

*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, 2015**

**Chairperson Alycia Sanders called the meeting to order at 6:33 PM. Present were Board members John Bolduc, Annemarie Burnham, Stephanie Harrington, Keri Johnson, Stacy Foster and Angelina Pearce. Administrators present were Superintendent Ken Henrici and Principal Patricia King.**

**2. EXECUTIVE SESSION – REQUEST BY NON-RESIDENT STUDENT TO ATTEND CES:**

*Motion to enter into Executive Session (6:34 PM) for the purpose of discussing Request by Non-Resident Student to Attend CES, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.*

The Board came out of Executive Session at 6:43 PM.

*Motion to approve request by Non-Resident Student to continue at Chaplin Elementary School for the remainder of the school year, was made by Stacy Foster, seconded by Keri Johnson and carried unanimously.*

**3. AUDIENCE FOR CITIZENS:**

- Speech Pathologist Stacey Poole and teacher Nila Otilige expressed concerns with the proposed reduction in the Early Reading Intervention program.
- Lena Rossi supports the current phonemic awareness program that enables children to read and write.
- Nancy Douton, Kaitlin Beavan, Heather Zevetchin and Stephanie Partyka asked questions about the budget that will be addressed during budget review later on the agenda.
- Amy Ouimette supports Mrs. Poole and expressed concerns about the position being cut.
- Vanessa Medlin's children have benefited from the services of Mrs. Poole.
- Marta Dubitsky expressed concerns regarding the TAG program.
- Board of Finance Chair Dick Weingart asked for copies of the budget for the audience.

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

**A. Approval of Minutes – December 10, 2014:**

*Motion to approve the minutes of December 10, 2014 was made by Stephanie Harrington, seconded by Stacy Foster and carried with one abstention by John Bolduc.*

**B. Approval of Amended Minutes – November 12, 2014:**

*Motion to approve the amended minutes of November 12, 2014 was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

**C. Approval of Minutes – February 11, 2015:**

*Motion to approve the minutes of February 11, 2015 was made by Annemarie Burnham with the following correction: At the beginning of the agenda add – Present were Board members Stephanie Harrington and Stacy Foster. Administrators present were Superintendent Henrici and Principal Patricia King. The motion was seconded by Stacy Foster and carried with abstentions by Angelina Pearce, John Bolduc and Keri Johnson.*

**D. Approve of Financial Statement (December and February):**

*Motion to approve the December Financial Statement, was made by Stacy Foster, seconded by Stephanie Harrington and carried unanimously.*

*Motion to approve the February Financial Statement, was made by Stacy Foster, seconded by Angelina Pearce and carried unanimously.*

**5. MONTHLY REPORT (CES STAFF):**

Nila Otilige presented the monthly report.

**6. REPORT ON CES TAG PROGRAM:**

Rebecca Baker reported on the TAG program for grades K-6. There are 4 days for intervention and 1 day for enrichment. The program is flexible with teachers working to provide differentiated instruction. Students may work on different projects. Assignments are tiered with more options for students for in depth learning. A group of 6<sup>th</sup> graders are studying the Holocaust.

**7. ADMINISTRATIVE REPORTS:**

**A. Principal's Report:**

Student enrollment as of 3/11/15 is at 175 students with no staffing changes.

- The talent portion focused on Coaching/Data Teams for Math and Language Arts. A part-time evening custodian was hired. Mid-year SMART goal review meetings are being held.
- The academics portion focused on assessments, standards based report cards and Chaplin Child Support Team (supports students who are at risk academically, socially and behaviorally). The School Readiness Council is considering creating a regional Council with Hampton and Scotland.
- The Culture and Climate portion focused on Town Hall Meetings on February 13<sup>th</sup> (attendance celebration, building a growth mindset and working hard), on March 16<sup>th</sup> (school-wide kindness, building a mindset of cooperation, highlighting the 5<sup>th</sup> grade's zoo thesis project, SLAB's well project kick off), Family/community Engagement on March 18<sup>th</sup> (an opportunity for parents to learn about the Common Core, new standardized report cards, school schedule, curriculum and intervention programs, discussion will focus on changes school has made in an effort to move into 21<sup>st</sup> century teaching and learning).
- The Operations portion focused on Technology repair and repurposing of equipment, submission of Technology Grant, new copier contract and set-up of guest Wi-Fi networks for the library and gym for public access to the internet.

**B. Superintendent's Report:**

1. Small District Superintendent's Meeting – March 12:  
The biggest financial impact to small districts is magnet school tuition and excess cost grant.
2. Health Insurance Carrier Change:  
There is a new carrier with comparable coverage. This item will be covered later on the agenda.
3. Milone and MacBroom Meeting – March 12:  
The Board, teachers and parents are strongly encouraged to attend the Milone and MacBroom meeting on March 12<sup>th</sup>. The meeting will address school governance, potential tuitioning out of high school students and potential consolidation of schools.
4. Shared Services:  
There is a move by other schools in the tri-town area to share personnel.
5. Capital Improvement Requests – FY 15-16:

There are three capital improvement requests: better plow with snow blower, blinds (security issue) and roof repair. A request will be made to use Non-Lapsing account for the roof capital improvement item.

- The Vertical Teaming Committee will meet on March 31<sup>st</sup>. A curriculum specialist, which is not included in the proposed budget could be a shared service.
- The 10 cents per meal for the Healthy Food Certification is not in Governor Malloy's budget and will impact the cafeteria budget.
- Empty Bowl will be held at Parish Hill on March 24<sup>th</sup>. Everyone is encouraged to attend this wonderful community event.
- The administration is optimistic about receiving the Technology Grant that will help support Smarter Balanced assessments.

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

### **A. Final Approval of Board Policies:**

#### **a. #6171.2 – Pre-School Special Education:**

*Motion to approve Policy #6171.2 page a&b Pre-School Special Education, was made by Stacy Foster, seconded by John Bolduc and carried unanimously.*

#### **b. #6172.4 – Title 1 Parent Involvement:**

*Motion to approve Policy #6172.4, Title 1 Parent Involvement, was made by Stephanie Harrington, seconded by Stacy Foster and carried unanimously.*

### **B. Tri-Town School Study Update:**

A meeting will be held with the four Boards of Education and the Selectmen from the towns.

## **9. NEW BUSINESS:**

### **A. Process Update – Communication with the Board:**

Alycia Sanders presented responsibility of the Board and process for any concerns. The Board is responsible to set policy, oversee the hiring of the Superintendent & Principal, manage the budget and has an oversight role to the curriculum. The Board is not involved in the day to day operations of the building. Any concerns should be addressed for resolution in the following order: teacher, Principal, Superintendent. If there is no resolution, the issue can be brought to the Board. A mailbox is available in the office and a BOE email will be available soon on the website.

### **B. Final Approval – School Calendar 2015-2016:**

All four schools are in coordination with the school calendar. There are 5 snow days to date with the last day of school on June 22<sup>nd</sup>.

*Motion to approve the 2015-2016 School Calendar as presented, was made by Angelina Pearce, seconded by Alycia Sanders and carried unanimously.*

### **C. Board Approval of Continued Participation in Healthy Food Certification Program:**

*Motion to approve Continued Participation in the Healthy Food Certification Program, was made by Stephanie Harrington, seconded by Stacy Foster and carried unanimously.*

### **D. Board Approval of Health Insurance Carrier for FY 15-16:**

ConnectiCare is the new insurance carrier with an 8.5% increase.

***Motion to approve ConnectiCare as the new Health Insurance Carrier for FY 15-16, was made by Stephanie Harrington, seconded by John Bolduc and carried unanimously.***

**E. Final Approval – FY 2015-2016 Budget:**

Superintendent Henrici presented proposed budget with a 3.9% increase that meets the needs of the students keeping in mind the financial constraints of the taxpayers. Major fixed costs are contractual salaries and health insurance. It is a challenging budget year with magnet school tuition increases and additional excess cost grant costs. There is a .2 FTE reduction in Speech Services that is IEP driven. There are no funds in the budget for a district-wide curriculum or technology specialist which was a recommendation of the tri-town Vertical Teaming Committee. The secretarial position contains a highly favorable salary as compared to all other secretaries in the district. Textbooks will be covered by savings from health insurance. There will be one staff member in the Library. Hampton Elementary and Scotland Elementary do not pay a share of Central Office in March because they withdrew from Central Office in March 2007. There is a 1.0 FTE staff reduction with a shifting of staff which is based on enrollment. Principal King then gave an overview of the entire 15-16 budget. Annemarie Burnham suggested expanding the TAG program.

***Motion to approve the FY 2015-2016 Budget, was made by Stacy Foster, seconded by Alycia Sanders and carried with abstentions by John Bolduc and Keri Johnson.***

The budget will be presented to the Board of Finance on March 16<sup>th</sup>. A Public Hearing for the budget will be held on April 13<sup>th</sup> and a Town Meeting will be held on May 11<sup>th</sup>.

**F. Motion to Transfer the Unexpended Balance (\$2,013) from the BOF Appropriation to the Chaplin Board of Education to the BOF Non-Lapsing Account:**

***Motion to transfer the FY 13-14 Unexpended Balance (\$2,013) from the BOF Appropriation to the Chaplin Board of Education to the BOF Non-Lapsing Account, was made by Stacy Foster, seconded by Annemarie Burnham and carried unanimously.***

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

**A. Policy Committee:**

This Committee will meet on Thursday the week before the regular Board meeting at 7pm.

**B. Negotiations Committee:**

The next meeting will be held on April 1<sup>st</sup> at 7pm.

**C. Central Office Committee:**

The next meeting will be held on March 16<sup>th</sup> at 6pm.

**D. By-Laws Review Special Committee: No Report**

**11. AGENDA ITEMS:**

- Approval of Central Office Committee Budget
- Milone & MacBroom School Study Update

**12. ADJOURNMENT:**

The meeting adjourned at 9:19 PM.

***Respectfully Submitted by Kathleen Scott  
Recording Secretary***