

*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 11, 2013**

**Superintendent Ken Henrici called the meeting to order at 6:40 PM. Present were Board members Angelina Pearce, Annemarie Burnham, Stephanie Harrington, Stacy Foster and Alycia Sanders. Administrators present were Superintendent Principal Dan White. Unable to attend was Board member John Bolduc.**

**2. CAPSS STUDENT LEADER AWARDS – SYDNEY DUBITSKY AND CLEO HAZEN:**

Superintendent Henrici, Principal White and Chairperson Angelina Pearce presented plaques to CAPSS Student Leaders Sydney Dubitsky and Cleo Hazan who were previously honored at RHAM High School in November. These students were selected by the staff for their academic excellence and leadership in both the school and the community.

***Motion to add to the agenda, Fill Board Vacancy with the resignation of former Chair Rachel O'Neill, was made by Annemarie Burnham, seconded by Angelina Pearce and carried unanimously.***

A letter was received from Democratic Town Committee Chair Bruce Raymond endorsing Lance Plourde. A letter of interest was received from Kerri Johnson endorsed by the Republican Town Committee.

***The vote to appoint Lance Plourde to fill the Board vacancy failed with the following vote:***

***YES: A. Sanders, A. Burnham.***

***NO: S. Harrington, S. Foster, A. Pearce.***

***The vote to appoint Kerri Johnson to fill the Board vacancy carried with the following vote:***

***YES: A. Pearce, S. Harrington, S. Foster.***

***NO: A. Sanders, A. Burnham.***

**3. BOARD REORGANIZATION:**

**A. Election of Officers:**

Superintendent Henrici opened nominations for Board Chair.

***Annemarie Burnham nominated Alycia Sanders for Board Chair, seconded by Stephanie Harrington. Stephanie Harrington nominated Angelina Pearce for Board Chair, seconded by Stacy Foster.***

***The vote to elect Alycia Sanders for Board Chair failed with the following vote:***

***YES: A. Burnham, Alycia Sanders.***

***NO: S. Foster, S. Harrington, A. Pearce.***

***The vote to elect Angelina Pearce for Board Chair carried with the following vote:***

***YES: S. Foster, S. Harrington, A. Pearce.***

***NO: A. Burnham, A. Sanders.***

The meeting was turned over to Chairperson Angelina Pearce.

***Stephanie Harrington nominated Alycia Sanders for Board Vice-Chair, seconded by Annemarie Burnham. The vote to elect Alycia Sander for Board Vice-Chair carried unanimously.***

***Stacy Foster nominated Annemarie Burnham for Board Secretary, seconded by Alycia Sanders. The vote to elect Annemarie Burnham for Board Secretary carried unanimously.***

**B. Committee Assignments:** Tabled until the next meeting

**C. Establishment of Regular Meeting Date/Place/Time:**

***Motion to establish the regular meeting of the Chaplin Board of Education on the 2<sup>nd</sup> Wednesday of the month at the Chaplin Elementary School Library at 6:30 PM, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.***

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

A letter was received from Hampton Board of Education Chair John Burnham regarding cooperative transportation services with other districts including Chaplin. An agreement could be difficult due to different carriers and contract terms.

**5. COMMUNICATION WITH THE AUDIENCE:** None

**6. INFORMATION ITEMS:**

**A. Monthly Report:** No Report

**B. Principal Report & Enrollment – Staff Update:**

❖ Hirings

- Wendy St. Dennis – PreK & SE 1:1 Instructional Assistant –Replaces Penny Caponi (resignation)

❖ Student Recognition

- Elementary Level Student Leadership Conference-January 25<sup>th</sup> @ Three Rivers Community College
  - Fourth graders Shelby Dubitsky and Mary Smith
  - Fifth graders Haven Renshaw, Juliana Bartlett, James Logan and Lucy Haesche
- Elementary Celebration of the Arts – February 3<sup>rd</sup> @ Aqua Turf Club with kid friendly dinner
  - Cleo Hazen-Art
  - Maggie Bolduc-Music

❖ Upcoming Dates:

- Collaborative Learning Walks – Writing – 12/12 (Superintendent Henrici will participate)
- Newsletter #2 sent home – 12/13
- ERD Day – PD for Teacher & Administrator Evaluation – 12/13
- Lego on-site field trip – Thursday, 12/19 & Friday, 12/20-Grades K-6
- Holiday Break – December 23 – January 1
- Chaplin CREW Meeting – January 7<sup>th</sup> – 5:00-7:00pm

Enrollment is at 183 students (an increase of 2 students).

**C. Superintendent Report:**

1. School Performance Index (SPI) Report:  
The Board was presented with District Performance Report for 2012-2013, Connecticut's New Accountability System with metrics and school classifications. Chaplin Elementary did not reach its target and has been designated a "transitional" school. The administration is concerned and will present a plan for the next meeting.
2. Chaplin BOE/Chaplin Education Association Contract Ratification:  
Thanks to all parties involved with negotiations and agreeing to a fair contract.
3. Vertical Teaming Meeting-January 9, 2014:  
The Vertical Team will focus on math and reading. Principals will rotate meetings at their respective schools. The January 9<sup>th</sup> meeting will be held at Hampton Elementary.
4. MDG – Health Insurance Meeting Held on December 5:  
The present carrier is Anthem. The health insurance will go out to bid for the best price.
5. School Security Safety Committee-Must include local police officer, first responder, mental health professional, parent, administrator, teacher-effective July 1, 2014:  
New legislation requires a School Security Safety Committee with their chief role to assess school security and provide recommendations.
6. FY 14-15 Budget:  
This will be a challenging year for the budget.
7. Technology Director Position:  
Three finalists will be interviewed Monday and the position will be filled as soon as possible.
8. Bernhardt School Climate Surveys:  
The last school climate survey was not a good instrument and arrived very late. The administration has decided to use the Victoria Bernhardt Survey and will be issued January 27<sup>th</sup> with a deadline of February 14<sup>th</sup>.

The cafeteria is in the black approximately \$3,000 after posting revenues for September, October and November. There are 25 students a day participating in the breakfast program.

A thank you party will be held for Rachel O'Neill at the Main Street Café on Tuesday, December 17<sup>th</sup> from 4-6pm. Rachel O'Neill served the Board of Education with distinction for over twelve years.

## **7. OLD BUSINESS/NEW BUSINESS:**

### **A. Approval of Minutes: November 13, 2013**

*Motion to approve the minutes of November 13, 2013, was made by Annemarie Burnham with the following correction:* Item #5C5 should read - First Student released confidential information and has agreed to reimburse \$4,887 to compensate the district for staff time and portion of legal fees expended in address issue. *The motion was seconded by Stephanie Harrington and carried unanimously.*

### **B. Approval of Financial Statement:**

A special education student and magnet school tuition will impact the budget.

*Motion to approve Financial Statement, was made by Annemarie Burnham, seconded by Stephanie Harrington and carried unanimously.*

### **C. CMT Update: None**

### **D. Preliminary Discussion of FY 14-15 Budget:**

A preliminary budget will be presented at the next meeting.

**E. Approval of Chaplin Board of Education/Chaplin Education Association Teacher's Contract – July 1, 2014 – June 30, 2017:**

*Motion to approve the Chaplin Board of Education/Chaplin Education Association Teacher's Contract – July 1, 2014-June 30, 2017, was made by Annemarie Burnham, seconded by Stephanie Harrington and carried unanimously.*

Annemarie Burnham commended Stephanie Harrington, John Bolduc, Alycia Sanders and the staff for their time and effort working on negotiations. Stephanie Harrington commended Alycia Sanders for her help and expertise with wordsmithing the contract. Superintendent Henrici commended all negotiating committee members for their work.

**F. Final Approval of Board Policy:**

**a. #6159-Individualized Education Program (IEP):**

*Motion to approve Policy #6159 Individualized Education Program (IEP), was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

**b. #6154-Homework:**

*Motion to approve Policy #6154 Homework, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

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

**A. CABE/EASTCONN:**

The Headstart Report has new birth - 5 guidelines. EASTCONN is using Smarter Balanced Assessments.

**B. Educational & Board Policies:**

Policies were approved.

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

**D. Central Office:**

The meeting will be rescheduled to January.

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

Liability and Workers Compensation are projected to increase 10%.

**F. Transportation: No Report**

**G. Public Relations: No Report**

**H. School Readiness: No Report**

**I. Technology: No Report**

**9. SUPERINTENDENT EVALUATION:**

The Board needs to agree to criteria for Superintendent Evaluation and a form to use along with the RD11 BOE. Each Board will need to meet in Executive Session to come up with a consensus document to be submitted to the Central Office Committee to collate and then the COC will develop a final document.

**10. SECOND AUDIENCE/COMMUNICATIONS:** None

**11. NEXT MEETING AGENDA ITEMS:**

- Preliminary Budget
- Superintendent Evaluation Form
- Committee Assignments

**12. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND/OR LEGAL MATTERS:**

*Motion to enter into Executive Session (8:15 PM) for the purpose of discussing Personnel and/or Legal Matters and invite the Superintendent to attend, was made by Stephanie Harrington, seconded by Annemarie Burnham and carried unanimously.*

The Board came out of Executive Session at 9:22 PM.

**13. ADJOURNMENT:**

*Motion to adjourn (9:23 PM) was made by Stacy Foster, seconded by Annemarie Burnham and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*