

HEBRON BOARD OF EDUCATION

Thursday, January 11, 2018

**REGULAR MEETING**

Gilead Hill School –Music Room

**7:00 p.m.**

MINUTES

The Hebron Public Schools, in partnership with families and the community, is committed to fostering confidence, creativity, responsibility, and academic excellence in our children to enable them to explore the possibilities in their diverse world as respectful, contributing members of their community.

I. Call to Order and Roll Call Chairperson Erica Bromley called the meeting to order at 7:07 p.m.

Board Members Present: Erica Bromley, Heather Petit, Kevin Williams, Christopher Aker, Geoffrey Davis, Maryanne Leichter, Kathy Williams

Liaison Present: Diane Del Rosso

Administrators & Staff Members Present: Timothy Van Tasel, Donald Briere, Katie Uriano, Eric Brody, Stephanie Levin, Patricia Schiavi, David McKenney

II. Pledge of Allegiance, Introductions

III. Public Comment  
No public comments at this time.

IV. Board Member Comments  
No comments at this time.

V. Acknowledging Student Achievement

A. Schools in the Spotlight

- CAPSS Superintendent Award Winners  
Mr. Van Tasel and Mrs. Bromley presented students Emily Lucenko and Brian Sullivan awards as recipients of the CAPSS Superintendent Award winners for this year and were chosen because of their contributions to others, academic performance, and leadership in the school and the community.

Superintendent's Report

- Principal Updates (Encl. 5b)  
Mr. Van Tasel informed the board that the water testing at Hebron Elementary failed again showing lead in the water. Hebron Elementary School will be on bottled drinking water until further notice. Mr. Van Tasel has asked the Chatham Public Health and our licensed water contractor, Hungerfords, to come to the February 8<sup>th</sup> board meeting to discuss the issue.
- There is a CAFE Leadership Institute being offered to all board members in Wethersfield on March 1<sup>st</sup>, 15<sup>th</sup> and March 22<sup>nd</sup> and he asked the Board to inform central office if there is any interest.
- 2017-2018 Audit  
The results of the 2017 audit were received with no new deficiencies and all previous deficiencies corrected.
- BOE Presentation to the CIP Committee – January 22, 2018 (Gilead Hill School)

Mr. Van Tassel invited board members to the CIP Committee meeting on January 22<sup>nd</sup> for the BOE Presentation.

- Snow Day Count to Date = 4 (October 30 and 31 and January 4<sup>th</sup> & 5<sup>th</sup>)  
We have used four weather related days so far with the last day of school being June 19<sup>th</sup> (as of right now).
- Observance of Martin Luther King, Jr.  
Martin Luther King, Jr. Day will be celebrated January 15<sup>th</sup>. There will be no school.

VI. Chair's Report

No chair report at this time.

VII. Board Liaison Reports

Mrs. Del Rosso stated the Board of Finance met the end of December to review the budget crisis which has affected Hebron's budget in the amount of \$1,004,282. She also stated the Board of Education setting aside the \$350,000 in this year's budget was very much appreciated. Mrs. Del Rosso then requested that we identify funds that make up that amount and that the Board of Education participate in a 5% reduction in the 2018-2019 budget to reduce expenses for next year.

VIII. Consent Agenda

A. Approval of Minutes

1. Meeting – December 14, 2017 (Encl. 8a.1)  
Motion by Geoffrey Davis to approve the minutes of December 14, 2017 as presented. Seconded by Maryanne Leichter. Vote: Yes: Erica Bromley, Heather Petit, Maryanne Leichter, Geoffrey Davis, Chris Aker. Abstention: Kathy Williams, Kevin Williams. Motion carried.

IX. **Informational – No Action Required**

- A.
1. Monthly Enrollment Report (Encl. 9a.1)  
The Monthly Enrollment Report was presented showing the total number of students at 708 with 383 students at Hebron Elementary School and 325 students at Gilead Hill School. There are 16 magnet school tuitions paid for by the Board of Education.
  2. Student Activity (Encl. 9a.2)  
The Student Activity Report was shared and showed a balance of \$5,530.90 for Gilead Hill School and a balance of \$27,815.23 for Hebron Elementary School.
  3. Year to Date Financial Report (Encl. 9a.3)  
Debra Whitty, Financial Assistant had prepared a Year to Date Financial Report dated 1/5/2018 which Mr. Van Tassel reviewed showing a \$315,376 surplus. The huge reduction in the surplus from last month is the result of encumbering \$350,000 to be put aside to help offset the loss of revenue from the State to the town. The budget has been frozen and only essential purchases are being made.
  4. Cafeteria Services Report (Encl. 9a.4)  
Stephanie Levin, Clerk of Benefits and Payables, prepared an updated Cafeteria Services Report which was reviewed. As of the end of December, the program had a loss of \$3,663.21 for this fiscal year. The month of December showed a loss of \$2,389.90. The cafeteria bank account has a total amount of \$135.13 as of the beginning of January, 2018.

X. Committee Updates

1. Resource Management Committee  
No meeting was held.
2. Policy Committee  
No meeting was held.

3. Communication Committee  
No meeting was held.
4. CIP Liaison  
Kathy Williams reported that Parks & Rec, Fire Department & Police Department have presented to the committee. No deliberations will be done until all presentations are complete.
5. Education Foundation Liaison  
There was no report.
6. School Readiness Liaison  
Mrs. Petit thanked the committee for welcoming her. Mr. Briere reported that the committee is continuing to work on the handbook. The next meeting is scheduled for January 30<sup>th</sup>.
7. Wellness Liaison  
No meeting was held.

XI. Discussion & Possible Action to Approve the 2018-19 Academic Calendar (Encl. 11)  
A calendar committee was formed and met in December to discuss options for the 2018-2019 calendar. Three options were presented for the board's review showing different conference dates and ending dates. The board reviewed the survey comments from parents and staff members. Mr. Van Tassel recommended Option 3 with half day conferences in October. Options 1 & 2 would need to be negotiated with the teacher's union. No MOA is needed with Option 3.  
**Motion** by Kevin Williams to approve Option 3 of the 2018-2019 Academic Calendar. Seconded by Maryanne Leichter. Vote: Yes: Erica Bromley, Heather Petit, Kevin Williams, Maryanne Leichter, Kathy Williams, Chris Aker. No: Geoffrey Davis. Motion carried.

XII. Appointment of Title IX Coordinator  
**Motion** by Maryanne Leichter to appoint Donald Briere, Director of Educational Services as the Title IX Coordinator. Seconded by Kevin Williams. Vote: Unanimous. Motion carried.

XIII. Discussion & Possible Action on the FY'19 Budget Proposal

Mr. Van Tassel presented a list of Dues & Fees which he then reviewed in the 8000 Series. Mr. Williams, who is a huge advocate of CAFE, said he cannot see supporting the expense of the membership at this time. He would like to see CAFE taken out. Chris Aker asked if the question of a reduction in cost could be requested of their board. If there is no reduction Mr. Aker felt he could not support joining it. Mrs. Leichter, Mrs. Bromley and Mrs. Petit felt we should keep the membership fee in the budget. Mr. Van Tassel said he would call to request a reduction in the CAFE dues. There was also questions regarding becoming a member at a certain time. If there are funds at a later time can we join then? Mr. Davis also said the dues should be taken out of the budget. The board took a straw poll with four to remove CAFE Dues and three to keep. It was removed.

Mr. Williams then asked about the increase in Magnet school tuition. The Magnet School tuition line was formulated bringing student up a grade and increasing the tuition by 5%.

The computer lease line was examined. Mr. Van Tassel would like to invest in the technology this year due to the reduction of a position in central office.

3000

There was a reduction in the cost of AHM due to the restructure of the levy. We are showing a reduction in the budget.

2000

Benefits – health insurance, risk insurance. This is a set number with an 8% increase with three placeholders for certified and one for non-certified to cover the open enrollment. The CIRMA and liability lines show a slight increase.

1000

Mr. Van Tassel explained the staffing levels in the budget maintain services for our students and family. There is an expectation from our families and community to have smaller class sizes. Mrs. Petit asked how many staff members have to be reduced at this time. Mr. Van Tassel explained that most of the reductions have already taken place through attrition but there are still 1.5 non-certified personal that has to be reduced. Mr. Van Tassel then reviewed the number of elementary classrooms and the number of students in each classroom.

Mr. Van Tassel then reviewed the Adjustments document showing a .58% increase in the 2018-2019 budget with the reduction of the CAFE dues. An additional reduction of \$20,000 for the purchase of Chromebooks brings the percentage increase to a .41%.

**Motion** by Geoffrey Davis to approve the 2018-2019 Proposed Hebron Board of Education Budget of \$11,635,795 at .41 %. Seconded by Kathy Williams.

Discussion

Mr. Davis felt the .41% was a good budget. Mrs. Leichter stated she felt the board would have to go lower. Mr. Williams felt if the board has demonstrated reductions, the board will get the support of the Board of Finance and the Board of Selectmen. Mrs. Williams stated the board is looked at with concern because we return money to the town. Mr. Williams stated he would never fault anyone for mid-year fiscal responsibility.

Mr. Van Tassel suggested prepaying the technology lease which would reduce the budget another \$20,000 and purchasing textbooks for another \$27,000 bringing the budget down to a -.01%. Board members were amenable to this.

Mr. Davis withdrew the motion. Mr. Van Tassel will review the budget to see where dollars can be used to reduce the 2018-19 budget by the \$47,000. There will be another meeting January 18<sup>th</sup>.

#### XIV. Public Comments

Mal Leichter, 62 Wellwood Road is a member of the Board of Finance but is speaking as a citizen. The board needs to keep in mind that the revenue from the State in the 16-17 fiscal year has been reduced by \$1,200,000. Hebron will have to reduce the budget for next year by 1,400,000 in expenses. The State is still in the red and the town of Hebron may get an additional reduction this year. Mr. Leichter suggested talking to the auditors before paying leases under general principal. Decisions should be made with all the facts.

#### XV. New Business

The board did not have any New Business to add the Feb. 8<sup>th</sup> agenda.

#### XVI. Board Member Comments

Mrs. Petit questioned the internet connection upgrade asking if it could be done this year. Mr. McKenney said the financing of 50% from eRate does not make it feasible.

#### XVII. Adjournment

**Motion** by Kevin Williams to adjourn at 8:50 p.m. Seconded by Kathy Williams. Vote: Unanimous. Motion carried.

Respectfully submitted,  
Karen Conderino  
Board Clerk