

*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 19, 2015**

**Chairperson Alycia Sanders called the meeting to order at 6:34 PM. Present were Board members Annemarie Burnham, Stephanie Harrington and Stacy Foster. Administrators present were Superintendent Ken Henrici and Principal Patricia King. Unable to attend was Board members John Bolduc, Keri Johnson and Angelina Pearce.**

**2. AUDIENCE FOR CITIZENS:** None

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

**A. Approval of Minutes – June 10, 2015:**

*Motion to approve the minutes of June 10, 2015, was made by Annemarie Burnham, seconded by Stacy Foster and carried with one abstention by Stephanie Harrington.*

**B. Approval of Financial Statement:**

*Motion to approve the July 2015 Financial Statement, was made by Stacy Foster, seconded by Stephanie Harrington and carried unanimously.*

**4. ADMINISTRATIVE REPORTS:**

**A. Principal's Report:**

- Enrollment is at 180 students.
- There are high standards for the curriculum with high expectations.
- Professional Development was held on June 22<sup>nd</sup> to work on reading strategies. Workshops will continue next week on these strategies to build on the concept of rigor in the classroom. The Teacher Evaluation and Support Plan was accepted by the state.
- The first standards based report card will be out in November.
- 50% of open positions have been filled with the balance to be filled by the start of school.
- School-wide assessments are scheduled and a master schedule is almost done.
- Reading Language Arts modules have arrived.
- Open House for PreK will be held August 20<sup>th</sup> at 6:30pm.
- School-wide Open House will be held on September 10<sup>th</sup>.
- The School Handbook is being revised.
- The custodial staff has worked hard to prep the building for the start of school.
- Work was done on the roof to repair the leaks.
- A plow for snow removal and security blinds for the classrooms will be purchased as part of the Capital Improvement Plan.
- The School Readiness Grant was approved for \$114,091. The Council is working on end of the year reports. The NAEYC accreditation was submitted and acknowledged. A site visit will occur after October 1<sup>st</sup>.
- New IMac computers have been purchased. The iPad rollout is in process. Barracuda is the new web filter. Teacher laptops are being updated. A new web based email was activated in July.

**B. Superintendent's Report:**

Welcome back to all the staff including Heidi Hand, new Cafeteria Director Jessica Texera and Jesse Sperry who has decided to stay at Chaplin Elementary. Congratulations to Kaitlin Beavan who has accepted a full-time position in Windsor.

1. Summer Project Update:  
Many much needed projects were covered during the summer.
2. Paraprofessional/Custodian Negotiations:  
Negotiations are ongoing with the next session scheduled for September 25<sup>th</sup>.
3. Teacher Evaluation Plan - SDE Approved Revisions: Covered by the Principal
4. Survey of Regional District Superintendents:  
A 10 question survey regarding issues including: governance, magnet school impact and enrollment were sent to Regional District Superintendents. Five responses have been received to date out of 19 districts. Results will be shared at the next meeting.
5. FY 14-15 Budget:  
There is a significant budget deficit that will be covered later on the agenda.
6. SBAC Results:  
Test results are in and will be released soon (they are presently under embargo).
7. Commissioner's Back-to-School Meeting for Superintendents—The superintendent attended. Much of the presentation involved the SBAC test and changing demographics in Connecticut.
8. New Educational Laws:  
There are seven model policies from CAFE that need to be updated due to new legislation.

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

**A. Budget Projection Update (FY 14-15):**

The final budget has a deficit of \$189,661 due to unanticipated enrollment of two very high needs special needs students and unanticipated costs for magnet school tuition and roof repair. The deficit will be justified at the next Board of Finance meeting on September 14<sup>th</sup>.

**6. NEW BUSINESS:**

**A. Summer School Update:**

Summer School was held from June 29<sup>th</sup> – July 24<sup>th</sup> with three certified staff, two instructional aides and 22 students. The average daily attendance was 60%.

**B. Approval of 2015-2016 Teacher Evaluation and Support Plan:**

*Motion to approve the 2015-2016 Teacher Evaluation and Support Plan as revised and approved, was made by Stacy Foster, seconded by Annemarie Burnham and carried unanimously.*

**C. Four Boards of Education Meeting Update – Alycia Sanders:**

The four Boards met in June to talk about their vision and how to move forward. Alycia Sanders presented an outline of different ideas, questions and concerns that were addressed at this meeting. The Boards will meet again to develop a survey to gather information. It has been brought to the attention of the Board that the Selectmen from the three towns want to hold a non-binding referendum to choose from the following: creating a cooperative agreement, establishing a PreK-12 region or disbanding the region. The Board expressed concerns with the lack of communication from the Selectmen and them not allowing the Board to develop a survey. Chairperson Alycia Sanders will draft a letter to the Selectmen with those concerns.

The Board would like to hold community forums in town to gather information and the Board will meet to discuss what the ideal educational system looks like for Chaplin students.

**D. Appointment of Instructional Consultant – Sarah Haynes – MA Step 3:**

*Motion to approve Instructional Consultant Sarah Haynes at MA Step 3, was made by Stacy Foster, seconded by Stephanie Harrington and carried unanimously.*

**E. Appointment of Cafeteria Director – Jessica Texera:**

*Motion to approve Cafeteria Director Jessica Texera, was made by Alycia Sanders, seconded by Stacy Foster and carried unanimously.*

**F. Letters of Resignation – Kaitlin Beavan and Stephanie Partyka:**

*Motion to accept with regret resignation from Kaitlin Beavan, was made by Stacy Foster, seconded by Annemarie Burnham and carried unanimously.*

*Motion to accept with regret resignation from Stephanie Partyka, was made by Stacy Foster, seconded by Alycia Sanders and carried unanimously.*

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

**A. Policy Committee:** No Report

**B. Negotiations Committee:**

Negotiations are ongoing.

**C. Central Office Committee:**

A meeting will be held in September.

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

*Motion to add to agenda Reschedule November Meeting, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

*Motion to reschedule November meeting to November 9<sup>th</sup>, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

Nick Caruso from CAFE will be invited to meet with the Board before the regular meeting.

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

- Math Analysis
- SBAC
- Monthly Report
- Tri-Town BOE Meeting
- School Climate Survey

**9. ADJOURNMENT:**

*Motion to adjourn (8:30 PM) was made by Stacy Foster, seconded by Alycia Sanders and carried unanimously.*

*Respectfully Submitted by Kathleen Scott*

***Recording Secretary***