

**East Granby Board of Education
Regular Meeting Minutes for
Tuesday, October 9, 2018**

Board Members Present:

Mr. Bob Ravens-Seger
Mr. Bob Paskiewicz
Mr. James Feeney
Mrs. Karey Pond
Mrs. Sharon Shepherd (7:06)
Mr. John Ziobro
Mrs. Lucia Ziobro

Others Present:

Dr. Patricia Charles, Interim Superintendent
Mrs. Sherry Holmes, Business Manager (7:07)
Ms. Lisa Kline, Board Clerk
Mr. Bill Pitney, Visitor
Jordan Kott, Student Representative
Taylor Whitehouse, Student Representative

Board Members Absent:

Mr. John Welsh
Mr. Robert Crocker

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.

a. Approve Minutes from the September 6, 2018 special meeting, the September 10, 2018 special and regular meetings, the September 13, 2018 special meeting, and the September 24, 2018 regular meeting

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approve the September 6, 2018 special meeting minutes as presented. *Motion approved unanimously.*

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approve the September 10, 2018 special minutes as presented. Lucia Ziobro would like the minutes to reflect that Board Attorney, Nicholas Grello was present at the September 10, 2018 special meeting.

MOTION: a motion was made by John Ziobro, seconded by Jim Feeney to approve the September 10, 2018 special meeting minutes as amended. (FOR: Bob Ravens-Seger, Jim Feeney, Bob Paskiewicz, Sharon Shepherd, John Ziobro, and Lucia Ziobro. ABSTAINED: Karey Pond). *Motion approved.*

MOTION: a motion was made by Jim Feeney, seconded by Bob Paskiewicz to approve the September 10, 2018 regular meeting minutes as presented. (FOR: Bob Ravens-Seger, Jim Feeney, Bob Paskiewicz, Sharon Shepherd, John Ziobro, and Lucia Ziobro. ABSTAINED: Karey Pond). *Motion approved.*

MOTION: a motion was made by Jim Feeney, seconded by Karey Pond to approve the September 13, 2018 special meeting minutes as presented. (FOR: Bob Ravens-Seger, Jim Feeney, Bob Paskiewicz, Karey Pond, John Ziobro, and Lucia Ziobro. ABSTAINED: Sharon Shepherd). *Motion approved.*

MOTION: a motion was made by Bob Paskiewicz, seconded by John Ziobro to approve the September 24, 2018 regular meeting minutes as presented. (FOR: Bob Ravens-Seger, Bob Paskiewicz, Karey Pond, Sharon Shepherd, John Ziobro, and Lucia Ziobro. ABSTAINED: Jim Feeney). *Motion approved.* Lucia Ziobro is concerned if the motion that was made prior to adjournment happened at all due to the fact that it was made after Comments from Visitors. Bob Ravens-Seger agreed and will revisit the concern.

b. Additions to the Agenda

MOTION: a motion was made by Bob Ravens-Seger, seconded by Jim Feeney to add item VIIc. Approve Capital Plan to the agenda. *Motion approved unanimously.*

c. Comments from visitors regarding agenda items - None

II. Student Representatives Report

The student representatives, Jordan Kott and Taylor Whitehouse, introduced themselves to the board members and reported that, from a student perspective, the recent lockdown ran smoothly.

III. Correspondence

Bob Ravens-Seger shared a thank you note from Dr. Mahoney to the board members and an announcement from a teacher that she will be retiring at the end of the 18-19 school year.

IV. Chairperson's Report

a. Capital Plan Update

Dr. Charles reported that she made the changes to the capital plan that the board asked. Additionally, she attended the bonding committee meeting and updated the roof project so that the numbers are accurate changing the bottom line. Dr. Charles added back in the air conditioning and new electrical service at Carl Allgrove School and asked the board members if they wanted to keep it in the 2018-19 fiscal year or remove it. The work was not performed yet but it was previously approved. John Ziobro reported that it was approved at the June 20, 2018 town meeting and suggested creating a separate column for previously approved items if they included it on the plan. The board members decided to remove the air conditioning and new electrical services. Dr. Charles continued to report that she separated the oil tank removal and gas hot water heater and broke down the cost of removal and installation. Dr. Charles asked Dave Wing to provide two additional quotes so we will have three quotes for the Board of Finance (BOF) meeting. Jim Feeney pointed out that the former version of the capital plan included the telephone system but it no longer does. Sherry Holmes explained that the project was completed and invoiced today. John Ziobro noted that the boiler repair is no longer on the capital plan and assumes that the project was completed. Sherry Holmes replied that several boiler repairs were made at the end of the 2017-18 fiscal year. John Ziobro would like to revisit the middle/high school HVAC control project with the one quote of \$77,000. Dr. Charles revisited getting additional quotes with Dave Wing. His feeling is that we will absolutely void the warranty if we use anyone other than Tradesmen of New England (TNE) for the HVAC Control project. The board members would like to invite Dave Wing to a board meeting to explain the project. John Ziobro commented that the BOF will not approve \$77,000 with only one quote. Dr. Charles does not believe he will attend; he has other responsibilities. Bob Paskiewicz and John Ziobro suggested having the First Selectman invite him to a meeting. Bob Ravens-Seger suggested holding a facilities sub-committee meeting during the day and invite Mr. Wing to attend. Dave Wing provided Dr. Charles with a written explanation stating that all proposals that he has ever received from other company had TNE coming in with the best hourly and overtime rates as well as providing us with the best pricing for our FSA. The BOE would like to get additional bids to take to the BOF and asked Dr. Charles to reach out to Dave Wing. Dr. Charles shared that she had a meeting scheduled for today with Jim Hayden and Dave Wing but it was cancelled and she asked that it be rescheduled. Jim Feeney thought that the parking lot project at Carl Allgrove was completed yet it still appears on the capital plan for 2020-21. Sherry Holmes will have to check with Dave Wing; it might be a place holder for the upper parking lot. We might be able to remove it from the plan once we find out what it is. John Ziobro commented that the board has to vote on it later so they need to decide. Lucia Ziobro commented that they cannot vote today due to the issue with the \$77,000 HVAC Control project. Bob Ravens-Seger recommended tabling the vote. John Ziobro reminded board members that they need a capital plan for the October 16, 2018 BOF meeting and recommend leaving the \$77,000 but get additional quotes. Bob Ravens-Seger asked if there was a way to get quotes even though Dave Wing feels they will come in higher. Dr. Charles reported that Dave Wing contacted Environmental Service Corporation and Nutmeg Mechanical but Nutmeg Mechanical is a smaller company and may not have the capability to do the work. We may need more time to explore other potential companies. Sharon Shepherd suggested presenting the \$77,000 as a placeholder and explain to the BOF that this is our only quote for now and it is subject to change upon the receipt of additional quotes or we can get a written statement from Dave Wing to present to the BOF. Dr. Charles asked if the BOF would reject the entire plan if the \$77,000 is not palatable or just remove that one line item. Bob Ravens-Seger replied that they would remove that particular item. John Ziobro suggested submitting the plan if everyone agrees on it and presenting it to the BOF for comment. Dr. Charles will do her best to get the two additional quotes. John Ziobro would like to know what the parking lot and irrigation system consists of; irrigation seems to be more of a want than a need. We have an entire town to worry about. Sharon Shepherd commented that the board has not funded sporting facilities and activities in a long time. Projects keep getting pushed back. Bob Paskiewicz shared that the First Selectman spent money the last three years for rolling and fertilizing the fields. Since the town took over, they look much better. John Ziobro suggested moving the irrigation system out two years to 2021-22. Sharon Shepherd thought that the air

duct cleaning was on a rotating schedule and asked why the middle/high school is listed two years in a row. Dr. Charles explained that half the work is done one year and the other half the next. John Ziobro suggested moving cleaning of one of the high school air ducts out one year. Lucia Ziobro suggested adding the middle school duct work every other year. Bob Ravens-Seger shared that the air conditioning and new electrical service for Carl Allgrove School may disappear if the bonding committee decides to do it. Bob Ravens-Seger asked Sherry Holmes to see what we paid before for air duct cleaning. Lucia Ziobro would like to take a look at the contract. Sharon Shepherd suggested scheduling a facilities sub-committee meeting. John Ziobro commented that a contract is usually cover under the operational budget not capital.

V. Superintendent's Report

a. Payroll Update

Sherry Holmes reported that she met with the non-certified union and was in the process of printing out detailed reports and meeting with employees affected by the overpayment. Instead, the union would like an outside vendor to meet with every member of the union whether they were affected or not. Sherry Holmes looked for a retired MUNIS employee that could walk the employees through their detail payroll history. If she can't find someone, the union suggested having a payroll specialist explain why we feel they were over paid. Dr. Charles shared that originally the union gave us one week to get a tax advisor; otherwise, they would file a grievance with the labor board. Lucia Ziobro, Sherry Holmes, and Dr. Charles agreed that the district is not liable to get a tax advisor. John Ziobro asked if the union recommended/suggested someone they would like to represent them. Dr. Charles can ask them. Sherry Holmes prepared fifteen detail payroll histories and made appointments to meet with affected employees to go over the calculations with them one on one. She ended up only met with one employee; the other employees cancelled their appointment. The affected employees feel it is our obligation to make them understand. Lucia Ziobro asked what more do they want; you already offered to meet with them. Sherry Holmes reported that longevity and perfect attendance has not been completed. We need to determine eligibility and instead our time is spent fixing the payroll issues as they happen. John Ziobro suggested contacting the board attorney. Dr. Charles will reach out to him. Dr. Charles shared that the estimated cost to correct the problem is \$23,000 and she will meet with the certified union representatives regarding their issues as well.

VI. Committee Reports

- a. Policy** – Lucia Ziobro reported that the policy sub-committee met to discuss BOE policy 3160 – Transfer of Funds and Connecticut State Statute 10the 222. They reviewed the documents along with language and potential amendments suggested by Connecticut Association of Boards of Education (CABE). Additionally, they compared policies from surrounding school districts. The policy sub-committee agreed to meet again on October 22, 2018 at 6p.m. before suggesting amendments to policy 3160. There are additional policy issues they will ask the board attorney to assist them with.
- b. Budget** – Dr. Charles shared that the administrators will be submitting their budget requests soon and the BOE will put together their budget drivers. John Ziobro asked about the current budget and how it has been affected. Jim Feeney suggested earmarking the large unexpected expenses. Bob Paskiewicz asked about the overpayments and the money the affected employees have to pay back to the district. Sherry Holmes shared that the total amount owed is \$31,000 and she spoke with the auditors and they said we are doing exactly what we should be doing.
- c. Curriculum** – Nothing to report at this time.
- d. Facilities** – Bob Ravens-Seger reported that they are dealing with capital and bonding projects. Dr. Charles will schedule a facilities meeting with Dave Wing.
- e. Negotiations** – Dr. Charles spoke with the non-certified union president who indicated that we will not hear anything regarding negotiations until January 2019. Sharon Shepherd would like to compare contracts from surrounding districts. John Ziobro suggested asking CABE. Karey Pond shared that the attorney supplied samples of contracts at the last negotiations.
- f. Communications** – Sharon Shepherd would be happy to hold a meeting if the committee would like to meet. Bob Paskiewicz shared that community members appreciate that the BOE meetings are

being recorded and aired on GCTV. Dr. Charles asked if anyone had something they would like to submit for the next edition of Let's Talk Turkey. Because the board would need to approve the submission and there is not enough time to meet before the deadline, Karey Pond suggested waiting until the next edition. John Ziobro feels that submissions should come from the BOE.

VII. Recommended Actions

a. Approve September 2018 Financial Report

Sherry Holmes reported that the salary lines will be encumbered in October and she will confirm with MUNIS that the budget was inputted accurately. The Business Insurance lines #260, #520, #521, and #523 came in lower than projected and the Worker's Compensation line will be charged an additional \$1,650 due to the audit that was completed. Mrs. Holmes also reported that we will continue to work with vendors to reduce our contracted maintenance service fees wherever possible. Repairs to Buildings continue to be impacted significantly and we are continually encumbering line items as known costs before available. Lucia Ziobro asked what it means when the electricity line says 100% used. Sherry Holmes replied that it means everything has been expensed or encumbered. John Ziobro suggested getting an energy audit done at R.D. Seymour School. It is a newer building and you would think the energy used would be less. Sherry Holmes shared that another way to save money is reverse auction in November through the town. John Ziobro asked if any transfer of funds were made. Sherry Holmes replied that no transfers were made.

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

b. Approve Field Trip

Dr. Charles presented a field trip for high school art students to travel to New York City on November 7, 2018 to give students the opportunity to experience fine arts, city culture and relate it to math, science, language and art classes. Student will depart at 7 a.m. and return at approximately 9:00 p.m. The cost per student paid by the student is \$205.

MOTION: a motion was made by Karey Pond, seconded by Bob Paskiewicz to approve the high school field trip to New York City on November 7, 2018 as presented. *Motion approved unanimously.*

c. Approve Capital Plan

MOTION: a motion was made by Sharon Shepherd, seconded by Karey Pond to approve the capital plan as amended and discussed this evening. John Ziobro will vote but wants the BOF to know that the items will still need to be prioritized. *Motion approved unanimously.*

VIII. Agenda Items for Future Meetings

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

b. BOE School/Community Recognition Ceremony – November 26 2018

IX. Comments from Visitors - None

X. Adjournment

MOTION: a motion was made by John Ziobro, seconded by Karey Pond to adjourn the meeting. *Motion approved unanimously.* The meeting adjourned at 8:47 p.m.

Respectfully submitted,

Lisa Kline
Board Clerk

These minutes are issued pending Board of Education approval.