

*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**

**February 10, 2016**

**Chairperson Stacy Foster called the meeting to order at 6:35 PM. Present were Board members Stacy Foster, Stephanie Harrington (7:23 PM), Will Hooper, Jaclyn Chancey, Justin Rondash and Jamie Spalding. Administrators present were Superintendent Ken Henrici and Principal Patricia King. Unable to attend was Board member John Bolduc.**

### **2. AUDIENCE FOR CITIZENS:**

Nila Ottilige asked if the Employee under Executive Session was notified. Stacy Foster reported that the person was notified.

### **3. APPROVAL OF MINUTES AND FINANCIAL STATEMENT:**

#### **A. Approval of Minutes – January 13, 2016:**

*Motion to approve the minutes of January 13, 2016, was made by Jaclyn Chancey with the following correction:* Item #4B should read – Met with Connecticut Business Systems to address charges for color copying and protocols. *The motion was seconded by Will Hooper and carried unanimously.*

#### **B. Approval of Financial Statement:**

56% of the budget has been spent to date. The Superintendent has implemented a budget freeze for non-essential expenditures.

*Motion to approve the Financial Statement through January 31, 2016, was made by Jaclyn Chancey, seconded by Justin Rondash and carried unanimously.*

### **4. ADMINISTRATIVE REPORTS:**

#### **A. Monthly Report:**

Nila Ottilige presented the Monthly Report.

- The 1<sup>st</sup> grade has launched a new unit on non-fiction in Reading and what it will teach about the world.
- The 4<sup>th</sup> grade has finished their unit on clouds and determined that they were not accurate and neither were the experts. They are reading “Christmas Genie” book and expressing their wishes. A stuffed squirrel named Ulysses is being cared for by each student for class kindness. A shoe box filled with questionnaires filled out by the students will be opened in November 2017 with the school time capsule.

#### **B. Principal’s Report:**

- The Board was presented with Winter Newsletter that was sent home to all students.
- Student enrollment is at 175 students.
- Professional Development was held on Climate Building, SmartBoard/Smart Notebook refresher and a Miracle Gro for the Brain exercise.
- The PreK was awarded accreditation by NAEYC for the next 5 years.
- NWEA MAP assessments are being administered.

- The Town Hall meeting will be rescheduled due to snow. Topics will include Kindness Week and the Kindness initiative.
- iPads have arrived with on-site training.
- The 6<sup>th</sup> grade Spaghetti Dinner/Raffle will be held on February 27<sup>th</sup>. Proceeds will go toward Nature's Classroom. A kayak will be raffled.
- Breakfast with the Easter Bunny will be held on April 2<sup>nd</sup>.

**C. Superintendent's Report:**

**1. Appeal of Residency Decision – Alleged Non-Resident:**

The Truancy officer conducted a visit and concluded a student is a non-resident. The Board was presented with a confidential letter from the parent who is appealing the residency decision that will be discussed in Executive Session. Potential hearing dates are February 17<sup>th</sup> and February 25<sup>th</sup>.

**2. FY 16-17 Budget Timeline; FY 16-17 Budget:**

A preliminary budget will be presented later on the agenda and a final budget will be presented in March. An insurance meeting with MDG will be held on February 24<sup>th</sup> at Parish Hill at 4:30pm to decide whether to go out to bid.

**3. FY 15-16; 16-17 Budget Update – Minimum Budget Requirement – Next Steps:**

The town wants to consider appealing the MBR and has asked the Board attorney to research the process.

**4. SY 16-17 Calendar:**

The school calendar is being aligned with EASTCONN and will be presented later on the agenda. Superintendent Henrici expressed concerns with closing school on Election Day, when voting is not done at the school.

**5. Superintendent Evaluation:**

The Central Office Committee compiles the final Superintendent evaluation with input from each Board.

**6. CES Board Policies:**

Many policies will be reviewed and updated.

**7. Central Office Committee – Assessment Percentage Split Between Region #11/Chaplin Elementary School; Central Office Audit – Clean Audit, No Findings:**

The Central Office Committee will meet soon to review the audit and assessment percentage split.

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

*Motion to adjust agenda to move Item 5D to 5A and change Item 5A to 5A1, was made by Will Hooper, seconded by Justin Rondash and carried unanimously.*

**A. Presentation of ConServ Lighting Proposal – John Smith:**

John Smith presented summary of lighting proposal with energy savings and maintenance savings. There would be 0% financing on the electric bill up to 48 months. LED tubes would be used for interior lighting and the gym would have light sensors. Utilizing time clocks for outside lighting would provide additional savings. The project would take approximately two weeks and be done after school. The cost of the project would be \$91,640 minus incentives of \$28,196. The project will be submitted to the CIP.

**A1.Tri-Town Education Update – Four Boards of Education and Subcommittee meetings:**

The Survey Committee is waiting for legal advice on the survey and discussed sharing the cost for mailing. The Cost Committee sent letters to area Superintendents to determine costs to tuition out students. The Superintendents of the four Boards will be asked to provide costs to return middle school students to the elementary schools. Jamie Spalding expressed concerns with progress moving very slowly.

**6. NEW BUSINESS:**

**A. School Calendar 2016-2017:**

The Board was presented with the 2016-2017 School Calendar that aligns with EASTCONN. There are 183 student days and 189 staff days.

*Motion to approve the 2016-2017 School Calendar as presented, was made by Jamie Spalding, seconded by Stephanie Harrington and carried unanimously.*

**B. Preliminary Discussion of FY 2016-2017 Budget:**

The Board was presented with a preliminary budget with an overall increase of 3.63%. Contracted salaries, health insurance and Magnet School tuition account for most of the increase. An early retirement incentive could provide potential cost savings. Jaclyn Chancey suggested increasing the Magnet School tuition line. Superintendent Henrici suggested increasing technology support as the student intern is graduating this year.

**C. Approval of Paraprofessional/Custodian Contract:**

A fair contract was reached with a salary increase and change in premiums.

*Motion to approve the Paraprofessional/Custodian Contract from July 1, 2016 to June 30, 2016, was made by Stephanie Harrington, seconded by Jaclyn Chancey and carried unanimously.*

**D. Presentation of ConServ Lighting Proposal-John Smith:**

Moved to Item #6A

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

**A. Policy Committee:**

*Motion to add to agenda Preliminary Approval of Policies #6111 and #6112, was made by Jaclyn Chancey, seconded by Justin Rondash and carried unanimously.*

*Motion for preliminary approval of Policies #6111 School Calendar and #6112 School Day, was made by Stephanie Harrington, seconded by Jaclyn Chancey and carried unanimously.*

The Committee reviewed CABE Policies to align with Board policies and CT statutes. There were issues with indexing and electronically posting on the website. The next meeting will be held on February 29<sup>th</sup>.

**B. Negotiations Committee:**

Teacher negotiations will begin soon.

**C. Central Office Committee:**

A meeting will be held to review the audit.

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

**8. AGENDA ITEMS FOR NEXT MEETING:**

- Tri-Town Education Update – Four Boards of Education and Subcommittees
- Final Approval of Budget
- Final Approval of Policies #6111 and #6112
- Preliminary Approval of Policies

**9. EXECUTIVE SESSION – DISCUSSION OF EARLY RETIREMENT INCENTIVE PLAN;  
DISCUSSION OF EMPLOYMENT STATUS OF EMPLOYEE:**

*Motion to enter into Executive Session (8:25 PM) for the purpose of discussing Early Retirement Incentive Plan, was made by Justin Rondash, seconded by Jaclyn Chancey and carried unanimously.*

The Board came out of Executive Session at 8:43 PM.

*Motion to approve Voluntary Early Retirement program with the exception/clarification of incentive payment when applied to health care and taxation of such incentive which will be reviewed by attorney, was made by Justin Rondash, seconded by Jaclyn Chancey and carried unanimously.*

*Motion to re-enter Executive Session (8:49 PM) for the purpose of discussing Employment Status of Employee, was made by Stacy Foster, seconded by Justin Rondash and carried unanimously.*

The Board came out of Executive Session at 9:06 PM.

**10. ADJOURNMENT:**

*Motion to adjourn (9:06 PM) was made by Stacy Foster, seconded by Jamie Spalding and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*