manager
Mr. Richard Mahoney, Interim Business Manager
Ms. Lisa Kline, Board Clerk
William Pitney, Visitor

Board Members Absent:

Mr. Rob Crocker
Mrs. Sharon Shepherd
Mrs. Karey Pond

I. Call to Order and Pledge of Allegiance

With a quorum present, Bob Ravens-Seger, Chairperson, called the meeting to order at 7:00 p.m., and all recited the Pledge of Allegiance. There was a moment of silence for William “Bill” Westervelt. As a resident of East Granby for nearly 60 years, Bill involved himself in many town projects and served on the Board of Education (BOE).

a. Approve minutes from the July 9, 2018 and July 23, 2018 regular meetings

MOTION: a motion was made by Jim Feeney, seconded by Bob Paskiewicz to approve the July 9, 2018 regular meeting minutes as presented. (FOR: Bob Paskiewicz, Bob Ravens-Seger, and Jim Feeney. ABSTAINED: John Ziobro and Lucia Ziobro). *Motion approved.*

MOTION: a motion was made by Bob Paskiewicz, seconded by Jim Feeney to approve the July 23, 2018 regular meeting minutes as presented. *Motion approved unanimously.*

b. Comments from visitors regarding agenda items - None

II. Chairperson’s Report

a. School Safety and Security

Dr. Mahoney reported that there were no new school safety and security updates to share but that repairs were made to fences on the athletic fields at the middle/high school and facility issues were addressed.

b. Board of Education Minutes

At a previous BOE meeting, Jim Feeney asked to discuss how the minutes should be recorded to limit the disagreements when approving the minutes. Mr. Feeney suggested tabling this item until there were more board representatives present. Seeing as there was a quorum present, Lucia Ziobro would like to hear Mr. Feeney’s recommendation. Mr. Feeney referred to the format that the Board of Finance (BOF) uses and suggested limiting the details of the BOE minutes now that the BOE meetings are televised. Lucia Ziobro commented that the paper record is important for individuals who do not have access to cable television. Bob Ravens-Seger agrees that the board should wait until there are more members present to weigh in on the matter.

III. Superintendent’s Report

a. June 2018 and July 2018 Financials

Richard Mahoney reviewed the June 2018 expenditures and announced that the remaining year-end balance for the 2017-2018 budget is \$31,101 but that figure and the pre-audit summary is not FINAL. Until we are audited, it is subject to change. He also reported that a vendor called today

saying that we did not pay them for an invoice from December 2017 and CREC sent us a bill for the 2017 fiscal year. The status of the invoices will be researched. Richard Mahoney continued by reviewing the Pre-audit June 2018 Financial Summary that was previously distributed to board members and started by reporting that public transportation and private school tuition had favorable balances. Richard Mahoney and Sherry Holmes shared that line #622 - Electricity came in 20% over budget even though the usage remained constant. Reasons are due to the fact that the cost has risen significantly and the budget has been flat-lined for two years. Additionally, we have been operating without a consortium pricing since December 2017. The only building that came in favorable was Allgrove at 15%. Jim Feeney inquired about line #340 – Data Processing and #890 – Miscellaneous. Richard Mahoney reported that line #340 has an unfavorable balance due to Tyler Training in Munis (software) and line #890 is overdraft fees related to the June 22, 2018 payroll issue. John Ziobro thought Chromebooks came out of the capital budget and asked why it is included in the operating budget. Dr. Mahoney explained that we are replacing damaged Chromebooks as opposed to bulk purchasing brand new ones using capital funds. We replace them as needed and typically we do not take money out of the capital budget if it is less than the required capital amount. We did not spend \$5,000. Line item #730 is not all Chromebooks; it includes Allgrove playground repair, mold remediation and additional equipment. John Ziobro asked if the Chromebooks are covered under the lease. Dr. Mahoney replied that it depends on what the issue is with the Chromebook; some of them are not repairable and therefore not covered under the contract. John Ziobro asked how much the Chromebooks cost. Richard Mahoney responded that the standard ones cost \$190.00 each and the larger ones cost \$239.00 each. Jim Feeney asked who is doing the “carpooling” in line item 510 and 561/563 – Transportation. Richard Mahoney explained that it is a shared bus. Jim Feeney also asked when the town was going to address the roof repair at the middle/high school. Bob Ravens-Seger stated that the Bonding Commission is working on it. John Ziobro added that the commission plans on bringing it to the town in January or February. John Ziobro asked if the BOE received insurance money for the mold remediation. Dr. Mahoney explained that we did not. We did not have a system in place to control the moisture. Bob Paskiewicz asked about line item #131 and why the athletic program exceeded its budget again. Richard Mahoney explained that the budget has remained the same for the last three years; therefore, you are not increasing the budget to accommodate for contractual obligations. He does not know how the pay-to-participate funds are appropriated. Dr. Mahoney clarified that pay-to-participate funds are recorded at the high school. The former business manager would receive monthly reports from the bookkeeper. Auditors make sure we account for the use of funds. Bob Paskiewicz commented that we need to get a handle on the athletic budget. Dr. Mahoney shared that unfortunately it is one of the line items that gets slashed each year. Bob Paskiewicz would like to see what we did with the funds this past year. Bob Ravens-Seger asked how the pay-to-participate works. Dr. Mahoney explained that the money is put in an account and helps offset the cost of athletics and other activities. John Ziobro asked if board members are required by state statute to approve the transfer of funds. Both Bob Ravens-Seger and Dr. Mahoney replied that it is not typical for each allocation change. Transfers are noted in the monthly financial reports and narratives by the business manager.

Sherry Holmes reported that the salary benefit lines in the July 2018 financial report will not be solidified until early fall and reviewed what line items are being encumbered. John Ziobro asked what equipment was purchased in line item #730. Both Sherry Holmes and Dr. Mahoney responded that it was for the boilers. Lucia Ziobro referred back to the June expenditures where boilers are listed under repairs not equipment. Why would you switch it for July? We need to clarify these line items; they are not transparent. The business manager explained the difference between “repairs” and “equipment.”

b. Student Enrollment and Staffing Update

Dr. Mahoney provided the current enrollment numbers for grades K-5. Grade K is at 60 (4 sections) policy guideline is 18; grade 1 is at 64 (1 or 2 more are coming) - (4 sections) policy guideline is 20; grade 2 is at 58 (3 sections) policy guideline is 21; grade 3 is at 51 (3 sections) policy guideline is 21; grade 4 is at 65 (4 sections) policy guideline is 22; and grade 5 is at 75 (4 sections) policy guideline is 22. John Ziobro asked to have the enrollment numbers emailed to the board members. Jim Feeney asked if the total enrollment will go up or down. Dr. Mahoney does not have the numbers from the middle and high school yet. John Ziobro asked if enrollment affected staffing. Dr. Mahoney reported that she had to place an additional teacher in grade 1. John Ziobro asked why that was not approved by the board members. Dr. Mahoney explained that it is a managerial decision. Many meetings were spent discussing class sizes and policy guidelines for the past few years. A special meeting was held at R.D. Seymour School to get a visual of the physical space to establish guidance. John Ziobro asked if the budget was adjusted to accommodate the additional teacher. Dr. Mahoney explained that she looks at the entire district to see where adjustments can be made to cover the cost. Bob Ravens-Seger suggested that the board allow Dr. Mahoney to make fiscally responsible decisions to accommodate necessary adjustments in a timely manner. John Ziobro commented that the board has to follow state statute. Bob Ravens-Seger agreed but commented that the superintendent was hired to be in charge of these types of decisions. She is following guidelines and answering parents' demands. John Ziobro told the chairperson not to forget that the board has a job to do too. Bob Ravens-Seger asserted that it is not right that we keep looking to find fault, let the superintendent do her job.

c. Payroll Issue Update

Richard Mahoney reported that the payroll issue has been resolved.

d. Advanced Placement Government & Politics Curriculum and Family Consumer Science Regional & International Cuisines Curriculum

Dr. Mahoney reported that East Granby Public Schools now offers 14 Advanced Placement classes. The new Family Consumer Science curriculum is supported as one of the Carl Perkins Grant curriculum areas, and is a course of study for the global certificate program. Both curriculums are available in the BOE office for board members to review.

IV. Committee Reports

a. Policy - Dr. Mahoney reported that there will be more policies coming soon.

b. Budget – Nothing to report.

c. Curriculum – Previously discussed.

d. Negotiations – Dr. Mahoney has not received a letter from the state yet to commence negotiations for non-certified staff.

e. Facilities – Richard Mahoney reported that the fencing around the softball/baseball field at the middle/high school was needed as well as netting at the south end of the soccer field. We improved the fencing to protect the spectators. The middle/high school also received security improvements. Dr. Mahoney added that the main entrance to Allgrove School will soon be repaired. There are cracks caused by frost heaves resulting in a safety hazard. Jim Feeney inquired about the Allgrove parking lot repair. Richard Mahoney complimented the public works department for doing a great job. Dr. Mahoney added that they did significant repairs, helped improve water drainage, and created additional parking. They did admirable work.

f. Communications – Nothing to report.

V. Recommended Actions

a. Approve June 2018 and July 2018 Financials

Bob Ravens-Seger asked if the BOE can take money from the capital non-recurring funds rather than asking the BOF for funds to pay the CREC December 2017 invoice. Richard Mahoney

commented that payment can be made out of the current year with BOE approval. It is up to the BOE to determine what year to pay for it. First, we need to research to see whether or not it was paid.

MOTION: a motion was made by Bob Ravens-Seger, seconded by Bob Paskiewicz to approve the June 2018 financials as presented. Jim Feeney is reluctant to approve the June 2018 financials because there are no totals indicated on the spreadsheet. John Ziobro commented that it was not right for someone to purchase additional heating oil when the heating season was over. We need to stick to the budget. (FOR: Bob Ravens-Seger. OPPOSED: Jim Feeney, Bob Paskiewicz, John Ziobro, and Lucia Ziobro. ABSTAINED: John Welsh). **Motion not approved.**

MOTION: a motion was made by John Welsh, seconded by Bob Ravens-Seger to approve the July 2018 financials as presented. Jim Feeney is reluctant to approve it with the absence of totals and there is an error message in line #890. Sherry Holmes distributed new copies of the July 2018 financial report. The new copy satisfied Jim Feeney's objection of the July 2018 financial report. John Welsh restated his motion to approve the July 2018 Financials as presented. Jim Feeney seconded the motion. John Ziobro would like to see more explained on the equipment line. Lucia Ziobro commented that a summary was not provided with the July 2018. (FOR: Bob Paskiewicz, Bob Ravens-Seger, John Welsh, Jim Feeney. OPPOSED: John Ziobro, Lucia Ziobro). **Motion approved.**

VI. Agenda items for Future Meetings

a. CABE Representative Information Session September 10, 2018

b. Granby Ambulance Association's Campaign – Kate Coupe – September 24, 2018

VII. Comments from Visitors

Mr. Pitney thanked the board members for their volunteerism and for representing the children of the town but there seems to be unusual tension on the board and asked the members to be patient and supportive of one another.

VIII. 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 8:08 p.m.

Respectfully submitted,

Lisa Kline,
Board Clerk

These minutes are issued pending Board of Education approval.