

*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 8, 2017**

Chairperson Jaclyn Chancey called the meeting to order at 6:32 PM. Present were Board members Stephanie Harrington, Will Hooper, Justin Rondash and Jamie Spalding. Administrators present were Superintendent Ken Henrici and Principal Patricia King. Unable to attend was Board members John Bolduc and Stacy Foster.

**2. AUDIENCE FOR CITIZENS:** None

A letter was received from Chaplin Board of Finance Chair Dick Weingart regarding the budget.

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

**A. Approval of Minutes – January 11, 2017:**

***Motion to approve the minutes of January 11, 2017, was made by Justin Rondash with the following correction:*** At the beginning of the agenda, correct the spelling of Jaclyn Chancey. ***The motion was seconded by Stephanie Harrington and carried unanimously.***

**B. Approval of Financial Statement – January 2017:**

54% of the budget has been spent to date. A budget freeze has been issued for non-essential expenditures.

***Motion to approve the January 2017 Financial Statement, was made by Justin Rondash, seconded by Stephanie Harrington and carried unanimously.***

**4. ADMINISTRATIVE REPORTS:**

**A. Monthly Report:**

Nila Otilige presented the Monthly Report.

**PreK** is working on a friendship and health unit with a Columbia Dentistry visit and making valentine's for their special someone.

**1<sup>st</sup> grade** is celebrating the 100<sup>th</sup> day of school with 100 theme songs and activities including blocks, steps and snacks.

**2<sup>nd</sup> grade** wrote about dreams in honor of Martin Luther King that are on display in the hallway.

**4<sup>th</sup> grade** is studying clouds and weather (major weather disasters) with a water cycle song and filed trip to the CT Science Center.

**B. Principal's Report:**

- Enrollment is at 159 students.
- The building is fully staffed.
- Professional Development was held on January 13<sup>th</sup> with presenter Joan Fretz on Invitational Education.

- Mid-year SMART goal reviews were held.
- The second administration of assessments were held with data teams meeting to review student outcomes and plan strategies.
- 87 individual student meetings were held with follow-up parent phone calls based on goal and assessment progress.
- Attendance reviews are being held with parent meetings.
- Check and Connect (Tier II SRBI) is piloted to begin this month.
- SLAB Leadership was held with the school administration and representatives of area organizations.
- The 6<sup>th</sup> grade Spaghetti Dinner/Silent Auction will be held on February 25<sup>th</sup> at 5pm.
- The Board was presented with an article in the Chronicle “Turning Students into Leaders at Chaplin Elementary” with Donna Dufresne.

**C. Superintendent’s Report:**

- Governor Malloy addressed the budget today cutting state aid to Chaplin for ECS and other state grant aid. There is a new ECS formula that will focus on current enrollment to filter more money to urban areas.
- The Vertical Teaming Committee will meet in March and get curriculums to the 6<sup>th</sup> grade teachers.
- The “Coffee And” meeting with the Superintendent went well and received meaningful input.
- Monthly meeting with the CEA are going well and discussing common concerns.
- Students asked great questions at the SLAB Leadership Café.

Will Hooper commended the new staff on their composting adventure.

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

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

The next meeting will be held on February 16<sup>th</sup>.

**B. Addition/Withdrawal Committee Update:**

The Committee is trying to coordinate efforts with the Dissolution Committee and establish a referendum action. The State Attorney provided information on regionalization from the 2009 study. The survey results showed a strong voice not to close the elementary schools.

**C. Dissolution Committee Update:**

The Scotland Superintendent addressed cost savings. Sharing administration across the schools could reduce costs. Survey results conveyed the importance of quality followed by value.

**D. Update on Well Station Insurance Claim:**

\$35,800 has been received from the \$65,000 insurance claim for the well station. The control panel will be installed February 20/21. Repair of water to the greenhouse is moving forward.

**E. Report of Ad Hoc School Climate Committee:**

Parent surveys done during Parent/Teacher Conferences mirrored many issues from the spring survey. The results increased positively with a good school public image. Discussion was held

regarding exit interviews for staff, how to use and maintain confidentiality. Jamie Spalding suggested exit interviews for parents of CES children who transfer to magnet schools. Work is being done on a communication plan. The new school Secretary was commended for her work on the school schedule. Nick Caruso from CABE will do a presentation on roles and responsibilities. The next meeting is scheduled for March 16<sup>th</sup> at 6:30 PM.

**F. Final Approval of Board Policies – 1212, 5141.4, 5145.511, 6162.4:**

Policy 1212 and Policy 6162.4 were tabled until the next meeting.

***Motion to approve Policy 5141.4 Reporting of Child Abuse and Neglect, was made by Will Hooper, seconded by Stephanie Harrington and carried unanimously.***

***Motion to approve Policy 5145.511 Sexual Abuse, was made by Will Hooper, seconded by Justin Rondash and carried unanimously.***

**6. NEW BUSINESS:**

**A. Tentative Approval of Board Policies 5118.1, 6114.1, 6114.3:**

***Motion for tentative approval of Policy 5118.1, was made by Stephanie Harrington, seconded by Justin Rondash and carried unanimously.***

***Motion for tentative approval of Policy 6114.1 Fire Emergency/Crisis Response Drills, was made by Justin Rondash, seconded by Will Hooper and carried unanimously.***

***Motion for tentative approval of Policy 6114.3 Bomb Threats as amended, was made by Will Hooper, seconded by Justin Rondash and carried unanimously.***

**B. Preliminary FY 17-18 Budget:**

The Board was presented with a preliminary budget with a 3.93% increase. Factors that impact the budget are contractual salaries, health insurance (11.5%), magnet school tuition (18 students) and special education costs for two high needs students. Some services are offset by grants. There is potential for reduction in staff. Jamie Spalding suggested offering the retirement incentive to reduce the budget.

**C. Vertical Teaming/Curricular Alignment – Parish Hill MS/HS; Three Elementary Schools:**

Covered already under the Principal's Report. The Principals strongly suggested looking at data to see how students are actually doing.

**D. Report on Early Reading Intervention:** Tabled until next month's meeting

**E. Facilities Information Audit:**

The Board was presented with a preliminary long term Capital Improvement Plan. The town is considering sharing plow services. The lunch tables may be repaired as an alternate to replacement.

**F. Appointment of Technology Support Person – Jeremy Perron:**

Jeremy Perron was appointed for Technology Support and will transition from ½ time at CES/½ time at Parish Hill to full-time at CES.

**G. Discussion of School Climate:**

Jaime Spalding asked if the staff was responsive and if any action was taken. The staff is working as teams with honesty and respect and making sure people get heard. The survey shows a different picture than what is presented at the meetings. Nila Ottilige reported that a plan was developed from PD in January with guidance to help move forward. Jamie Spalding expressed concerns with supervision on the playground and in the cafeteria. Nila Ottilige suggested a volunteer training session. A letter from a parent regarding bullying was read to the Board.

**7. COMMITTEE REPORTS:**

**A. Policy Committee:** Covered already

**B. Negotiations Committee:** No Report

**C. Central Office Committee:**

A clean audit was presented. The Committee approved a 3% matching retirement plan for the Administrative Assistant.

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

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

- Change April Meeting Date
- Final Approval of Policies 1212, 5118.1, 6114.1, 6114.3
- SRBI Reading Intervention
- Retirement Incentive Update
- Facility Update/Lunch Tables
- School Calendar
- Budget

**9. EXECUTIVE SESSION:**

**A. Discussion of Upcoming Arbitration Session:**

*Motion to enter into Executive Session (9:14 PM) for the purpose of discussing Upcoming Arbitration Session and invite the Superintendent and Principal to attend, was made by Justin Rondash, seconded by Will Hooper and carried unanimously.*

The Board came out of Executive Session at 9:15 PM.

**10. ADJOURNMENT:**

*Motion to adjourn (9:16 PM) was made by Stephanie Harrington, seconded by Will Hooper and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Clerk*