

HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247
MEETING AGENDA
WEDNESDAY, DECEMBER 21, 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**
Connecticut State Department of Education Performance Office Newsletter ([SEE SEPARATE ATTACHED DOCUMENT](#))
4. **APPROVAL OF 11/16/16 MINUTES**
5. **SUPERINTENDENT REPORTS/RECOMMENDATIONS** ([PLEASE SEE ATTACHED](#))
Review of Superintendent's time sheet for July 1 to December 20, 2016 (See attached)
Review of 2017-18 budgeting process as presented to Finance & Operations Committee
Review of Monthly Energy Production Report ([PLEASE SEE ATTACHED](#))
Review of Report 2/3 & 5/6 Plan ([SEE SEPARATE ATTACHED DOCUMENT](#))
6. **PRINCIPAL REPORTS** ([PLEASE SEE ATTACHED](#))
7. **BUSINESS COORDINATOR'S REPORT** ([PLEASE SEE ATTACHED](#))
8. **DISCUSSION AND POSSIBLE ACTION ON: 2017 - 2018 HES ACADEMIC CALENDAR**
9. **DISCUSSION AND POSSIBLE ACTION ON: CNR FUNDS**
10. **DISCUSSION AND POSSIBLE ACTION ON: JOB DESCRIPTIONS FOR: HEAD CUSTODIAN (FIRST SHIFT) AND SECOND SHIFT EVENING CUSTODIAN** ([SEE SEPARATE ATTACHED DOCUMENT](#))
11. **DISCUSSION AND POSSIBLE ACTION: REVIEW OF INSURANCE AFFILIATION LETTER AND AUTHORIZATION TO REMAIN AS A MEMBER OF THIS GROUP FOR 2017-18**
12. **DISCUSSION AND POSSIBLE ACTION: REQUIRED BY CSDE HEALTH EDUCATION REGULATION SECTION 10-16B TO PROVIDE A PLANNED AND ON-GOING HEALTH EDUCATION PROGRAM TO KINDERGARTEN STUDENT REQUIRES AN INCREASE IN HEALTH EDUCATOR'S TIME OF 1 HOUR/WEEK 0.8 FTE TO 0.84 FTE**
13. **DISCUSSION OF LATE OPENINGS**
14. **REPORT FROM ADDITION / WITHDRAWAL COMMITTEE**
15. **COMMITTEE AND REPRESENTATIVE REPORTS/RECOMMENDATIONS:**
 - a. **BOARD COMMITTEES**
 - COMMUNICATIONS
 - FINANCE & OPERATIONS
 - POLICIES
 - PRESENTATION 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
16. **ADDITIONS TO THE AGENDA**
17. **AUDIENCE FOR CITIZENS**
18. **NEXT AGENDA PLANNING**

19. 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
December, 2016
Submitted 12/16/16

General Comments and Reflections:

The past few weeks since my last report seemed to have run very smoothly. The building is in very good shape, we have now a full complement of custodians in place as of Dec. 15,. The evening crew is made up of two individuals who come to work in the building alternate evenings. This allows for us to have a trained crew who can easily cover as the other person's substitute. One person is Bob Skopeck, a retired teacher and the other is a young college student who lives in Hampton and will be attending ECSU in January.

Solar Panels:

We received the solar panel generation figures for the October / November time period and although the generation rate was lower than the past two reports, this was caused by the lack of solar light for many days during the period. Otherwise, all is well with our system.

General Christmas maintenance:

We will have our custodial staff trained by the Rovic cleaning suppliers. I have asked Andy to have a yearly retraining of all custodians including our one substitute to be trained by certified trainers in the proper cleaning and sanitizing procedures required for schools. This is a no cost training. In addition, the hallways will be waxed and the pre-K and K classrooms will be completely cleaned and floors waxed.

Tutoring Implementation:

Both tutors are in place with one working in the morning and the other during the afternoon. With the new 5/6 modifications, our tutors are working very successfully with the two students in the grade 6 large classroom rather than in the small psychologist's office. All of the students reported satisfaction with their experiences.

Curriculum implementation:

Your directive as a Board requested that the multi-aged classroom be the organizational model for our school. Sam and I have been working closely with EastConn to understand the models that have been developed and to link those ideas with the realities that HES has in its staffing, numbers of students, location of classrooms and support services. At this point, only general discussions have occurred and Sam and I are looking closely at the needs for faculty training and how to best implement of an expansion of the multi-aged organizational change (2/3 & 5/6) in our current educational structure. We have the benefit of the reserved training dollars at EastConn. In January, EastConn will return to discuss the organizational models and how to create our own model with their assistance. We will have first step PD day that will be presented by EastConn for our staff in March, 2017.

Emergency Generator:

No further updates. Both new custodians will be trained on how to start the generator if it is required during their shift. The generator was started on Dec. 15 and run for 20 minutes. This testing process is run each month about this time period.

Snow Storm Delay & Snow Removal:

The last storm on Dec. 12 caused me to make the decision to delay our school opening even though RD-11 chose to open on time. At 5:00 am that morning, I made the decision after speaking with the Hampton road crew, Mr. Henrici, Andy Nichols and reviewing the projections for the weather by 7:30 a.m. that were being presented on WFSB, Channel 3 to open on a delayed basis. I will always choose to be safe and a delay was the way I thought was the best way to keep our students and staff safe.

In addition, I approved Mr. Nicholas' decision to have the snow removal company plow only the front entrance area of the school and the bus disembarkation area. This was based on our discussion that the web heavy snow could not be effectively handled by snow blower. The cost for this service will not be the rates discussed at last month's meeting.

Before and After School program by Carelot:

Camelot has closed its doors here in Hampton as of December 23, 2016, because of the lack of enrollment here and companywide with the lack of before and after school safe funding. In addition, a letter of complaint was generated by a Hampton resident to the Northeast District Health Department.

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. The cafeteria does have a new assistance food handler as well as a substitute who is appropriately certified.

Building Concerns:

The Christmas break will be the time frame for the installation of our replacement ballasts in room 108 (grade 5) and one room in the library. The impact of those ballast replacements will be reviewed and any recommendations will be forth coming.

At this time, there are no other building concerns.

Bus Transportation Issue:

A bus issue was discovered during the delayed opening on Dec. 12. Their bus contract does not address this issue directly. The drivers drove the RD-11 students to their school and because we delayed 90 minutes, they did not start their elementary school pick-ups for 90 minutes. The question is how we handle this 90-minute time frame since drivers are contracted to be paid by the hour. This 1.5 hours of seat time needs to be addressed. In further investigation, the First Student Transportation reported that their Hampton bus crew does not bring the RD-11 students to PHHS at their regular time if I delay the elementary school opening. They made an error on Monday. Therefore, if I delay the elementary school, that delay applies to ALL Hampton students attending RD-11 and HES.

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. Thus, far we have not found a person who is willing to be on call as a

substitute and run a payroll. We may need to ask the Town Hall for assistance if no other person can be found.

Employees (Non-association):

We posted a specialized position for a para-professional with the appropriate training to handle two of our students. At this time, one candidate has come forward and we are in the middle of checking references and the candidate will be interviewed shortly.

Employees : (Association):

The HEA had a staff Holiday party at the old post office in Willimantic on December 8 which was a very nice affair.

On Dec. 13, the HES staff and the PTO decorated the library for the annual Holiday luncheon with chief Grendel making the luncheon that featured stuffed chicken breasts or lemon salmon along with potatoes and grilled vegetables and for desert, Christmas Tree cupcakes created by Ms. Stone, our Pre-K teacher.

Before the luncheon, the students presented their annual Holiday Concert that featured about an hour's worth of songs, instrumental music and dances all performed by our students and lead by Ms. Peck.

Superintendent's Goals :

The goal concerning the review and / or creation of job descriptions and reviewing the current status of the business coordinator's position are progressing and the newly developed and recommended 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 developed and awaiting your review and action.

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. In addition, the evening concert was part of the superintendent's schedule. This month of December will be a different schedule during the Holiday vacation. There is to be a schedule developed for that time period in order to continue working on your budget in order that the first review of line items by the Board's T & C sub committee will be possible in the first few weeks of January.

HES
"The Little Power House"

Monthly Energy Production Report for Hampton Elementary School

Enphase Energy maximizes your solar energy production and keeps you informed about your system. Your monthly energy report shows how your system performed and how much you contributed to offsetting the global carbon footprint.

For more details on these production results, please visit your [Enphase® system](#).

Week	Peak Power	Energy Produced
11/01/2016 - 11/07/2016	7.72 kW	222 kWh
11/08/2016 - 11/14/2016	6.82 kW	235 kWh
11/15/2016 - 11/21/2016	6.18 kW	136 kWh
11/22/2016 - 11/28/2016	7.40 kW	173 kWh
11/29/2016 - 11/30/2016	996 W	14.7 kWh
November 2016 Total:		781 kWh
Previous Month Total:		1.03 MWh
Year to Date:		9.05 MWh

Your **Carbon Offset** for this month: 1,189 lbs

You have offset the equivalent of: **14 Trees**



Hampton Elementary School
Monthly Board of Education Update
Principal Report
December 19, 2016

November 17th & 18th: Parent teacher conferences were held. There were 105 direct meetings with parents and several conference calls. Sam Roberson and April Basch gave a presentation for 2/3 and 5/6 parents on expectations and things to come for the combined classes.

November 17th & 18th: Ms. Garrison attended the Connecticut Health and Physical Education Conference in Cromwell, Connecticut. Topics included activities that teach tactics, adventure activities that require no equipment, yoga for fitness, and tools to work with Pre-K and Kindergarten students. In addition she was able to explore heart healthy movements, motivating reluctant participants, and other fun strategies.

November 29th: Sam Roberson met with Susan Alston of the Department of Education in Middletown to review the verification process for the School Nutrition Program. More extensive training will take place next summer. Support will be on-going from the Department of Education.

November 29th: PTO meeting to plan for fundraisers. The Braided Bread and Cookies fundraiser was just completed.

December 11st: An Egnog Jog was held here on school grounds. Approximately 25 – 30 people from all over the state participated. Thank you! Mr. Cahill and Ms. Katey Baruth for helping to organize this event.

December 13th: The Senior Luncheon was a success with 20 community members attending. Mrs. Leavens and Mr. Grindle collaborated with other staff and volunteers (Mrs. Timbermann, Mrs. Nass, Mrs. Stone, Ms. Folan to list only a few of the many) with Mr. Chef Grindle and pastry master Chrissy Stone to serve stuffed chicken, salmon with roasted potatoes and vegetables topped off with Christmas tree cup cakes. Mrs. Peck organized a dress rehearsal of the winter concert for everyone's viewing pleasure. We had a full house of staff, parents, students and community members for the evening performance.

December 14th: Fuel Up Check was received this morning and a tour was given to the presenting committee. Many staff members are involved in the efforts of this program from direct service to grant writing.

December 14th: Mrs. Sorel, Mrs. Leavens and Mrs. Milton have completed their PMT training in Middletown Connecticut. We will need to continue to send teachers this year.

On Going:

- Professional development consultation with Eastconn.

- Carelot has made a decision to no longer service our before and after school program. Several parents have expressed their concern and have asked us to continue to explore options.
- NWEA mid school assessments will be starting in January. Forth through sixth graders completed the science section of this universal tool.

Enrollment 2016-2017

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

To: Frank Olah, Superintendent
From: Sally Lehoux, Business Coordinator
Date: December 19, 2016
RE: Business Coordinator Report

Financial:

Addressed follow-up questions from auditor

Budget – discussions with superintendent, principal and special ed director regarding 17/18 budget needs, began preparation of budget matrixes

Café: discussions with café director and exec secretary on process to reconcile café deposits then implemented new procedures; discussions with superintendent, principal, café director and head custodian on capital needs of café

School Nutrition Program annual financial form completed

State Reporting: ED111 monthly cash management report

Financials for BOE: not completed at this time due to my vacation

Human Resource:

State Reporting: ED162 Non-Certified Staff Report

Met with new employees and reviewed required paperwork, processed paperwork and set-up payroll

Processed payroll modifications for current staff

Processed employee terminations

Reviewed number of days worked for our certified staff substitutes and adjusted pay rates as necessary

Posted open paraprofessional and part time custodian positions to CT REAP, CTHires, HES website, Town website

Consulted with CIRMA worker's comp personnel regarding lost time incident, ascertained time frame for initial payment and requirements for prompt payments to employee, prepared wage statement, relayed all information to employee

Employment verifications and wage statements completed

Pupil Personnel:

Medicaid: annual cost report, quarterly participant list, quarterly calendars, discussed process for obtaining and need to obtain parental consent for claims with special ed director

Board:

Updated BOE member list and distributed to BOE, updated BOE members on HES website and sent request to Town to update our members on their website

Created and posted 2017 meeting schedule to town clerk, HES website, emailed to distribution list