

*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**  
**March 9, 2016**

**Chairperson Stacy Foster called the meeting to order at 6:40 PM. Present were Board members John Bolduc, Will Hooper and Jaclyn Chancey. Administrators present were Superintendent Ken Henrici and Principal Patricia King. Unable to attend were Board members Stephanie Harrington, Justin Rondash and Jamie Spalding.**

**2. AUDIENCE FOR CITIZENS:**

First Selectman Matt Cunningham asked for clarification on the re-evaluation of PreK tuition and presented information on the Governor's budget. 11.2 million has been cut to ECS and 6% has been cut to the excess cost grant.

Chaplin Board of Finance Chair Dick Weingart asked to address items during the budget presentation.

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

**A. Approval of Minutes – February 10, 2016:**

*Motion to approve the minutes of February 10, 2016, was made by Jaclyn Chancey with the following correction:* Item # 5 should read – Motion to adjust agenda to move Item #6D to Item #5A and change item 5A to 5A1, was made by Will Hooper, seconded by Justin Rondash and carried unanimously. *The motion was seconded by Will Hooper and carried with one abstention by John Bolduc.*

**B. Approval of Financial Statement:**

64% of the budget has been spent to date. There is a budget freeze on all non-essential expenditures.

*Motion to approve the Financial Statement through February 29, 2016, was made by John Bolduc, seconded by Jaclyn Chancey and carried unanimously.*

**4. ADMINISTRATIVE REPORTS:**

**A. Monthly Report:**

Teacher Donna Dufresne along with SLAB students Gracie Cunningham, Gianna Texera, Alycia Bartlett and Alexis Lane presented a PowerPoint on school wide composting turning spoil to soil and helping the environment.

Donna Dufresne and instructional aide Sarah Haynes presented PowerPoint on educational tools with Ipads that will be used as a tool to increase student achievement. They created a movie about the school greenhouse with iMovie. The Board was presented with CES Greenhouse projects and grade 5 Service Project on Compost Education.

Penny Boomer presented the Monthly Report.

**PreK** is working with a theme on fairy tales and nursery rhymes. They read “Goldilocks and the Three Bears” and participated in many activities including making masks and puppets.

**1<sup>st</sup> Grade** developed surveys and analyzed data in math. They are also working on a measurement unit.

**4<sup>th</sup> Grade** is working on the southeast states with posters and a PowerPoint presentation on a vacation to a state. They are also working on many reading activities with non-fiction and fractions and decimals in math with Pi Day on March 14<sup>th</sup>. The Read to the Final Four on the best books will be held on April 5<sup>th</sup>.

**B. Principal’s Report:**

- Enrollment is at 175 students.
- Staff members participated in iPad training as part of the iPad Grant roll out.
- Read Across America Day was held on March 2<sup>nd</sup> with many activities.
- SBAC and spring NWEA-MAP schedule developed with informational letters to be sent home the end of the month.
- The Board was presented with Next Generation Accountability Report 2014-2015 that looks at student growth and the SAMR Model for Technology Integration.
- CREW has sponsored two parent workshops: Positive Discipline on March 3<sup>rd</sup> and Emotional Intelligence on March 10<sup>th</sup>.
- Parent Teacher Conferences will be held March 22-24.
- Child Nutrition Program Administrative Review will be held on March 10<sup>th</sup> and 11<sup>th</sup>.

**C. Superintendent’s Report:**

1. Appeal of Residency Decision – Alleged Non-Resident:  
Will be covered later on agenda
2. FY 16-17 Final Proposed Budget – Two Proposed Options:  
Projected health insurance went down.
3. 16-17 Budget Update – Minimum Budget Requirement – Appeal to SDE:  
Town will need to appropriate approximately \$126,000 or pay a fine due to not meeting minimum budget requirement. An appeal was made to the SDE with a strong case with the enrollment of a high needs student and Windham MOU that impacted assessments.
4. SDE Next Generation Assessment Data:  
There is a shift to a more holistic report with work needed on attendance and participation.
5. Superintendent Evaluation:  
The Board was presented with Superintendent Evaluation that will be collated by Stacy Foster and presented to the Central Office Committee.
6. CES Board Policies:  
Policies are being updated.
7. Central Office Committee – Assessment Percentage Change Split Between Region #11/Chaplin Elementary School; Central Office Audit – Clean Audit, No Findings:  
The Central Office will vote on assessment change.
8. Parish Hill MS/HS – Cabaret – March 11; Empty Bowl – April 28

Cafeteria review will be held tomorrow.

**5. BUSINESS CARRIED OVER FROM LAST MEETING (OLD BUSINESS):**

**A. Request for Continued Attendance for Two Non-Resident Students:**

*Motion to enter into Executive Session (7:31 PM) for the purpose of discussing continued attendance for two non-resident students and invite the Superintendent, Principal, First Selectman and Mr. and Mrs. Tremont to attend, was made by John Bolduc, seconded by Stacy Foster and carried unanimously.*

The Board came out of Executive Session at 7:37 PM.

*Motion to approve continued attendance for two Tremont children to continue attendance at Chaplin Elementary as non-tuition, non-resident students with condition of regular attendance, was made by Will Hooper, seconded by Jaclyn Chancey and carried unanimously.*

**B. Tri-Town Education Update – Four Boards of Education and Subcommittee meetings:**

The Cost Committee requested from the Superintendents of the four schools, the costs to educate 7<sup>th</sup> and 8<sup>th</sup> graders at the elementary schools. The Survey Committee will meet with the attorney to review wording of the survey. Each Board is asked to share funding for the survey at a cost of approximately \$750. Chaplin Elementary has funds for the survey. Scotland does not have any funds for the survey and needs to update their voter list. The four Board Chairs have requested an accounting of the funding from the Milone & MacBroom study. Shared Services will continue follow up with existing vendors. The next Tri-Town Education meeting will be held on March 31<sup>st</sup> at Hampton Elementary at 7pm.

**C. Update on Early Retirement Incentive Plan:**

The Early Retirement Incentive Plan was presented to the staff. The Superintendent will hold an informational meeting to review the plan. Discussion was held regarding changing the election date to allow staff to make an informed decision.

*Motion to change the election date for the Early Retirement Incentive Plan to April 4, 2016, was made by Will Hooper, seconded by Jaclyn Chancey and carried unanimously.*

**6. NEW BUSINESS:**

**A. Final Approval of FY 2016-2017 Budget:**

The Board was presented with two options for the budget that includes adjustment for insurance (was projected at 11.25% with actual increase of 4%). The first option has an increase of 2.31%. The second option has an increase of 2.94% and includes increase for magnet school tuition for four additional students. Chaplin Board of Finance Chair Dick Weingart expressed concerns with knowing when Central Office Committee meetings are held and asked for clarification on the assessment changes. He also asked for clarification on early retirement incentive savings to the budget and increase to school office non-certified staff. The Board was asked to provide the Board of Finance with Financial Statement approved at tonight's meeting and copy of projection to the end of the year for budget presentation to the Board of Finance.

*Motion to approve the FY 2016-17 Budget with an increase of 2.94% with change to Central Office Assessments and potential decrease for elections to voluntary Early Retirement Incentive, was made by Will Hooper, seconded by Jaclyn Chancey and carried unanimously.*

**B. Proposal for Shared Technology Services for Town of Chaplin and Chaplin Board of Education – Matthew Cunningham:**

First Selectman Matt Cunningham presented proposal for shared technology services. The Town Hall currently uses a technology consultant from Windham with most of the work is done remotely. He proposed sharing technology services with Chaplin Elementary by mutual agreement to include projects such as upgrading the network and upgrading the server. The

current cost for technology for the town is \$4,000. The Board needs more information and will discuss further at the next meeting.

*Motion to change Item #6C to read Tentative Approval of Board Policies a, b and e and Final Approval of Board Policies c and d, was made by Jaclyn Chancey, seconded by Will Hooper and carried unanimously.*

**C. Tentative Approval of Board Policies**

**a. #6000 Concept and Roles in Instruction:**

*Motion for tentative approval of Policy #6000 Concept and Roles in Instruction, was made by Will Hooper, seconded by Jaclyn Chancey and carried unanimously.*

**b. #6010 Goals and Objectives:**

*Motion for tentative approval of Policy #6010 Goals and Objectives, was made by John Bolduc, seconded by Jaclyn Chancey and carried unanimously.*

**c. #6111 School Calendar:**

*Motion to approve Policy #6111 School Calendar, was made by Will Hooper, seconded by Jaclyn Chancey and carried unanimously.*

**d. #6112 School Day:**

*Motion to approve Policy #6112 School Day, was made by Jaclyn Chancey, seconded by Will Hooper and carried unanimously.*

**e. #6114 Emergencies and Disaster Preparedness:**

*Motion for tentative approval of Policy #6114 Emergencies and Disaster Preparedness, was made by Will Hooper, seconded by John Bolduc and carried unanimously.*

**D. Board Approval of Continued Participation in Healthy Food Certification Program:**

*Motion to approve continued participation in Healthy Food Certification Program, was made by Will Hooper, seconded by John Bolduc and carried unanimously.*

**E. Capital Improvement Requests for FY 16-17 and Subsequent Years; Board of Education Non-Lapsing Account:**

A request was submitted to the Chaplin Board of Finance to fund a security system with camera, AC for the cafeteria, sidewalk repair and cafeteria tables. The security system will be funded through the BOE Non-Lapsing Account and the remainder will be funded through CIP. There is \$14,000 in the BOE Capital Non-Lapsing Account.

*Motion to approve using \$12,000 from the BOE Non-Lapsing Account for security system, was made by Jaclyn Chancey, seconded by John Bolduc and carried unanimously.*

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

**A. Policy Committee:**

Work will continue on reviewing and updating policies. Jaclyn Chancey asked for the cost of obtaining CAFE policies that are available on line.

**B. Negotiations Committee:**

Teacher Negotiations will begin in the summer.

**C. Central Office Committee:**

Discussion was held regarding 457B Plan for Central Office staff. New officers were elected with Stacy Foster as Chair, George Askew as Vice-Chair, Stephanie Harrington as Secretary and

Sally Ireland as Treasurer. The audit was clean with no findings. Revised assessments will be voted on at the next meeting. Discussion was held regarding pending legislation for fringe benefits for the Superintendent and the budget was approved.

**D. By-Laws Review Special Committee: No Report**

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

- IT and Shared Services
- Policies
- Tri-Town Education Update
- Early Retirement Plan

**9. EXECUTIVE SESSION – DISCUSSION OF EARLY RETIREMENT INCENTIVE PLAN:**  
*Motion to enter into Executive Session (9:20 PM) for the purpose of discussing Early Retirement Incentive Plan and invite the Superintendent, Principal and First Selectman to attend, was made by Will Hooper, seconded by Jaclyn Chancey and carried unanimously.*

The Board came out of Executive Session at 9:44 PM.

**10. ADJOURNMENT:**

*Motion to adjourn (9:44 PM) was made by Will Hooper, seconded by John Bolduc and carried unanimously.*

*Respectfully Submitted by Kathleen Scott  
Recording Secretary*