

*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**  
**August 21, 2013**

**Chairperson Rachel O’Neill called the meeting to order at 6:36 PM. Present were Board members John Bolduc, Annemarie Burnham, Stephanie Harrington and Alycia Sanders (6:58 PM). Administrators present were Superintendent Ken Henrici and Principal Dan White. Unable to attend was Board members Angelina Pearce and Megan Hicks.**

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

- A notice was received from CABA announcing their organization.
- An email was received from Sandy Dunnack regarding possible dates (September 16, 17, 18, 25, 26) to begin negotiations.

**3. COMMUNICATION WITH THE AUDIENCE:**

Chris Blair followed up on the negotiations with the members of the Committee. Ground rules will be set at the first meeting. Superintendent Henrici recommended that ground rules be shared and agreed upon in advance and to begin the first meeting with preliminary proposals.

**4. INFORMATION ITEMS:**

**A. Monthly Report:** None

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

- ❖ Start of School
  - Monday, 8/26 & Tuesday, 8/27 – Staff Days
    - Monday, 8/26 – Staff Prep Day and Professional Development
    - Tuesday, 8/27 – Staff Meeting and Team Meetings
  - Wednesday, 8/28 – First Day of School for students – K-6
  - Tuesday, 9/3 – First Day of School for Pre-Kindergarten students
- ❖ Staffing Update
  - Paige Anderson – SE Instructional Assistant
  - Penny Caponi – Pre-K/SE Instructional Assistant
  - Lucinda Marsalisi – Pre-Kindergarten .5 position
- ❖ Summer School attendance
  - Grade 1-2 group      4 students
  - Grade 3-4 group      9 students
  - Grade 5-6 group      4 students
- ❖ Professional Development
  - October 15 – NWEA Assessment Training – Day 2 (at Hampton)
  - November 12 – Writing Workshop with Teachers’ College staff (at CES)
  - January 21 – NWEA Assessment Training – Day 3 (at EASTCONN)
  - Early Release Days (9/13, 12/13, 4/11, 5/23)
    - Curriculum Work, Data Team Meetings, Teacher Evaluation

❖ Upcoming Dates

- Family Fun Day @ Lower Legion Field – Wmtc., 8/24 – 2:00 – 5:00pm
- PreKindergarten Parent Nights – 8/26 & 8/27 – 6:30 – 7:30pm
- PreKindergarten Open House – 8/28 – 9:00am – 11:00am
- PreKindergarten Assessments – August 29 & 30
- No School – Monday, September 2<sup>nd</sup> – Labor Day
- Open House – Thursday, September 12<sup>th</sup> – 6:00 – 7:00pm
- Early Release Day – Professional Development – Friday, September 13<sup>th</sup>

Enrollment is at 186 students.

**C. Superintendent Report:**

- CMT scores were disappointing and will be discussed later on the agenda.
- The state is in transition with standardized testing due to change to Smarter Balanced Assessments that will be mandatory in 2014/15. The computer-based testing will align to the Common Core Standards and assist students in preparing for college and a career. There are many unknowns at this time with Smarter Balance including the following: no scaled scores to show student growth, later arrival of scores and baseline data, and ensuring that all schools have technological equipment for testing. The Superintendent recommends staying with CMTs.
- The official start date for teacher negotiations is October 3<sup>rd</sup> with arbitration in mid December. Negotiations can begin earlier.
- The Selectmen from Hampton, Scotland and Chaplin have been working on and recommended hiring Milone & MacBroom, a consulting firm, to do a school study due to declining enrollment. Superintendent Henrici presented the Board a copy of their preliminary proposal.

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

*Motion to move Item #5K to before Item #5A was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

**Tri-Town Selectmen School Study:**

The Board was presented with a copy of an email from the First Selectmen regarding a school study. Rachel O'Neill expressed concerns that the email was not addressed to her and she was not on the email list. She also expressed concerns with not including the Board and Administration from the start and the lack of the firm's services with smaller schools. The Board has no voice at this time by not being included.

**A. Staffing 2013-2014:** Covered under Principal Report

**B. Appointment of Lucinda Marsalisi - .5 FTE – Step 5:**

*Motion to appoint Lucinda Marsalisi, .5FTE, Step 5 MA, was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

**C. Approval of Minutes: June 12, 2013**

*Motion to approve the minutes of June 12, 2013, was made by Alycia Sanders, seconded by Annemarie Burnham and carried with one abstention by John Bolduc.*

**D. Approval of Financial Statement:**

There was a substantial rate increase for Workers Compensation due to claims history.

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

**E. Final Approval of Health Policies and Procedures for June 2013 through June 2015:**

***Motion to approve Health Policies and Procedures for June 2013 through June 2015, was made by Alycia Sanders, seconded by Stephanie Harrington and carried unanimously.***

**F. Approval of Budget Transfers and Final Financial Statement 12-13:**

The FY 12-13 budget was left with a balance of \$462.29.

***Motion to approve Budget Transfers and Final Financial Statement 12-13 as presented, was made by Stephanie Harrington, seconded by Annemarie Burnham and carried unanimously.***

**G. Approval of Lunch Price Increase Effective August 28<sup>th</sup>, 2013:**

The present cost of hot lunch is \$2.35 and needs to be increased to \$2.50 due to federal mandates.

***Motion to increase lunch price to \$2.50 effective August 28, 2013 due to federal mandates, was made by John Bolduc, seconded by Stephanie Harrington and carried unanimously.***

**H. Rollover Request Per CGS #10-248: Not applicable**

**I. 2012-2013 Cafeteria Financial Update:**

The cafeteria has a surplus while maintaining competitive prices. The breakfast program is still running. Alycia Sanders asked about the Farm to School program. Superintendent Henrici reported that it is being used at Parish Hill but not at Chaplin Elementary and he will follow up on this program.

**J. Report on 2013 CMT Scores:**

The administration is very disappointed in the CMT scores that were lower than previous years. A presentation will be held at the September meeting with an action plan and systemic changes designed to increase scores.

**K. Tri-Town Selectmen School Study: Moved to before Item #5A**

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

**A. CABE/EASTCONN:**

The CABE CAPSS Conference will be held on November 15<sup>th</sup> and 16<sup>th</sup> in Mystic. The theme will be keeping focus on student growth and is very Board specific. Summer Leadership was held on July 24<sup>th</sup>. CABE is moving toward an electronic format.

**B. Educational & Board Policies:**

The Committee will meet to establish a Bring Your Own Device Policy.

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

**D. Central Office: No Report**

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

**F. Transportation: No Report**

**G. Public Relations: No Report**

**H. School Readiness:** No Report

**I. Technology:** No Report

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

**8. NEXT MEETING AGENDA ITEMS:**

- Tri-Town Selectmen School Study
- CMT Presentation

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

*Motion to enter into Executive Session (8:07 PM) was made by Alycia Sanders, seconded by John Bolduc and carried unanimously.*

The Board came out of Executive Session at 8:16 PM.

**10. ADJOURNMENT:**

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

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*