

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
June 15, 2011

Chairperson Rachel O’Neill called the meeting to order at 5:06 PM. Present were Board members Annemarie Burnham, Stephanie Harrington, John Bolduc, Megan Hicks and Jean Lambert. Unable to attend was Board member Angelina Pearce. Administrators present were Superintendent Ken Henrici and Principal Dan White.

2. WRITTEN COMMUNICATIONS TO THE BOARD:

- A nomination application was received from CABA for the 2012 Superintendent of the year program.
- A letter was received from Jaime Pociask regarding moving from a 1st grade position to a Kindergarten position. She requested a change from full-time to a part-time Early Intervention Reading position.
- An anonymous letter was received from a student at Chaplin Elementary School regarding bullying at school, the mall, at the grocery store, on the playground and on the bus.

3. COMMUNICATION WITH THE AUDIENCE:

Erin Nixon from Tower Hill Road stated that Chaplin Elementary is an amazing school but feels there are issues with communication on every level between parents and staff. She expressed concerns with having to call another parent for information and suggested sending weekly updates to parents.

Laurie Howard from Natchaug Street loves the school and the teachers but expressed concerns with sarcasm and putting a child in front of the class to address their behavior. She suggested training to find ways to address the issue.

Superintendent Henrici suggested that if parents have concerns they should make an appointment with the teacher or Principal. He felt that face to face communication would be more effective. He also reported that the newest module is *School Culture*. This module deals with climate and communication between teacher and student, and parent involvement. Stephanie Harrington suggested training for sensitivity on how to talk to children. Sarcasm can be misinterpreted and belittling. Sandy Dunnack reported that teachers started the year with “Choice Words”, a great reminder on how to talk to children.

Barry Howard is pleased the Board is acknowledging the process of formative years for students.

4. INFORMATION ITEMS:

A. PTO Report: No Report

B. Monthly Report:

Sandy Dunnack presented the Monthly Report. This past month has been one of the busiest months of the year at Chaplin Elementary School. Many grades have been fortunate to go on various field trips and classes are quickly coming to a close.

Pre-K celebrated their last family day this past Friday with outdoor activities. Families participated in regular recess activities, such as riding bikes and using the playscape and sand boxes.

Pre-K also had some special activities, like drawing with chalk, face painting, hula-hoops, balls and horseshoes. It was a good opportunity for families to reminisce about the year and exchange information to set-up play dates for the summer.

Kindergarten took a trip to the Mystic Aquarium while second grade took two trips-one to the Hyde Cultural Center to see "Click! Clack! Moo!" and another trip to the Pequot Museum. Grade 3 took a local tour of Chaplin Street, Chaplin Cemetery and the Chaplin Town Hall. Grades 1 and 5 took a trip together to the Roger Williams Zoo to wrap up their year as reading buddies. Grade 5 also visited Plymouth Plantation and on the same day, 6th grade had their end-of-the-year trip to Boston. Chaplin Elementary School is very lucky to have a generous PTO that helps fund many of these trips.

Staff was fortunate to have one last writing session for the year with Teacher's College. It was an opportunity to review the first year with the new writing program and brainstorm ideas to make future years better. Also, many staff members participated in a CES team at Relay for Life. Lastly, the staff and school had the last Town Meeting for the year. Many classes shared celebrations with the school and a good crowd of parents were in attendance.

C. Principal and Superintendent Information:

Principal

- ✓ Professional Development – 2011-2012
 - Writing Curriculum – Units of Study
 - Positive Behavior Supports/School Culture & Climate
- ✓ Staff Days – June 20-22
 - Grade K-2 Math Workshop w/Nancy Douton-6/20
 - Joyful Learning Workshop w/June Porter-6/20
 - Grade K-2 LA Meeting w/Linda Rogers-6/21
 - Grade 3-6 LA Meeting w/Linda Rogers-6/21
 - Viewing of "Waiting for Superman" (Review of Public Education)-6/21
 - Room and Portfolio wrap-up for each student-6/22
- ✓ Upcoming events
 - Grade 6 Class Night – 6/15 @ 7:00 pm
 - Grade 4-6 Award's Assembly – 6/16 @ 9:45 am
 - Last Day of School – 6/17 – Early Release @ 1:15 pm
 - Chaplin CREW Meeting – Tuesday, July 5th @ 4:30 pm

Superintendent

- Fuel is presently at \$3.28 per gal. The administration has decided to decline to bid at this time. A change in generation supplier for electricity has saved \$4,000.00 this year.
- Parish Hill was chosen as one of 10 "Emerging Schools" as part of Secondary School Reform. This comes with a \$5,000 stipend to work on Student Success Plans for 6-12.
- The Graduation Requirement Policy was adopted by the Region 11 Board with end of year assessments required in 2015. Due to the new requirements, bullying will not be tolerated and a revised policy will be in place shortly. It is important to establish foundations at the elementary level.
- The Board will review the Bullying Policy this summer.
-

D. Budget Update: The budget passed.

E. Projected Enrollment 11-12; Projected Staffing 11-12:

The Board was presented with projected enrollment and staffing for 2011-2012. Enrollment is currently at 180 students. The projected staffing for 11-12 is 20 FTE teachers (currently at 21). If the projected number of students for 4th grade (23) increases, the administration will consider a split or multiage classroom and staff changes. Jamie Pociask was changed to a .5 Early Intervention Reading per her request.

Donna Dufresne will conduct Talented & Gifted classes two days a week and Intervention classes two days a week based on CMT results.

F. Board of Education Summer Meeting Schedule:

The next meeting will be held August 10th with a tentative date of August 24th for an emergency meeting, if needed.

5. OLD BUSINESS/NEW BUSINESS:

A. Approval of Minutes: May 12, 2011

75% of the budget has been spent to date. The administration is meeting every two weeks to review the budget which is projected to have a surplus.

Motion to approve the minutes of May 12, 2011, was made by Annemarie Burnham, seconded by Jean Lambert and carried unanimously.

B. Approval of Financial Statement:

Motion to approve the Financial Statement, was made by Stephanie Harrington, seconded by Annemarie Burnham and carried unanimously.

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

A. CABE/EASTCONN:

Staff members were honored for their years of service with four recognized for 20 years of service. Associate Professor Alisha Reyes was the keynote speaker who spoke about teaching education. The new building is scheduled to open in August. The next meeting will be held in August.

B. Educational & Board Policies:

Policies will be reviewed during the summer. A summary of new state laws is expected from the state in the near future. Board policies will be revised based upon new laws..

C. Personnel & Supervision Policies: No Report

D. Central Office:

A request was received to itemize particulars in the budget. A settlement agreement was signed regarding assessment owed to Hampton and COC per the auditor's request. The next meeting will be held in September or October.

E. Building, Grounds & Insurance:

Worker's Compensation and Liability Insurance will be changed to Trident to save money along with better coverage. A leak in the roof over the Kindergarten classroom will be repaired by Zen Roofing. The warranty expires this summer but will be covered due to an ongoing issue.

F. Transportation:

There was a bus delay for the 5th grade trip to Plymouth due to mechanical problem with a wheelchair lift and door.

G. Public Relations: No Report

H. School Readiness/Discovery:

The School Readiness Grant (\$107,000) is expected to be approved in July.

I. Technology: No Report

7. SECOND AUDIENCE/COMMUNICATIONS: None

8. NEXT MEETING AGENDA ITEMS:

- Staffing and Enrollment
- Budget Transfers

9. EXECUTIVE SESSION TO DISCUSS PERSONNEL AND/OR LEGAL MATTERS: None

10. ADJOURNMENT:

Motion to adjourn (6:13 PM) was made by Jean Lambert, seconded by Stephanie Harrington and carried unanimously.

*Respectfully Submitted by Kathleen Scott
Recording Secretary*