

HAMPTON BOARD OF EDUCATION  
HAMPTON, CT 06247  
MEETING MINUTES  
WEDNESDAY, DECEMBER 21, 2016  
7:00 PM

HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

Board chair Rose Bisson called the meeting to order at 7:03pm. Members present were Maryellen Donnelly, Mark Becker, Ann Gruenberg, Susan Lovegreen and John Burnham. Also present were Superintendent of Schools Dr. Frank Olah and Principal Sam Roberson.

1. **Audience for Staff and Citizens** – Pamela Fontaine addressed the board with her concerns with before and after school care for her children. Kristin Green also addressed the board with her concerns with before and after school care for her children.
2. **Written Communications to Board** – Superintendent Frank Olah shared with the board the Connecticut State Department of Education Performance Office Newsletter (*posted with the agenda.*) He also presented the board with the Assessment Report on the Playground. (*See Separate Attached Document*)
3. **Approval Of 11/16/16 Minutes** – John Burnham moved to approve the minutes from November 16,2016. Ann Gruenberg seconded and it passed unanimously.
4. **Superintendent Reports/Recommendations** – Superintendent Frank Olah reviewed with the board the Superintendent’s Time Sheet for July 1 To December 20, 2016 (*See Separate Attached Document*) He also reviewed the 2017-18 Budgeting Process as presented to Finance & Operations Committee. (*See Separate Attached Document*) Finally a review of the Monthly Energy Production Report along with a review of the Report 2/3 & 5/6 Plan was given by Superintendent Frank Olah. (*both documents were posted with the agenda.*)
5. **Principal Report** – Principal Sam Roberson reviewed with the board the Principal’s Report for December 2016.
6. **Business Coordinator’s Report** – Principal Sam Roberson reviewed with the board information provided to the board by the Business Coordinator. (*document included in the agenda*)
7. **Discussion and Possible Action On: 2017 - 2018 HES Academic Calendar** – Superintendent Frank Olah provided the board with a copy of EASTCONN’s 2017-2018 Academic Calendar as a starting point for the 2017-2018 HES Academic Calendar. The board had a brief discussion on it and no action was taken.
8. **Discussion and Possible Action On: CNR Funds** – Nothing to report at this time.
9. **Discussion and Possible Action On: Job Descriptions For: Head Custodian (First Shift) and Second Shift Evening Custodian** – Superintendent Frank Olah reviewed the job descriptions for the Head Custodian and the Second Shift Evening Custodian. The board reviewed the job descriptions and had a discussion about both job descriptions. No action was taken.
10. **Discussion and Possible Action: Review of Insurance Affiliation Letter and Authorization to Remain As A Member Of This Group For 2017-18** – Maryellen Donnelly moved to remain in the Regional District 11 Insurance Affiliation for the 2017-2018 fiscal year. Ann Gruenberg seconded the motion and it passed unanimously.
11. **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** – Ann Gruenberg moved to increase the Health Education Teacher to 0.84 FTE. Mark Becker seconded and it passed unanimously.
12. **Discussion of Late Openings** – Superintendent Frank Olah shared with the board a letter pertaining to a recent issue with a delayed opening. (*See Separate Attached Document*) The board had a discussion on the letter.
13. **Report from Addition / Withdrawal Committee** – Nothing to report at this time.
14. **Committee and Representative Reports/Recommendations:**
  - a. **Board Committees**
    - Communications** – Nothing to Report at this time.
    - Finance & Operations** – John Burnham reported to the board on the Finance and Operations Committee Meeting.
    - Policies** – Ann Gruenberg presented the following policies to the board: 4111/4211 Recruitment and Selection, 5123 Promotion/Acceleration/Retention, 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** – Nothing to report at this time

**c. Liaison Reports**

**CABE** – Ann Gruenberg reported to the board on upcoming CABE events.

**EASTCONN** – Nothing to report at this time.

**15. Additions to The Agenda – John Burnham moved to add before and after school care to the agenda. Maryellen Donnelly seconded and it passed unanimously.**

- a. Before and After School Care** – The board had a discussion about the problems that arose from Carelot closing its program at Hampton Elementary School. The board directed the Superintendent to look in the cost of having a bus-stop at the Carelot in Chaplin.

**16. Audience for Citizens - None**

**17. Next Agenda Planning**

- a. Academic Calendar**
- b. Policies**
- c. Budget**
- d. Before and After School Care**
- e. Job Descriptions**
- f. Energy Report**
- g. Four Board Committee**

**18. Adjournment – John Burnham moved to adjourn the meeting at 10:41pm. Susan Lovegreen seconded the motion and it passed unanimously.**

**Respectfully Submitted by:**

**Rachel Linkkila**

**12-22-16**

**Note: Per C.G.S. 10 – 218, Board of Education meeting minutes are provided in a draft format. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at the next regularly scheduled meeting, noted in the meeting minutes, and voted upon.**