

*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**  
**November 13, 2013**

**Vice-Chairperson Angelina Pearce called the meeting to order at 6:36 PM. Present were Board members John Bolduc, Annemarie Burnham, Stephanie Harrington, Stacy Foster and Alycia Sanders. Administrators present were Superintendent Ken Henrici and Principal Dan White. Unable to attend was Board member Rachel O’Neill.**

The Board welcomed new Board member Stacy Foster.

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

A letter of resignation was received from Board Chair Rachel O’Neill. Once the resignation is officially accepted by the Town Clerk, the Board will determine how to proceed to fill the vacancy according to the Bylaws, State Statute and legal opinion. Superintendent Henrici read for the record #9221 Bylaws and #9314 Suspension of the Bylaws.

**3. COMMUNICATION WITH THE AUDIENCE: None**

**4. FOLLOW-UP ON MILONE AND MACBROOM REPORT – CHAPLIN BOARD OF SELECTMEN:**

The Chaplin Board of Selectmen would like to continue with the school study with consulting firm Milone and MacBroom. They would like to form a subcommittee with members of the CES BOE, RD11 BOE and administration to review options from the school study report. The report will help to plan ahead and find ways to deal with declining enrollment, more state mandates and higher costs. First Selectmen Bill Rose clarified that the BOS did not vote regarding funding the study. The Board will be asked for input as part of the information gathering. A request will be made to the Board of Finance to appropriate funding for the school study.

**5. INFORMATION ITEMS:**

**A. Monthly Report: None**

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

- ❖ Fuel Reforming Catalyst – “GOSaver”
  - Installation complete on Boiler #1 – installation results in a 12.5% fuel savings
  - Installation on Boiler #2 in January
  - Reduced carbon footprint & emission reduction
- ❖ Teacher Evaluation
  - BloomBoard Program operational (online for staff to upload reports and data)
  - Goal setting meetings ongoing and going very well
  - Initial formal observation prior to December break
    - 2<sup>nd</sup> formal observation prior to end of February
    - 3<sup>rd</sup> formal observation prior to end of April

❖ Hirings

- Jennifer Roberts – 1:1 Instructional Assistant – PreK (IEP)
- Katie Cote – Instructional Assistant – PreK
- Stephanie Stewart – 1:1 Instructional Assistant – PreK (504 Plan)
- Lynn Paglione – moves to SE Instructional Assistant
  - Replaces Paula Pomposelli (resignation)

❖ Upcoming Dates

- Lego on-site field trip – Thursday, 11/14 & Friday, 11/15 (covered partially by PTO)
  - Grades K-6 (students will take home a pullback car)
- Vertical Team Meeting w/PH, Hampton & Scotland – 11/18 with complimentary lunch
- School Readiness Council Meeting – 11/19 @ 4:00pm
- PreK Family Friday – 11/22 @ 10:30am
- School Walk for Diabetes – 11/22 @ 2:00pm
- Parent-Teacher Conferences – 11/25 & 11/26 – Early Release Days
- Early Release Day – 11/27 – Thanksgiving Break
  - No school – 11/28 & 11/29
- Chaplin CREW Meeting – December 3 @ 5:00pm
- CES Winter Concert – December 4 @ 7:00pm
- CES Craft Fair & Breakfast with Santa – Saturday, December 7

Enrollment is at 181 students and has been steady for the past six years. There are no staffing changes.

The cold weather and indoor recess procedure is available in the student handbook and will be included in the next newsletter.

Sandy Dunnack was selected for the Teacher Evaluation Validation Committee.

**C. Superintendent Report:**

1. School Performance Index (SPI) Update – Embargoed until further notice from the SDE:  
The School Performance Index is a complex formula that tracks student progress across all bands except moving from goal to advanced. The target for CES by the state is 78.1% which was not reached and thus, classifies CES as a transitional school.
2. Request to use CCT Rubric for new Teacher Evaluation Model:  
A motion is needed to switch from the StEPP Rubric to the CCT Rubric.
3. Chaplin BOE/Chaplin Education Association Negotiations:  
The attorney was allowed to do preliminary negotiations to streamline the process. Negotiation session will be held on November 14<sup>th</sup>. Mediation date is December 2<sup>nd</sup>.
4. Vertical Teaming Meeting – November 18:  
The Vertical Teaming is off to a good start with a focus on math and writing an exchange of school-wide rubrics. The goal is for every student to be prepared for 7<sup>th</sup> grade.
5. First Student Update:  
First Student released confidential information and has agreed to reimburse \$4,887. Discussion was held on where the funds will go since Chaplin Elementary funds 100% of transportation out of the budget for grades K-12.
6. School Security Grant – Second Round of Grants; School Security:  
The administration is optimistic about receiving funding for the School Security Grant. The grant would provide approximately \$14,000 as reimbursement for security upgrades already performed.

More grants may be available. The School Safety Committee needs to be formed due to schools being graded on their security plan in the future.

7. Welcome to New CES Board member – Stacy Foster

**6. OLD BUSINESS/NEW BUSINESS:**

**A. Approval of Amendment to Teacher Evaluation Plan:**

*Motion to approve amendment to the new Teacher Evaluation Plan with a move from the StEPP Rubric to the CCT Rubric, was made by Stephanie Harrington, seconded by John Bolduc and carried unanimously.*

**B. Approval of Minutes: October 9, 2013**

*Motion to approve the minutes of October 9, 2013, was made by Annemarie Burnham with the following correction: Item #7D strike the following sentence – The Board of Selectmen voted at their meeting not to fund the study. The motion was seconded by Alycia Sanders and carried unanimously.*

**C. Approval of Financial Statement:**

27% of the budget has been spent to date.

*Motion to approve the Financial Statement, was made by John Bolduc, seconded by Stephanie Harrington and carried unanimously.*

**D. CMT Update: Part of SPI Report**

**E. Final Approval of Board Policy:**

**a. 6141.328 – Bring Your Own Device (BYOD) Policy:**

*Motion to approve Bring Your Own Device Policy #6141.328, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

**b. 6142.101 – Physical Activity Policy:**

*Motion to approve Physical Activity Policy 6142.101, was made by Alycia Sanders, seconded by John Bolduc and carried unanimously.*

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

**A. CABE/EASTCONN:**

A Gathering of Delegates will be held on November 14<sup>th</sup>. The CABE Annual Conference will be held on November 15<sup>th</sup> and 16<sup>th</sup>.

**B. Educational & Board Policies:** Policies were approved

**C. Personnel & Supervision Policies:** No Report

**D. Central Office:** No Report

**E. Building, Grounds & Insurance:** No Report

**F. Transportation:** No Report

**G. Public Relations:** No Report

**H. School Readiness:** No Report

**I. Technology:** No Report

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

**9. NEXT MEETING AGENDA ITEMS:**

- Board Reorganization
- First Student Reimbursement Issue

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

*Motion to enter into Executive Session (8:48 PM) for the purpose of discussing Personnel and/or Legal Matters, was made by John Bolduc, seconded by Annemarie Burnham and carried unanimously.*

The Board came out of Executive Session at 8:53 PM.

Consensus by the CES BOE was that the revenue received by First Student be re-allocated back to CES transportation budget.

**11. ADJOURNMENT:**

*Motion to adjourn (8:55 PM) was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*