

*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**  
**April 9, 2014**

**Chairperson Angelina Pearce called the meeting to order at 6:36 PM. Present were Board members John Bolduc, Annemarie Burnham, Stephanie Harrington, Stacy Foster and Alycia Sanders. Administrators present were Superintendent Ken Henrici and Principal Dan White. Unable to attend was Board members Stephanie Harrington and Keri Johnson.**

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

A letter of resignation was received from Principal Dan White effective June 30, 2014.

**3. COMMUNICATION WITH THE AUDIENCE:**

Sandy Dunnack asked if the Board received a letter from the CEA. Angelina Pearce read the letter from the CEA regarding improper use of Executive Session and concerns with Executive Session being a standing item on the agenda. Superintendent Henrici reported that it was on every recent agenda previously due to negotiations. Executive Session will only be included on the agenda when necessary and will include reason for doing so.

Chris Blair asked for information about the Principal Search Committee including whether the staff would be involved, what the timetable is, who would be on the committee and when will the committee meet. Nancy Douton asked why it could not be discussed in open session. Superintendent Henrici reported that the initial discussion should be held in Executive Session per counsel.

**4. INFORMATION ITEMS:**

**A. Monthly Report:** No Report

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

- ❖ Report Card Committee
  - It is time to revise the report card. A broad range of staff is on the committee and working with EASTCONN. The report card will be shared with the Board in June and provide an opportunity for feedback.
- ❖ Parent Letter
  - A letter will be sent home after vacation to notify parents of Principal White's resignation along with wrap-up plans for the remainder of the school year.
- ❖ Newsletter
  - The Board was presented with the Chaplin Elementary School Newsletter that includes many activities and events.
- ❖ Outplacement – will be discussed in Executive Session.
- ❖ iPad Grant
  - Pat Morgan was contacted to help with grant funding to get technology into the classrooms. The grant (that would be spread over three years) would provide iPads for every student in grades 4, 5 and 6, all certified staff and for each classroom PreK through

Grade 3. A commitment letter would be needed for continued support of technology at the current level.

Enrollment is at 186 students.

**C. Superintendent Report:**

1. Teacher Evaluation Plan Update:  
The flexibility option approved by the Teacher Evaluation and PD Committee was approved by the state.
2. FY 14-15 Budget:  
Chaplin Elementary received positive response to the justification for their budget increase. The Board of Finance will hold a budget hearing on April 14<sup>th</sup>.
3. Summer School:  
Summer School was kept in the budget and letters will be sent home to parents.
4. School Safety and Security Committee:  
A School Safety Committee needs to be established and will include a first responder, local state trooper, teacher and parent. Many upgrades have been done already. Other items being considered are a card swipe system and cameras in the hallways. Another security grant may become available. The crisis plan will be reviewed.
5. Windham STEM Magnet:  
The next phase-in for the STEM Magnet school is grade 3 and grade 7 for 2014-2015 and could impact the budget. Tuition is \$4,500 per student. There is pending legislation to reimburse for magnet school tuition.
6. Milone and MacBroom Self Study Meeting:  
The School Study Committee met at Scotland Elementary and will meet at all the elementary schools. A list of strengths was compiled along with demographic data based on the 2010 census. All meeting minutes and reports will be posted on the three town websites. The Committee will meet on the 4<sup>th</sup> Tuesday of every month with the next meeting to be held on May 27<sup>th</sup>. The Board expressed concerns with the charge of this committee. Superintendent Henrici expressed concerns with the accuracy of some of the information presented by Milone and MacBroom.

**5. OLD BUSINESS/NEW BUSINESS:**

**A. Approval of Minutes: March 11, 2014**

*Motion to approve the minutes of March 11, 2014, was made by Alycia Sanders, seconded by John Bolduc and carried unanimously.*

**B. Approval of Financial Statement:**

69% of the budget has been spent to date.

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

**C. CMT Update:**

CMT results should be available in July.

**D. FY 14-15 Budget Update:**

The Chaplin Board of Finance will hold a Public Hearing on April 14<sup>th</sup> at the Senior Center. The annual Town Meeting will be held on Monday, May 12<sup>th</sup> with the budget adopted and sent to referendum.

**E. Letter of Resignation – Gregory Dion – Technology Coordinator:**

A letter of resignation was received from Technology Coordinator Gregory Dion effective immediately.

*Motion to accept letter of resignation from Gregory Dion, was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

**F. Non-Resident Request for Child’s Enrollment at CES:**

Superintendent Henrici was contacted regarding a non-resident enrollment and the Board policy was reviewed. The person was advised to submit a written request to the Board and nothing has been received to date.

**6. 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:**

A meeting will be held this month.

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

Liability insurance will be less than what was previously quoted.

**F. Transportation:**

First Student was contacted regarding the use of epipens due to some students with extreme allergies. They are not interested. Other bus companies comply following Board of Education direction. The administration will follow-up with First Student.

**G. Public Relations:** No Report

**H. School Readiness:**

The School Readiness Grant is due in May. A new liaison will need to be selected as the Principal can no longer serve dual role as liaison to eliminate any conflict of interest. The next meeting is April 29<sup>th</sup>.

**I. Technology:**

Five applications for the Technology Coordinator will be reviewed.

**7. FEASABILITY OF A BUSINESS MANAGER POSITION:**

The Central Office Committee directed the Superintendent to gather information on how a Business Manager differs from a Financial Consultant. Per the directive of the COC, Region #11 and Chaplin Boards, the Superintendent presented the Board with a number of job descriptions listing a number of

job responsibilities along with the current agreement for the Financial Consultant for review. The issue will be discussed at the next meeting.

**8. SECOND AUDIENCE/COMMUNICATIONS:**

As a Chaplin taxpayer, Chris Blair asked about the job description and role of the Special Education Director. Should the Director of SPED's role change the Special Education Director will be in the building and available for staff.

**9. NEXT MEETING AGENDA ITEMS:**

- School Study
- Principal Search
- Summer Session
- Remove Executive Session as standing item on agenda (identify topic when Executive Session is needed)

*Motion to add to agenda Discussion of General Parameters of Principal Search as Item #9A, was made by Annemarie Burnham, seconded by Stacy Foster and carried with one abstention by Angelina Pearce.*

**A. Discussion of General Parameters of Principal Search:**

- The position needs to be posted as soon as possible. Superintendent Henrici will draft an ad and post on CTREAP and the Hartford Courant. Deadline for applications will be April 30<sup>th</sup>.
- Paper screening will be done to obtain a pool of semi-finalists.
- The Search Committee will interview the semi-finalists and narrow down to 3-4 final candidates.
- The full Board and the Superintendent will interview the finalists in Executive Session in mid-May.
- The Search Committee will be in place by April 23<sup>rd</sup> and will include the following: the Superintendent, two to three Board members, two certified staff (to be selected by the staff), two parents (a letter will be sent home to parents for any interest) and one non-certified staff (to be selected by the staff).

Superintendent Henrici congratulated Principal White on his new position with the Marlborough school system.

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

*Motion to enter into Executive Session (8:34 PM) for the purpose of discussing Potential Outplacement of Student and Staff and Personnel matter was made by John Bolduc, seconded by Annemarie Burnham and carried unanimously.*

The Board came out of Executive Session at 10:08 PM.

**11. ADJOURNMENT:**

*Motion to adjourn (10:08 PM) was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*