

*Note: Per C.G.S. 10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. 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.*

**CHAPLIN BOARD OF EDUCATION**  
**Chaplin, Connecticut**  
**Meeting Minutes**  
**December 10, 2014**

**Chairperson Alycia Sanders called the meeting to order at 6:32 PM. Present were Board members Annemarie Burnham, Stephanie Harrington, Stacy Foster and Angelina Pearce. Administrators present were Superintendent Ken Henrici and Principal Patricia King. Unable to attend was Board members John Bolduc and Keri Johnson.**

**2. PRESENTATION OF CAPSS STUDENT LEADER AWARDS TO LUCY HAESCHE AND SEAN BURNHAM:**

Superintendent Henrici, Principal King, Alycia Sanders and Annemarie Burnham presented plaques honoring Lucy Haesche and Sean Burnham for the CAPSS Student Leader Award. They were previously honored at RHAM High School with 22 other districts. Students are selected for their academic achievement and leadership in school and the community. Sean is an avid reader and is involved in the Student Council, Leadership Advisory Board, the instrumental band, has a green belt in karate and enjoys swimming and hiking with his family. He hopes to pursue a career in science. Lucy is an avid reader and writer and is involved in the Student Council, Girl Power Club, Drama, sports and enjoys hiking with her family.

**3. WRITTEN COMMUNICATIONS TO THE BOARD:**

- A letter was received from the Board of Finance regarding the budget process.
- A flyer was received for the Giving Tree Collection.
- A letter was received from the CEA requesting a meeting.
- A letter was received from the CEA regarding part-time employees working beyond their contractual hours.

**4. APPROVAL OF MINUTES AND FINANCIAL STATEMENT:**

**A. Approval of the Minutes of the November 12, 2014 Regular Board Meeting:**

Tabled until the next meeting pending corrections.

**B. Approval of the Minutes of the November 12, 2014 Special Board Meeting:**

*Motion to approve the November 12, 2014 Special Meeting Minutes, was made by Annemarie Burnham, seconded by Angelina Pearce and carried unanimously.*

**C. Approval of the Financial Statement:**

Tabled pending clarification of the Magnet School tuition.

**5. MONTHLY REPORT:**

Nila Ottilidge presented the Monthly Report with an update on activities students from each grade are working on. Barbara Walters presented a newspaper article on ESCU student Lily Egan who was appointed to serve on the CT Commission on Community Service.

***Motion to add to agenda Presentation from Board of Finance Chair Dick Weingart as Item #5A, was made by Annemarie Burnham, seconded by Angelina Pearce and carried unanimously.***

**A. Presentation from Board of Finance Chair Dick Weingart:**

The Board was presented with a letter from the Board of Finance regarding the budget process. Dick Weingart reported that the budget process will stay the same as last year. The Board is encouraged to contact him regarding any questions. He commended the Board and administration for their budget preparation and working cooperatively with the Board of Finance who recognizes the unusual circumstances that will strain the budget.

**6. ADMINISTRATIVE REPORTS:**

**A. Principal's Report**

- Enrollment is at 177 students.
- A half-day Professional Development was held on Smarter Balance Assessment. A digital library is a resource for professionals. Professional Development will be held on January 20<sup>th</sup> on the assessment inventory process and 2015 Report Card rollout.
- Formal observation practices are being held for Teacher Evaluations.
- A resignation was received from the custodian. A needs assessment will be determined before posting the position.
- In reviewing assessments, students have shown improvement since the fall.
- Report cards were sent home.
- Perfect attendance has increased with the Every Child/Every Day initiative. Chronic absence is an area of concern.
- A town meeting celebration will be held in January.
- Work is being done on behavior management strategies.
- The technology help desk requests are down for November. New printers are installed. An iPad roll out committee is being formed.
- The roof is leaking and it was determined that the flashing was improperly installed.
- Sherilyn Desatone expressed concerns with the internet service not working.

**7. SUPERINTENDENT'S REPORT:**

1. URSA Legislative Breakfast Report-Meeting with State Legislators – Excess Cost Grant, MBR, Education Cost Sharing, Magnet School Tuition:  
Excess Cost Grant, MBR, ECS and Magnet School tuition have a negative impact on small districts.
2. State Proposal to Broaden Measurement of School Performance:  
The Board was presented with a sample of a District Profile and Performance Report that is being launched by the state to assess school performance. It will replace the Strategic School Profile.
3. MDG Meeting – December 3:  
A meeting will be held in January to discuss costs and claims history.
4. Report on Outplaced Students:  
One student has withdrawn from the district. Another outplaced student will have a major impact on the budget.
5. School Security Grant Update:  
The district did not receive the School Security Grant. It was awarded to priority districts.
6. PD on Smarter Balanced Assessment:  
All four schools attended Professional Development on Smarter Balance Assessment at EASTCONN.

7. Superintendent's Meeting:  
Shared Services was discussed.
8. Share Services:

The district shares the Director of Special Education, Financial Consultant and Technology Support with the possibility of sharing Director of Maintenance on a part-time basis.

Superintendent Henrici visited grade 2 with the substitute teacher and the class is going well.

**8. BUSINESS CARRIED OVER FROM LAST MEETING (OLD BUSINESS):**

**A. Special Education Update:**

There are 28 Special Education students including 4 who only receive speech and therapy, 2 STEM Academy students and 1 outplaced student. Staffing and equipment will be reviewed for the budget.

**B. Busing Services Update:**

Four behavior issues and a missed pickup on a delayed opening day were reported to the Principal. There was a change in a bus driver based on a bus company personnel issue. Arrival times have improved.

**C. Sick Bank Policy Update:**

Nila Ottilidge expressed concerns with changes made to the language of the Sick Bank Policy after it was approved by the Board. Alycia Sanders will follow-up with the Board Attorney.

**D. Tri-Town School Study Update:**

The timeline has changed. The Selectmen will meet tomorrow to set an informational public hearing date, discuss the next steps and how to finance.

**9. NEW BUSINESS:** None

**10. BOARD REORGANIZATION COMMITTEES:**

**A. Restructuring of Current Committees:**

*Motion to eliminate CABE/EASTCONN as a standing committee, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

*Motion to rename Education & Board Policies to Board of Education Policies as a standing committee, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

*Motion to create Special Bylaws Committee to review and update the Bylaws, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

*Motion to rename Personnel & Supervision Policies to Negotiations as a standing committee, was made by Stacy Foster, seconded by Alycia Sanders and carried unanimously.*

Central Office will remain as a standing committee.

*Motion to eliminate Building, Grounds, Insurance as a standing committee, was made by Alycia Sanders, seconded by Stacy Foster and carried unanimously.*

*Motion to eliminate Transportation as a standing committee, was made by Stacy Foster, seconded by Annemarie Burnham and carried unanimously.*

*Motion to eliminate Public Relations as a standing committee, was made by Stacy Foster, seconded by Annemarie Burnham and carried unanimously.*

*Motion to eliminate School Readiness as a standing committee, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.*

*Motion to eliminate Technology as a standing committee, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

**B. Committee Appointments for 2014-15:**

Board of Education Policies – Keri Johnson, Annemarie Burnham, Alycia Sanders  
Negotiations Committee – Stephanie Harrington, John Bolduc, Alycia Sanders, Stacy Foster  
Central Office – Stephanie Harrington, Angelina Pearce  
Special Bylaw Committee – John Bolduc, Stacy Foster, Alycia Sanders

**11. COMMITTEE REPORTS (Committees May Report Information to the Board):**

**A. CABE/EASTCONN:**

Alycia Sanders attended the CABE Convention and made many connections. She also attended workshops on Professional Development, Collective Bargaining and Magnet & Charter Schools. The keynote speaker was from Finland.

**B. Educational & Board Policies:**

The Committee is working on policies that will be presented to the Board for approval in January.

**C. Personnel & Supervision Policies:** No Report

**D. Central Office:**

The next meeting will be held in January with a new Business Manager on board.

**E. Building, Grounds & Insurance:**

The roof is leaking and a claim has been filed for approximately \$7,500 with a \$5,000 deductible.

**F. Transportation:** No Report

**G. Public Relations:** No Report

**H. School Readiness:**

The grant was received.

**I. Technology:** No Report

**12. AGENDA ITEMS:**

- Tri-Town School Study
- Approval of November 12, 2014 Regular Meeting Minutes
- Approval of November Financial Statement

- Sick Bank Policy
- School Calendar
- Budget

**13. ADJOURNMENT:**

The meeting adjourned at 8:48 PM.

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*