

*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 12, 2014**

**Chairperson Angelina Pearce called the meeting to order at 6:35 PM. Present were Board members Annemarie Burnham, Keri Johnson, Stacy Foster and Alycia Sanders. Administrators present were Superintendent Ken Henrici and Principal Dan White. Unable to attend were Board members John Bolduc and Stephanie Harrington.**

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

- The Board received a report from CREW and was asked to bring any questions to the Board meeting.
- A letter was received from Linda Sargent announcing her retirement after 26 years of service. She is expected to retire at the end of the school year.

**3. COMMUNICATION WITH THE AUDIENCE:**

4<sup>th</sup> grade teacher Barbara Walters asked the Board to keep the present 4<sup>th</sup> grade split for next year when considering the budget. Over 33% of these students receive Special Education or related services and other teachers are seeing tremendous growth with these students in a small class setting.

**4. INFORMATION ITEMS:**

**A. Monthly Report:** No Report

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

- ❖ Bus Incident – 2/12
  - Air Brake Pressure Light came on
  - Transfer of 13 students from Bus #3 to Bus #2 (students on heated bus for 5 minutes)
  - Students 14 minutes late with letter sent home to all families of transferred students
- ❖ Incoming Student – Grade 3
  - Staffing – Certified staff member & instructional assistant (interviews being scheduled)
  - Transition meeting with EASTCONN on February 19
  - Projected start date @ CES – Monday February 24 (have equipment to get started)
- ❖ CMT Testing
  - Window-March 3-21
  - Academic Academy continues each Wednesday
- ❖ Cold Weather & Indoor Recess
  - There is a procedure in place to determine indoor recess on colder days. The administration uses <http://www.weather.com/>, types in Chaplin, CT and call up the Hour-by-Hour weather and the details.
  - The details give a “Right Now” weather condition and the temperature. It also gives a “Feels Like” temperature, which is used to make the cold weather determination. The “Feels Like” temperature takes into account the wind chill factor. If the “Feels Like” temperature is 20 degrees or above - students go out. If it is 19 degrees or below - students stay in.

❖ Upcoming Dates:

- February 17 & 18 - President's Day Break
- February 22 – Grade 6 Spaghetti Dinner, Silent Auction & PTO Basket Raffle – 5-6pm
- February 24 – Vertical Team Meeting w/PH, Hampton & Scotland
- February 28 – Grades 4, 5, & 6 to PH – Fiddler on the Roof presentation

Enrollment is at 185 students with no staff changes.

**C. Superintendent Report:**

1. FY 14-15 Budget:  
This will be a very challenging budget year.
2. Vertical Teaming Meeting – February 24 2014  
Vertical Teaming to coordinate the curriculum with a focus on writing is going well.
3. MDG – Conference Call – February 20; Health Insurance Meeting – February 25:  
Health insurance is projected to be 15% which is much higher than last year due to claims history that has skyrocketed. The insurance broker will present bids from five carriers on February 25<sup>th</sup> in the Parish Hill Library.
4. School Security Safety Committee:  
The School Security Safety Committee will convene shortly and include the resident State Trooper, Technology Director and Director of Maintenance. The inaugural CES meeting is tentatively scheduled for April 9<sup>th</sup>.
5. Bernhardt School Climate Surveys:  
The state mandated school climate surveys will be sent out next week and then shared with the Board.
6. FY 13-14 – Transportation, Excess Cost Grant Reductions:  
The Transportation Grant and Excess Cost Grant are projected to go down.
7. Proposed New Laws:  
There is a proposal for state funding of Magnet School tuition. The \$4,500 per student cost at STEM Magnet is now funded by the sending district. There is a proposed law to lower the threshold for the Excess Cost Grant for non-DCF placements. Chaplin will likely be eligible next year for this grant.
8. Revised Teacher Evaluation Guidelines:  
The Governor has called for revisions of the Teacher Evaluation Model. There will be numerous revisions. Superintendent Henrici will email information to all Board members.

There was a significant water leak on January 22 that was not weather related. The repair cost is approximately \$10,000 and it is covered by liability insurance with a \$1,000 deductible.

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

**A. Approval of Minutes: January 8, 2014**

*Motion to approve the minutes of January 8, 2014, was made by Annemarie Burnham with the following correction:* Item #3 correct spelling of parent Alicia Bray. Item #5D should read – Alycia Sanders advocated for maintaining adequate support for the TAG program. Item #6F should read – A check was received from First Student (refer to Item #5B). *The motion was seconded by Alycia Sanders and carried unanimously.*

**B. Approval of Financial Statement:**

*Motion to approve the Financial Statement dated January 14, 2014, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

**C. Preliminary Discussion/Public Input on Preliminary FY 14-15 Budget:**

Superintendent Henrici presented a budget timeline with two preliminary budgets options. One is a 3.78% increase with one of three split classes combined. The second one is a 3.29% increase with two of three split classes combined. The increase includes special education costs for a new student, contractual salaries, health insurance, Magnet School tuition, projected reduction in state transportation grant and increase in workers compensation & liability.

Board of Finance Chair Dick Weingart commended the administration and the Board for their work on the budget with challenges being faced. He reported that the Grand List is down 13% and does not affect all properties equally. There is a special Board of Finance meeting on March 17<sup>th</sup> to present the Board of Education budget. A Public Hearing will be held on April 14<sup>th</sup> at 7pm at the Senior Center. The annual Town Meeting will be held on May 12<sup>th</sup>. Mr. Weingart is a strong supporter of education and feels that students need to be prepared to move on.

**D. 2014-2015 School Calendar:**

The Board was presented with the 2014-2015 School Calendar that aligns with the EASTCONN calendar.

*Motion for tentative approval of the 2014-2015 School Calendar, was made by Annemarie Burnham, seconded by Alycia Sanders and carried unanimously.*

**E. School Study-Update-Milone and MacBroom:**

Hampton and Scotland have represented their committee with one BOE member, two community members and the First Selectmen. A meeting will be held in the next three weeks. Angelina Pearce was asked to serve on the committee for Chaplin. Superintendent Henrici indicated that this is a First Selectmen generated committee and they chose the members. Alycia Sanders expressed concerns with no Board discussion of who would serve on this committee. Milone and MacBroom have received requested information. Student IDs were not released per legal counsel.

**F. CMT Update:**

CMTs will begin in March.

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

**a. #6162.51-Survey of Students:**

*Motion to approve Policy #6162.51 Survey of Students with grammatical corrections, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

**b. #6164.11 – Drugs, Alcohol and Tobacco:**

*Motion to approve Policy #6164.11 Drugs, Alcohol and Tobacco, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.*

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

**A. CABE/EASTCONN:**

There was discussion at the legislative breakfast regarding impact of changes for teachers, unfunded mandates, delay of information coming from the state, and state funding mandatory for PreK.

**B. Educational & Board Policies:** No Report

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

**D. Central Office:**

The Superintendent Evaluation was completed and discussed in Executive Session. The Central Office Committee will meet shortly to adopt a 14-15 budget.

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

**F. Transportation:** Discussed already

**G. Public Relations:** No Report

**H. School Readiness:**

The next meeting will be held in March.

**I. Technology:** No Report

**7. SUPERINTENDENT EVALUATION:** Will be discussed in Executive Session.

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

**9. NEXT MEETING AGENDA ITEMS:**

- School Calendar
- Budget
- School Study
- Policies

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

*Motion to enter into Executive Session (8:34 PM) for the purpose of discussing Personnel and/or Legal Matters and invite the Superintendent to attend, was made by Alycia Sanders, seconded by Annemarie Burnham and carried unanimously.*

The Board came out of Executive Session at 9:35 PM.

**11. ADJOURNMENT:**

*Motion to adjourn (9:37 PM) was made by Keri Johnson, seconded by Annemarie Burnham and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*