

HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
MEETING AGENDA
WEDNESDAY, SEPTEMBER 28, 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 MINUTES: 8/24/16
5. FINANCIALS ([PLEASE SEE ATTACHED](#))
6. SUPERINTENDENT REPORTS/RECOMMENDATIONS ([PLEASE SEE ATTACHED](#))
7. PRINCIPAL REPORTS ([PLEASE SEE ATTACHED](#))
8. DISCUSSION AND POSSIBLE ACTION ON BOARD OF EDUCATION GOALS
9. REPORT FROM ADDITION/WITHDRAWAL COMMITTEE
10. COMMITTEE AND REPRESENTATIVE REPORTS/RECOMMENDATIONS
11. ADDITIONS TO THE AGENDA
12. ACTION ON POLICIES (**ATTACHED IN SEPARATE DOCUMENT**)
 - a. REPLACE WITH NEW CABE VERSION AND RESCIND OLD VERSION
 - i. POLICY 4111/4211 RECRUITMENT AND SELECTION
 - ii. POLICY 4118.11/4218.11 NON-DISCRIMINATION
 - iii. POLICY 5123 PROMOTION, ACCELERATION, RETENTION
 - iv. POLICY 4119/4219 PERSONNEL-CERTIFIED/NON-CERTIFIED STAFF CONDUCT
 - v. POLICY 5113.2 TRUANCY
 - b. RE-APPROVAL
 - i. POLICY 1112 COMMUNITY RELATIONS NEWS MEDIA RELATIONSHIPS
 - ii. POLICY 1311.1 POLITICAL ACTIVITIES OF SCHOOL EMPLOYEES
13. AUDIENCE FOR CITIZENS
14. NEXT AGENDA PLANNING
15. 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
September, 2016
Submitted 9/22/16

General Comments and reflections:

Our opening of school was well planned, the solar system became ready to activate and the cupola refinishing was completed before the first day of the school year on Monday, August 29. We held our annual Open House on September 13 from 6:30 to 7:30 to a full house of parents and students. HES's Parent - Teacher Organization was in attendance and distributed their plans for this academic year.

Solar Panels:

I visited the electricians who were working on the new solar switch gear system on Friday evening about 7:00 p.m. (8/25/16) to make sure all was going well. The head of the team reported that it was his goal to have the job completed before they left that evening and they did! Various tests were run and Ever Source approved the system to hook into the power grid. Other complications occurred and on 9/7/16 and C-Tec had their electricians return to re-route a cable and install new fuses. The panels were turned on Friday, Sept. 9 to 80% power so that the engineers can tweet the system and slowly bring it up to full power.

Cupola Repair:

The cupola re-sheet rocking and painting were completed and the lights were rehung. The area was swept clean and Andy completed the cleaning on Monday, August 29th.

General summer maintenance:

Every aspect of the summer cleaning of the building has been completed and our EastConn technology crew programed a new Smart Board. It was installed for the beginning of school. The gardens in the front of the school were cleaned up and the front planters have mums courtesy of Sam Roberson.

Tutoring Implementation:

Both tutors are in place with one working in the morning and the other during the afternoon. A general meeting was held on 8/29/16 with Ms. Roberson, the two parents, the two students, and the two tutors. Another meeting was held on 9/15/16 with the grade 6 teacher, a tutor and Dr. Olah to review the first three weeks of tutoring and to clarify any concerns from any member of the tutoring team. Ms. Roberson will be meeting with the two parents for their input.

Emergency Generator:

The report from Mr. Harrington has not been received as of 9/22/16. [Please see attached invoice.](#)

Snow Removal Proposal:

A snow removal proposal was developed for three specific reasons. #1 We do not have the man power needed to remove all of the accumulated snow possible along all side walks, front entrances and emergency door exits from each classroom. This requires snow removal from around the door to allow it to swing open as well as a pathway from the door to the paved and plowed drive way which is plowed by the town crew. These pathways can be long since the town does not plow all of the rear paved area. #2. One of our custodians has suffered a workman's compensation claim during the summer from lifting. #3. A company hire would offer both sand and ice melt applications, a crew to remove the snow as well as the appropriate equipment for the deeper levels possible snow fall as experienced two winters ago. Although not in our budget currently, we are constantly making evaluations for funds that may become available as the year progresses. Not to implement this snow removal proposal risks added costs for workman's comp payments. The [snow removal proposal is attached.](#)

Before and After School program by Carelot:

Camelot has received the opening clearance from our Fire Marshall and they have opened their doors. The current student numbers are very small, especially in the morning and we have sent home information about their program.

Emergency door repair:

The door was painted over the primer gray color that came on the door when it was installed. It operates perfectly. A second door was repaired based on the Fire Marshal's report

Child Nutrition Program:

We have been notified that HES will be under going a CSDE program review of our child nutrition program that will focus especially on the nine areas that were cited in the 2014 review and this review will be conducted in March, 2017. With that in mind, I have contracted with EastConn to send a consultant who met with our cafeteria staff (Sept. 19 & 20) to review all aspects of the current operations and to make recommendations for strengthening our program so that we will be able to pass the review in March. In that light, Sam Roberson attended a training program for Child Nutrition on Thursday, September 15, 2016. Our goal is to have zero citations.

Building Concerns:

It was brought to our attention by a parent of a student who has hearing issues that because of the child's medical implants, the fluorescent lighting is interfering with those medical devises in two of the classrooms the student occupies. We have been in contact with Connecticut School Energy Reduction Program concerning how to handle this issue. We are looking carefully at the installation of LED tubes into our current fixtures. This would require the removal of the current ballasts and replacing those with new LED ballasts that do not hum. We have requested a cost estimate. We have been informed that the life expectancy of ballasts averages 20 years. We can expect all of our ballasts will need to be replaced in the next few years since our building is 25 years old this year.

The Hampton Fire Marshall has completed his inspection (Sept 2) of the school and discovered the following code issues: Emergency door in room 208 needed repair, there was an area in a closet that had dampness and the fire alarm system had to be inspected which took place immediately after the inspection on Tuesday, Sept. 6. The door was repaired on 9/7/16 and the dampness was linked to a

leaking fire suppression head. This was repaired on 9/7/16. As a result of the Fire Marshall's inspection, we discovered that our entire fire suppression system has never been serviced since the building opened in 1991. The fire suppression has sprinkler heads that are now beginning to leak - as revealed in the fire marshall's inspection. These heads hold back water at 80 lbs. of pressure so it is imperative that they be serviced before we have a break. A service contract was requested to the sprinkler system company. The inspection rate is \$200.

We have made an effort to find and train substitutes for our custodians. At the writing of this report, we have one confirmed substitute pending a finger print report and one who is considering his application.

Bus Transportation Issue:

Since this issue involves specific students, I cannot fully explain all aspects of this problem. As per my outlined review of the circumstances that were sent to you on 9/16/16, you have the basic background information. The administration took an active response to the issues raised including open communications with the Connecticut State Police, parents and students. In addition, to insure that no further incidents would occur, a paraprofessional was placed on the bus on Friday afternoon and both bus trips on Monday and Tuesday until a full investigation was completed and decisions made.

Accounting department:

The payroll developed an issue concerning the pay schedule requirements during the Labor Day weekend. Since all banking was closed the three days of the Labor Day weekend, Intuit (the payroll provider) was unable to process the payroll for our pay date of September 7. We had to provide our employees with paper checks dated 9/6/16 and we distributed them directly to each employee. This also created a \$100.00 non-use fee from Intuit because we did not run our payroll through their service. This non-usage fee is in place since the company had to adjust their system to account for the payroll so that our year-end figures will be calculated accurately. This was an error caused by the use of a time clock system coupled with the required early (Sept 2) payroll information submission to Intuit.

Employees (Non-association):

We have received notification that our cafeteria assistant will be leaving her position and we have posted her job. We interviewed a retired custodian who worked in Woodstock Public Schools for 13 years. He shadowed Andy on 9/8/16. (As per your policy, I am informing you that I know this gentleman because we attend the same church).

Employees : (Association):

After a detailed discussion with Ms. Folan and Levans, where we discussed various contract details, a meeting was held with the Association's representative to reach agreements on two contract items. The first was the use of hours to define a teacher's work day as 15/40 or 25/30 minutes split before and after school work that constitutes the 55 minutes of non student contact hours. This language was seen as conflicting with the hourly pay in Appendix B of the contract that defined hourly pay for teachers working with clubs.

Another provision (Article 23 - Teacher In Charge) requires two teachers to be named as teacher in charge when the principal is out of the building. These two positions have required payments of \$1,000.00 and \$250.00. Could the teacher in charge position add to its job description a provision that the responsibilities include helping other teachers with their technology concerns.

Superintendent's Goals :

The goal setting activity was completed and the superintendent's goals for 2016 to June, 2017 were approved and can be found with the minutes of the special board meeting of Sept. 21, 2016 and [are attached.](#)

Superintendent's Appointments at CAFE and CAPSS:

I have been appointed to the following CAPSS's committees: CAFE/CAPSS Convention Committee, International Education Committee and Part-time Superintendents' Committee.

Open House September 13, 2016

Open House had most of the chairs in the gym filled with parents and a large number of very young siblings and babies in attendance which seems to indicate that our student numbers will be rising in the near future. Sam Roberson had students lead the Pledge and she reviewed a rules and introduced our new staff members. I made a presentation at the beginning to point out that there were three very important school organizations that set up tables in order to gain members. Those included CareLot, Scouting and the PTO.

Superintendent's Work Schedule for September, 2016

The work week remains as scheduled with Tuesday and Thursdays 8:00 to 2:00 p.m. and Wednesday from 8:00 to noon. There was an extension of the hours because of the HEA meeting that lasted until 5:00 p.m. as well as the two Board meetings which were held in September. An additional set of hours were required to address the above mentioned bus transportation issue that turned into a serious student based issue.

Accomplishments :

Clarification of HES contract terms

Custodial substitutes are now in place

Tutoring is reported to be progressing extremely well from all perspectives

Carelot will stick by HES even with their very low numbers, especially in the mornings (2) and afternoons (5)

Fire Marshall's inspection was completed and all required repairs have been addressed within three school days of the inspection

The solar system is up and producing electrical power

Successful Open House

HES
"The Little Power House"

**Proposal for Snow Removal
Winter
2016-2017
for
Hampton Elementary School**

Requirements :

Removal of snow and sanding of ice from:

**Entrances
Sidewalks
Pre-K Playground
Emergency Doors**

Application - as required - of:

**Sand
Ice Melt**

**Snow Fall
1 inch of accumulation**

Timing of Snow/Ice Removal

School In Session

As soon as possible before 3:15 dismissal or 45 minutes before early dismissal

School Closed

At the end of the storm or by noon which ever is appropriate

School Delayed Opening @ 10:10 a.m.

Completed by 9:00 a.m.

Regular School Opening at 8:40

Completed by 6:30 a.m.

NOTE: Before school program opens at 6:30 a.m.

Quotes are to be given per-event or per removal operation for the same snow/ice event

Each event is defined as requiring snow/ice removal of an 1" or more of snow/ice

Measurements are at school not forecasted accumulation

Electric Solutions Contracting LLC
 17 Windham Rd
 Hampton, Ct. 06247

Estimate

Date	Estimate #
9/20/2016	220

Hampton Elementary School
 Dr. Olah
 380 S.Main St
 Hampton, CT. 06247

			Project
Description	Qty	Rate	Total
Furnish and install a 150kw generator and 800a transfer switch. Generator to be placed at the rear of the school near the solar equipment. Conduit and or cables to run above the ceiling concealed where possible.		0.00	0.00
Generator and transfer switch	1	55,500.00	55,500.00
Major materials	1	8,000.00	8,000.00
Budget for site work	1	7,500.00	7,500.00
labor	85	95.00	8,075.00
		Subtotal	\$79,075.00
		Sales Tax (6.35%)	\$0.00
		Total	\$79,075.00

**Proposed goals for the Hampton Superintendent
Dr. Frank Olah
2016 to 2017**

APPROVED
9/21/16

1. To review all current Hampton Board of Education policies

A. Purpose: To develop a listing of all policy requirements that assigns specific obligations and responsibilities to the superintendent

B. Action:

- a. The superintendent will create a listing of all appropriate policies
- b. The superintendent will report on actions taken by October, 2016 to the

Policy Committee

2. To review the operations of the business/accounting section of the administrative office

A. Purpose: To develop an understanding of the operations of this section of the administrative office to insure that an accurate and legal set of procedures are in place and that the current software meets the requirements of the CSDE

B. Action:

a. The superintendent will review all budgeting operations and the legal requirements of payroll and record keeping to insure that appropriate state and federal procedures are in place

b. The superintendent will submit a report on his findings by January, 2017

3. To review the job descriptions of all employees

A. Purpose: To up date or create specific job descriptions for all positions

B. Action:

a. To recover all current job descriptions and compose those descriptions which are with not accurate or not existing

b. The superintendent will file a report on or about March, 2017

4. To review current and future building needs

A. Purpose: To develop a listing of building requirements, code up dates and long term goals based on the 25 years of usage of the building since its construction in 1991

B. Action:

a. The superintendent will conduct a review by interviewing the appropriate personnel to determine the issues that confront the school building

b. The superintendent will file a report on or about June, 2017

5. To review the current curriculum implementation process

A. Purpose: To encourage the positive implementation of the curriculum by staff

B. Action:

a. To gather information on the current state of the curriculum implementation and specific curriculum needs

b. The superintendent will file a report with action noted and recommendations for changes on or about December, 2016 and June, 2017.

Hampton Elementary School
Monthly Board of Education Update
Principal Report
August 28, 2016

August 31st: First day of school for students. Opening announcements to parents which included; an introduction of new staff members, Mrs. Milton and Dr. Olah, review of our communication plan to continue with backpack notices, web page updates, emails and emergency closing/delays or early dismissals. Reminders to complete forms and return to office as soon as possible and shared contact information for support if needed. Reviewed school's rules and all in attendance participated in developing a poster for a designated area within the school. Approximately 30 parents were involved with students and staff on this activity. In closing teachers and students started their academic year with the exception of Kindergarten and pre-school who were able to take a bus ride that followed their daily bus route. Kindergartener returned to school and preschooler went home where they were met by parents and guardians.

September 2, 2016: Fire Marshal and Fire Drills I have been in contact with the fire marshal Deputy Chief Noel Waite. We have met and he was able to complete an inspection per request of the Carelot before and after school program. Mr. Waite did an inspection on August 29, 2016 where a list of recommendations has been put into action. Our first planned fire drill was on September 2, 2016 and our second unannounced fire drill was on September 13, 2016. All went smoothly with no incident.

September 8, 2016: School Readiness introductory meeting with Melaine Smith-Cervera to review outline of expectations. There will be an early childhood meeting here at HES on September 27, 2016. We have thirteen full time preschoolers and two part time students.

September 13, 2016: Open House – Approximately 50 family members attended open house. Opening remarks were made by Dr. Olah and Sam Roberson with attention given to Ms. Garrison delivering the health curriculum, the introduction of Mrs. Milton, a review of the bus rules and safety, an outreach for volunteer support, and Carelot availability. Presentations were given by Mrs. Brown-Poonja and Mrs. Becker on PTO plans and procedures, and by Mrs. Mlyniec on the value of becoming a boy scout and how to join. Tables were set up in the foyer with handouts and flyers. Families were able to visit the classrooms and talk with teachers and participate in a few fun activities.

September 15, 2015: Attended Complying with Healthy Food Certification in Middle town, CT.

September 16, 2016: Vision Screening - Tom Kohl from the Brooklyn Lions Club came into school and provided a free vision screening for all students. The Welch Allyn Spot Vision tool is used which provides a quick and much more accurate vision screening. If a vision problem is found, a complete eye exam is then recommended. This is a vision screening program that the Lions Club provides free of charge to schools and other community organizations.

September 23, 2016: Monarch Mission Ms. Sanchini was able to attend a workshop to continue the development of the monarch curriculum and set up goals for our garden development.

