

**East Granby Board of Education
Regular Meeting Minutes for
Monday, January 14, 2019**

Board Members Present:

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

Others Present:

Dr. Patricia Charles, Interim Superintendent
Mrs. Sherry Holmes, Business Manager
Ms. Lisa Kline, Board Clerk
Melissa Bavaro, Principal EGMS
Roger LaFleur, Project Manager

Board Members Absent:

Mr. Rob Crocker

I. Call to Order and Pledge of Allegiance

With a quorum present, Bob Ravens-Seger Chairperson, called the meeting to order at 7:03 p.m., and all recited the Pledge of Allegiance.

a. Approve minutes from the December 3, 2018 special meeting, the December 4, 2018 communications sub-committee meeting, the December 6, 2018 policy sub-committee meeting, the December 10, 2018 regular meeting, and the December 20, 2018 special meeting

MOTION: a motion was made by Jim Feeney, seconded by Bob Paskiewicz to approve the December 3, 2018 special meeting minutes as presented. (FOR: Jim Feeney, Bob Ravens-Seger, Lucia Ziobro, John Ziobro, Bob Paskiewicz, and John Welsh. ABSTAINED: Karey Pond and Sharon Shepherd). **Motion approved.**

MOTION: a motion was made by Sharon Shepherd, seconded by John Welsh to approve the December 4, 2018 communications sub-committee meeting minutes as presented. (FOR: Jim Feeney, Bob Ravens-Seger, John Ziobro, Bob Paskiewicz, Sharon Shepherd, Karey Pond, and John Welsh. ABSTAINED: Lucia Ziobro). **Motion approved.**

For consistency, John Ziobro recommended amending the December 6, 2018 policy sub-committee meeting minutes by striking the list of 'Board Members Absent' from the minutes and on all future sub-committee meeting minutes.

MOTION: a motion was made by Lucia Ziobro, seconded by Bob Ravens-Seger to approve the December 6, 2018 policy sub-committee meeting minutes as amended. (FOR: Bob Ravens-Seger, Bob Paskiewicz, Sharon Shepherd, John Ziobro, and Lucia Ziobro. ABSTAINED: John Welsh, Jim Feeney, and Karey Pond). **Motion approved.**

MOTION: a motion was made by Jim Feeney, seconded by John Welsh to approve the December 10, 2018 regular meeting minutes as presented. Lucia Ziobro recommended amending the December 10, 2018 regular meeting minutes by changing the word 'work' in line 4 of item Ia. to 'word' and changing the word 'medial' in line 9 of item VIa. to 'medical'.

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

MOTION: a motion was made by John Welsh, seconded by Jim Feeney to approve the December 20, 2018 special meeting minutes as presented. Lucia Ziobro recommended amending the December 20, 2018 special meeting minutes by adding the word 'of' after the word 'purpose' in line 3 of item III.

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

b. Additions to the Agenda – John Welsh would like to add Capstone Project as a future agenda item.

c. Comments from visitors regarding agenda items - None

II. Student Representative's Report – The student representatives were unable to attend the meeting.

MOTION: a motion was made by John Ziobro, seconded by John Welsh to switch items III. and V. **Motion approved unanimously.**

V. Chairperson's Report

a. Carl Allgrove and Middle/High School Educational Building Specifications – Roger LaFleur

Roger LaFleur, project manager hired by the Town of East Granby for school and town projects, was present to answer any questions the board members may have regarding the educational specifications for the East Granby Middle/High School partial roof replacement project and the Carl Allgrove School roof replacement project. It is required that every state grant package include an Educational Building Specifications document. Roger LaFleur's main objective for tonight is to answer any questions board members have and to approve the Educational Building Specifications documents so they can be stamped and certified by the superintendent and submitted with the grant application as required. Bob Ravens-Seger shared that it was recently determined that certain areas of the middle/high school roof are not eligible for replacement under the grant because they are not old enough. Roger LaFleur explained that parts of the roof that are under 20 years old are discounted per year off of the grant. Those parts of the roofs were tested by an architect and found to be in excellent condition with a 5-10 year life expectancy (5 years being conservative). The total middle/high school roof area is 117,115 s.f.; the portion associated with the partial roof replacement project is 93,289 s.f. Roger LaFleur reviewed the recommended specifications for roofs, what the new roofs will consist of, and the warranty. John Ziobro asked Bob Ravens-Seger to have the parts of the roof that leak at the middle/high school identified. Sharon Shepherd expressed her concern regarding roof pitch and drainage. Roger LaFleur explained that each section has an independent drain and the water will be distributed to the appropriate drain. Questions remained as to whether or not the sections of the roof not being replaced leaked and it was suggested to ask Dave Wing. John Welsh asked what the project cost is. Roger LaFleur shared that the estimated construction cost for the middle/high school is \$2,686,000 and the estimated state reimbursement is \$1,308,000. The estimated construction cost for Carl Allgrove School is \$948,621 less an estimated state reimbursement cost of \$430,000.

III. Board Elections

a. Board of Education Elections for Officers and Committee Assignments

Bob Ravens-Seger announced that he is stepping down as board chair and asked if there were any nominations for Board Chair.

MOTION: a motion was made by Bob Ravens-Seger, seconded by John Welsh nominating Bob Paskiewicz as Board Chairperson. A motion was made by Jim Feeney, seconded by Bob Ravens-Seger to close the nominations. Voting slips were distributed and the results indicated 7 in favor and 1 abstention. **Motion approved.**

The meeting was turned over to Bob Paskiewicz who asked if there were any nominations for Board Vice Chairperson.

MOTION: a motion was made by John Welsh, seconded by Jim Feeney nominating Sharon Shepherd as Board Vice Chairperson. A motion was made by Jim Feeney, seconded by Bob Ravens-Seger to close the nominations. Voting slips were distributed and the results indicated 8-0 in favor of Sharon Shepherd as the new Board Vice Chairperson. **Motion approved unanimously.**

Bob Paskiewicz asked if there were any nominations for Board Secretary.

MOTION: a motion was made by Karey Pond, seconded by Sharon Shepherd nominating Lucia Ziobro as Board Secretary. A motion was made by Jim Feeney, seconded by John Welsh to close the nominations. Voting slips were distributed and the results indicated 8-0 in favor of Lucia Ziobro as the new Board Secretary. **Motion approved unanimously.**

Board members were asked to indicate on the form provided which committee(s) they would like to serve on.

IV. Correspondence – None

VI. Superintendent's Report

a. 2019-2020 Budget Drivers

Dr. Charles shared copies of the 2019-2020 budget drivers and asked board members for their feedback before her presentation to the Board of Finance (BOF) at their January 15, 2019 meeting. Salaries are the major driver of the Board of Education (BOE) budget. Additional budget drivers include employee benefits, tuition for public and private schools, transportation costs, electricity, and repairs to buildings. Employee benefits are projected to be 16% of the budget. Tuition for public and private schools reflect 6% of the budget. The special education tuition is reduced for next year as we work to bring students

back to the district. Additional supports are required, but it will result in net savings and provide a better experience for our students to be educated in their home district. The transportation contract increases 4.9% over five years. The cost of special transportation for outplaced students who require private transportation above and beyond the contract is an important budget driver. In general, electricity use is up this year and Carl Allgrove School will likely see an increase with the addition of air conditioning units. The BOE joined the town in the bid through CROG and the new rates start in January 2019. Repairs to buildings are historically underfunded and now reflects a more realistic dollar amount based on the actual expenditures over the last four years. Dr. Charles reviewed unfunded mandates and how they impact the budget. Sharon Shepherd asked Sherry Holmes to provide a list of items that were previously underfunded and details of the components that make up a line item versus a summary. Dr. Charles suggested that budget workshops would be a good time to go over item details. Bob Ravens-Seger noticed that the BOF meeting agenda is asking the BOE for information regarding non-educational costs. John Ziobro recommended looking at last year's town audit to see what the actuals were on certain items. Bob Paskiewicz asked what the CHOICE funds are used for. Sherry Holmes explained that the CHOICE grant money is used for school lunches, after school programs, some salaries and some transportation.

VII. Committee Reports

a. Policy

Bylaw 9125 – Attorney (FIRST READ)

Board members discussed recommended changes to Bylaw 9125. Edits will be made and a SECOND READ will be presented at the next BOE meeting.

Bylaw 9326 – Minutes (FIRST READ)

Boards members asked to have the current copy of Bylaw 9326 emailed to them.

Policy 4112.5 – Security Check/Fingerprinting (FIRST READ)

Board members discussed recommended changes to Policy 4112.5. Edits will be made and a SECOND READ will be presented at the next BOE meeting.

Policy 3160 – Transfer of Funds (SECOND READ)

Board members reviewed Policy 3160. A vote whether or not to approve it will take place later in the meeting.

b. Budget – Previously discussed.

c. Curriculum – Nothing to report.

d. Facilities – John Ziobro asked if the heating issue at R.D. Seymour School was resolved. Dr. Charles replied that it was and that there was a heating concern at Carl Allgrove School this morning. Tradesman of New England had to be called to address a water problem in the art room. The boilers at the middle/high school are still an ongoing issue. Sherry Holmes met with Tradesman of New England to find out exactly what services are included in our agreement. Tradesman of New England will credit some of the invoices.

e. Negotiations – Negotiations for non-certified staff will be delayed possibly until spring.

f. Communications – Nothing to report.

VIII. Recommended Actions

a. Approve Carl Allgrove and Middle/High School Educational Building Specifications

MOTION: a motion was made by Bob Ravens-Seger to approve the Carl Allgrove and Middle/High School Educational Building Specifications as presented. Sharon Shepherd does not see how the board can approve something that they do not have all the answers to. Bob Paskiewicz suggested seeing if the board will have enough votes to approve the Educational Building Specifications tonight. Dr. Charles shared that the board needs to make two separate motions. Bob Ravens-Seger withdrew his motion.

MOTION: a motion was made by John Welsh, seconded by Bob Ravens-Seger to approve the Educational Building Specifications for Carl Allgrove School as presented. Lucia Ziobro is concerned about the language “The Board of Education plans to continue to utilize the Carl Allgrove School in their capacity for a minimum of 20 years.” Several board members explained that the wording is a requirement of the state grant. (FOR: Bob Paskiewicz, Bob Ravens-Seger, Sharon Shepherd, John Welsh, Karey, Pond, and Jim Feeney. ABSTAINED: John Ziobro and Lucia Ziobro. *Motion approved.*

MOTION: a motion was made by Bob Ravens-Seger, seconded by John Ziobro to approve the Educational Building Specifications for the East Granby Middle/High School partial roof replacement as presented. (FOR: Bob

Paskiewicz, Bob Ravens-Seger, John Ziobro, Karey Pond, and Jim Feeney. ABSTAINED: Sharon Shepherd, Lucia Ziobro, and John Welsh. **Motion approved.**

b. Approve Policy 3160

MOTION: a motion was made by Bob Ravens-Seger, seconded by Lucia Ziobro to approve Policy 3160 as presented. (FOR: Bob Paskiewicz, Bob Ravens-Seger, Sharon Shepherd, Jim Feeney, John Welsh, Lucia Ziobro, and John Ziobro. ABSTAINED: Karey Pond). **Motion approved.**

c. Approve December 2018 Financials

MOTION: a motion was made by Bob Ravens-Seger, seconded by Jim Feeney, to approve the December 2018 Financials as presented. Sherry Holmes provided an update on line items that are in the negative. Line item #250 Unemployment Payments continues to be in the negative. Line item #340 Data Processing is over due to the help from Tyler Technologies for Munis Payroll. Line item #421 Rubbish Removal is over due to summer trash pickups that were not budgeted for. Line item #435 Repairs to Buildings continues to be impacted significantly. We are still dealing with boiler issues at the middle/high school and waiting for the fire panel reimbursement in the amount of \$23,722. Line item #530 Telephone – E-rate Money will be coming in to cover this overage. Line item #622 Electricity – As of January 1, 2019, the BOE and the town locked into a 24-month contract for electricity with CRCOG. Sherry Holmes also shared that Tyler Technologies assisted the business office with the calendar year-end process for the W-2's and 1099's and she met with eight noncertified staff members regarding the overpayment issue. She will meet with the rest of the affected noncertified staff on January 17, 2019. Jim Feeney asked Sherry Holmes for a list of larger expenditures she anticipates. Sherry Holmes continued by providing a list of recommended transfers. Recommendations include transferring \$6,170 from Workers' Compensation to Unemployment Payments; transferring \$2,357 from Contracted Maintenance Service to Data Processing; transferring \$446 from Water/Sewer to Rubbish Removal; transferring \$897 from Postage to Telephone; and transferring \$45,078 from Contracted Services to Repairs to Buildings. Sherry Holmes asked what line item(s) the board members would like to transfer money out of to cover the \$73,400 electricity deficit. John Ziobro asked if the transfers would be enough for the year. Sherry Holmes replied that they will probably have to revisit them.

MOTION: a motion was made by John Ziobro, seconded by Bob Ravens-Seger to approve the transfers as presented with the exception of electricity. **Motion approved unanimously.**

d. Approve Field Trip

Dr. Charles presented a field trip for grade 3 students to travel to Springfield Symphony Hall in Springfield, MA on April 30, 2019 to experience a live orchestra. Students will depart at approximately 8:45 a.m. and return at approximately 11:30 a.m. The cost is \$8 and will be paid by the students.

MOTION: a motion was made by Bob Ravens-Seger, seconded by Sharon Shepherd to approve the grade 3 field to Springfield Symphony Hall on April 30, 2019 as presented. **Motion approved unanimously.**

IX. Agenda Items for Future Meetings

a. Capstone Project

X. Comments from Visitors – None

XI. Executive Session – Student Matter

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

XII. Adjournment

MOTION: a motion was made by Bob Ravens-Seger, seconded by Jim Feeney to adjourn the meeting. **Motion approved unanimously.** The meeting adjourned at 9:39 p.m.

Respectfully submitted,

Lisa Kline
Board Clerk

**East Granby Board of Education
Executive Session Meeting Minutes for
Monday, January 14, 2019**

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
Mrs. Karey Pond

Others Present:

Dr. Patricia Charles, Interim Superintendent

Board Members Absent:

Mr. Robert Crocker

The Executive Session was called to order at 9:09 p.m.

MOTION: a motion was made by Bob Ravens-Seger, seconded by Sharon Shepherd to move into Executive Session for the purpose of a student matter. Dr. Charles was invited to attend. ***Motion approved unanimously.***

The board returned to regular session at 9:38 p.m.

MOTION: a motion was made by Sharon Shepherd, seconded by Jim Feeney to adjourn the meeting. The meeting adjourned at 9:39 pm. ***Motion approved unanimously.***

Respectfully submitted,

Lucia Ziobro
Board Secretary

These minutes are issued pending Board of Education approval.