

**East Granby Board of Education
Regular Meeting Minutes for
Monday, September 10, 2018**

Board Members Present:

Mr. Bob Ravens-Seger
Mr. Bob Paskiewicz
Mr. James Feeney
Mr. John Welsh
Mrs. Lucia Ziobro
Mr. John Ziobro
Mrs. Sharon Shepherd

Others Present:

Mrs. Sherry Holmes, Business Manager
Ms. Lisa Kline, Board Clerk
Nicholas Grello, Board of Education Attorney
Missy Bavaro, Principal EGMS
Joe Doering, Board of Selectman
William Pitney, Visitor

Board Members Absent:

Mr. Rob Crocker
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 7:07 p.m., and all recited the Pledge of Allegiance.

MOTION: a motion was made by Bob Paskiewicz, seconded by John Ziobro to begin the meeting with item IId. Bonding Project – First Selectman Jim Hayden. *Motion approved unanimously.*

IId. Bonding Project – First Selectman Jim Hayden

First Selectman, Jim Hayden distributed a memo from the Bonding Committee that was revised on September 10, 2018 regarding the School Roof Project Capital Requirement. Jim Hayden reported that the Bonding Committee is working on a school/town roof replacement project which will also include a road maintenance component and potentially an electric service upgrade and split phase unit air conditioners at Carl Allgrove School. The town hired Roger LaFleur; he is a consultant who specializes in school roof projects and state reimbursement. Mr. LaFleur developed a timeline for the roof project. The actual construction would commence the last day of school June 2019 and will continue over the summer months. The key component is to select an architect by November 2018. This would require the town to upfront the design cost not to be exceed \$50,000. The \$50,000 includes approximately \$5,000 to \$10,000 for the design of the Public Safety and Senior Community roofs. If the town approves the project in January/February, the money would be reimbursable by a bonding project. Mr. LaFleur estimates that \$40,000 to \$45,000 of the design cost would be for the school roofs. The Board of Education (BOE) can decide what funds they will use to cover the cost. Sharon Shepherd asked if the air conditioning at Carl Allgrove School was part of this project. Jim Hayden explained that there was talk about the cost for the split units along with increase in electricity but that project is separate from what he is presenting tonight. The BOE can use funds from the capital account, the unrestricted (non-lapsing) account, or their operational account. The BOE would have to present to the Board of Finance (BOF) at their September 18, 2018 meeting if they want to use capital funds so that it could be taken to Town Meeting in late September or early October 2018. Jim Hayden shared that whether the town approves the project or not in January/February 2019, the roofs need to be done and the architect design is necessary even if the project is completed at a later date. Bob Ravens-Seger commented that it would be easier to use the funds from the unrestricted (non-lapsing) account but he and Jim Hayden are not positive that the BOE would get reimbursed if they use funds from that account.

Executive Session – Personnel Matter

(Executive Session, if required, is held in accordance with P.A. 75-342)

The Executive Session was called to order at 7:34 p.m.

MOTION: a motion was made by Jim Feeney, seconded by Bob Paskiewicz to move into Executive Session for the purpose of a personnel matter and invited Attorney Nicholas Grello to attend. *Motion approved unanimously.*

The board returned to regular session at 8:15 p.m.

a. Approve minutes from the August 20, 2018 special meeting

MOTION: a motion was made by Jim Feeney, seconded by John Welsh to approve the August 20, 2018 special meeting minutes as presented. (FOR: Bob Paskiewicz, Bob Ravens-Seger, Jim Feeney, John Welsh, John Ziobro and Lucia Ziobro. ABSTAINED: Sharon Shepherd). *Motion approved.*

b. Additions to Agenda

MOTION: a motion was made by Jim Feeney, seconded by John Ziobro to add item Vf. Approve Personnel Assignment to the agenda. *Motion approved unanimously.*

MOTION: a motion was made by John Ziobro, seconded by Lucia Ziobro to add item Iie. Connecticut State Statute Section 10-222. *Motion approved unanimously.*

c. Comments from visitors regarding agenda items - None

II. Chairperson's Report

a. School Safety and Security – Nothing new to report.

b. Board of Education Minutes –No discussion.

c. Infrastructure 5 Year Capital Plan

Sherry Holmes reported that the middle/high school fire alarm panel needed to be replaced. This was an emergency and a fire watch was put into place. The cost is \$23,722 and is not part of the 5 year capital plan. This was unexpected and we need to decide if we want to consider this as part of the capital project or if we need to put it into the budget. We do not have money in the budget to support the cost. Short-term would be to pull the funds from the operational budget. John Ziobro and Bob Ravens-Seger suggested taking funds from the non-lapsing account. Sherry Holmes also reported that the underground storage tank at Carl Allgrove School needs to be removed and put above ground according to Dave Wing. The tank is not leaking, but eventually it will. John Ziobro suggested removing the tank and not replacing it because the school no longer uses oil, it uses gas. Jim Feeney commented that we wanted to have the option to use either oil or gas. The cost to remove and replace the oil tank above ground is \$64,990 and the cost to just remove the tank and not replace it is \$12,990. Sherry Holmes is working on getting two additional quotes. John Welsh suggested that the facilities sub-committee hold a meeting. Sharon Shepherd asked the location of the oil tank. Mrs. Holmes will have to ask Dave Wing exactly where it is located. The board members and Sherry Holmes would like to invite Dave Wing to a future BOE meeting for further discussion. John Ziobro asked if the BOE was going to provide the BOF with a copy of the 5 Year Capital Plan on September 18, 2018. Bob Ravens-Seger commented that based on what was just discussed, it would not be accurate.

d. Bonding Project – First Selectman Jim Hayden – Previously discussed.

e. Connecticut State Statute Section 10-222

At the last BOE meeting, John Ziobro spoke about transferring of funds between lines items and he distributed copies of Connecticut State Statute Section 10-222 that explains the board's role in the transfer of funds. "The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education. Except as provided in this subsection, any such board may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item or such itemized estimate. Boards may, by adopting policies and procedures, authorize designated personnel to make limited transfers under emergency circumstances if the urgent need for the transfer prevents the board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is at town meeting, to the board of selectman". Jim Feeney commented that by approving the financial reports, the board is approving the transfers. John Welsh pointed out that board policy can pre-authorize certain personnel to make limited transfers according to CT State Statute 10-222. We need to see if we have a policy in place regarding transfer of funds. Bob Ravens-Seger shared that history shows that the business manager moves funds on demand (daily); there is no time to have a meeting every time a transfer needs to be made. In the best interest of the board, Lucia Ziobro recommended that the policy sub-committee review the language in the statute, identify a designee, and identify what constitutes a limited transfer so the board can have a set policy. The reason why John Ziobro brought the subject up is because of the oil

line item. He does not understand why the line item was overspent in May to fill an oil tank when there was a fixed amount budgeted for the year. Jim Feeney remarked that auditors review our financials. Sharon Shepherd suggested finding the board policy. In her 28 years of experience as business manager, Sherry Holmes was responsible for transferring funds. She assured the board that she will keep them informed of all transfers. Mrs. Holmes would welcome feedback as to how other districts handle transfers.

III. Superintendent's Report

a. Advanced Placement (AP) Government & Politics Curriculum

Family Consumer Science Regional & International Cuisines Curriculum

Bob Ravens-Seger reviewed the AP Government & Politics Curriculum and commented that it is an incredible rigorous curriculum and will more than sufficiently prepare students for the Scholastic Aptitude Test and recommended its adoption. Mr. Ravens-Seger also reviewed the Family Consumer Science Regional & International Cuisines Curriculum and found it to be more than just home economics. The curriculum also includes culture, health, and safety. Lucia Ziobro would like additional information before approving the curriculum and asked who would be teaching the classes and at what grade level(s). John Ziobro asked if the classes would replace other classes.

IV. Committee Reports

a. Policy – Nothing to report at this time.

b. Budget – Nothing to report at this time.

c. Curriculum – Previously discussed.

d. Facilities – Dave Wing will be invited to attend a future meeting to discuss the underground oil tank.

e. Negotiations – The board members would like a copy of the contract for non-certified personnel so they can prepare for upcoming negotiations in the fall. John Welsh provided a background of the negotiations process and who attends the meetings. Sharon Shepherd asked that all negotiation meetings are fully disclosed to the board members as soon as possible, even if a member is absent from a meeting.

f. Communications – Nothing to report at this time.

V. Recommended Actions

a. Approve Advanced Placement & Politics Curriculum

MOTION: a motion was made by John Ziobro, seconded by John Welsh to table approving the Advanced Placement & Politics Curriculum. *Motion approved unanimously.*

b. Approve Family Consumer Science Regional & International Cuisines Curriculum

MOTION: a motion was made by John Ziobro, seconded by John Welsh to table approving the Family Consumer Science Regional & International Cuisines Curriculum. *Motion approved unanimously.*

Sharon Shepherd requested that the approval for both curriculums be on the next meeting agenda.

c. Approve June 2018 Financials

Sherry Holmes reported that the June 2018 Financials is a pre-audit report; we are still reconciling. The BOE business office is meeting with the Town Treasurer tomorrow to arrive at a reconcile amount. It will be a positive balance. The auditors will be coming September 24, 2018. John Ziobro inquired about the invoice from 2017 that was supposedly not paid. Sherry Holmes researched the invoice and found that it had been paid and the issue was resolved. Jim Feeney asked for an update on the consortium pricing for electricity that was not in effect for 6 months. Sherry Holmes reported that she will have to research why the pricing was not in effect for 6 months, but that we will be pooling again with the town.

MOTION: a motion was made by Sharon Shepherd, seconded by Bob Paskiewicz to approve the June 2018 financials as presented. (FOR: Bob Ravens-Seger, Jim Feeney, Bob Paskiewicz, John Welsh, Sharon Shepherd and Lucia Ziobro. ABSTAINED: John Ziobro – due to overspending of oil). *Motion approved.*

d. Approve August 2018 Financials

Sherry Holmes reported that the salary and benefits lines will not be solidified until early fall. Line items are beginning encumbered as known cost become available. Business Insurance lines came in lower than projected. Worker's compensation was audited on August 31, 2018. Property Insurance was more than anticipated so money was transferred from the Liability Insurance because it came in lower and would cover the Property Insurance. Both are paid in full for the year so there is a surplus in

Liability Insurance. We will continue to work with our vendors to reduce contracted maintenance service fees wherever possible. The Repairs to Buildings line has already been impacted significantly. The fire alarm system had to be placed at the middle/high school at a cost of \$23,722 and the underground storage tank at Carl Allgrove School needs to be replaced. The estimated cost is \$64,990 and we are obtaining two additional quotes.

MOTION: a motion was made by Jim Feeney, seconded by Bob Paskiewicz to approve the August 2018 Financials as presented. **Motion approved unanimously.**

Sherry Holmes reported that she will ask that materials, equipment and labor are broken down among line items when requesting future proposals.

e. Approve Engineering Study

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approve that the Board of Education pay the upfront cost (not to exceed \$40,000) for the architect design for the roofing project at the middle/high school as presented. John Welsh asked where the funds were coming from. John Ziobro recommended asking the BOF to add it to the capital plan and tell them we will use non-lapsing funds. Due to time constraints, Bob Ravens-Seger would like to use operational funds and replace them with non-lapsing funds.

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approve that the Board of Education use non-lapsing funds to pay the upfront cost (not to exceed \$40,000) for the architect design for the roofing project at the middle/high school as presented. (FOR: Bob Paskiewicz, Bob Ravens-Seger, Jim Feeney, John Ziobro, Sharon Shepherd, and Lucia Ziobro. ABSTAINED: John Welsh).

Bob Ravens-Seger will notify the BOF that the BOE will be using non-lapsing funds to pay for the architect design of the roofing project.

f. Approve Interim Superintendent

MOTION: a motion was made by Bob Ravens-Seger, seconded by John Ziobro to move to extend an offer to Dr. Patricia Charles to act as the interim superintendent during Dr. Mahoney's leave subject to negotiating a mutually agreeable contract of employment between Dr. Patricia Charles and the Board of Education. **Motion approved unanimously.**

VI. Agenda items for Future Meetings

- a. Approve Advanced Placement Government & Politics Curriculum**
- b. Approve Family Consumer Science Regional & International Cuisines Curriculum**
- c. Granby Ambulance Association's Campaign – Kate Coupe – September 24, 2018**
- d. Invite Dave Wing to a Future BOE Meeting**
- e. Transferring of Funds Policy**

VII. Comments from Visitors

Mr. Pitney advised that the Board of Education communicate with the public about the Interim Superintendent.

VIII. Adjournment

MOTION: a motion was made by Bob Paskiewicz, seconded by Jim Feeney, to adjourn the meeting. **Motion approved unanimously.** The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Lisa Kline,
Board Clerk

These minutes are issued pending Board of Education approval.