

HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
MEETING AGENDA
WEDNESDAY, JANUARY 25, 2016
7:00 PM
HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

1. **Call to Order**
2. **Audience for Staff and Citizens**
3. **Written Communications to Board**
4. **Approval of 11/16/16 Minutes**
5. **Superintendent Reports/Recommendations** ([Please See Attached](#))
6. **Principal Reports** ([Please See Attached](#))
7. **Business Coordinator's Report** ([Please See Separate Attachment](#))
8. **Budget Presentation**
9. **Discussion and Possible Action on: 2017-2018 HES Calendar** ([Please See Separate Attachment](#))
10. **Discussion and Possible Action on School Lunch Pricing For 2017-2018**
11. **Discussion and Possible Action on: After School Care**
12. **Discussion and Possible Action on: Acceptance of The Donation Made Loretta Stone For \$100 To Be Placed into The School's Donation Fund**
13. **Discussion and Possible Action on: Job Descriptions**
14. **Discussion and Possible Action on: Solar Thermal System**
15. **Report from Four Board Meeting**
16. **Report from Addition / Withdrawal Committee**
17. **Report from Dissolution Committee**
18. **Committee and Representative Reports/Recommendations:**
 - a. **Board Committees**
 - Communications**
 - Finance & Operations**
 - Policies**
 - Approval Of Policies
 - 4111/4211 Recruitment And Selection
 - 5123 Promotion/Acceleration/Attention
 - 5141.21 Administering Medications
 - 6142.10 Health Education Program
 - 3542.22 Food Services
 - 5131.7 Weapons And Dangerous Instruments
 - 5131.9111 Bullying
 - b. **Ad Hoc Committees**
 - c. **Liaison Reports**
 - CABE**
 - EASTCONN**
19. **Additions to The Agenda**
20. **Audience for Citizens**
21. **Next Agenda Planning**
22. **Executive Session for the Purpose of Discussing Performance of a Public Official**
23. **Adjournment**

Please Note:

Board of Education meetings are meetings held in public and are not open hearings. Citizen comments are welcomed during the audience participation sections of the agenda. Any citizen may appear before the Board to express his/her opinion concerning the educational program of the district. Persons wishing to address the Board should give their names and addresses. The public is advised that any comments or statements prohibited under board policy or bylaw will not be allowed. The Board may limit the time allowed for comment. The Board may also, at its discretion, accept comments from the audience during discussion of agenda items. Action may be taken on any item listed or added to the agenda.

BOARD MEMBERS PLEASE EMAIL OR CALL THE SUPERINTENDENT'S OFFICE AT 860-455-2267 IF YOU CANNOT ATTEND

Monthly Superintendent's Report
Status of
Hampton Elementary School
Reported by:
Dr. Frank Olah
January 25, 2017
Submitted

General Comments and Reflections:

I started off my December Superintendent's report with the comment that we had a "quite" month and January has turned that right around! We suffered the unexpected death of the parent of two of our students and their mother is one of our employees. This death also brought out the strength of the faculty and staff who joined together in the first days of this news to help our students here at HES as well as the students in RD-11 who knew the family. We had our counselors in place in HES and RD-11 and they continue to work with students as I write this report. In grief counseling, often times the reality of the death comes to student's days or weeks after the actual event. The counseling staff worked on a long-term intervention plan.

Our teachers and staff also developed support for this family through their generosity by expressing their emotional support as well as financial assistance. In addition, the family did call on the support of Sam Roberson the day of the tragic death and for days after. Sam has known this family for years and her support was powerfully displayed through-out these past days and weeks.

Extension of Bereavement Time:

Based on the current benefits package for non-certified personnel, the superintendent has the authority to extend the period of bereavement from the three days to a number he/she determines appropriate without pay but without any ramifications for missed work days. I have chosen to extend the period of bereavement by seven days to allow our employee to bury her family member and hope she can return to her position as of Tuesday, January 17. I also recommend, if needed, that the Board of Education authorize a sick bank since we do have another employee who has had a medical problem and has used all of the accumulated sick time.

LED Lighting:

The parts for the LED lighting replacements in one classroom and one section of the library have been ordered and will be installed in the near future starting one day after the students have left for that day.

Solar Panels:

We received the solar panel generation figures for the month of December. The generation rate continues to be low and this was caused by the lack of solar light for many days during the period. Otherwise, all is well with our system.

Solar Thermal System:

On inspection, the system is operational and turns on at a pre-set temperature of the internal heat transfer fluids. This system therefore is not operational during most of the winter season. The system engineer has been contacted.

ED001:

In a letter dated 12/31/16 from Stephen Hopkins, CPA, PC, the Board's accountant, there was a schedule 1 of findings generated from the audit completed for the ED001. Finding #1 reported that random student files pulled for the PSIS section of the ED001 were lacking some of the required paper work. Although the finding was correct, the fact was that the parents have been contacted and have yet to provide the school with the requested paperwork. This was reported back to the auditor.

The second finding was that the pulled files had 2 students where their middle names were not spelled in the same manner as the backup paperwork. These files were corrected and resubmitted on 1/3/17.

Gov. Malloy:

We received notification the first week in January that the governor during the week between Christmas and New Year cut all current Educational Cost sharing funds for all school districts in the state by \$20,000,000. Our reduction in state funds for this year's budget was \$9,8880 which immediately impacts our current budget. It will be necessary to cut that amount from our expense side. At this time, we feel that our efforts to fund our educational program will be impacted; however, we are not yet certain as to where in the budget the cuts will need to be taken.

New State Law:

As of January 1, 2017, the state's minimum wage rose to \$10.10/hour. This impacts our current pay for 1/2 day substitutes who work less than 30 days must now be paid \$40.40 per day up from the current \$40 rate for four hours of substitution work.

Tutoring Implementation:

Both tutors are in place with one working in the morning and the other during the afternoon. I reviewed the status of this program with April Basch on Wednesday, January 4 and she reported that she spoke with parents and the parents understood that this type of tutoring required that the students had to keep up with the required work.

Curriculum implementation:

The multi-aged classroom - 2/3 & 5/6 - has been reviewed by Dr. Olah with each of the teachers involved. In addition, Sam and I have been working closely with EastConn by discussing the various models that have been developed through-out the US. We and personnel from EastConn are planning for an intensive PD day on March 10. The purpose of that PD will be to identify our understanding of how multi-aged classroom learning operates and how our teachers can be trained to link those ideas with the realities that exist at HES. From that information, EastConn will help develop an individualized training program that will be implemented from February through June 2017. This will allow teachers to work with each other to create a multi-aged learning process based on the fundamental skills children need to know and be able to show competency and thereby progress through their individualized learning process. The final effort will be the presentation of the individualized learning process to parents in June, 2017. We are hoping that the PTO will provide feedback through-out this process.

Snow Storm Delay & Snow Removal:

As I reported last month, the bus company will follow the decision that I will make on the morning/ day of a snow storm or other weather emergency. If I determine that the roads are not as safe as I would want them to be to safely transport our students, then ALL Hampton students will follow the same bus schedule. If there is a delay of 90 minutes, then ALL Hampton students will follow the 90-minute delay. I am watching the weather starting at 5:00 a.m. on a storm morning and after consulting with the town's road crew, Mr. Nichols, Mr. Henrici and Mr. Barran (Scotland Superintendent), I will make

my decision by 5:30 so all parents will know - as early as possible - what plans for child care they will need to make.

Snow Storm on January 6, 2017:

This storm presented a few problems because the weather forecast was different from the actual snow event. As you know, the three superintendents covered by RD-11 towns, call each other about 5:15 a.m. the morning of any predicted storm. Before that call, I contact Andy Nichols in Brooklyn and our town's road foreman Don concerning the road conditions. This specific morning, Don reported that all the roads were sanded and that it looked good for themes runs. The RD-11 run went well and then the snow cascaded down and quickly covered the roads making them more concerning for all of the people driving to school including the bus drivers. Since I made the call for there not to be a delay for Hampton, I felt it was important to go to school (I am not scheduled to work on Fridays) and find out how the drivers reacted to my decision. I spoke with each of our three drivers and they all reported relatively safe roads for the RD-11 run; however, as they started their HES run, the snow started to fall and the roads were quickly covered making the bus runs late in picking up students. The drivers reported that the Hampton roads were sanded. The snow was melting and there was snow under the new snow fall so the roads were safe when you used caution. This quick snow fall of 2" (approximately) just as the buses began their HES run caused the roads to become less safe as the runs proceeded. Each driver was interview by me to make sure that they were able to report their driving experiences to the superintendent directly. This was helpful for me. I now understand how well experienced our drivers are since they were able to make the cautionary adjustments required to make sure that our students were safe.

On the other hand, some employees were very concerned about their driving experiences coming into school and how we should have had a delay. Although I can sympathize with them - I too experienced driving conditions and had to drive with extreme caution - I can only make a decision about our Hampton school buses and our children's safety not the safety of people driving in from other parts of the state.

Before and After School program by Carelot:

Camelot has closed its doors here in Hampton and the bus company, First Student, has offered to pick-up Hampton students from Carelot in Chaplin in the morning and bring them back in the afternoon for a fee of \$15/day.

Child Nutrition Program:

The program is running well and our food service director has worked diligently to make sure all of our procedures are in place for the March program review. We have had to have a number of different substitutes these past few weeks. We are also looking to replace the cafeteria tables and chairs as well as the large chest freezer. These will be cafeteria based funds not educational funding. In addition, a fund-raising dinner at school will be held to support a family in need.

Building Concerns: The Playscape

At this time, there are no building concerns; however, the testing of the playscape wood has indicated that arsenic is present in the wooden structure at a rate of 0.4+mg/L on the 10-point scale, this is three points from the most toxic level of the test. This would indicate that this playscape should be removed. The dirt under the playscape was also tests and that test indicated on an 18 point scale a low level of in the soil of #4 on the scale with 18 being the highest testing level. These test results were then sent to the Ct. Department of Environmental Protect for their recommendations. The DEEP

reported that the playscape does not have to be removed based on the testing reports and only that it has to be coated with a wood sealer similar to the deck sealers that can be purchased at Home Depot. This will be completed in the Spring after the required safety repairs are completed.

Bus Transportation & RD-11 Agreement:

At a recent meeting with Mr. Henrici of RD-11 and Mr. Barran of Scotland, we have reached the understand that under no circumstances shall any student from either Hampton or Scotland - who arrive to Parish Hill MS/HS late because of bus transportation schedules that different with the opening of Parish Hill MS/HS - be penalized for any curriculum content, testing, or other activities missed because of their late arrival based on their town's weather related bus schedule. It was further agreed that in almost all cases, all four districts (Hampton, Chaplin, Scotland and RD-11) will agree to follow the same bus transportation schedule.

Accounting department:

We have actively addressed the substitute issue to make sure that our payroll will not be negatively impacted if our current business manager is ever sick. We have contacted individuals who are known to understand Quickbooks. We have found a person who is willing to be on call as a substitute and run a payroll. This has been one of my biggest concerns. We have developed a schedule with Sally that hope will begin in February once the preliminary budget numbers are completed. We will offer a stipend of \$500 in other to be trained and a call-in rate of \$100/5 hour day (minimum) and \$22.00/hour above that first 5 hours.

Employees (Non-association):

We posted a specialized position for a special education para-professional with the appropriate training to handle two of our students. At this time, one candidate has come forward and we have hired her. She begins her position on 1/30/17. She is currently employed by EastConn in the same capacity as our posted position.

Superintendent's Goals:

The goal concerning the review and / or creation of job descriptions is progressing and the newly revised job description for the Head custodian (6:00 a.m. to 2:00 p.m.) position is awaiting your review and possible action. The second shift (2:00 p.m. to 7:00 p.m.) job description has also been rewritten and awaiting your review and action.

Superintendent's Work Schedule for January, 2017

The work week remains as scheduled with Tuesday and Thursdays 8:00 to 2:00 p.m. and Wednesday from 8:00 to noon. A schedule has been developed for extra time in order to continue working on your budget review of line items and by the Board's T & C subcommittee through February.

**HES
"The Little Power House"**

**Hampton Elementary School
Monthly Board of Education Update
Principal Report
January 18, 2017**

December 15: Consult and tour with Diane Dugas of EASTCONN and Sam Roberson of building and meeting some staff members with the goal of planning professional development for March 10, 2017. Dates are being planned for pre-assessments.

December 23: School wide Curl up and Read program consisting of guest readers and peer reading groups gathering together for a cozy winter day of reading and coco. All students, staff and several volunteers and community members participated in the program. There have been several requests to make this an annual event.

January 11th: Sam Roberson met with NAEYC local coordinator Sheri Lambert and team to begin the accreditation process. This service is provided by a grant that was written for technology support and assistance with NAEYC program requirements.

January 13th: Chrissy Stone and Sam Roberson NAEYC meeting and organization of materials for review, step one for preparation to continue with NAEYC accreditation.

January 18th: PBIS plan for a school wide positive behavior assembly in the afternoon in February.

On Going:

- Professional development consultation with Eastconn
- NWEA mid school assessments will be completed in January
- SRBI review and action planning

Enrollment 2016-2017

Grade	August	September	October	November	December	January	February	March	April	May	June
Preschool	13	15	14	14	14	15					
Kindergarten	11	10	10	10	10	10					
One	16	16	14	14	14	14					
Two/Three	22	9/13	9/13	9/13	9/13	9/13					
Four	16	16	16	16	16	16					
Five/Six	25	14/12	14/11	14/11	14/11	14/11					
TOTAL	103	105	101	101	101	102					