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.

REGIONAL DISTRICT #11
BOARD OF EDUCATION
Chaplin, Connecticut
Meeting Minutes
March 18, 2014

Chairperson Steve Dunn called the meeting to order at 7:06 PM. Present were Board members Kate Donnelly, Sally Ireland, George Askew, Judy Moulton, Jennifer Nelson, Kathleen O'Callaghan (7:12), Stephanie Harrington and Lisa Rose. Administrators present were Superintendent Ken Henrici and Principal Dori Smith.

The Board recited the Pledge of Allegiance.

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

3. **WRITTEN COMMUNICATIONS TO THE BOARD:**
   A thank you card was received from Kate Donnelly thanking the Board for flowers for the passing of her mother.

4. **STUDENT REPORT:**
   Kelsey Hoxsie and Jessica reported on the "Fiddler on the Roof" musical and the music program. The spring concert will be held on May 28th.

   Motion to add to agenda as Item #4A Request for Non-Resident to stay at Parish Hill, was made by Jennifer Nelson, seconded by Kate Donnelly and carried with the following vote:
   YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

   A. Request for Non-Resident to stay at Parish Hill:
   Motion to allow Alyssa Hartley to stay at Parish Hill for the remainder of the school year, was made by Kate Donnelly, seconded by George Askew and carried with the following vote:
   YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

5. **APPROVAL OF MINUTES: February 18, 2014**
   Motion to approve the minutes of February 18, 2014, was made by George Askew with the following correction: Item #7B should read – There will be one to one option by the state, a formal observation every three years and three semi-formal observations every year. ***The motion was seconded by Judy Moulton and carried with the following vote:***
   YES: J. Moulton, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington.
   ABSTAIN: S. Ireland, K. Donnelly, K. O'Callaghan.

6. **APPROVAL OF FINANCIAL STATEMENT:**
   Motion to approve the Financial Statement, was made by Sally Ireland, seconded by George Askew and carried with the following vote:

YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

7. ADMINISTRATIVE REPORTS/ADMINISTRATIVE REQUESTS FOR BOARD ACTION:

A. Principal:

- CAPT testing is almost complete and running smoothly. Writing prompts were very relevant to school.
- The musical was well done with the help of the students, parents and props built by Tech Ed.
- Upcoming events include the Empty Bowl on March 26th and the Blood Drive on April 2nd.

B. Superintendent:

1. FY 14-15 Budget: Will be covered later on the agenda
2. Windham Tuition Agreement Update; Tuition Update Regarding Other Towns:
   There are 8 Windham Students attending Parish Hill. Two students withdrew due to transportation issue. The MOU agreement caps the number of students at 5. Only 4 students have expressed interest (there were 21 last year) for the coming school year. A welcome letter has been sent and parents were contacted for an orientation in two weeks. The Sprague Board of Education was contacted and they are content with their existing plan.
3. Bring Your Own Device (BYOD) Survey; Policies/Technology Committee Meeting-April 1:
   Survey results will be provided before the meeting and the existing policy will be refined.
4. Teacher Evaluation Update – Flexibility: Will be covered later on the agenda
5. School Security Safety Committee-April 8:
   A follow-up meeting will be held to make recommendations to make the school more secure.
6. Capital Improvement Projects:
   Chaplin First Selectman Bill Rose addressed capital improvement items (the boiler and the roof) at Parish Hill at the Board of Finance meeting. The Chaplin Board of Finance won't commit unless the other two towns agree to keep the CIP out of the operating budget.

8. OLD USINESS/NEW BUSINESS:

A. Final Approval of FY 14-15 Budget:

The budget was presented with a 1.60% increase with the Special Ed Director split 75%/25% (agreed on by the Chaplin Board of Education). Three major areas for the increase are contractual salaries, health insurance and magnet school tuition. A meeting will be held with Noelle Cormier to discuss offset of assessments and possibility of transferring to Capital Non-recurring fund.

Motion to accept Budget as presented for FY 2014-2015, was made by Kate Donnelly, seconded by Judy Moulton and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

B. Approval of FY 2014-2015 School Calendar:

The Board was presented with Calendar A (same as presented at the last meeting) and Calendar B that builds in five early-release days for the NEASC self-study visits. Principal Smith expressed concerns with all schools not meeting together to discuss the school calendar before adopting.

Motion to approve Calendar B, was made by Lisa Rose, seconded by Sally Ireland and carried with the following vote:

YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

C. Approval of Possible SDE Flexibility Option for Teacher Evaluation Plan:
The Board was presented with mutual agreement on the best model for the Teacher Evaluation Plan that included the following: one formal/one informal observation for each teacher each year (this year, teachers will have two formal observations), limit to specifics for gathering evidence. The data management system used will be "My Learning Plan".
Motion to approve mutually consented upon SDE Flexibility Option for Teacher Evaluation Plan as presented, was made by George Askew, seconded by Judy Moulton and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

9. COMMITTEE REPORTS/REPORTS FOR BOARD ACTION:

A. Fiscal & Plant:
The Financial Statement was reviewed and recommended for approval. There is approximately $100,000 in tuition based revenue. The maintenance report was discussed with concerns and possible plans for the boiler. Steve Dunn called the Hartford School System and received names of two installers who also have engineers. Kate Donnelly suggested checking with ENCON. Quotes have been obtained for roofing. A manufacture representative will come out and write specs for a rubber roof for free and the project would be limited to their product. Superintendent Henrici will check with Silva & Petracelli to see if their specs can be used for the roof.

B. Educational & Board Policies:
A meeting will be held on April 1st.

C. Central Office: No Report

D. Technology:
A meeting will be held on April 1st.

10. OTHER INFORMATION ITEMS:

A. Personnel and Supervision: Will be discussed during Executive Session.

B. Shared Services:
A meeting is scheduled for March 27th for the school study. Steve Dunn expressed concerns on the short notice for the meeting. Kate Donnelly suggested selecting an alternate. Superintendent Henrici suggested confirming who is on the Committee and changing the meeting date.

C. Allied Health:
Superintendent Henrici is waiting to hear from UCONN after their staff meeting.

D. Newsletter:
The Board Newsletter should be out by the end of next week.

E. CABE/EASTCONN: No Report

11. ADDITIONS TO THE AGENDA:

Motion to add to the agenda FOI requirements as Item #11A, was made by Kate Donnelly, seconded by Kathy O'Callaghan and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

A. FOI Requirements:

Kate Donnelly reported that FOI requires that all agendas and minutes be posted for committees including adhoc committees.

Discussion was held regarding the feasibility of a Business Manager. Superintendent Henrici presented summary of responsibilities for a Business Manager that will be reviewed for discussion at the next meeting.

Kathy O'Callaghan asked about the protocol for notification of a cancelled meeting. Board members will be called by Joy Martinez if the meeting is cancelled.

12. SECOND AUDIENCE FOR CITIZENS: None

13. EXECUTIVE SESSION – Update on Personal/Medical Leave Status of Faculty Members; Update on Employment Status of Non-Certified Employee:

Motion to enter into Executive Session (9:08 PM) for the purpose of discussing Update on Personal/Medical Leave Status of Faculty Members and Update on Employment Status of Non-Certified Employee and invite the Superintendent to attend, was made by George Askew, seconded by Sally Ireland and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Ireland, G. Askew, S. Dunn, L. Rose, J. Nelson, S. Harrington, K. O'Callaghan.

The Board came out of Executive Session at 9:21 PM.

14. ADJOURNMENT:

Motion to adjourn (9:21 PM) was made by George Askew, seconded by Sally Ireland and carried unanimously.

Respectfully Submitted by Board Secretary Lisa Rose and
Kathleen Scott, Recording Secretary