

*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**  
**January 8, 2014**

**Chairperson Angelina Pearce called the meeting to order at 6:30 PM. Present were Board members Annemarie Burnham, Stephanie Harrington, Keri Johnson, Stacy Foster and Alycia Sanders. Administrators present were Superintendent Ken Henrici and Principal Dan White. Unable to attend was Board member John Bolduc.**

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

A letter with a pin was received from CABE congratulating Rachel O’Neill for over ten years of service with the Board of Education. A thank you party, postponed due to inclement weather, will be rescheduled.

**3. COMMUNICATION WITH THE AUDIENCE:**

- The Board welcomed new Board member Keri Johnson.
- Parent Alicia Bryan presented information on research for summer learning and asked the Board to consider continuing and expanding the summer learning program. Her daughter has made tremendous gains in reading due to the program.

**4. INFORMATION ITEMS:**

**A. Monthly Report:** No Report

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

- ❖ Academic Academy started today (Title I funded)
  - 27 students in Grades 1-6, targeted to individual needs
  - Language Arts and Math support, 7 certified staff members w/I.A. support as needed
- ❖ Incoming Student – Grade 3 (first week in February)
  - Staffing-Certified staff member & instructional assistant
- ❖ Nature’s Classroom
  - Scotland will not be participating this year due to cost and lack of participation.
- ❖ Computer Issue
  - Grade 4 students (all students signed a computer use agreement)
  - Temporary loss of technology privileges for 6 students for two weeks.
- ❖ Professional Development
  - NWEA Training @ EASTCONN – Tuesday, January 21
- ❖ Upcoming Events
  - Vertical Team Meeting @ Hampton – 1/9
  - CES Geography Bee – 1/10
  - Student Leadership Training Conference @ Three Rivers CC – 1/15 (two 4<sup>th</sup> graders, four 6<sup>th</sup> graders)
  - Video Game Presentation – What All Parents Need to Know @ Hampton Elementary School – 1/16
  - Grade 5 Field Trip to Sturbridge Village – 1/17

- No School – Martin Luther King Jr. Day – 1/20
- Professional Development Day – 1/21
- PreK Family Friday – 1/24
- School Readiness Council Meeting – 1/28
- Elementary Celebration of the Arts – 2/3
- Chaplin CREW Meeting – 2/4
- Grade 4 Field Trip – Pequot Museum – 2/6
- Dental visit – 2/11 (dental hygienist will discuss dental care with PreK and Kindergarten)

Enrollment is at 183 students with no staff changes.

**C. Superintendent Report:**

1. Vertical Teaming Meeting – January 9, 2014:  
The Vertical Teaming meetings will be held without the Superintendents to allow teachers to provide a better focus on one area. The focus will be on writing rubrics. The next meeting will be held on January 9<sup>th</sup> at Hampton Elementary.
2. MDG – Health Insurance Meeting-February 25:  
Health Insurance bids will be reviewed at a meeting on February 25<sup>th</sup> at Parish Hill.
3. School Security Safety Committee-Must include local police officer, first responder, mental health professional, parent, administrator, teacher-effective July 1, 2014:  
The state is developing template for a safety plan which requires a School Security Safety Committee.
4. FY 14-15 Budget:  
This year's budget will be very challenging with a high needs special needs student.
5. Bernhardt School Climate Surveys:  
The Bernhardt School Climate Survey is better than the past SDE survey and will be administered mid-year for the staff, students and parents.
6. Welcome to New Board Member-Keri Johnson

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

**A. Appointment of Gregory Dion – Technology Coordinator:**

*Motion to approve appointment of Gregory Dion-Technology Coordinator for Chaplin Elementary, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

**B. Approval of Minutes: December 11, 2013**

*Motion to approve the minutes of December 11, 2013, was made by Annemarie Burnham with the following corrections: Item #3A – correct spelling of Alycia Sanders. Item #7A should read – First Student released confidential information and has agreed to reimburse \$4,887 to compensate the district for staff time and portion of legal fees expended to address the issue. The motion was seconded by Alycia Sanders and carried unanimously.*

**C. Approval of Financial Statement:**

45% of the budget has been spent to date.

*Motion to approve the Financial Statement dated December 31, 2013, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.*

**D. Preliminary Discussion/Public Input of FY 14-15:**

The Board was presented with a copy of this year's budget for reference. The administration will review each line item. It will be a difficult budget year especially with an enrollment of a new special needs student. Superintendent Henrici reported that it is difficult to track homeschooled students which could impact the budget should they attend magnet schools without our knowledge. Alycia Sanders suggested not cutting the TAG program.

**E. Committee Assignments:**

**CABE/EASTCONN** – all Board members

**Education & Board Policies** – Alycia Sanders, Annemarie Burnham, Keri Johnson

**Personnel & Supervision Policies** – Alycia Sanders, Stephanie Harrington, John Bolduc

**Cooperative Committee** – Stephanie Harrington, Angelina Pearce

**Building, Grounds, Insurance** – remove from the agenda

**Transportation** – Annemarie Burnham, Angelina Pearce

**Public Relations** – all Board members

**School Readiness** - Alycia Sanders

**Technology** – Stacy Foster, Angelina Pearce

**F. CMT Update:**

CMTs will begin March 4<sup>th</sup> with a state-wide writing prompt. It is the last year for CMTs with a transition to the Smarter Balance assessment in SY 14-15.

**G. Final Approval of Board Policies:**

**a. #6121-Non Discrimination: Instructional Program (IEP)**

*Motion to approve Policy #6121-Non Discrimination: Instructional Program (IEP), was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

**b. #6146.1 – Grading System:**

*Motion to approve #6146.1-Grading System, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

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

**A. CABE/EASTCONN:**

- CABE Legislative Breakfast will be held on January 28<sup>th</sup> at Rockville High School. The topic will be a uniform school calendar.
- A PreK seminar will be held on January 15<sup>th</sup> in Wethersfield from 9-11am. The seminar will cover the role of Boards of Education in PreK.

**B. Educational & Board Policies:** Covered already

**C. Personnel & Supervision Policies:**

The teacher's contract was signed.

**D. Central Office:**

The next meeting will be held on Monday, January 13<sup>th</sup> at 6 PM.

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

A quote was received for Liability and Workers Compensation with a 4% increase.

**F. Transportation:**

A check was received from First Student.

**G. Public Relations:** No Report

**H. School Readiness:**

The next meeting will be held at Hampton Elementary on January 27<sup>th</sup>.

**I. Technology:**

The new Technology Coordinator is in place. The state will offer a second round of Technology Grants to assist with the new Smarter Balance assessments. The extended warranty for the laptops expires at the end of the June.

**7. SUPERINTENDENT EVALUATION:**

Superintendent Henrici presented the process for the Superintendent Evaluation. Both the Chaplin Elementary and RD11 Boards will approve a format. Each Board will then come to a consensus on the evaluation. Each Board will then send the document to the Central Office Committee, which will then compile a final document representing each Board's consensus document.

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

**9. NEXT MEETING AGENDA ITEMS:**

- 2014-2015 School Calendar
- Preliminary Budget
- Superintendent Evaluation
- Policies
- School Study

Alycia Sanders and Annemarie Burnham were commended for their work on reviewing and updating policies.

Superintendent Henrici presented Preliminary Data Request from Milone & MacBroom, Inc. for the school study.

**10. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND/OR LEGAL MATTERS:**

*Motion to enter into Executive Session (8:14 PM) for the purpose of discussing Personnel and/or Legal Matters and invite the Superintendent to attend, was made by Alycia Sanders, seconded by Stacy Foster and carried unanimously.*

The Board came out of Executive Session at 8:50 PM.

*Motion to approve Superintendent Evaluation Form, was made by Alycia Sanders, seconded by Stephanie Harrington and carried unanimously.*

**11. ADJOURNMENT:**

*Motion to adjourn (8:56 PM) was made by Annemarie Burnham, seconded by Angelina Pearce and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*