

*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**  
**June 11, 2014**

**Chairperson Angelina Pearce called the meeting to order at 6:35 PM. Present were Board members John Bolduc, Annemarie Burnham, 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 thank you card was received from Ceci Hanyckyj for the bouquet of flowers.
- A thank you card was received from Karen Slowik on behalf of the staff for the lunch during Teacher Appreciation Week.
- A letter was received from Paul Burelle, Jamie Pociask and Nila Ottilige with concerns regarding comments made at the last meeting about learning in the 4<sup>th</sup> grade.

**3. COMMUNICATION WITH THE AUDIENCE:**

Sandy Dunnack commended the Board for their time commitment in serving the school, strongly recommends maintaining full-time Social Worker and recommends establishing a sick bank per contract with strong safeguards in place.

Chris Blair asked about the status of the Technology Coordinator as computers need to be updated at the end of the school year. Principal White reported that candidates are being interviewed with the hope for a start date of July 1<sup>st</sup>.

Linda Roger presented an update from the Report Card Committee. Focus groups were held with feedback from parents, students and staff. EASTCONN is implementing information into PowerSchool.

**4. INFORMATION ITEMS:**

**A. Monthly Report:**

Nancy Douton presented the Monthly Report.

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

- ❖ Class Configuration/Staffing 2014-2015
  - Some classes are being moved around. Projected enrollment is at 183 students with one new PreK student. There is a waiting list for PreK.
- ❖ Roof repair/Window caulking
  - There are no leaks. The ceiling will be repaired during the summer.
- ❖ Summer Session Staffing & Current Enrollment
  - Current enrollment is at 186 students and there are no staffing changes. Summer Session has doubled since the last meeting.
  - Grades 1 & 2 Nila Ottilige 8 students
  - Grades 3 & 4 Barbara Walters 7 students
  - Grades 5 & 6 Paul Burelle 6 students

- ❖ New student
  - PreK with unanticipated cost for 2014-2015 budget
  - Specialized services required – Teacher for the Hearing Impaired (5 hrs./wk. & 1:1 IA)
- ❖ iPad Grant – Beagary Trust
  - 70% funding for iPad Implementation
  - \$8,600 in CES Budget for Technology in each of the next 3 years (2014-2015 Technology budget is \$12,000)
  - Trust will support CES Technology over the next 3 years at (2015 - \$20,100, 2016 - \$20,100, 2017 - \$20,000)
- ❖ Upcoming events
  - Special Event – June 13<sup>th</sup> – 2pm – Auditorium
  - CES School Safety Committee Meeting – June 17<sup>th</sup> – 8:30am
  - Grade 6 Class Night – June 18<sup>th</sup> – 7pm
  - Awards Assembly – June 19<sup>th</sup> – 10am
  - Last Day of School – June 20<sup>th</sup> – Early Release Day with Grade 6 vs Staff Softball Game
- ❖ Thank you  
Principal White thanked the Board for the opportunity to serve Chaplin Elementary for the past nine terrific years.

**C. Superintendent Report:**

- Milone and MacBroom school study discussed many options at the last meeting. The next meeting is June 24<sup>th</sup> at Chaplin Elementary with a tour of the building at 6pm followed by a meeting at 7pm.
- Teacher Evaluations are moving forward with grouping by grade and subject areas, if applicable.
- There was great collaboration on the writing rubric with the 6<sup>th</sup> grade teachers.
- The School Safety Committee has a meeting on June 17<sup>th</sup> to consider a key FOB system.
- 15 candidates for the Principal position were narrowed down to 8 semi-finalists. Finalists will be interviewed next week.
- Principal Dan White was commended for his loyal and dedicated service and will be sorely missed. Best wishes to him on his new venture.

**D. Budget Update – FY 13-14**

The budget will be very challenging with unanticipated costs. Cost savings include landscaping, HVAC (done in house), snowplowing and roof repair (done by the Region 11 Director of Maintenance at great savings).

**E. Board of Education Summer Meeting Schedule:**

There will be no meeting in July and the August meeting will be held on August 20<sup>th</sup>.

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

**A. Approval of Minutes: May 14, 2014**

*Motion to approve the minutes of May 14, 2014, was made by John Bolduc, seconded by Stacy Foster and carried with one abstention by Alycia Sanders.*

**B. Approval of Financial Statement:**

*Motion to approve the Financial Statement from July 1, 2013 to May 31, 2014, was made by John Bolduc, seconded by Annemarie Burnham and carried unanimously.*

**C. CMT Update:**

Results are expected in July.

**D. Non-Resident Request for Child's Enrollment at CES:**

The Board was presented with a request from Steven and Pazit Edelman requesting their child be allowed to attend Chaplin Elementary. They reside in Windham and will provide transportation.

*Motion to approve Non-Resident request for enrollment at CES with a tuition rate of \$7,150 with any additional services to be provided at an additional cost, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

**E. School Study – Milone & MacBroom:** Covered by the Superintendent

**F. Letter Regarding Return from Leave of Absence – Michelle Moon:**

*Motion to approve return of Michelle Moon to CES for FY 2014-15 at .5 FTE per her request, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

*Motion to amend above motion to .55 FTE, was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

**G. Final Approval of Policy #6171 – Special Education:**

*Motion to approve Policy #6171 – Special Education, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

**H. Final Approval of Policy #6115 – Separation of Church and State:**

The policy name was changed to Education Regarding Religion.

*Motion to approve Policy #6115 – Education Regarding Religion, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

**I. Final Approval of Policy #6161.3 – Comparability of Services:** Tabled

**J. Final Approval of Policy #6164.12 – Acquired Immune Deficiency Syndrome (AIDS):** Tabled

**K. Discussion of CEA Request for Sick Bank:**

The Board was presented with information from contract regarding a sick bank. Superintendent Henrici recommended establishing a timeline with guidelines. Sandy Dunnack recommended records be kept by the CEA and Central Office and will check with attorney regarding any rules governing a sick bank. John Bolduc will obtain information from another school district.

*Motion to approve sick bank with general parameters to be worked out between the Administration and CEA to begin the 2014-15 school year and established by the end of the current school year, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

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

**A. CABE/EASTCONN:**

The CABE annual meeting was held in May.

**B. Educational & Board Policies:**

The Committee is working on policies.

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

**D. Central Office:**

The next meeting will be held on June 25<sup>th</sup> or June 26<sup>th</sup>.

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

**F. Transportation:** No Report

**G. Public Relations:** No Report

**H. School Readiness:**

Sandra Frizell will be the new School Readiness liaison. The grant has been submitted.

**I. Technology:** No Report

**7. SECOND AUDIENCE/COMMUNICATIONS:**

Nancy Douton reported that the minutes from last month were not posted on the website. She also asked for the staff to meet the new Principal before the end of the school year.

Barbara Walters asked the Board to consider service with the vendors when selecting services such as snowplowing. School grounds were well maintained with snow and ice last winter. She also suggested designating a director for the Summer Session.

**8. NEXT MEETING AGENDA ITEMS:**

- Approval of Policies
- CMT Update
- Budget Transfers

**9. ADJOURNMENT:**

*Motion to adjourn (8:17 PM) was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*