

*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**  
**September 11, 2013**

**Chairperson Rachel O’Neill called the meeting to order at 6:32 PM. Present were Board members John Bolduc, Annemarie Burnham and Alycia Sanders. Administrators present were Superintendent Ken Henrici and Principal Dan White. Unable to attend were Board members Stephanie Harrington, Angelina Pearce and Megan Hicks.**

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

An invitation was received for a documentary about hunger on September 15<sup>th</sup> in Stafford. September is National Hunger Month.

**3. COMMUNICATION WITH THE AUDIENCE: None**

*Motion to enter into Executive Session (6:32 PM) was made by Rachel O’Neill, seconded by John Bolduc and carried unanimously.*

The Board came out of Executive Session at 7:06 PM.

**4. INFORMATION ITEMS:**

**A. Monthly Report: None**

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

❖ School Safety

- Announced Fire Drill – 1 min. 10 sec. (building cleared) & 31/2 min.(everyone accounted for)
- Unannounced Fire Drill – 1 min. 8 sec. (building cleared), walkie talkies malfunctioned and need to be replaced.
- Lockdown Drill went smoothly with new locking door mechanisms.
- Evacuation Drill went smoothly.

❖ Teacher Evaluation

- Initial meeting with participants – September 9
- 11 staff members taking part in 13-14

❖ Special Education – 2011-2012 School Year (June 2013 Publication Date)

- Meets requirements in all areas: Suspensions, Time with Non-disabled Peers, Eligibility determinations, and Timely and Accurate Reporting.

❖ Upcoming Events

- Open House – Thursday, September 12<sup>th</sup> – 6-7pm
- Early Release Day – Professional Development – Friday, September 13<sup>th</sup>
- Chaplin CREW Meeting – Tuesday, September 17<sup>th</sup> – 5-7pm
- Grade 6 Curriculum Night – Thursday, September 19<sup>th</sup> – 6pm
- Artists in the Country – Woodstock – September 21 & 22 (fundraiser for autism treatment)
- Annual Republican Town Committee Car Show – September 22
- School Pictures – September 24 & 25

Enrollment is at 183 students with a new staff member, Heidi Hand for PreK.

**C. Superintendent Report:**

1. Opening of School:  
Opening day went very smoothly with the opening bell ringing as a wonderful tradition. The Superintendent and Principal visited all the classrooms.
2. 2013 CMT Scores/Action Plan: Will be discussed later on the agenda
3. The Connecticut State Department of Education (CSDE) is in the process of amending Principle 3 of the approved waiver, *Supporting Effective Instruction and Leadership* and must have a notice and comment period for all stakeholders. The CSDE has added and/or expanded upon three components within Principle 3 of the ESEA flexibility waiver request. These additions, if approved, will enable local education agencies (LEAs) to: (1) Decide whether to include state test data as part of the educator evaluation and support system in 2013-2014; (2) Determine how to most appropriately measure growth for teachers of nontested grades and subjects, with an emphasis on teachers of students with disabilities and English Language Learners; (3) Ensure successful implementation of the educator evaluation and support system in 2013-2014 and in subsequent years.
4. Commencement Date for Chaplin Education Association Negotiations – October 3
5. Tri-Town Selectmen School Study: Will be discussed later on the agenda
6. Communicating the Common Core State Standards (CCSS) to Parents:  
The state has a PowerPoint communication tool to assist with explaining Common Core Standards to parents. We will develop a plan to implement CCSS and educate parents on the changes to educational standards.
7. Policies Committee-Meeting to Discuss BYOD, Physical Activity Policy to Comply with New State Law:  
The Committee will establish meeting date after tonight's meeting.

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

**A. Letter of Resignation - Lucinda Marsalisi - .5 PreK:**

*Motion to accept Letter of Resignation from Lucinda Marsalisi, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

**B. Appointment of Heidi Hand - .5 FTE PreK – Step 7 Masters:**

*Motion to approve appointment of Heidi Hand, .5 FTE PreK, Step 7 Masters, was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

**C. Approval of Minutes: August 21, 2013**

*Motion to approve the minutes of August 21, 2013, was made by John Bolduc, seconded by Annemarie Burnham and carried unanimously.*

**D. First Student Transportation Update:**

The Board is extremely concerned with the breach of secure information and potential breach of contract by the bus company, First Student. They will work with the Board Attorney to remedy the situation.

**E. CMT Update Report:**

Superintendent Henrici presented the CMT scores which both he and Principal White find unacceptable.

Grade 3 – at/above goal and at/above proficiency scores were higher in Math only.

Grade 4 – at/above goal and at/above proficiency scores were lower in all areas except at/above proficiency in Reading.

Grade 5 – at/above goal and at/above proficiency scores were much lower in all areas.

Grade 6 – at/above goal scores were much higher (double-digit growth) in Writing and lower in other areas.

At/above proficiency scores were higher in Reading and Writing but roughly the same in Math.

An action plan will be developed to help improve the scores.

Principal White presented the School Improvement Plan for 2013-2014.

**F. Teacher Evaluation Plan Rubric:**

The Board was presented with the CCT Rubric that is part of the Teacher Evaluation Plan. All administrators were trained specifically to the CCT Rubric.

*Motion to approve change from StEPP Rubric to CCT Rubric as part of the Teacher Evaluation Plan, was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

**G. Approval of Financial Statement:**

The Workers Compensation premium has increased due to a number of factors.

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

**H. Tri-Town Selectmen School Study:**

The Selectmen from Chaplin, Hampton and Scotland visited Parish Hill to see the new capital improvements. Board of Finance member Bruce Raymond reported that the school study is moving forward at a cost of \$36,750 to be shared by the three towns. The proposal will be presented at a town meeting in Chaplin with a tentative date of October 2<sup>nd</sup>, at a town meeting in Scotland that was scheduled for September 11<sup>th</sup> and to the Board of Selectmen in Hampton.

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

**A. CABE/EASTCONN:**

The CABE Convention will be held on November 12<sup>th</sup> and 13<sup>th</sup> and will recognize Board members for 10 years and more of service. Rachel O'Neill, Stephanie Harrington and Angelina Pearce were commended for their 10 years plus of service.

**B. Educational & Board Policies:**

The next meeting will be held on Wednesday, September 25<sup>th</sup> at 6pm in the Conference Room.

**C. Personnel & Supervision Policies:**

Negotiations will begin on October 3<sup>rd</sup>.

**D. Central Office:** No Report

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

The state adopted new insurance for underground storage tanks. Chaplin's tank is above ground so this does not apply.

**F. Transportation:**

Principal White has been monitoring bus arrival times which have improved but still need to get better.

**G. Public Relations:** No Report

**H. School Readiness:**

PreK is full with no waiting list. There are 22 children in the large room with two staff members and 11 students in the small room with one staff member. The next meeting will be held on Wednesday, September 18<sup>th</sup>.

**I. Technology:**

There will be an ad in the paper for the technology position. Michel Leask will stay on during the transition.

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

**8. NEXT MEETING AGENDA ITEMS:**

- Policy Approval

**9. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND/OR LEGAL MATTERS:** None

**10. ADJOURNMENT:**

*Motion to adjourn (8:39 PM) was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*