

HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
MEETING AGENDA
WEDNESDAY, NOVEMBER 16, 2016
7:00 PM

HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

1. CALL TO ORDER - WELCOME TO NEW BOARD MEMBER: SUSAN LOVEGREEN
2. AUDIENCE FOR STAFF AND CITIZENS
3. WRITTEN COMMUNICATIONS TO BOARD
4. APPROVAL OF MINUTES: 9/21/16, 10/12/16 and 10/26/16
5. SUPERINTENDENT REPORTS/RECOMMENDATIONS ([PLEASE SEE ATTACHED](#))
PRESENTATION: Snow Removal review
PRESENTATION: Generator Replacement review ([SEE SEPARATE ATTACHED DOCUMENT](#))
PRESENTATION: LED Lighting updates
PRESENTATION: Budget 2017-18 assumptions / guidelines ([SEE SEPARATE ATTACHED DOCUMENT](#))
PRESENTATION: Modifications to 2/3 & 5/6 progress report (Ms. Roberson / Dr. Olah)
PRESENTATION: EastConn's 2017 - 2018 Regional Calendar
PRESENTATION: Playscape inspection
PRESENTATION: In Ground Oil Tank
PRESENTATION: School Water Supply
PRESENTATION: Solar Production Report ([SEE SEPARATE ATTACHED DOCUMENT](#))
6. PRINCIPAL REPORTS ([PLEASE SEE ATTACHED](#))
7. BUSINESS COORDINATOR'S REPORT ([SEE SEPARATE EIGHT ATTACHED DOCUMENTS](#))
8. DISCUSSION AND POSSIBLE ACTION: Para-professional (Behavioral Specialist) to add 1.75 hours to current open paraprofessional position and offer \$14.50 with appropriate training. ([SEE SEPARATE ATTACHED DOCUMENT](#))
9. DISCUSSION AND POSSIBLE ACTION ON: 2017 BOE calendar of meetings Fourth Wednesday of the months of 2017:
1/25, 2/22, 3/22, 4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/15, 12/20 or 27 (?)
10. DISCUSSION AND POSSIBLE ACTION ON: C/NR and/or General fund request
11. DISCUSSION AND POSSIBLE ACTION ON: Administration needs direction on the district's response to the letter dated 9/23/16 from CSDE concerning the noncompliance with the MBR that can result in possible action by the CSDE ([SEE SEPARATE ATTACHED DOCUMENT](#))
12. DISCUSSION AND POSSIBLE ACTION ON: Appointment of Susan Lovegreen to Board committees
13. REPORT FROM ADDITION / WITHDRAWAL COMMITTEE
14. COMMITTEE AND REPRESENTATIVE REPORTS/RECOMMENDATIONS:
 - a. BOARD COMMITTEES
COMMUNICATIONS
FINANCE & OPERATIONS
POLICIES
REAPPROVAL WITH NO CHANGES OTHER THAN DATE
5141.5 YOUTH SUICIDE PREVENTION,
5144.1 PHYSICAL RESTRAINT AND SECLUSION
5145.6 GRIEVANCE PROCEDURES
6115 SCHOOL CEREMONIES AND OBSERVANCES
6121 NONDISCRIMINATION / EQUAL EDUCATION OPPORTUNITY
 - b. AD HOC COMMITTEES
 - c. LIAISON REPORTS
CABE
EASTCONN
15. ADDITIONS TO THE AGENDA

16. AUDIENCE FOR CITIZENS
17. NEXT AGENDA PLANNING
18. 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 November 16, 2016**

Prepared: 11/10/16

General Comments and reflections:

Faculty has worked very hard in the process of implementing the modifications to the 2/3 and 5/6 grade configurations based on the need to physically move the grade five students into their own classroom space and moving the OT/PT space. This was completed by our custodial staff.

General maintenance concerns:

Emergency Generator: The generator has been inspected by a member of the Finance Board and the town's building inspector. The Member of the Hampton Board of Finance's report is attached. My recommendation is to continue the move to replacing the current manual system and install an automatic electric generation response system.

The **wooden playscape** has been inspected on Nov. 2, 2016 by our insurance company's risk management representative and his inspection report has not yet been received although he did discuss the playscape the day of his inspection. The issue has become the fact that the playscape is more than 20 years old and the pressure treated wood may contain the poison arsenic that was used in pressure treating wood at that time. The use of arsenic was stopped on Dec. 31, 2003; therefore, the fact that the playscape was installed before that date, we can assume that arsenic was used to preserve the wood. The playscape remains closed. We took samples of the wood and sand for analysis.

The **oil tank** is an in ground tank that is currently 25 years old. We reviewed the original blueprints and the tank was designed on those prints as a flat fiber glass in-ground tank and that this type of in-ground tank poses no danger at it's current age.

The **Lighting in the classrooms** has been reviewed and new LED based ballasts' electrical specifications have been sent to NEC Ear in Hampton for review since we wanted to understand if changing of the ballasts could have an electrical impact on the ear implants that one student is currently using. The report back seems to indicate that these new blasts have a different construction and therefore have less tendency to emit radio waves that the older ballasts emit. The final details and costs are in the process of being obtained.

Exterior door scraping and paintings has begun but not completed on all exterior doors.

Movable Wall in classrooms 110-111 is currently so difficult to move as to render it not usable. We have stopped any further investigation concerning the wall since the 5/6 modifications now in place do not require it to be closed and opened on a daily basis.

Cafeteria tables are of concern; however, no further details as to the retrofitting of those tables has been obtained. We will continue to investigate and students have been instructed to sit from the center area first.

Art room tables will be repaired to increase their strength.

A **snow removal plan** was further investigated. We received a list of possible snow removal companies from RD 11. A Snow Removal company that is fully insured has given a quote. No further action has been made until the Board gives the Superintendent direction

WELL WATER: Based on a review of current conditions and the recommendation of the representative of Aqua Pump Company, our well pump inspector, we should have a plan in place to quickly react to a sudden loss of well water because of the lack of rain. With than in mind, we have contacted various resources in order to plan for the best way to address this possible health emergency. We have come to understand that if the well fails, we will need to rent porta potty facilities (placed outside of the school) as well as hand sanitizing stations, have drinking water

dispensers through-out the building and all foods will need to be prepared off site since there will be no sanitizing possible for any of our food preparation. The other possibility is to have a water truck deliver and pump water into our potable water system. In addition, we are not yet sure about our fire suppression system and how it can operate properly.

Before and After School program by Carelot:

Seven students continue to be enrolled and it is hoped that more families can take advantage of this program.

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. I will respond to each recommendation and email received.

We have also located a person who is currently an HES employee who has the skills and willingness to become a substitute for our Business Coordinator. Since this position requires deep knowledge and skills in Quickbooks as it is applied to our educational budgeting process (that is different from the business world) the person needs to spend time with the Business Coordinator for training and then continue to hold monthly sessions with Sally for all updates. Unless directed otherwise, we will have this person in place as a substitute to be trained by our current business coordinator. An agreement of responsibilities and rate of reimbursement needs to be completed.

Modifications of 2/3 & 5/6 classrooms to improve the implementation of the Board of Education's directives for combined grade level learning has been implemented. The move of the OT/PT space has been completed. Grade 5 has relocated its classes in Math and ELA into room 108 to remove all of the confusing moving of this group. The Math in grade 5 & 6 will be taught at the same time so that any student who needs to take a level of math that does not reflect their current age grade placement can easily be moved to a more appropriate math instruction. The same holds true for English.

In Science and Social Studies, all grade 5 and 6 students have been placed in flexible "learning pods" and all students will learn their Social Studies and Science skills in these 5/6 pods four days a week for at least one hour for each class per day. The total time allocated for Science and Social Studies is 2 hours and 25 minutes four times a week.

Their specials may be presented in these small "learning pods" and all 5/6 students will have to demonstrate their keyboarding skills (exposed to Keyboarding 25 minutes 4 times each week) by the end of their academic year. The specific 5/6 schedule will be handed out during the Nov. 16 Board meeting.

The 2/3 students will also have their afternoon learning experiences in Science and Social Studies completed in a 2/3 learning environment and they will have a full science / social studies classroom with the appropriate tables and chairs and equipment as required in the former grade 5 math room.

Any questions need to be addressed to either the classroom teacher or to Ms. Roberson.

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)

Superintendent's Work Schedule for December, 2016. I anticipate the following schedule in December: 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 formate will allow me to be available to the town officials if they need to discuss various issues. In addition, December has fewer school days so the time requirements will be lessened. In addition, during the school holiday break, the Superintendent's office will also be closed. All of this reduction of working hours reflects the anticipation of added required hours of work during the up coming budget season.

Other:

On January 1, 2017, a Connecticut workers will be covered under the minimum wage rate of \$10.10 / Hour; therefore, our para-substitutes will be covered by this increase. The budget had been planned to reflect this increase.

HES
"The Little Power House"

Hampton Elementary School
Monthly Board of Education Update
Principal Report
November 9, 2016, 2016

October 28th PTO Halloween party: Once again the PTO pulled off a fun filled evening for families and community members. Students were able to enjoy dinner, activities and a very exciting interactive Magic Show presented by Ed Popielarczyk. Approximately 12 – 15 cars were open for trunk or treat and the room was filled with about one hundred people, including parents, students and community helpers. Thank you once again to the Hampton Fire Department for all of their support. There were 19 pizzas served, four teachers participated in the trunk or treat, one additional trunk distributed UNICEF boxes which were collected over the week at school. The PTO's next plan is to organize the Pirate themed Scholastic Book Fair during parent teacher conferences.

October 31, 2016: We had our end of the month fire drill which was unannounced. Staff and students did an excellent job. Handouts were provided after the drill from the Hampton School crisis manual.

November 4, 2016: School Readiness site visit review took place. Five files were randomly pulled and assessed, a classroom observation was held and lesson plans and training scheduled reviewed. Melanie Smith-Cervera met with Chrissy Stone and me to assess and make any needed changes to files.

November 7, 2016: Kelly-Jo Wilson observed classrooms to determine direction for professional development. Her program compliments our PBIS implementation efforts and was well received by staff.

November 8, 2016: Professional Development - Understanding Behavior and its Impact on Classroom Instruction by Kelly-Jo Wilson 4Abilities, LLC. Staff from both Scotland and Chaplin came to Hampton Elementary School to attend this professional development day. Over forty professionals were involved and engaged in an informative lively presentation that was organized by Melanie Smith-Cervera through the School Readiness program. EASTCONN provided a light breakfast and lunch. It was an honor to be able to host this event. The presentation was a follow up to the pyramid model that staff members attended last year. In reviewing feedback, evaluations, personal observations and conversations I feel that the event was very successful and on target.

November 10, 2016: Mrs. Stensland Parade and evening reception is planned and will take place. Thank you to all the community members that have worked so hard to make this happen. More news to come after these events.

Up-coming:

- Marking period closes on November 14, 2016.
- Three additional teachers will be attending PMT training.
- Parent teacher conferences are November 17th and 18th
- PTO Book Fair

On Going:

Grade configuration has required some quality attention. There have been many levels to the final goal of transitioning students with the least amount of disruption to a configuration that meets the needs of all students. Teachers have been meeting, planning exploring, researching and will continue with all of these efforts as students develop and change. We have picked the 14th as an internal kick off day, though the configuration has always been in place, this starting date provides students and parents with additional information. Letters have been sent home to parents with updated schedules and transition plans. With shorten weeks left in November teachers have set up a step system of quickly supporting students. Fifth grade students will be moving into their own space for early morning home room activities and core subjects on this first week. The second week they will be moving into their new combination 5/6 grade groupings to work collaboratively and with mixed groups in the afternoon for science, social studies, SRBI and media and technology skills such as key boarding. The third week is Thanksgiving week and staff will be able to identify any last-minute modifications or fine tuning. When students return on the 28th of November we will be in full force. The plan for the 2/3 grades is very similar but we need to take into account that Ms. Sanchini will be at professional development on the 14th and 15th of the second week. These grouping have already been actively engaged and transitions for these students will also include adjustments to space. With Mrs. Timberman moving her classroom down to the upper level wing 2/3 classroom students will be able to utilize the math support room each afternoon. My goal is to have a two/three year plan that continues to meet individual student needs. In the upcoming weeks I will be gathering information to help with developing a positive strategic plan.

Enrollment 2016-2017

Grade	August	September	October	November	December	January	February	March	April	May	June
Preschool	13	15	14	12/2							
Kindergarten	11	10	10	10							
One	16	16	14	14							
Two/Three	22	9/13	9/13	9/13							
Four	16	16	16	16							
Five/Six	25	14/12	14/12	14/12							
TOTAL	103	105	101	101							