

HAMPTON BOARD OF EDUCATION  
HAMPTON, CT 06247  
**MEETING AGENDA**  
**WEDNESDAY, OCTOBER 26, 2016**  
**7:00 PM**  
HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

1. CALL TO ORDER
2. INTRODUCTION OF OUR NEWLY HIRED SCHOOL COUNCILOR MRS. LAURA SOREL
3. AUDIENCE FOR STAFF AND CITIZENS
4. WRITTEN COMMUNICATIONS TO BOARD
5. APPROVAL OF MINUTES: 9/21/16 AND 9/28/16
6. SUPERINTENDENT REPORTS/RECOMMENDATIONS ([PLEASE SEE ATTACHED](#))
  - PRESENTATION: Financials and Staff Assignment (**ATTACHED AS SEPARATE PDF**)
  - PRESENTATION: Academic Programing Report
  - PRESENTATION: Snow Removal Report ([PLEASE SEE ATTACHED](#))
  - PRESENTATION: Food Service Options
  - PRESENTATION: Generator Replacement / Continued Usefulness
  - PRESENTATION: Goal #1: Review of Policy Implementation as requires of Office of Superintendent per current policy. (**ATTACHED AS SEPARATE PDF**)
7. PRINCIPAL REPORTS ([PLEASE SEE ATTACHED](#))
  - PRESENTATION: Student Testing Results
8. DISCUSSION AND POSSIBLE ACTION ON CHANGE OF STEP RATE FOR EMPLOYEE FROM STEP 1 MA TO STEP 2 MA BASED ON HEA'S COMMUNICATION WITH SUPERINTENDENT
9. DISCUSSION AND POSSIBLE ACTION ON INCREASING TIME FOR A PARAPROFESSIONAL FROM .7 FTE TO 1.0 FTE DUE TO SPECIAL EDUCATION NEEDS
10. HAMPTON ELEMENTARY SCHOOL NON-RECURRING FUND DISCUSSION
11. DISCUSSION ON GRADE 7 & 8 PROGRAM NEEDS – ACADEMIC / ENVIRONMENTAL/ STAFF ([PLEASE SEE ATTACHED](#))
12. COMMITTEE AND REPRESENTATIVE REPORTS/RECOMMENDATIONS:
  - a. BOARD COMMITTEES
    - COMMUNICATIONS
    - FINANCE & OPERATIONS
    - POLICIES
      - PRESENT POLICIES RECOMMENDED FOR REAPPROVAL
      - 5141.5 Youth Suicide Prevention
      - 4144.1 Physical Restraint and Seclusion
      - 5145.6 Grievance Procedures
      - 6115 School Ceremonies and Observances
      - 6121 Nondiscrimination / Equal Education Opportunity
      - 6142.10 Physical Activity and Discipline
  - b. AD HOC COMMITTEES
    - REPORT FROM ADDITION / WITHDRAWL COMMITTEE
  - c. LIAISON REPORTS
    - CABE
    - EASTCONN
13. ADDITIONS TO THE AGENDA
14. AUDIENCE FOR CITIZENS
15. NEXT AGENDA PLANNING
16. 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**  
**October 26, 2016**  
Prepared: 10/22/16

**General Comments and reflections:**

This has been a very busy month from an administration perspective with a number of issues which we have had to address. The most pressing is the current adjustments being made to our current 5/6 class structure which has been seen as not fully meeting the Board's goals of a flexible and dynamic 5/6 grouping process that will insure that our students receive their full compliment of science and social studies curriculum requirements. This issue has been reviewed and addressed by the Board in their Special Meeting held on 10/12/16. (**See attached** summary statement of the Board's directive to the administration as written by Dr. Olah and reviewed by the Board's chair)

**General maintenance concerns:**

**Emergency Generator:** As of the writing of this report, an inspection of the current generator by a member of the public as requested at the September 28th meeting has not yet been completed, therefore no further action has been taken on this issue.

Other building concerns have developed:

The **wooden playscape** has been closed until it can be inspected by a risk manager from our insurance carrier and the inspection is scheduled for 12/6/16.

The **oil tank** is an in ground tank that is currently 25 years old. We have contacted our oil supplier and they have given us the name of an inspection firm to confirm that the tank is not leaking any contaminants into the soil. ATS Environmental has given an inspection price of \$1,200. The State of Connecticut does require periodic inspections. The town offices reported no paper work on any tank inspection here at school.

The **Water Supply Well** has been of concern for a number of years and it remains a concern that needs to be addressed since the school has only one water supply source and that source is positioned too close to the storm drains running off the pavement areas. At this time, this issue has not been addressed.

The **Lighting in the classrooms** have old lighting ballasts and these are now humming and a student with hearing issues having a difficult time because of the hum. Since the ballasts are old, we have made contact with our Green Energy Committee for a remedy for this issue. At the writing of this report, town's energy survey report has been received; however, no pricing has been developed in order to create a plan for the replacement of the ballasts and the installation of the new LED low energy consumption lighting.

**Exterior door scraping and paintings** has begun and we hopefully with have continued warmer weather to allow for all of the front doors to be painted before the cold weather arrives.

**Movable Wall in classrooms 110-111** is currently so difficult to move as to render it not usable. We will further investigate what it would cost to repair or replace it.

**Cafeteria tables** are of concern after Mr. Nichols demonstrated that the latch mechanism comes unhinged and can cause the tables to unexpectedly move to their closed position. This seems to be caused by the old spring mechanisms that have lost their ability to hold the latch closed. The manufacturer of the table is no longer in business. We are still investigating if the tables can be repaired.

**Art room tables** were reported to be shaky and when they were inspected by Dr. Olah and Mr. Nichols, the legs were loose and even the table that was repaired had loose legs. We are investigating how we can strengthen those table legs.

A **snow removal plan** was presented at the last regular BoE meeting and we continue to explore the best way to handle this problem. According to CIRMA, our insurance carrier, anyone who works to remove snow must be covered by Workman's Comp. insurance either by the district or by a private company. We cannot just hire a local high school student. We have requested assistance from the town for advice. There have been a few companies recommended by citizens from town.

#### **Before and After School program by Carelot:**

There are seven students enrolled and it is hoped that more families can take advantage of this program.

#### **Sexual / Child abuse Training:**

All staff have completed and received their online training from the CDF, a CDF trainer spoke to the faculty at the September faculty meeting and the report line phone number has been posted in the faculty/staff lounge, the main office next to the time cards.

#### **Accounting department:**

We have started the budgeting process for the 2017-2018 academic year. I ask that any citizen of Hampton email me with their budget recommendations and comments at: [folah@hamtonschool.org](mailto:folah@hamtonschool.org). I will respond to each recommendation and email received.

#### **General Recommendations:**

The following reports have been prepared and are attached:

Policy Review for Superintendent's Goal #1

Report on the modifications that have been implemented in the grade 5/6

(Note: This report will be available at the Board meeting and is not attached)

Report (Preliminary) concerning the status of the building and state teaching certification requirements for adding grades 7 & 8 to our school

**Superintendent's Work Schedule for November, 2016.** The schedule will need to be changed because of the number of hours I have had to put into the operational issues

that have had to be addressed. I anticipate the following schedule in November: Tuesdays 8:00 to 2:00 & Thursdays 8:00 to 2:00. I will not work my regular 4 hours on Wednesdays. The Tuesday/Thursday format will allow me to be available to the town officials if they need to discuss various issues. In addition, November has fewer school days so the time requirements will be lessened.

**Other:**

I want to give a very warm “Shout Out” to **Amy Morin**, our Director of Food Services who found a really good deal on turkeys and she has started a wonderful response from the staff here at HES to see how we can celebrate our “Thanksgiving” spirit with our students and members of the town. Plans will be forthcoming.

Finally, there are few school districts who have had the loyalty of their support personnel as HES has enjoyed. **Phyllis Stensland** has been the rock of the school because she has been here working with students for 48 years! Everyone who has gone to school here, be they recent graduates or adults who have their own children and in some cases grandchildren attending school here have all experienced Phyllis Stensland’s presence, grace, and love of the kids here.

Phyllis has retired because it was what she “...needed to do.” A unique part of the history of HES has departed. She reported to me that she will be coming back between her travels so her special parking spot will remain her’s for as long as she wishes. No one can fill her shoes and no one will fill her parking space!

We all love and respect her for her 48 years of being here to help those who were here on their life’s journey.

**HES**  
**“The Little Power House”**

**Hampton Elementary School Office of the Superintendent  
380 Main Street  
Hampton, CT. 06281**

Report:  
Snow Removal Investigation Report  
Requested by:  
Hampton Board of Education

Report #1  
10/22/16

Submitted by:  
Dr. Olah, Superintendent

**Purpose:**

The Snow Removal specifications document presented at the 9/28/16 Board of Education meeting was reviewed and it was requested that the Superintendent review other options including the fact that the current custodian knew that his job included snow removal. It was also suggested that the school could hire local high school students to remove the snow using school equipment.

**Information obtained:**

1. CIRMA reported that only people covered by Workman's Comp insurance by the school or a private company could be hired to remove snow
2. There is currently one snow blower and one front loader tractor owned by the school district
3. The current custodian was told when he was hired that he would have help with snow removal; however, he reported that he had to do most of the snow removal by himself last winter
4. Currently, we have only one full time custodian and have been unable to find another 5 hour custodian which is the currently approved position, not a full time position of 8 hours
5. There are currently 45 exit doors that lead out of the building and all are emergency exits, therefore, all need to have snow removed from each door so the door can fully open outward and occupants can walk snow free to the plowed area (the driveway or paved area plowed by the town's trucks)
6. All sidewalks and curbs are required to be plowed and the area around the bus unloading / loading area must also be sanded and ice melt applied so students will not slip under a bus
7. All operators of the power equipment that the school owns and is used for snow removal must be trained each season in the proper use of the equipment and each individual must receive the appropriate safety equipment as determined by OSHA. The training is on line.
8. The Office of the First Selectman reported that they have no recommendations for companies or any local people who could qualify to remove snow
9. Last year, a 57 year old custodian in Putnam died while shoveling snow round a school using a snow blower according to news reports

**Hampton Elementary School**  
**Monthly Board of Education Update**  
**Principal Report**  
**October 26, 2016**

September 27<sup>th</sup>: A School Readiness meeting was held at Hampton Elementary School. Minutes and reports were presented. We have 14 full time and 2 part time slots that are filled.

September 27<sup>th</sup>: PTO met to review upcoming fund raisers and events. This includes the current Lyman Pie sale and the Halloween Trick or Truck event that will be held on October 28, 2016.

October 4<sup>th</sup>: The Hampton Chaplin ambulance Corps came to our school and did a presentation on fire prevent for each grade. Students were able to visit the fire trucks and receive informative packets to share with parents, water bottles and fire fighter hats. This was a remarkable opportunity for our students and community members to interact and to educate students and families on these safety issues. I feel confident that they are more informed on fire safety prevention. I appreciate the time and level of committee that our fire fighters contribute to our community. While they were here they were able to supervise an unscheduled fire alarm that went very smoothly.

October 5<sup>th</sup>, 13<sup>th</sup> & 21<sup>st</sup>: Mrs. Bauch and Ms. Sanchini completed their TEAM training at Eastconn to be able to be mentors for new teachers.

October 6<sup>th</sup>: Ms. Roberson was able to attend a Sexual Harassment Prevent Training put on by Shipman & Goldman in Hartford, CT. The presentation focus was on the legal aspects of sexual harassment claims and prevention strategies.

October 7<sup>th</sup> & 14<sup>th</sup>: Ms. Sanchini, Mr. Shirfrin, Mrs. Danielson, Mrs. King and Mrs. Penrod all completed their restraint training in Middletown CT. Three more teachers will go on November 3<sup>rd</sup>.

October 7<sup>th</sup>: Amy Morin and Sam Roberson attended The Administrative Review for School Nutrition Program. The presentation provided an overview of the USCA requirements and a Procurement Review for the current school year. The workshop was in Middletown CT.

October 11<sup>th</sup>: Professional Development. Teachers were able to choose from AM and PM breakout sessions. Linda Kaufman from Eastconn presented early childhood literacy support and has offered to do a follow up session. Discovery Education made a self-directed webinar available to staff that were interested in science curriculum; and a Peg Writing webinar to support our ELA program was open at 1:00 for all staff.

October 12<sup>th</sup>, 19<sup>th</sup> and 24<sup>th</sup>: Ms. Garrison has organized a cross country race team that has been able to compete with Scotland and Chaplin. Three students have placed in the top 5 for at least one of the events. We have four 6<sup>th</sup> graders, seven 5<sup>th</sup> graders and four 4<sup>th</sup> graders participating.





**Hampton Elementary School Office of the Superintendent  
380 Main Street  
Hampton, CT. 06281**

Report:  
Grade 7 & 8 Grade Level Addition Requirements and Possible Costs  
Requested by:  
Hampton Board of Education

Report #1  
10/22/16

Submitted by:  
Dr. Olah, Superintendent

**Purpose:**

The following pieces of information have been collected in order to begin the collection of a complete set of facts available to the Hampton BoE members if and when they discuss the addition of grades 7 & 8 to HES as requested by the Hampton BoE at the 9/28/16 meeting.

**Data collected:**

1. Professionals teaching in grade 7 & 8 must have a specific subject based certification that carries the grade levels of either 4 to 8 or 7 to 12
2. Currently, only three teachers have such a certification: 2 in K-12 Physical Education and one in K - 12 Special Education. Our new school counselor can serve grade 7 & 8 students. Part-time retired teachers would be the most appropriate hires; however, those teachers could only be hired as 0.45FTE teachers
3. The need for three classrooms spaces would be required: two general classrooms for the number of students and a third for a lab science classroom
4. Currently, the bathrooms do not meet the number of required toilets/urinals for an increase of approximately 25 "older" students in grades 7 & 8
5. The average grade 7 & 8 science, math and social studies textbooks average in price between \$65 and \$110 each and come with full internet textbook access
6. The science lab is an expensive addition and no real cost estimate can be developed at this time.
7. Additional technology iPad style computers would be required
8. Sports teams (for both boys and girls with equal facilities - Title 9 ) would be needed and therefore coaches with coaching certifications and appropriate fields and equipment are required. No cost estimates have been obtained