

DRAFT

HAMPTON BOARD OF EDUCATION

HAMPTON, CT. 0281

AGENDA - 10/28/20 @ 7:00 PM

ZOOM MEETING

Join Zoom Meeting

**[https://zoom.us/j/91853006621?
pwd=THFVMVJPVkZIL2lGU0Z3MWEvaJhvZz09](https://zoom.us/j/91853006621?pwd=THFVMVJPVkZIL2lGU0Z3MWEvaJhvZz09)**

Meeting ID: 918 5300 6621

Passcode: 7wMAMM

- 1. Call to order**
- 2. Audience for Staff and Citizens**
- 3. Correspondence to the Board (See Attachments - Emcor report, CSDE Student Assessments, Letter to parents Health Room)**
- 4. Approval of 9/23/2020 Minutes (See Attachment)**
- 5. Superintendent's Report (See Attachment)**
- 6. Principal's Report (See Attachment)**
- 7. Director of Special Education Report (Presented orally)**
- 8. Business Coordinator's Report (See Attachment)**
- 9. Discussion and Possible Action on proposed BoE meeting dates for 2021**
- 10. Discussion and Possible Action on proposed substitute pay**
- 11. Discussion and Possible Action on policy to follow COVID related directives from the CSDE and/or State of Connecticut (See Attachment)**
- 12. Discussion of BOE Committees and Their Goals/Responsibilities (Donnelly)**

13. Committee and Liaison Representatives' Reports/Recommendations from Board Committees :

- **Communications**
- **Finance & Operations**
- **Policies**
- **Ad Hoc: Job Description Sub-Committee (SRBI / Library-Media Teacher)**
- **CABE**
- **EASTCONN**

13. Additions to the Agenda

14. Audience for Citizens and Staff

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) 455-9409 x139 IF YOU CANNOT ATTEND



Unfortunately, COVID-19 has affected families in many different ways, and many families were impacted financially. Every year, the Hampton community joins together to support the Holiday Food and Gift Drive. Families remain anonymous and receive donations from the community, which include a turkey and food items for both Thanksgiving and Christmas, as well as gifts for Christmas for all children in the family. **If you are a family in need of support for the holidays or have questions about the drive, please contact Mrs. Laura Sorel, our school counselor, as soon as possible at lsorel@hamptonschool.org or 860-455-9409 x112. Emails and voice messages will remain confidential, so please don't hesitate to reach out.**



Wednesday, November 4	HES School Spirit Day- Wear Blue and Yellow!
Wednesday, November 11 th 12	Sports Day- Wear anything sports related!
Wednesday, November 18	Hat Day- Wear your favorite or wackiest hat!
Wednesday, November 25	Pajama Day- Wear something comfy!



Mask Break Turkey Trot

During the month of November, teams will be counting their laps around the track and school as they take mask breaks. Teams will earn items to use for recess!



General Comments from Linda Sanchini		
General Comments	PD - participation, effectiveness	
Area of PD	Whole Staff	Teacher's College
ELA	Yes, I was part of this. 2018?, I attended one 2 day training with our staff group for writing.	Not me
<p>The time with EastConn on Wednesdays to gather and review assessments was valuable to set up paperwork for SRBI, discussing strategies in depth and a look-see on how to navigate it with a team partner was also valuable.</p> <p>My partner teachers, Ann and Kristen took part in the other PD op's - they also were the ELA SRBI Tier 2 teacher for the students. I was part of the Tier 1 SRBI - more with KC because we were in the same room during ELA</p> <p>Do I feel as though I need to do two grade levels for the program? I do not - I use the progressions for where to provide, push, and/or assess - this year it's Up the Ladder for Writing - Up the Ladder for Reading. I have the balance from last year to pull from for the year if/when we progress further. (PD with Gary EastConn in the spring was to plan the set up for this year.</p> <p>Word Work - WTW program is based on where the students place on an initial assessment. It's not about grade level - there are parameters but these fit easily across the age/grade levels. (I would really like the 2019 copyright of the teacher books IF I find out that the hands on parts on not available with the digital program)</p>		
EnVision	<p>The online independent webinar is all that I can recall for this program. There may have been another one like a live webinar or something?</p> <p>The need was great. The prior program was not CCSS based/SBAC based.</p>	<p>I was not part of the vetting team. To my understanding, no one remains employed at H.E.S. from this vetting team. This team chose this and Reading Street - which was used for 2 years? 4-6? While we then made the move to the workshop model</p>
<p>Do I feel that I have to do two grade levels? I do but this is because of the EnVision program. Otherwise, no- I would do it by concept strand - similar to the progressions for the workshop model.</p> <p>Why remain with it this way? It's really the assessments that are schoolwide, the tie in with NWEA, SuccessMaker and SBAC.</p> <p>The issue with the math program is that it is more like a spiral and with multi-age to do it by concept sort of eliminates the use of the EnVision program to some degree because the embedded skills to the concept often override the ability to do the problem solving which means to not do the concept layered into the multi-age - both grades - one concept - straight up Common Core Standards</p>		
Windsor Locks Opportunity	Not Me- I did not go on these visits.	
<p>I thought the intent was more about the whole school - vision, mission, PBL. KW - signed up online to get info on PBL- all good.</p>		
Hands On Science	<p>Yes</p> <p>Do I feel as though I need to do two grade levels? No- I do have to figure out which Science standards to do- match it to the curr work that we did -and execute - but since I have been doing Science all along -I am able to balance year 1 and year 2.</p>	<p>I was part of the Science Council at EastConn, went for the follow up of the EastConn Stem Lab</p> <p>Took part in this year's PD too</p>

Each Science teacher created their own grade level and **then** decided how to divide into year 1 and year 2 plus one unit into a grade level with the Reading or Writing Workshop curriculum. The UoS would then be taught in the ELA block and so , grade 3 would have one and grade 4 would have one. The SRBI and SpEd pullout occurred and so the teaching of science to the entire class differed between the grades.

We repeatedly told the PD leader that she was asking us for something that was not following the multi-age plan and she said we would be doing it by grade levels because this was the way admin and the new standards were set up. She told us that we could choose year one/ year two or pick and choose them. We would not be able to do all the units (3 was decided) because we were infusing SRBI with Science only once a week, the whole group and two other 30 minute sessions with the pull out for SRBI or SpEd. The UoS plan was put into place by grade level because that would give another science unit that could be taught. 2018 - 2019, making 4. This was the way it was when we were teaming for Science and SRBI only.

2018 - 2019, the teaming changed - actual teachers changed - the plan got changed and year 2 was not carried out as the second year choice. The teaming change caused the UoS to not be able to be taught to the whole group unless you repeated it to one of the two grade levels.

2019-2020, we were in a two teacher team for all subjects.

2020-2021, we are in a new team config and as long as it remains the teachers can figure out which year- one or two they are in for Science as in what got covered in their grade level teams to carry onward and to figure out which UoS to combine for the team. This means that the Year 1 and Year 2 was re-chosen and again not all units would take place due to time, SRBI class needs, etc.

Multi-aged Classroom	PD at HES The sessions were on how to build a team with your teammate - negotiate the plan - who to/how to ,	PD at EastConn - classroom teacher member is not longer at HES Knowledge Works Not Me however I subscribed to KW online for info-topics
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This PD was useful for my teaching partner who had never teamed before and useful to me to have touchpoints to discuss with her. This could be carried out for the push-in teacher concept as well however we need time for this and I don't think the teacher specialists were at the training. Also, the push in teacher concept has changed as well - push in and/or classroom teacher leaves for SRBI follow up meetings.

Training on SuccessMaker	Staff wide Live Webinar	It took place during the early days of high anxiety of the pandemic
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Social Studies	<p>CCSU/State did an awesome job to create a curriculum. I use it. I have attended the Social Studies Council meetings at EastConn. 2020 - 2021 - I am teaching one curriculum but by merging the common content areas / strands first. And then , I will make the decision on what topics/content are must do for a smooth transition to Team C for the 4th graders.</p> <p>I also don't have the need to remake units when CCSU/State has made them so easy to use. Many materials, reading books, etc were purchased within the Workshop materials fit these concepts and so much more is available online.</p>
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Pandemic Protocols	<p>I am concerned that the SEL needs and the protocols are very taxing on the students. And I am unsure that everyone understands this and the impact it has on daily time at school.</p> <p>We are starting up to 6 months below the grade level of the team- common core standards in place are not the team grade level match. These gaps will impact the delivery of lessons, assessments and growth of the students. I am concerned for the well being of all staff as we navigate our personal and professional lives during the pandemic. The time and</p>
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	<p>schedule is tight - no wiggle room on people. Everyone is stepping up and into spaces when needed. This means that any real flow of responsibilities within the team's staffing cannot be established. This will impact learning.</p>
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Hampton Elementary School

NEWS FROM THE HEALTH ROOM

Fall Updates and Thanks

Hello HES Families,

October 19, 2020

As a reminder for the upcoming Holiday season, we must continue our policy of no food sharing. Healthy food celebrations are on hold for now as we continue to have only food from the cafeteria or individual snacks and lunches from home. We will find other ways to make days special! If travel is necessary for holidays, please refer to the CT travel advisory website. There you will find the most up to date guidelines including: listed states, travel health forms, and quarantine or testing requirements in order to return to school. Please call or email me if you have any questions. Here is the link:

<https://portal.ct.gov/Coronavirus/travel>

Many of our surrounding towns are facing increased rates of COVID-19. At HES we continue to keep our mitigation factors going strong. **These include: Staying home when not feeling well, face coverings, 6 ft. social distancing, hand hygiene, cohorting to keep small groups, improved ventilation, enhanced cleaning, and keeping in close contact with the Northeast District Department of Health to monitor school, town, and county metrics.** With your help, these factors working together can help us continue our goal of in-person learning.

As we move into later fall and winter, common childhood illnesses including colds, fevers, and flu will circulate. Staying home when feeling ill along with getting a flu shot are key elements of illness prevention. Since prevention is key, the CT DPH encourages all to get their flu shot early. In keeping with CT DPH and CT Dept. of Education guidelines, COVID-19 testing will become routine since symptoms often overlap these other illnesses. Students exhibiting any symptoms here at school will need to be picked up and remain at home until the student's health care provider provides an alternate diagnosis note or a negative COVID-19 test. If a test has been ordered, students must remain at home until the pending results are documented and given to me in the health room. Notes and/or results may be emailed, faxed, or handed in.

In closing, I want to thank all families, students, and staff as we navigate this school year of 20-21. The changes we have faced have been numerous. Your diligence, flexibility, safety practices, kindness, and hard work have enabled us to be in school!!! I appreciate you all!!!

Sincerely,

Beverly Danielson

School Nurse

Hampton Board of Education
Hampton, CT 06247
Meeting Minutes
Wednesday, September 23, 2020
7:00 pm
Zoom Meeting

<https://zoom.us/j/98946085720?pwd=REY5dSs0VINZMVVtSlJXOFkvbnNQUT09>

Meeting ID: 989 4608 5720

Passcode: 0y36JT

- 1. Call to order** - Chairperson Rose Bisson called the meeting order at 7:04 pm. Members present: Mark Becker, Susan Lovegreen, Maryellen Donnelly, Russ Moffitt, Juan Arriola, Neal Moon, Matthew Flegert, and Ann Gruenberg. Also, present Superintendent Frank Olah, Principal Sam Roberson, Business Coordinator Sally Lehoux and Director of Special Education Judy Benson-Clark.
- 2. Audience for Staff and Citizens:** none
- 3. Approval of 8/26/2020 Minutes:** Rose notes that in the August minutes under item 4 it should read “the board had a brief discussion with the candidate”. *Juan Arriola motioned to accept August minutes with the aforementioned amendment. Maryellen Donnelly seconded. Motion carried unanimously.*
- 4. Superintendent’s Report:** Superintendent Frank Olah reviewed his report with the board and explained the intention of the new format.
- 5. Principal’s Report:** Principal Sam Roberson reviewed her report with the board.
- 6. Director of Special Education Report:** Special Education Director Dr. Judy Benson-Clark provided the board with an oral report of Special Education at Hampton Elementary School.
- 7. Business Coordinator’s Report:** Business Coordinator reviewed her report with the board.
- 8. Discussion and Possible Action on the proposed raises for Substitute Positions as presented:** After much discussion on the topic it was decided that we would get substitute rates from surrounding towns to review for the next meeting. This item has been tabled until the October meeting.
- 9. Discussion and Possible Action on Academic Calendar:** After a brief discussion *Maryellen Donnelly motioned to make the last day of school for HES students in the 2020/2021 academic year June 14th, 2021. Seconded by Juan Arriola. Motion passed with six members in favor and two abstentions.*
- 10. Discussion and Possible Action on policies:** After a discussion it was suggested that we could draft a policy statement to encompass all of the mandates in place due to Covid-19. The Policy Committee will meet to generate a statement to bring before the board at the next meeting.

11. Discussion of BOE Committees and Their Goals/Responsibilities: Job Description

Sub-Committee: Chair Rose Bisson appoints herself and Maryellen Donnelly to the Job Description Sub-Committee. Others are welcome.

12. Committee and Liaison Representatives' Reports/Recommendations from Board Committees:

- **Communications:** nothing to report
- **Finance & Operations:** Mark Becker reports that the committee met on September 22. The focus at the moment is to make sure the generator is working properly.
- **Policies:** previously covered
- **CABE:** Ann Gruenberg provided the board an oral liaison report.
- **EASTCONN:** Maryellen Donnelly provided a brief overview of EASTCONN's current work and their upcoming meeting on the future direction of the organization.

Additions to the agenda: *Susan Lovegreen motioned to add Money Transfers to the agenda as item 12a and Scheduling a meeting to evaluate a public official as 12b. Seconded by Mark Becker. Motion carried unanimously.*

12a. Money Transfers: *Susan Lovegreen motioned to move \$375 from 500 Other Purchased to 400 Purchased Property and to move \$74.06 from 500 Other Purchased to 600 Supplies. Seconded by Maryellen Donnelly. Motion carried unanimously.*

12b. Scheduling a Meeting to Evaluate a Public Official: This special meeting has been scheduled for October 1, 2020 at 6pm at the HES media center.

13. Audience for Citizens: none

14. Adjournment: *Juan Arriola motioned to adjourn at 8:27 pm. Seconded by Mark Becker. Motion carried unanimously.*

Respectfully Submitted
Matthew Flegert 9/24/2020

**Hampton Elementary School
Office of the Superintendent**

**Monthly Report to the
Hampton Board of Education
10/28/20**

Written: 10/21/20

Item #1

As requested at last month's meeting, I have asked all of the certified staff to supply me with their experiences during the past three years on the following questions:

- a. What PD activities have you participated in during the past 3 years?
- b. What are your reactions to those PD activities?

I emailed all of the certified staff who are classroom teachers (not administrators) and requested their comments which I would supply to the BoE as written by teachers with my summary comments.

There is one attachment to this report that quoted teachers. Please reference Superintendent's PD Report - Attachment #1 in the board's packet of materials.

My email request follows:

At last evening's meeting of the BoE, there was a discussion concerning the PD all of you have received during the past three years.

As the organization of the school has evolved into the multi-aged teams we have today, the Board would like teacher feedback on how effective the PD was in preparing you for this Team configuration.

Our first PD effort was to have all of you have a common across grade curriculum in the presentation of our English Language Arts curriculum. We offered three of you the opportunity to attend Readers/Writers Workshop training at The Bank Street College of Education at Columbia University. We then offered all of you PD via EastConn in order that all students were being presented a unified ELA curriculum Pre-K to grade 6. We purchased all of the recommended reading/writing support materials for each grade level.

We then offered PD in the use of EnVision Math and purchased the materials to support that math curriculum that was then implemented in every grade by every teacher.

We offered PD in teaming through EastConn and had some of you visit Windsor Locks Elementary School to learn from teachers there how they implemented their teaming activities.

Hands-on-Science was the next area of PD. We offered very personalized curriculum activities with Dr. Watson. These very small groupings of teachers allowed all of you to ask questions and practice hands-on-Science lesson plan development. We ended this PD with the EastConn Science lab truck that came to HES.

We also had EastConn come to work with you on multi-aged classroom training as well as three of you who attended the KnowledgeWorks curriculum training. Both were cut short by COVID.

With the closing of school on March 16, we then organized our distance learning program called SuccessMaker and offered all of you PD for the implementation and use of this powerful software. We were the only school system that implemented the SuccessMaker program in our area of Connecticut. It allowed you to have access to the standards-based curriculum in a data-rich environment that allowed you to keep track of where your students were in their skill development in math, writing, and reading.

As I explained to the Board, my view is really from 10,000 feet and this summary reflects my view of our PD program.

I was asked to write a report based on all of your perspectives on the PD that has been offered from the "ground level."

Please forward your individual comments to me so that I can include your insights into my report. I believe that the BoE would like this report delivered for their October meeting. I would like to receive your insights in the next two weeks.

Thank you for your help with this project.

The following are the responses I received up until 10/16/20:

Hello Frank,

Here is an overview of my professional learning at HES.

Reading- Attended a Saturday Reunion from Teachers College on my own time. Asked and got approved for a Teachers College summer training two summers ago in Connecticut. I have all units.

Math- I was not at HES when there was EnVision math training.

Science- I was present for some of the PD with Dr. Watson.

EASTCONN- Tiffany from EASTCONN came almost every week with the intention of working on SRBI and data collection. This changed slightly last year when we were talking about teaming before she left in November?

KnowledgeWorks- I was not apart of Knowledgeworks training.
Successmaker- I attended the SuccessMaker training.
Over the past few years, a lot of people who attended these professional learning opportunities are no longer present at HES.
I hope this helps,
Katie Schiano

Hello Frank,
Here is my feedback on the PD i have received over the past several years.

-I have not received any books or materials for ELA for reading writing workshop and I have attended one half-day session at Eastconn regarding reading/ writing workshop however, it was only introductory. I have met with Eastconn staff to talk about ELA, however it was surface based and More of a get to know know what I was already doing type of discussion.

The follow up pd offered in house during pd days was confusing as I had no formal training on it so it was hard to participate.

-I did not receive any PD regarding envision math.

-I did not receive PD on teaming or attended any visit to other schools.

-I was excluded for the majority of the science PD because they did not have preschool science standards. Several times I didn't have a sub and then when I finally did go they realized Prek did not fit into what they had planned and I wasn't asked to go back again. I did however receive two morning hour long sessions with Eastconn staff to go over some specific preschool science-based activities which was useful. Mrs Kania and I spent a few hours Together as a team to create three cross grade pre-K /k science lessons Which have been uploaded to the Google Drive. The difficulty with this is the Prek standards do not align well with the kindergarten science standards so we did lessons in the standards which we could align. Also Pre-K did not go in the lab.

- I Was not scheduled for regular meetings with Eastcon over the past two years when they would come in for support. I was not part of those meetings on teaming or SRBI.

- Finally to answer your statement about success maker, I did not attend the success maker training because I was told not to go because I would not be using it and there was not one valid for pre-K.

However, I have been very interested on the reading writing workshop trainings as I think they would be valuable to begin in pre-K And would also be necessary if I ever taught another grade. Hopefully I can attend some in the future.

Thank you

Chrissy Stone

Hi Frank

I was never trained in EnVision math. Linda met with me to teach me how to get online, but we did this on our own. No formal training.

I had some science training with Stacy in a K,1,2 team. PreK and K met for three lessons.

I use Wilson's Foundations for phonics and try to incorporate some of the Teacher's College phonics curriculum, but I never received any training in that curriculum, though I was provided with the material, and I was provided all the manuals.

I had 1 and 1/2 days of RWW at East Conn and did a site visit in Windsor years ago.

I have created my social studies curriculum- no PD.

I do not have any SRBI support presently. Mel Kania

I also received a very comprehensive response from Mrs. Sanchini which can be seen and reviewed in - Superintendent's PD Report - Attachment #1.

The reflections by classroom teachers seem to indicate that they had a "hit or miss" experience. Chrissy Stone reported that she was not included in many PD activities. The reality is that she was not included because her grade level was not addressed by the content levels of the presenters. For example, the science PD has no science standards for three and four year old students.

In Mel Kania's reflections, she reported that she has created her own curriculum in Social Studies and this reflects the fact that we have not offered any curriculum presentations or PD in this curriculum.

In Linda Sanchini's longer reflection, she wrote, "Do I feel as though I need to do two grade levels for the program? I do not..." and she made positive comments about the training she and her team partners had in Readers/Writers Workshop.

I also feel that the Board needs to remember that we have gone from 8 classroom teachers last year to 5 this year and that the time between March 16, 2020 and mid-June our staff had to adapt to a teaching platform that they were not trained to implement. The only specific distance learning PD presented was that offered by Pearson Education for their software curriculum entitled, "SuccessMaker."

This SuccessMake PD covered a huge amount of information in only a 1/2 day. We have subsequently provided Mr. Gervase's expertise to offer PD on an as needed basis in order to implement our distance learning program for about 14 students. Mr. Gervase has worked with all classroom teachers to build each teacher's level of technology competencies to allow them to effectively work with Mr. Gervase as he works with each teacher's distance learning students. Mr. Gervase and the Team Leaders have worked on the complete implementation of SuccessMaker from grades K to 6 in all three subject areas of math, reading, and writing. They have also used hard

copies of materials and asked parents to pick-up the materials weekly or Mr. Gervase has mailed their materials home if requested by parents who do not have the ability to be at school when we are open to pick-up their child's materials.

My three take aways from these reflections are:

1. Teachers have each had a different set of experiences with the past three years of our PD efforts

2. Teachers indicate that they would rather have very personalized PD than group training since not all group activities fundamentally helped all teachers equally

3. Finally, the more a teacher reflected on their experiences, the greater their appreciation for their experiences and the genuine sense of missing other teachers from who have left the district with their knowledge and support .

My two recommendations at this time are:

1. PD needs to meet each individual teacher's professional needs for their own unique PD requirements

2. In general, all teachers need support in how best to address distance learning requirements with the looming prospect of school closures in the near future based on the coming holidays.

Item #2:

The condition of our school building has improved greatly with the hiring of the new cleaning crew from Helping Hands, LLC. There have been very few complaints concerning the actual cleanliness of the school. The only problem has been the alarm system. The cleaning crew had a longer then expected learning curve on how to handle the alarm system.

The generator has been inspected by the installers, Newington Electric, LLC. At the writing of this report, we have not received any official evaluation of the generator or its performance during last month's long power outage.

The ventilation system has been evaluated by two different companies and no written report has been received as of the writing of this report. The work order from Emcor has been received and all ventilation systems are working and new filters were installed last week.

Item #3:

The issue of our digital curriculum was discussed with Sam Roberson and she has contacted EastConn for the digital copy of our curriculum. When the curriculum was developed, the written copy was delivered to HES; however, the digital copy was retained by EastConn. Once it is obtained, it will be placed on our web page under the BoE's page.

Team B	17	16	17								
Team C	21	21	17								

Enrollment 2020-2021

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Preschool	8	8	9								
Kindergarten	10	10	7								
One	10	10	10								
Two	10	10	8								
Three	9	9	10								
Four	8	7	7								
Five	11	13	9								
Six	9	8	8								

Out of building	Number	Date
	3	September 2, 2020
	3	September 20, 2020
	3	October 20, 2020

Distance Learning	Home School	Back to School
11	6 NOT listed in school #	68/71

Business Coordinator Report

BOE Meeting October 28, 2020

As reflected in the financial reports we are currently on track with our budget for the 20/21 school year. COVID related expenses continue to grow and we have some unanticipated special education expenses. As always, we will keep a close watch on budgeted vs actual expenses and projections. You will notice that the Café fund has no year to date activity as no expenses were paid and no transfers-in were made from July-September. Our School Readiness Grant shows a deficit through September as funds were not drawn down while we worked with our EASTCONN liaison to determine our funding for the year. Due to COVID 19, Department of Early Childhood is calculating our 2020-2021 School Readiness grant based on the student population for which the grant was written, 16 students, rather than our current year PK-School Readiness population. The increase in School Readiness funding will allow us to free up funds to offset a portion of our full time SRBI/Distance Learning/Computer Education teacher.

COVID related expenses continue to rise and we have applied for all grant funding for which we are eligible. Our Elementary and Secondary School Emergency Relief Fund (ESSER) grant has been approved and will cover \$13,195 of increased housekeeping costs for nightly sanitizing. We have been awarded \$34,547 in Coronavirus Relief Funds (CRF) to be used to safely open schools for in-person learning. Our grant award was split \$1902 for transportation personnel and \$32,645 for cleaning/ppe/health & safety non personnel. Our application has been submitted to cover \$1902 in bus monitors and \$32,645 for building modifications, nightly sanitizing (not overlapping with ESSER reimbursements), ppe, sanitizing supplies, and supplies to promote social distancing. Our school expenses do not qualify for funding from the Federal Emergency Management Agency (FEMA).

Title I and Title II applications in the amounts of \$15,300 and \$2,423 have been submitted with funding to be used to support the cost of our full time SRBI/Distance Learning/Computer Education teacher as well as using the mandatory homeless set-aside for additional counselor time during the fall and winter holiday season.

I am actively working with our auditor to complete the 2019-2020 audit.

Legislation has passed allowing districts to exclude from their minimum budget requirement (MBR) calculation supplemental local appropriations to pay for expenditures related to COVID-19 and federal funds received under the CARES Act (P.L. 116-136

Wellness Initiative: All HES Connecticutare insured employees have received notification of the online WellSpark portal developed to provide education on modifying lifestyle risk factors and empowering employees to make lasting changes as well as information on earning a \$50 reward card by completing their online health assessment and routine visits. From November – June, webinars/blogs on a variety of health topics will be offered to all employees, not only insured employees. The November webinar will focus on Healthy eating for the holidays.

Hampton Elementary School BUDGET VS ACTUAL

Expense	Jul - Sep 20	Encumbrances	Total	Budget	\$ Over Budget	% of Budget
100 · Salaries/Wages						
101 · Superintendent	16,643.06		16,643.06	61,817.00	-45,173.94	26.92%
102 · Principal	27,199.83		27,199.83	103,049.00	-75,849.17	26.4%
103 · Business Coordinator	10,827.39		10,827.39	40,216.00	-29,388.61	26.92%
104 · Certified Staff	103,205.55		103,205.55	605,468.00	-502,262.45	17.05%
106 · Executive Assistant	7,296.27		7,296.27	36,941.00	-29,644.73	19.75%
107 · Related Services	3,307.12		3,307.12	26,900.00	-23,592.88	12.29%
109 · Other Certified	578.87		578.87	10,776.00	-10,197.13	5.37%
110 · Substitutes	3,799.93		3,799.93	37,104.00	-33,304.07	10.24%
111 · Paraprofessionals	14,635.72		14,635.72	204,084.00	-189,448.28	7.17%
112 · Recording Secretary	186.27		186.27	1,250.00	-1,063.73	14.9%
116 · Nurse	4,852.38		4,852.38	42,054.00	-37,201.62	11.54%
118 · Custodians	7,945.85		7,945.85	36,660.00	-28,714.15	21.67%
120 · Special Ed Director	2,064.68		2,064.68	18,883.00	-16,818.32	10.93%
Total 100 · Salaries/Wages	202,542.92	0.00	202,542.92	1,225,202.00	-1,022,659.08	16.53%
200 · Employee Benefits						
210 · Health Insurance	39,122.42		39,122.42	175,574.00	-136,451.58	22.28%
211 · Life Insurance	323.40		323.40	1,294.00	-970.60	24.99%
220 · Medicare	2,962.35		2,962.35	17,717.00	-14,754.65	16.72%
221 · Social Security	3,263.17		3,263.17	27,376.00	-24,112.83	11.92%
250 · Unemployment Comp	750.31		750.31	0.00	750.31	100.0%
260 · Workers Comp	6,851.00		6,851.00	14,858.00	-8,007.00	46.11%
200 · Employee Benefits - Other	197.20		197.20	375.00	-177.80	52.59%
Total 200 · Employee Benefits	53,469.85	0.00	53,469.85	237,194.00	-183,724.15	22.54%

	Jul - Sep 20	Encumbrances	Total	Budget	\$ Over Budget	% of Budget
300 · Purch Prof/Tech Serv						
301 · Audit	0.00		0.00	4,250.00	-4,250.00	0.0%
302 · Legal Services	1,450.50		1,450.50	16,322.00	-14,871.50	8.89%
303 · Enumerator	0.00		0.00	550.00	-550.00	0.0%
304 · Payroll Services	640.50		640.50	3,650.00	-3,009.50	17.55%
310 · Adult Education	1,974.00		1,974.00	2,135.00	-161.00	92.46%
312 · Contracted Enrichment	0.00		0.00	1,325.00	-1,325.00	0.0%
322 · Professional Development	31.89	135.00	166.89	6,950.00	-6,783.11	2.4%
330 · Other Professional Services	0.00		0.00	3,200.00	-3,200.00	0.0%
331 · Physician	0.00		0.00	700.00	-700.00	0.0%
332 · Psychological Services	0.00		0.00	8,535.00	-8,535.00	0.0%
335 · Speech & Hearing Services	0.00		0.00	48,953.00	-48,953.00	0.0%
337 · Occupational Therapy	0.00		0.00	3,780.00	-3,780.00	0.0%
340 · Technical Services	2,583.97		2,583.97	17,562.00	-14,978.03	14.71%
Total 300 · Purch Prof/Tech Serv	6,680.86	135.00	6,815.86	117,912.00	-111,096.14	5.78%
400 · Purch Property Services						
410 · Electricity	3,601.04		3,601.04	18,500.00	-14,898.96	19.47%
423 · Housekeeping Services	7,585.00		7,585.00	26,724.00	-19,139.00	28.38%
430 · Equipment Maintenance	0.00		0.00	3,000.00	-3,000.00	0.0%
434 · Bldg/Grounds Maintenance	15,251.03		15,251.03	48,195.00	-32,943.97	31.64%
441 · Equipment Rentals	1,370.93		1,370.93	8,192.00	-6,821.07	16.74%
Total 400 · Purch Property Services	27,808.00	0.00	27,808.00	104,611.00	-76,803.00	26.58%
500 · Other Purchased Services						
510 · Pupil Transportation	0.00		0.00	169,267.00	-169,267.00	0.0%
515 · Transportation Spec Ed	0.00		0.00	12,646.00	-12,646.00	0.0%
520 · Insurance	9,621.50		9,621.50	19,823.00	-10,201.50	48.54%
530 · Communication	1,169.98		1,169.98	6,780.00	-5,610.02	17.26%
531 · Communication - Online Licenses	6,158.07	1,399.00	7,557.07	16,220.00	-8,662.93	46.59%
550 · Printing	1,350.20		1,350.20	1,450.00	-99.80	93.12%
561 · Tuition/Private	0.00		0.00	76,500.00	-76,500.00	0.0%
580 · Travel	0.00		0.00	920.00	-920.00	0.0%
Total 500 · Other Purchased Services	18,299.75	1,399.00	19,698.75	303,606.00	-283,907.25	6.49%

	Jul - Sep 20	Encumbrances	Total	Budget	\$ Over Budget	% of Budget
600 · Supplies						
601 · General Supplies	4,677.42	3,855.84	8,533.26	10,585.00	-2,051.74	80.62%
611 · Instructional Supplies	4,863.67	3,176.97	8,040.64	15,454.00	-7,413.36	52.03%
613 · Expendable Equipment	182.24	5,504.70	5,686.94	9,000.00	-3,313.06	63.19%
615 · Maint/Repair Supplies	428.94		428.94	11,400.00	-10,971.06	3.76%
624 · Heating Oil/Propane	1,051.89		1,051.89	25,166.00	-24,114.11	4.18%
625 · Diesel Fuel/Gasoline	0.00		0.00	15,872.00	-15,872.00	0.0%
641 · Textbooks/Workbooks	122.46	346.65	469.11	7,500.00	-7,030.89	6.26%
642 · Library Books/Periodicals	0.00		0.00	1,798.00	-1,798.00	0.0%
Total 600 · Supplies	11,326.62	12,884.16	24,210.78	96,775.00	-72,564.22	25.02%
800 · Other Objects						
810 · Dues & Fees	3,369.00		3,369.00	3,568.00	-199.00	94.42%
850 · Transfer Out - Cafe	0.00		0.00	15,450.00	-15,450.00	0.0%
Total 800 · Other Objects	3,369.00		3,369.00	19,018.00	-15,649.00	17.72%
Total Expense	323,497.00	14,418.16	337,915.16	2,104,318.00	-1,766,402.84	16.06%

HAMPTON PREKINDEERGARTEN

Profit & Loss by Class

July through September 2020

	<u>4801A ADMIN</u>	<u>4801G SPACE</u>	<u>4801T SR TUITION</u>	<u>TOTAL</u>
Income				
070 · STATE REVENUE	800.00	0.00	0.00	800.00
080 · LOCAL INCOME	0.00	0.00	1,604.91	1,604.91
Total Income	<u>800.00</u>	<u>0.00</u>	<u>1,604.91</u>	<u>2,404.91</u>
Gross Profit	800.00	0.00	1,604.91	2,404.91
Expense				
100 · SALARIES/WAGES				
104 · CERTIFIED STAFF	0.00	13,117.52	0.00	13,117.52
Total 100 · SALARIES/WAGES	<u>0.00</u>	<u>13,117.52</u>	<u>0.00</u>	<u>13,117.52</u>
200 · EMPLOYEE BENEFITS	0.00	5,506.00	542.96	6,048.96
500 · OTHER PURCHASED SERVICES				
590 · OTHER PURCHASED SERV	0.00	550.00	0.00	550.00
Total 500 · OTHER PURCHASED SERVICES	<u>0.00</u>	<u>550.00</u>	<u>0.00</u>	<u>550.00</u>
Total Expense	<u>0.00</u>	<u>19,173.52</u>	<u>542.96</u>	<u>19,716.48</u>
Net Income	<u><u>800.00</u></u>	<u><u>-19,173.52</u></u>	<u><u>1,061.95</u></u>	<u><u>-17,311.57</u></u>

HES ACTIVITY FUND
Profit & Loss by Class
July through September 2020

	9000 GENERAL	9001 GRADE 6	9003 FIELD TRIPS	9004 STORE	9008 STUDENT COUNCIL	9019 PTO	9020 PLAYSCAPE	TOTAL
Income								
079 · PRIOR YR CARRYOVER	432.04	2,803.35	806.61	176.00	173.38	1,345.06	1,500.00	7,236.44
081 · FUNDRAISING	0.00	233.96	0.00	0.00	0.00	0.00	0.00	233.96
Total Income	432.04	3,037.31	806.61	176.00	173.38	1,345.06	1,500.00	7,470.40
Gross Profit	432.04	3,037.31	806.61	176.00	173.38	1,345.06	1,500.00	7,470.40
Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	432.04	3,037.31	806.61	176.00	173.38	1,345.06	1,500.00	7,470.40

**GRANTS - HAMPTON ELEMENTARY SCHOOL
OTHER GRANTS P & L**

July through September 2020

	<u>4504 FUEL-UP</u>	<u>4511 BUTTERFLY</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
061 · PRIOR YR OTHER INCOME	1,548.52	5.24	1,553.76
Total Income	<u>1,548.52</u>	<u>5.24</u>	<u>1,553.76</u>
Gross Profit	<u>1,548.52</u>	<u>5.24</u>	<u>1,553.76</u>
Net Ordinary Income	<u>1,548.52</u>	<u>5.24</u>	<u>1,553.76</u>
Net Income	<u><u>1,548.52</u></u>	<u><u>5.24</u></u>	<u><u>1,553.76</u></u>

**GRANTS - HAMPTON ELEMENTARY SCHOOL
STATE/FEDERAL GRANTS P & L**

July through September 2020

	<u>1300</u> <u>ADULT ED</u>	<u>4020-20 TITLE</u> <u>I</u>	<u>4200</u> <u>MEDICAID</u>	<u>4602-20</u> <u>REAP</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
070 · STATE REVENUE	1,114.00	0.00	0.00	0.00	1,114.00
090 · FEDERAL INCOME	0.00	3,056.00	397.00	7,020.05	10,473.05
092 · PRIOR YR FEDERAL INCOME	0.00	0.00	23,573.83	0.00	23,573.83
Total Income	<u>1,114.00</u>	<u>3,056.00</u>	<u>23,970.83</u>	<u>7,020.05</u>	<u>35,160.88</u>
Gross Profit	1,114.00	3,056.00	23,970.83	7,020.05	35,160.88
Expense					
100 · SALARIES/WAGES					
104 · CERTIFIED STAFF	0.00	3,056.00	0.00	7,020.05	10,076.05
Total 100 · SALARIES/WAGES	<u>0.00</u>	<u>3,056.00</u>	<u>0.00</u>	<u>7,020.05</u>	<u>10,076.05</u>
Total Expense	<u>0.00</u>	<u>3,056.00</u>	<u>0.00</u>	<u>7,020.05</u>	<u>10,076.05</u>
Net Ordinary Income	1,114.00	0.00	23,970.83	0.00	25,084.83
Net Income	<u>1,114.00</u>	<u>0.00</u>	<u>23,970.83</u>	<u>0.00</u>	<u>25,084.83</u>

**GRANTS - HAMPTON ELEMENTARY SCHOOL
STATE/FEDERAL GRANTS P & L**

July through September 2020

	<u>1300 ADULT ED</u>	<u>4020-20 TITLE I</u>	<u>4200 MEDICAID</u>	<u>4602-20 REAP</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
070 · STATE REVENUE	1,114.00	0.00	0.00	0.00	1,114.00
090 · FEDERAL INCOME	0.00	3,056.00	397.00	7,020.05	10,473.05
092 · PRIOR YR FEDERAL INCOME	0.00	0.00	23,573.83	0.00	23,573.83
Total Income	<u>1,114.00</u>	<u>3,056.00</u>	<u>23,970.83</u>	<u>7,020.05</u>	<u>35,160.88</u>
Gross Profit	1,114.00	3,056.00	23,970.83	7,020.05	35,160.88
Expense					
100 · SALARIES/WAGES					
104 · CERTIFIED STAFF	0.00	3,056.00	0.00	7,020.05	10,076.05
Total 100 · SALARIES/WAGES	<u>0.00</u>	<u>3,056.00</u>	<u>0.00</u>	<u>7,020.05</u>	<u>10,076.05</u>
Total Expense	<u>0.00</u>	<u>3,056.00</u>	<u>0.00</u>	<u>7,020.05</u>	<u>10,076.05</u>
Net Ordinary Income	<u>1,114.00</u>	<u>0.00</u>	<u>23,970.83</u>	<u>0.00</u>	<u>25,084.83</u>
Net Income	<u><u>1,114.00</u></u>	<u><u>0.00</u></u>	<u><u>23,970.83</u></u>	<u><u>0.00</u></u>	<u><u>25,084.83</u></u>

HAMPTON ELEMENTARY SCHOOL CAFETERIA

Profit & Loss

July through September 2020

	<u>Jul - Sep 20</u>
Net Income	<u><u>0.00</u></u>

HAMPTON BOARD OF EDUCATION
Regular Meeting Dates
2021

Hampton Elementary School
Library / Media Center
7:00 p.m.

January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November 17 (3rd Wednesday)

December 15 (3rd Wednesday)

Approved :

Hampton Public School Board of Education
Substitute Teacher Compensation Request
October 28, 2020

Dear Hampton Public Schools Board Members:

As a near 15-year dedicated substitute teacher at Hampton Elementary school, I wish to respectfully express my opinion regarding substitute teacher compensation. Currently, there are two (2) experienced substitute teachers who wear masks, practice social distancing, and use hand sanitizers pursuant to CDC and SDE guidelines. Both substitute teachers reinforce these practices with students in all assigned classrooms. Additionally, substitutes are now responsible for instruction in blended grade classrooms. Moreover, at times, Hampton's substitute teachers are called upon to cover classrooms for absent certified teachers on very short notice.

When they begin the day at Hampton Elementary School, substitute teachers proceed to the kitchen to retrieve and serve breakfast meals to students, clean up, and sanitize the breakfast areas, and provide morning classroom instructional coverage. This process is repeated when substitutes serve lunch to students, clean up, and sanitize the lunch areas, and provide afternoon classroom instructional coverage. Following instructional coverage for the day, all substitute teachers clean their respective classrooms, and leave pertinent performance notes to inform and benefit returning certified teachers.

At present, the hourly pay rate for substitute teachers at Hampton Elementary School is \$12.50. As many of you are aware, the Connecticut state minimum hourly wage rate is \$12.00. Given additional responsibilities assumed by Hampton's substitute teachers during the on-going pandemic, their present hourly rate appears unjust and inadequate. I respectfully request an hourly rate adjustment for the two (2) substitute teachers at Hampton commensurate with their mission of keeping students safe while at the same time providing quality instructional coverage on the days they are called to work.

Respectfully yours,

Sharon A. Wapen
Dedicated Substitute Teacher since 2006

Hampton Board of Education
Hampton, Connecticut
Policy Committee Special Meeting Minutes
Wednesday, October 14, 2020
Fletcher Memorial Library
4:45PM

In attendance: Ann Gruenberg, Matthew Flegert

1. Call to order at 4:45 by Ann Gruenberg
2. Briefly reviewed recent developments
3. Reviewed and edited a draft of the new policy regarding protocol during emergencies and/or Pandemics. The Policy Committee has agreed on the following policy to go before the Hampton BOE:

Emergency Protocol Policy

The Hampton Board of Education acknowledges its primary responsibility to establish and maintain school policies in several key areas.

However, in the event of a pandemic and/or emergency the protocol for establishing and maintaining and updating/adjusting policies shall be subject to the purview of essential changes/mandates by authorities, including but not limited to state and/or federal requirements. Example: 6111.1 Adapt, Advance and Achieve Addendum 8 addressing the ongoing need for emergency drills as well as access to programs for students experiencing homelessness.

In summary, the Hampton Board of Education acknowledges that, given the unprecedented circumstances generated by an emergency/pandemic, this adjustment of policy protocol is deemed necessary based on rapidly changing guidelines and scientific knowledge. Such adjustments may be temporary or long term.

4. Discussed the presentation of the draft to Hampton Elementary School Board of Education
5. Adjournment at 4:55pm