

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

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**Board Members Present:**

Mr. Bob Ravens-Seger  
Mr. John Welsh (7:05)  
Mrs. Sharon Shepherd (7:07)  
Mr. Jim Feeney  
Mrs. Lucia Ziobro  
Mr. John Ziobro  
Mr. Bob Paskiewicz

**Others Present:**

Dr. Patricia Charles, Interim Superintendent  
Mrs. Sherry Holmes, Business Manager  
Ms. Lisa Kline, Board Clerk  
Jordan Kott, Student Representative  
Taylor Whitehouse, Student Representative  
Julie Scharr, Visitor  
William Pitney, Visitor

**Board Members Absent:**

Mrs. Karey Pond  
Mr. Robert Crocker

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**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. Jim Feeney suggested doing item II before item I.

**II. Student Representatives Report**

Jordan Kott reported that the boys' basketball team had two scrimmages and they won both and the varsity and junior varsity home opening games will be held on December 20, 2018. The girls' basketball home opening game will be held December 12, 2018. The first meet for Indoor Track and the Hockey Jamboree were last week.

Taylor Whitehouse reported that the food drive was completed and students started collecting gently used hats and coats that will be donated to a place in Enfield. The National Honor Society will be offering gift wrapping at the East Granby Community and Senior Center and the Future Business Leaders of America helped out at the recent Winter Wonderland held at the East Granby Community and Senior Center. Lastly, the high school play for spring 2019 will be Sister Act.

**I. a. Approve Minutes from the November 13, 2018 regular meeting, the November 19, 2018 facilities sub-committee meeting, the November 26, 2018 policy sub-committee meeting, and the November 26, 2018 regular meeting**

**MOTION:** a motion was made by Jim Feeney, seconded by Bob Paskiewicz, to approve the November 13, 2018 regular meeting minutes as presented. Lucia Ziobro suggested removing the word 'the' in the first line of item Va. just before the wording 'Dr. Mahoney' and changing the word 'higher' in the first line of item VIc with the word 'raise'. Lucia Ziobro also suggested adding 'CABE' before the work 'seminar' in line one of item VIIIb and replacing the language "about how the Supreme Court is affecting unions" with 'regarding the Supreme Court's decision on June 27, 2018, Janus v. American Federation of State, County, and Municipal Employees (AFSCME) and its impact on school boards. A motion was made by Jim Feeney, seconded by Bob Paskiewicz, to approve the November 13, 2018 regular meeting minutes as amended. **Motion approved unanimously.**

**MOTION:** a motion was made by John Ziobro seconded by Bob Paskiewicz to approve the November 19, facilities sub-committee meeting minutes as presented. (FOR: Bob Ravens-Seger, Bob Paskiewicz, Sharon Shepherd, John Welsh, John Ziobro. ABSTAINED: Jim Feeney and Lucia Ziobro. **Motion approved.**

**MOTION:** a motion was made by John Ziobro seconded by Bob Paskiewicz to add John Ziobro to the attendance on the November 26, 2018 policy sub-committee meeting minutes and approve the minutes. **Motion approved unanimously.**

**MOTION:** a motion was made by Lucia Ziobro seconded by Jim Feeney to approve the November 26, 2018 regular meeting minutes as presented. **Motion approved unanimously.**

**b. Additions to Agenda**

Dr. Charles asked to add AFSCME Grievance to the agenda.

**MOTION:** a motion was made by John Ziobro seconded by John Welsh to add item Ve AFSCME Grievance to the agenda. **Motion approved unanimously.**

**c. Comments from visitors regarding agenda items**

Julie Scharr was excited to read in the November 26, 2018 minutes that the board is considering including two Jewish Holidays to the 2019-2020 school calendar. Julie supports the idea and hopes that the board will approve it.

**III. Correspondence - None**

**IV. Chairperson's Report**

Bob Ravens-Seger reported that he attended a meeting with Jim Hayden, Dave Wing, and DiBattista regarding the electrical upgrades at Carl Allgrove School. They are hoping to include the work in the bonding project. The cost of the heat pump split units is approximately \$40,000 excluding labor. The cost for roof units is approximately \$48,000 and that does not include the auditorium. Including the auditorium would cost approximately \$66,000. John Ziobro would like quotes for the actual electrical upgrade. Bob Raven-Seger said that information is forthcoming.

**V. Superintendent's Report**

**a. School Calendar 2019-2020**

Dr. Charles reviewed that the proposed 2019-2020 includes two Jewish Holidays and a teacher professional development day at the end of the school year. Additionally, the school year would start earlier. John Ziobro cautioned board members to consider non-certified staff and the administrators' contracts. John Welsh agreed and suggested reaching out to the bargaining units. Discussion took place about waiting another year, making it a paid/unpaid holiday, swapping out days, and resolving matters with legal teams and bargaining units. Discussion will continue at the next board meeting.

**b. NESDEC Enrollment Projection Report**

Dr. Charles shared copies of the NESDEC historical and projected enrollment. The NESDEC projection fell within 11 students of the K-12 total for 2018-2019. Births are down by about nine per year from the recent past and future enrollments looks to be about that much fewer. Projections through 2028 are based on K-12 data through school year 2018-19. We currently have the largest high school group since 2006. John Welsh commented that it is a good report but he would not depend on it for budgeting purposes; there is too much flexibility. Sharon Shepherd would like the reports to be posted on the district website.

**c. Schedule Budget Committee Meeting – Budget Drivers**

Sherry Holmes is working on salaries and insurance for 2019-2020 but is not ready to present what the budget drivers will be to the Board of Finance (BOF) at their meeting in January. Sharon Shepherd feels that budget drivers do not really change year to year and she shared last year's budget timeline located on the district website. Dr. Charles suggested waiting until after the holidays to meet.

**d. BOF Meeting Schedule for Budget – Schedule Budget Workshop**

John Welsh recommended scheduling a budget sub-committee meeting prior to the next board meeting on January 14, 2019 at 6:00 p.m.

**e. AFSCME Grievance**

Dr. Charles shared that the AFSCME bargaining unit filed a step 3 grievance regarding perfect attendance and longevity pay and explained that the board has 15 working days from today to sit down and listen to them explain what the problem is then render the board's decision in writing 10 days after the meeting. The board needs to decide if they want to meet with the union president and representative as a whole or if a board member would like to volunteer to act as the board representative. Lucia Ziobro asked if the board attorney could handle it. Sharon Shepherd asked if the board attorney could attend the meeting and report back to the board as a whole. Dr. Charles replied that the board attorney can meet with them and suggested that at least one board member also attend the meeting. John Ziobro and Bob Paskiewicz volunteered to attend the meeting and requested that the board attorney also attend. Dr. Charles disclosed that the board needs to accept or deny the grievance or it can go to step 4 - the Labor Board. John Ziobro would like a list of who was paid and how much so the board can compare the list to the union's list. A special meeting was tentatively planned for December 20, 2018 at 6:00 pm.

## **VI. Committee Reports**

### **a. Policy – ‘First Read’ Policy 3160 and Policy 5141.21**

Lucia Ziobro reported that the policy sub-committee recently met to consider language for policy 3160 – Transfer of Funds and reviewed the recommended revisions. The last paragraph mirrors the Connecticut State Statute 10-222 and aligns with the law. The proposed additional language for policy 5141.21 – Administering Medications expands on definitions, the use of epipens and life threatening situations, and electing a qualified school official to administer, under certain conditions, a glucagon injection to a student with diabetes. The sub-committee also reviewed language proposed by CABE regarding administering an epipen whether or not a student was diagnosed with an allergy by a doctor and/or one that the parent is aware of. There is also talk about bus drivers receiving some type of training. Lucia Ziobro would prefer to have a medical plan from the doctor and have the parent be aware. Dr. Charles shared that Karen Gogel is in the process of having the policy reviewed and approved by a doctor as required by law.

### **b. Budget – Previously discussed.**

### **c. Curriculum – Nothing to report at this time.**

### **d. Facilities – The bonding commission will present the bonding report at the East Granby Community Senior Center on December 13, 2018. Dr. Charles reported that the heating issue at R.D. Seymour School was rectified and boiler number two at the high school had to be shut down due to complications and boiler number one is dripping a leak. Both boilers are very old.**

### **e. Negotiations – Negotiations for the non-certified union will commence in January 2019.**

### **f. Communications – Sharon Shepherd shared topics discussed at a recent communications sub-committee meeting. Some of the conversation included maintaining the district website with updates, inviting community members to events, and communicating information regarding the budget process to the community.**

## **VII. Recommended Actions**

### **a. Approve School Calendar 2019-2020**

This item was tabled.

### **b. Approve November 2018 Financial Report**

**MOTION:** a motion was made by Jim Feeney, seconded by John Welsh to approve the November 2018 Financial Report as presented. Sherry Holmes reviewed the November 2018 Financial Summary. Line item #250 – Unemployment Payments is in the negative; line item #340 – Data Processing will be over after Tyler Technologies sends us an invoice for work done on Munis software; line item #421 – Rubbish Removal is over budget due to summer trash pickups that were not budgeted for; line item #435 – Repairs to Buildings continues to be impacted significantly; line items #510 – Student Transportation, #561 – Pubic School Tuition, and #563 Private School Tuition, will be encumbered as information becomes available. Legal Fees will be impacted by the ongoing union issues and Non-Certified Personnel negotiations in January 2019. Sherry contacted Eversource and requested a rate review and energy audit. A representative from Eversource will get back to her with results. Sherry Holmes provided a payroll update and shared that Tyler Technologies came in for two days to help void the 7/6/18 payroll and assist with a variety of other payroll matters and check our system setup. We are in good shape and he told us what we need to get ready for year-end processing of the W-2’s and 1099’s. In January, Tyler Technologies will remote in and make sure the taxes are correct in the system before processing all forms. All 941 amendments will be made to agree with the W-2 forms.

Jim Feeney recalls boiler problems from previous years and vendors provided us with options regarding the cost and expected life of the repairs. Sherry Holmes will check with Dave Wing to see if he still has that information and ask him to obtain a couple of new proposals. Jim Feeney also asked if Mrs. Holmes could provide a monthly budget projection; a spreadsheet that would reflect encumbered items that will materialize in the future. If we can identify them, we will know if we have a problem. Mrs. Holmes reported that she usually provides a ‘best estimate’ in January.

Sharon Shepherd asked if the board considered a reverse auction for electricity. John Ziobro believes we are tied in to the new rate but he is not sure when it will go into effect. Sherry Holmes worked with Jim Hayden and needs to get more information to see when it starts. Sharon Shepherd asked Sherry Holmes to compile a list of expenditures for maintenance repairs that were done over the years. Sharon Shepherd also asked if we were still considering outsourcing payroll. Sherry Holmes replied that she reached out to three companies and is waiting to hear back. She also reached out to colleagues to see who and what works best. Bob Ravens-Seger recalls Sherry discussing alternate software to Munis at a recent Share Services Committee meeting. Sherry elaborated that the software is

good for both government and schools, is user-friendly, but can be costly. John Ziobro noticed items that are expended and require the transferring of funds. Sherry Holmes will create a separate document recommending where to transfer the money from. John Ziobro asked if the funds have to be transferred before the board can approve them and suggested that Sherry reflect the recommended transfers on the financial narratives moving forward. *Motion approved unanimously.*

**VIII. Agenda items for Future Meeting**

**a. Schedule Community Forum**

Due to time constraints and having an interim superintendent, Bob Ravens-Seger suggested tabling this item to later in the school year.

**IX. Comments from Visitors**

Julie Scharr thanked the board members for everything they do.

**X. Executive Session – Discuss Three Personnel Matters**

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

**XI. Adjournment**

**MOTION:** a motion was made by Sharon Shepherd, seconded by Jim Feeney, to adjourn the meeting. *Motion approved unanimously.* The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Lisa Kline  
Board Clerk

*These minutes are issued pending Board of Education approval.*

**East Granby Board of Education  
Executive Session Meeting Minutes for  
Monday, December 10, 2018**

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**Board Members Present:**

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

**Others Present:**

Dr. Patricia Charles, Interim Superintendent

**Board Members Absent:**

Mrs. Karey Pond  
Mr. Robert Crocker

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The Executive Session was called to order at 9:14 p.m.

**MOTION:** a motion was made by Bob Ravens-Seger, seconded by John Welsh to move into Executive Session for the purpose of personnel matters. Dr. Charles was invited to attend. ***Motion approved unanimously.***

The board returned to regular session at 9:44 p.m.

**MOTION:** a motion was made by Sharon Shepherd, seconded by Jim Feeney to adjourn the meeting. The meeting adjourned at 9:45 pm. ***Motion approved unanimously.***

Respectfully submitted,

Sharon Shepherd  
Board Secretary

*These minutes are issued pending Board of Education approval.*