

*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 22, 2018**

**Chairperson Jaclyn Chancey called the meeting to order at 6:31 PM. Present were Board members Gene Boomer, Jean Lambert, Will Hooper and Daniel Caron. Administrators present were Superintendent Ken Henrici, Principal Patricia King and Business Manager Dave Solan. Others present was Board of Finance Chair Dick Weingart. Unable to attend were Board members Jamie Spalding and Amy Ouimette.**

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

Board of Finance Chair Dick Weingart attended tonight's meeting to answer any questions about the budget.

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

#### **A. Approval of Minutes – June 13, 2018:**

***Motion to approve the minutes of June 13, 2018, was made by Gene Boomer, seconded by Jean Lambert and carried unanimously.***

#### **B. Approval of Financial Statements – June and July 2018:**

Spending was stopped in February that resulted in a surplus of approximately \$5,000 (after the allocation from the Board of Finance) for FY 2017-18. Jaclyn Chancey asked for a fund report and an object report moving forward. The Business Manager will provide monthly budgets to better track expenditures.

***Motion to approve the July 1, 2017 through June 30, 2018 Financial Statements, was made by Jean Lambert, seconded by Will Hooper and carried unanimously.***

***Motion to approve the July 2018 Financial Statements, was made by Gene Boomer, seconded by Jean Lambert and carried unanimously.***

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

#### **A. Monthly Report: No Report**

#### **B. Principal's Report:**

- Student enrollment is at 157 students.
- Professional Development scheduled for August 28<sup>th</sup> will be on Fostering Resilient Learners.
- There is an open position for an Instructional Consultant.
- The SBAC results are wonderful and will be presented later on the agenda.
- A back to school BBQ will be held on August 27<sup>th</sup> from 4:30pm to 6:30pm.
- PreK Parent Orientation will be held on August 27<sup>th</sup> at 6:30pm.
- Open House will be held on September 6<sup>th</sup> at 6pm.

- Alex Hill was commended for his technology work including: network upgrade, iPad upgrade, teaching aids with cost savings using UCONN surplus, fixing problem to PA system at minimal cost, recycling obsolete equipment, all equipment is surge protected, new laptop in Principal’s office, data line audit, telephone system update and maintenance and printer/copier audit. Paper flyer notices will be replaced by electronic backpacks.

**C. Superintendent’s Report:**

- Para/Custodian/Nurse/Secretary Negotiations have reached an agreement and approved the end of June with a 2.5% general increase across three years. All are enrolled in a high deductible health plan.
- Welcome to new Business Manager Dave Solin. He will be providing monthly budgets that will be helpful to show what is spent to date and help with better forecasting.
- A meeting was held regarding school financial procedures. Written financial procedures will be put into place for accountability. Grant funds will be expended first and partially used to fund staffing.
- The Superintendents from Chaplin, Hampton and Scotland met with a focus on getting the Vertical Teaming started again.
- The Board of Finance Working Group is making progress implementing procedures and working collaboratively.
- The Special Education Director is shared by CES and Parish Hill and works one day a week at HES. The administration would like to fan out with more shared services between the four towns.
- The Principal and staff were commended for the great SBAC scores that are attributed to the curriculum. Outgoing Sandra Haynes was commended for implementing the curriculum.
- Alex Hill was commended for his Technology work with incredible cost savings.
- Jesse Sperry was hired to fill the custodian position.
- Non-certified hires include Melissa Paradis.

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

**A. SBAC Report:**

The Board was presented with the following SBAC results for FY 2017-18:

	<b>ELA</b> (Level 3 or above)	<b>Math</b> (Level 3 or above)
Grade 3	64%	68%
Grade 4	36%	45%
Grade 5	68%	36%
Grade 6	80%	67%

Four Year Comparison at Level 3 or above:

	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
ELA	51.7%	57.1%	59.4%	64.0%
Math	27.6%	26.3%	34.8%	54.0%

**B. Boards of Finance, Selectmen, Education and Superintendent Working Group on Financial Procedures – Update:**

The Working Group is making great progress with the help of the new Business Manager Dave Solan. Different ideas are being shared and written procedures are being developed.

**C. Budget Forecast – FY 17-18; FY 18-19:**

FY 17-18 already covered.

FY 18-19 – estimated expenditures to date of approximately \$22,000 for special education include: three special needs students (one new STEM student and one outplaced student). These costs will be offset by health insurance and new hires at lower salaries.

**D. Request to Board of Finance (BOF) to Rollover a Portion of the Surplus into the Non-Lapsing Capital Improvement Account:**

Board of Finance Chair Dick Weingart explained the Non-Lapsing Education Rollover Account. The Board of Finance will match the budget surplus from the original budget for FY 17-18 to rollover into the BOE Non-Lapsing Account.

*Motion to authorize the Board Chair and Superintendent to request from the Chaplin Board of Finance a match to the surplus from the original budget to rollover into the BOE Education Non-Lapsing Account, was made by Will Hooper, seconded by Gene Boomer and carried unanimously.*

**E. Tentative Approval of Board Policies:**

- a. 0200 – District Goals
- b. 0521 – Non-Discrimination Statement
- c. 1110.1 – Community Relations
- d. 6142.101 – Student Nutrition and Physical Activity (School Wellness Policy)

*Motion for tentative approval of Policy #0200, District Goals, was made by Will Hooper, seconded by Gene Boomer and carried unanimously.*

Tentative Approval of Policy #0521, Non-Discrimination Statement and Policy #1110.1, Community Relations were tabled until next month.

*Motion for tentative approval of Policy #6142.101, was made by Will Hooper, seconded by Jean Lambert and carried unanimously.*

**F. Resignation of School Social Worker – Ruby Hunt-Russell:**

*Motion to accept with regret resignation from School Social Worker Ruby Hunt-Russell, was made by Gene Boomer, seconded by Will Hooper and carried unanimously.*

**G. Resignation of Instructional Consultant – Sarah Haynes:**

*Motion to accept with regret resignation from Instructional Consultant Sarah Haynes, was made by Gene Boomer, seconded by Jean Lambert and carried unanimously.*

**H. Appointment of Part-Time School Social Worker – Abby Soriero-Durand:**

*Motion to accept appointment of Part-Time School Social Worker Abby Soriero-Durand, was made by Will Hooper, seconded by Gene Boomer and carried unanimously.*

**I. Appointment of Elementary School Teacher – David Keplesky:**

***Motion to accept appointment of Elementary School Teacher David Keplesky, Step 1 Masters, was made by Will Hooper, seconded by Jean Lambert and carried unanimously.***

**6. COMMITTEE REPORTS:**

**A. Policy Committee:**

The next meeting will be held next week.

**B. Negotiations Committee:**

Covered already

**C. Central Office Committee: No Report**

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

- Tentative Approval of Policies
- Final Approval of Policies
- Working Group on Financial Procedures Update

**8. SECOND AUDIENCE FOR CITIZENS: None**

**9. ADJOURNMENT:**

***Motion to adjourn (8:29 PM) was made by Will Hooper, seconded by Jean Lambert and carried unanimously.***

***Respectfully Submitted by Kathleen Scott  
Recording Clerk***