

**East Granby Board of Education
Regular Meeting Minutes for
Monday, September 24, 2018**

Board Members Present:

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

Others Present:

Dr. Patricia Charles, Interim Superintendent
Mrs. Sherry Holmes, Business Manager
Ms. Lisa Kline, Board Clerk
Marjorie Light, Curriculum Director
William Pitney, Visitor
Donna Mattera, Visitor
Kate Coupe, Granby Ambulance
Leona Bevins, Visitor

Board Members Absent:

Mr. Rob Crocker
Mr. Jim Feeney

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. **Additions to the Agenda** – None
- b. **Comments from Visitors Regarding Agenda Items** - None

II. Chairperson's Report

a. Granby Ambulance Association's Campaign

Kate Coupe, Chief of the Granby Ambulance Association, gave a presentation on the "Stop the Bleed" campaign. It is a national campaign that provides emergency kits and training for faculty and staff, even (older) students if we would like to include them. Currently, there are not enough emergency personnel to control bleeding in the event of a disaster; therefore, it is imperative that supplies and training be provided at all the schools. There is no cost to train East Granby school community members. There are five trainers. Ideally, Kate would love to train 100% of the staff but realistically, they will build a ratio that makes sense. There are also area resources to fall back on. Kate suggested providing training during a professional development day. The training is 60-90 minutes long. Half of it consists of a PowerPoint presentation and the other half consists of skills. Lucia Ziobro asked if this would be a mandatory training or volunteer. Kate replied that it would need to be discussed with administration. Dr. Charles asked how many supplies kits would be provided per school and where they would be located. Kate responded that the number of kits and the location should be the consensus of administration and the schools. It also depends on how far the donation can be stretched. Sharon Shepherd asked if there is the need for additional donations to make this work. According to Kate, additional donations would allow new supplies to re-equip the kits. Kate Coupe concluded her presentation by handing out her contact information to board members.

b. Policy 3160 – Transfer of Funds Between Categories; Amendments

John Ziobro commented that the Board of Education (BOE) is not complying with policy 3160. Bob Ravens-Seger suggested that the policy sub-committee meet to discuss and revise the policy. Bob Paskiewicz suggested checking with surrounding towns to see how what their policy is regarding transferring of funds. Dr. Charles recommended asking the Connecticut Association of Boards of Education (CABE) for a copy of the most recent suggested policy. Bob Ravens-Seger agreed that the board should check with CABE then hold a policy sub-committee meeting.

III. Superintendent's Report

a. First Week in Review

Dr. Charles reported that a Pesticide Management Plan notification was sent out to the parents. A letter was also sent to parents at R.D. Seymour School notifying them that insecticide was applied to address the bee issue. A couple of days later, a bear walked through the playground at Carl Allgrove School. Dr. Charles contacted the Department of

Energy and Environmental Protection (DEEP) to ensure that we took the proper steps to handle the situation. According to the DEEP, the bears are more afraid of humans than we are of them and the noise of the children would keep them away. Dr. Charles attended the Board of Finance (BOF) meeting and listened to the discussion of the capital plan. The BOF asked for specific changes so they can approve it at a special meeting tomorrow night. That is why there are so many items on tonight's agenda. During the recent soft lockdown at the middle/high, the action plan was executed perfectly by faculty, staff, students, police, and state troopers. It proves how important it is to practice emergency drills. We followed the Incident Command System and we held an after event discussion with staff allowing us the opportunity to see where we can learn and improve. Counseling was made available to students and staff and a community forum was held on September 20, 2018 in the East Granby High School auditorium. Dr. Charles invited individuals to email her with any questions.

b. Capital Plan

Dr. Charles reported that the BOF requested an updated capital plan so she presented items that the BOE needs to approve so they can be added to the capital plan for tomorrow's BOF meeting. Dr. Charles presented a proposal for asbestos and PCB testing for the Carl Allgrove and middle/high school roof project; this has to be done immediately. We need to do the testing for the state and also develop the overall budget for the roof project. The total cost to inspect the three roofs, analyze samples, and provide a report is \$3,890.

In order to be in compliance, the fire alarm system for the middle/high school needed to be replaced at a cost of \$23,722. The purchase order was encumbered but the board needs to decide on the source of funding the cost.

Dr. Charles continued to report that we asked for four quotes but received only two proposals for the removal and replacement of the underground oil tank at Carl Allgrove School. One quote came in at \$12,990 and the other one came in at \$18,150. The board may want to consider adding money for contingencies.

The next item discussed was the Carl Allgrove hot water heater and oil tank. The decisions are to replace the existing oil tank with an above ground tank to fire the hot water heater or switch back to a natural gas fired hot water heater. One of the two proposals to remove and replace the oil tank is \$52,000 and the other proposal is for \$125,000. The hot water heater was replaced a few years ago when it was fired by oil but we have a dual fuel boiler. The BOF asked us if we considered the option of switching over and installing an above ground oil tank at a later date. Sharon Shepherd is concerned about the problems it could cause if it is switched back to oil. Just prior to tonight's meeting, Tradesmen of New England (TNE) said that they could isolate and cap off the fuel lines to the oil burner and install a gas fired hot water heater in place of the existing oil hot water heater at a cost of \$6,342.50. John Ziobro asked how much oil was still in the underground tank. Dr. Charles replied that according to Dave Wing the tank has approximately 3,000 gallons; we will get a reading tomorrow from the custodian. We will have to use up the oil or have the oil removed. Because it is a dual fuel burner, Dr. Charles asked if the oil could be used to heat the building. John Ziobro is not sure, but suggested finding out from TNE; he would also like to get an additional quote. Dr. Charles is happy to work with Dave Wing to get an additional quote. John Welsh commented that the items need to be prioritized on the capital plan.

Dr. Charles continued by sharing that if the middle/high school HVAC control expansion and placement is not performed by TNE, we forfeit the warranty. The cost is \$76,911.

Sherry Holmes reported that the engineering evaluation for the electrical upgrade to support air conditioning at Carl Allgrove School came in higher than expected. The business office received three proposals ranging from \$6,750 - \$12,500. According to Mrs. Holmes, Dave Wing recommended the \$6,750 quote. So there are no surprises, John Ziobro would like one of the quotes to reflect that we are requesting an electrical upgrade to install split units; we are not looking to install central air. Karey Pond noticed that the quote is from last summer and that the price might have increased. Sherry Holmes shared that Dave Wing feels they will still honor the price.

Due to the replacement of two BOE office staff members during a critical time of the year, Dr. Charles asked the board if the business office could hire "temporary" part-time help to get

the office back up to speed. John Welsh commented that approving an amount of money to fund the additional help would make more sense; that way the board will know exactly what they are being asked to approve. To start, Dr. Charles asked for \$5,000 for additional help.

- c. **Payroll/Business Office Update** – Previously discussed.
- d. **Roof Project Update** – Previously discussed.

IV. Recommended Actions

a. Approve Advanced Placement Government & Politics Curriculum

Both Lucia Ziobro and Sharon Shepherd found the Advanced Placement (AP) Government & Politics and the Family Consumer Science Regional & International Cuisines Curricula to be excellent. Everything was detailed. Marjorie Light reported that there are now 14 AP classes offered at East Granby High School and that no classes were dropped; the AP Government & Politics will be added to the rotation.

MOTION: a motion was made by Lucia Ziobro, seconded by Sharon Shepherd to approve the Advanced Placement Government & Politics Curriculum as presented. *Motion approved unanimously.*

b. Approve Family Consumer Science Regional & International Cuisines Curriculum

Marjorie Light reported that the Family Consumer Science Regional & International Cuisines curriculum takes place of Foods II. It is part of a brand new certification, educating for global competency that the state offers – The Connecticut Certificate of Global Engagement.

MOTION: a motion was made by Lucia Ziobro, seconded by Sharon Shepherd to approve the Family Consumer Science Regional & International Cuisines curriculum as presented. *Motion approved unanimously.*

c. Approve Field Trip

Dr. Charles presented a field trip for high school students to travel to Rome, Pompeii, Athens, Santorini, Crete, and Mykonos during the April 2020 school vacation week. Students will be exposed to many new cultures and experience learning hands on where modern day civilization was born. The flights are arranged by a tour company and will depart and return from Logan International Airport; a group bus will take them to and from the airport. Cost per student paid by the student is \$4,000. There is no cost to the district. Board members asked that the parental consent form provides the expectations for refunds according to policy.

MOTION: a motion was made by Bob Paskiewicz, seconded by John Ziobro to approve the field trip to Rome, Pompeii, Athens, Santorini, Crete, and Mykonos during the April 2020 school vacation week as presented. *Motion approved unanimously.*

d. Approve Expenditures for Asbestos and PCB Testing for Roof Project

MOTION: a motion was made by John Welsh, seconded by Lucia Ziobro to approve expenditures not to exceed \$3,890 for asbestos and PCB testing for the roof project as presented. *Motion approved unanimously.* This is a pre-requisite for the bonding project going forward. Due to the fact that the cost is not enough for the capital plan; it will come out of line #330 of the operational budget.

e. Approve Middle/High School Fire Alarm Replacement and Funding Source for \$23,722

MOTION: a motion was made by John Welsh, seconded by Karey Pond to approve \$23,722 for the middle/high school fire alarm replacement funded as a capital emergency expense. John Ziobro commented that we cannot ask the town for something we already purchased. That is why John Welsh suggested presenting it as an emergency capital request. Sharon Shepherd agreed. We would not have been able to open the schools if it was not replaced. Bob Ravens-Seeger commented that it was the BOF that suggested these items be presented to the BOE for approval. *Motion approved unanimously.*

f. Approve Removal of Underground Oil Tank as Part of Capital Plan

MOTION: a motion was made by Lucia Ziobro to ask the board to approve the removal of an underground oil tank and have the cost of that limited, not to exceed \$25,000, and it will be taken out of the capital plan and would include removing the oil tank changing the system to gas heat and addressing the component of the oil remaining in the tank.

Dr. Charles suggested making separate motions; the motion presented assumes that we are approving using the dual fuel component. Lucia Ziobro just wants to approve the removal of the oil tank. John Ziobro suggested approving item g. before item f.

g. Approve Hot Water Heater and Above Ground Fuel Tank as Part of the Capital Plan

Bob Ravens-Seger asked if there was a motion to approve the hot water heater and above ground oil tank as part of the capital plan.

MOTION: a motion was made by John Welsh to request \$10,000 for the conversion from oil hot water to gas hot water at Carl Allgrove School. John Ziobro would like to get one or two additional quotes. John Welsh withdrew his motion.

MOTION: a motion was made by John Ziobro, seconded by Lucia Ziobro just like John Welsh stated at the beginning of his motion for inclusion in the capital plan, to convert the oil hot water to natural gas at Carl Allgrove School but it is contingent on getting one or two additional quotes because we only have one and the cost is not to exceed \$7,500. *Motion approved unanimously.*

f. Approve Removal of Underground Oil Tank as Part of Capital Plan

MOTION: a motion was made by Lucia Ziobro to approve removal of the underground oil tank at Carl Allgrove School as part of the capital plan not to exceed \$15,000. Lucia revised the amount not to exceed \$17,500. John Ziobro asked to amend the motion to include using Aaron Environmental as recommended by the Interim Superintendent. Lucia Ziobro amended her motion to include using Aaron Environmental. John Welsh seconded the motion. *Motion approved unanimously.*

h. Approve Funding for \$77,000 Middle/High School HVAC Control Expansion and Placement on Capital Plan

Due to the cost, John Ziobro believes it will be a hard sell to the BOF having only one quote. On behalf of Dave Wing, Dr. Charles reported that we have an agreement with TNE for over 8 years for them to work on the equipment. TNE will not work on someone else's equipment.

MOTION: a motion was made by John Ziobro, seconded by Karey Pond to agree to spend up to \$77,000 on the middle/high school HVAC controls from the capital plan but not to proceed with it until we look at other options and the board actually approves the go ahead of using the vendor. (FOR: Bob Ravens-Seger, Bob Paskiewicz, Sharon Shepherd, Karey Pond, and John Ziobro. ABSTAINED: John Welsh and Lucia Ziobro).

i. Approve Electrical Service Upgrade for Air Conditioner Units at Carl Allgrove School

Bob Ravens-Seger reminded the board that \$5,000 for this electrical assessment was already approved on the capital plan. The lowest proposal came in at \$6,750; therefore, the difference is not enough to include in the capital plan and will be taken out of line #330 of the operational budget.

MOTION: a motion was made by Bob Ravens-Seger, seconded by Sharon Shepherd to approve expenditure of \$1,750 from line item #330 Professional/Technical Services for the purposes of fully funding the engineering study for the electrical service upgrade for air conditioning units at Carl Allgrove School. John Ziobro amended the motion to make sure it includes all the classrooms in the building that need split unit air conditioners. Dr. Charles confirmed that the study covers all classrooms. *Motion approved unanimously.*

j. Approve Business Office Support

MOTION: a motion was made by John Ziobro, seconded by Bob Paskiewicz to approve using funds from line #330 for temporary part-time business office support not to exceed \$5,000. *Motion approved unanimously.*

V. Agenda Items for Future Meetings

a. Presentation of Student Performance Data – October 22, 2018

Dr. Charles reported that the administrators will present their test score results.

b. Board of Education School/Community Recognition Ceremony

The ceremony is held in November prior to a BOE meeting. The date is to be determined.

c. Capital Plan Update

VI. Comments from Visitors

Mr. Pitney shared that Kevin Nicholson, East Granby Class of 1980, recently became a Bishop in Bethlehem, Pennsylvania overseeing 58 congregations with 12,000 parishioners.

On behalf of the non-certified staff, Union President Donna Mattera, would like the BOE to consider hiring an outsider who specializes in taxes to look into and explain to staff members their taxes and wages that were unintentionally overpaid and what it will mean when they file their 2018 income taxes.

Dr. Charles asked if the capital plan needs to be voted on as a whole or if the individual votes that were taken tonight which included the wording 'to be included in the capital plan' sufficient. Bob Ravens-Seger commented that the items that were approved tonight created our new 2018-2019 capital plan and everything else gets pushed out one year to 2019-2020.

Sherry Holmes had a question about technology. It was explained to her that \$60,000 a year would be put aside for any technology equipment we may need. The informational technology department would be asked to provide quotes for anything they feel is in dire need. Bob Ravens-Seger shared that the \$60,000 is in the capital plan as a placeholder each year in case we need it. John Ziobro commented that the capital plan needs more work before it is presented to the BOF. The only year that we agreed on was the current year. John Welsh commented that the action taken against certain projects tonight might be enough for the BOF for now. It is going to take a couple of meetings to get the capital plan moving forward. Sherry Holmes shared that the former business manager told her to focus on the first column because it is very important and the remaining columns can be adjusted at any time. Dr. Charles is under the impression that if the BOE did not give the BOF the capital plan tomorrow night, it would not be included in the bonding project. Dr. Charles asked the board members again if the BOE needs to approve it as a whole. Lucia Ziobro replied not until it is corrected. John Welsh does not think it has to be approved as a whole. Karey Pond suggested voting on it tonight. To be safe, Bob Ravens-Seger would like to approve it as a whole tonight.

MOTION: a motion was made by Karey Pond, seconded by Bob Ravens-Seger to accept the five year plan with changes to the 2018-2019 on line items as discussed and approved tonight and everything that was not approved tonight will move out one year.

John Ziobro thinks the plan still needs work. Lucia Ziobro would like to have it updated and reviewed two weeks from now. John Welsh agreed with John Ziobro and Lucia Ziobro. The board approved requests and it should speak for itself. However, John Welsh does not think the capital plan will be resolved in the next two weeks, it will take several months. If Dr. Charles feels that we need something indicating that we adopted the five year plan, then John Welsh will agree with Karey Pond's motion but he does not see the purpose of it. Dr. Charles confirmed that the BOF is expecting a vote. (FOR: Bob Ravens-Seger, Bob Paskiewicz, John Welsh, and Karey Pond. OPPOSED: John Ziobro and Lucia Ziobro. ABSTAINED: Sharon Shepherd). **Motion approved.**

VII. Adjournment

MOTION: a motion was made by John Welsh seconded by Karey Pond to adjourn the meeting. **Motion approved unanimously.** Meeting adjourned at 9:48 p.m.

Respectfully submitted,

Lisa A. Kline
Board Clerk

These minutes are issued pending Board of Education approval.