

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
May 14, 2014

Chairperson Angelina Pearce called the meeting to order at 6:32 PM. Present were Board members John Bolduc, Annemarie Burnham, Stephanie Harrington, Keri Johnson and Stacy Foster. Administrators present were Superintendent Ken Henrici and Principal Dan White. Unable to attend was Board member Alycia Sanders.

2. NATURE’S CLASSROOM PRESENTATION: None

3. WRITTEN COMMUNICATIONS TO THE BOARD:

A letter was received from the Chaplin Education Association regarding concerns with request for information on the use of sick leave. Any questions can be directed to the Superintendent or Principal.

A letter was received from Marita Dubitsky regarding concerns with the current 4th grade. She urged the Board to keep the class split for next year to benefit students socially and academically.

4. COMMUNICATION WITH THE AUDIENCE:

Michel Leask who was the previous Technology Coordinator expressed concerns with the misrepresentation of who she was and what she did at the school with technology. She often worked beyond her scheduled hours of 2-1/2 days to complete projects. Technology is growing and the position should be full-time. An email program for the school was paid for on a personal credit card and refused reimbursement by the Superintendent. Michel Leask has continued to help with technology when asked and offered to assist the school until a new coordinator is in place.

Barbara Walters expressed concerns with the number of people on the Technology Committee. More people are needed to move technology forward and Kathy Smith should have been included on this committee.

Erin Jones and Chrissy Stone asked the Board to consider the dynamics of the current 4th grade and suggested keeping the class split for next year. Splitting the class has had a positive impact on learning.

5. INFORMATION ITEMS:

A. Monthly Report: No Report

B. Principal Report & Enrollment/Staff/Facility Update:

- Class Configuration 2014-2015:
 - Enrollment will be at 182 students.
 - There will be three magnet school students.
 - The fifth grade will be split into two classes.

- Roof repair/Window caulking:
 - Jay Pytel from Parish Hill caulked the two foyer areas and will work on sheetrock this summer.
- Summer Session Staffing & Current Enrollment (forms due May 16)
 - Grades 1 & 2 Nila Otilige 4 students
 - Grades 3 & 4 Barbara Walters 4 students
 - Grades 5 & 6 Paul Burelle 3 students
- Parent Surveys (forms due May 16th)
 - 28 of 120 families were returned (23%)
- New student
 - PreK with PPT scheduled for Friday, May 16th (specialized services required)
- Upcoming Events
 - PTO Plant Sale – May 18 – 8am-1pm
 - Chaplin Budget Referendum – May 19th from 12-8pm
 - Chaplin CREW Meeting – May 20th – 5-7pm
 - CES Drama Presentation – May 21st – 7pm
 - Book Fair – Buy 1/Get 1 – May 27-29th
 - Kindergarten Parent Night – May 28th – 6:30pm
 - Chaplin 5K Road Race – May 31st – 9am
 - Chaplin CREW Meeting – June 3rd – 5-7pm
 - CES Spring Concert – June 4th – 7pm
 - Field Day – June 11th
 - CES School Safety Committee Meeting – June 17th – 8:30am
 - Grade 6 Class Night – June 18th – 7pm
 - Awards Assembly – June 19th – 10:30am
 - Last Day of School – June 20th – Early Release Day

Enrollment is at 186 students and there are no staffing changes.

C. Superintendent Report:

1. FY 14-15 Budget:

The budget was presented at the Public Hearing with a 2.63% increase after being reduced \$11,000 by the Board of Finance. The administration is optimistic the budget will pass.
2. Milone and MacBroom Focus Group Meeting:

The Superintendents and Principals held a focus meeting with the consultants looking for input. Enrollment is declining around the state but not in Chaplin (has remained about the same). There is no prescribed outcome of the study to date and many more meetings are planned.
3. School Safety and Security Committee Meeting – June 17:

The School Safety Committee will meet one last time on June 17th. They are waiting for a grant proposal from the state to move forward and enhance security.
4. Board Policy #3323 – Quotes from Vendors:

Landscaping and snowplowing quotes are being obtained with flexibility on vendors per Board policy.
5. Principal Search Committee Update:

There are 15 applicants which is good for a small school.

6. Repair of Roof Leaks:

Mr. Pytel solved the problem of the roof leaks by caulking areas around the windows. The administration is confident the problem has been resolved.

A Vertical Teaming meeting is scheduled for June 13th (the date may be changed). The three schools are working well together.

6. OLD BUSINESS/NEW BUSINESS:

A. Approval of Minutes: April 9, 2014

Motion to approve the minutes of April 9, 2014, was made by Annemarie Burnham with the following correction: Remove Stephanie Harrington's name from Board members present as she was not at the meeting. Item #9 should read – Motion to add to agenda Discussion of General Parameters of Principal Search as Item #9A, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously. *The motion was seconded by John Bolduc and carried unanimously.*

B. Approval of Financial Statement:

78% of the budget has been spent to date. Expenditures may exceed what was budgeted due to unanticipated expenses. The Board of Finance and First Selectmen have been notified.

Motion to approve the Financial Statement dated April 30, 2014, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.

C. CMT Update:

CMT results are expected in July.

D. FY 14-15 Budget Update:

The referendum will be held on Monday, May 19th.

E. Teacher Evaluation - Update:

The Teacher Evaluation is being finalized.

F. School Study – Milone & MacBroom:

The next meeting is May 27th.

G. Non-Resident Request for Child's Enrollment at CES:

The Board received a request for Non-Resident enrollment at CES for a student that is a resident of Windham. There is a policy in place to address the request and it is up to the Board to decide. Superintendent Henrici recommended discussing in Executive Session. More information will be gathered including the amount of tuition and the request will be considered at the next meeting.

H. Principal Search Update:

Superintendent Henrici presented timeline with revisions for the Principal Search with 15 applicants. Three to four finalists will be identified by the Search Committee. The full Board will interview the finalists the week of June 9-13. A special Board meeting will be held to formally appoint the candidate recommended by the Superintendent.

I. Feasibility of a Business Manager:

The Central Office directed the Superintendent to seek permission to investigate the feasibility of a Business Manager through posting the position.

Motion to approve posting the position of a Business Manager, was made by Annemarie Burnham, seconded by Keri Johnson and carried unanimously.

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

A. CABE/EASTCONN: No Report

B. Educational & Board Policies: No Report

C. Personnel & Supervision Policies: No Report

D. Central Office:

A meeting will be held before the end of the school year.

E. Building, Grounds & Insurance:

Insurance premiums for liability and workers compensation are projected to increase next year.

F. Transportation: No Report

G. Public Relations: No Report

H. School Readiness:

PreK screening was held with 12 children who received applications for enrollment. Eight of the twelve applications have been received. Letters were sent to the parents of 3-year olds to gauge the number of students returning to the program. The School Readiness Grant (\$107,000) is due May 21st.

I. Technology:

The final round of NWEA testing has been done. Smarter Balance will begin next year and will be a monumental undertaking.

8. SECOND AUDIENCE/COMMUNICATIONS:

Linda Rogers asked for clarification on who requested information on sick leave. Principal White reported that he requested the information. Superintendent Henrici suggested a starting a sick bank and welcomes any discussion.

Nancy Douton thanked the Board for the lunch and edible arrangement. She asked for clarification on who would pick the finalists for the Principal. Chris Blair asked for clarification on the steps to be taken in selecting the Principal finalists. A suggestion was made for the committee consider conducting a site visit.

9. NEXT MEETING AGENDA ITEMS:

- FY 13-14 Budget Update
- Request for Non-Resident Enrollment
- Principal Search Update
- Milone & MacBroom School Study
- Technology Coordinator Update

**10. EXECUTIVE SESSION-DISCUSS OF EMPLOYMENT OF SUPERINTENDENT;
DISCUSSION OF EMPLOYMENT OF SPED DIRECTOR:**

Motion to enter into Executive Session (7:33 PM) for the purpose of discussing Employment of the Superintendent and discussing the employment of the SPED Director, was made by Annemarie Burnham, seconded by Stacy Foster and carried unanimously.

The Board came out of Executive Session at 7:55 PM.

Motion to approve the employment agreement for Kenneth Henrici as Superintendent of Schools for the period of October 1, 2014 through September 30, 2017, was made by Annemarie Burnham, seconded by John Bolduc and carried with one abstention by Keri Johnson.

Motion to enter into Executive Session (8:00 PM) was made by John Bolduc, seconded by Stephanie Harrington and carried unanimously.

The Board came out of Executive Session at 8:30 PM.

Motion to table Non-Resident Request for Child's Enrollment at CES, was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.

Motion to authorize the Superintendent to enter into a contract for a part-time Director of Special Education position for one full day per week serving the special education needs of Chaplin Elementary School, was made by Annemarie Burnham, seconded by John Bolduc and carried unanimously.

11. ADJOURNMENT:

Motion to adjourn (8:45 PM) was made by John Bolduc, seconded by Stephanie Harrington and carried unanimously.

*Respectfully Submitted by Kathleen Scott
Recording Secretary*