

*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**  
**March 11, 2014**

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

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

- A report was received from CREW.
- A letter was received from Michele Moon who will be returning from leave for the 2014-15 school year.

**3. COMMUNICATION WITH THE AUDIENCE:**

Chris Blair asked the Board not to cut any programs while considering the budget. She also asked the Board to keep the current 4<sup>th</sup> grade split as the students are starting to make gains in their scores.

**4. INFORMATION ITEMS:**

**A. Monthly Report:** None

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

Enrollment has stayed the same.

**C. Superintendent Report:**

1. FY 14-15 Budget:  
The proposed budget is fiscally responsible and meets the educational needs of the students.
2. Chaplin BOF Meeting-March 17-Presentation of CES Budget:  
The budget will be presented later on the agenda for Board approval. The budget will be presented to the BOF on March 17<sup>th</sup> and at the annual town meeting in early May.
3. Three Superintendents Meeting-March 20; Vertical Teaming Meeting-April 3:  
The Superintendents are meeting every other month separate from the Vertical Team with a focus on writing and writing rubrics. The meetings are going very well.
4. Health Insurance Meeting-Insurance Renewal-Anthem 15.8%:  
There were bids from Anthem, ConnectiCare and the CT Partnership. There was a reluctance to go with CT Partnership due to being self-insured. Connecticare came in at 14% and Anthem was 15.6%. A committee consisting of tri-town first selectmen, Board chairs and superintendents decided to stay with the current carrier Anthem. Rates have increased dramatically due to claims history.
5. School Security Safety Committee-April 9:  
The School Security Safety Committee will include parents, staff and the community and assess security measures. Several security enhancements have been done already.
6. Bernhardt School Climate Surveys:  
School Surveys will be issued soon.

7. Revised Teacher Evaluation Guidelines; CES Teacher Evaluation Flexibility Plan-13-14 Plan must be approved by CES BOE by March 30, 2014:  
The Committee held a very productive meeting with a collaborative effort to come up with a mutual agreeable plan.
8. Shared Services:  
The administration is looking into shared services that will save money.

**5. FINAL APPROVAL OF FY 14-15 BUDGET:**

The Board was presented with a budget overview, budget timeline and two options for the budgets with a 2.98% increase and a 2.70% increase. Projected fixed costs are for contractual salaries (3%) and health insurance (16%). 2% of the budget is for the new special needs student. Enrollment is steady compared to neighboring towns. The difference between the two budget options is the assessment options for the COC Special Education Director.

*Motion to approve the Chaplin Elementary School FY 2014-2015 Budget with an increase of 2.98% increase, was made by Stacy Foster, seconded by John Bolduc and carried unanimously.*

**6. OLD BUSINESS/NEW BUSINESS:**

**A. Approval of Minutes: February 12, 2014 and January 29, 2014**

*Motion to approve the regular meeting minutes of February 12, 2014, was made by Stephanie Harrington with the following correction: Item #5A – correct spelling of Alisa Bray. The motion was seconded by Alycia Sanders and carried with two abstentions by Stephanie Harrington and John Bolduc.*

*Motion to approve the special meeting minutes of February 29, 2014, was made by Alycia Sanders, seconded by Stacy Foster and carried with one abstention by John Bolduc.*

**B. Approval of Financial Statement:**

62% of the budget has been spent to date. The Board of Finance has been notified of the potential costs for the new special needs student.

*Motion to approve the Financial Statement, was made by Alycia Sanders, seconded by John Bolduc and carried unanimously.*

**C. Letter of Resignation – Ronald Patrylak:**

A letter of resignation was received from Ronald Patrylak effective July 1, 2014.

*Motion to accept letter of resignation from Ronald Patrylak was made by Stephanie Harrington, seconded by Keri Johnson and carried unanimously.*

**D. Approval of SY 2014-2015 School Calendar:**

There are no changes to the school calendar that was presented at the last meeting.

*Motion to approve the SY 2014-2015 School Calendar, was made by Alycia Sanders, seconded by Stacy Foster and carried unanimously.*

**E. School Study-Update-Milone and MacBroom:**

No meetings have been set to date for the school study. Any questions should be directed to Board representative Angelina Pearce who will bring topics back to the Board for discussion.

**F. CMT Update:**

Students are engaged and on task.

- G. Board of Approval of Continued Participation in Healthy Food Certification Program:**  
*Motion to approve continued participation in Healthy Food Certification Program, was made by Alycia Sanders, seconded by Stacy Foster and carried unanimously.*

*Motion to add to agenda flexibility options with the teacher evaluation, was made by Stephanie Harrington, seconded by John Bolduc and carried unanimously.*

Superintendent Henrici presented a CSDE Flexibility Plan mutually consented to by the Chaplin Teacher Evaluation and PD Committee and school/district administration.

*Motion to approve CSDE modification guidelines as recommended by the Chaplin Teacher Evaluation Committee and school administration for FY 2014-15, was made by John Bolduc, seconded by Alycia Sanders and carried unanimously.*

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

**A. CABE/EASTCONN:** No Report

**B. Educational & Board Policies:** No Report

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

**D. Central Office:**

The Central Office passed their FY 14-15 budget, which included a 1.44% decrease.

**E. Building, Grounds & Insurance:** No Report

**F. Transportation:** No Report

**G. Public Relations:** No Report

**H. School Readiness:** No Report

**I. Technology:** No Report

**8. FEASIBILITY OF A BUSINESS MANAGER POSITION:**

Superintendent Henrici presented information on the feasibility of a Business Manager versus a Financial Consultant that has been discussed by the RD11 Board and the Central Office Committee. The Business Manager position is multi-faceted with more responsibility and would be involved with negotiations and transportation contracts. The Board asked Superintendent Henrici to provide them with additional information for the next meeting.

**9. SECOND AUDIENCE/COMMUNICATIONS:**

Nancy Douton asked for clarification on the reduction in Certified Staff. Superintendent Henrici reported that staffing remains essentially the same and that certified staff in regular education has been shifted to special education.

**10. NEXT MEETING AGENDA ITEMS:**

- Feasibility of a Business Manager
- Budget

- CMT Update

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

*Motion to enter into Executive Session (8:11 PM) for the purpose of discussing Personnel and/or Legal Matters and invite the Superintendent to attend, was made by John Burnham, seconded by Alycia Sanders and carried unanimously.*

The Board came out of Executive Session at 9:15 PM.

**12. ADJOURNMENT:**

*Motion to adjourn (9:15 PM) was made by John Bolduc, seconded by Keri Johnson and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*