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, HAMPTON, SCOTLAND AND REGIONAL DISTRICT #11
BOARD OF EDUCATION
Chaplin, Connecticut
Meeting Minutes
April 6, 2015

Chairperson Steve Dunn called the meeting to order at 7:07 PM. Present were Board members Kate Donnelly, Judy Moulton, Jennifer Nelson, Kathleen O'Callaghan, Stephanie Harrington and Lisa Rose. Administrators present were Superintendent Ken Henrici. Unable to attend was Board members Sally Ireland and George Askew.

The Board recited the Pledge of Allegiance.

2. COMMUNICATION WITH THE AUDIENCE:
Kathi Newcombe requested the registrar of voters be notified of referendum dates.

Students Michael Quick and Chris Hohman presented letter to the Board regarding concerns with the administration and staff.

3. WRITTEN COMMUNICATIONS TO THE BOARD:
- A thank you card was received from Joy Martinez for going away gift and reception.
- A letter of intent to unionize was received from the Administration.

4. STUDENT REPORT: None

5. FY 15-16 BUDGET; DISCUSSION OF USE OF UNFUNDED BALANCE TO REDUCE 15-16 ASSESSMENTS:
The budget is projected to have a surplus of $345,000 and the Financial Advisor has recommended $200,000 to offset assessments.
Motion to approve $200,000 from the Undesignated Fund Balance for 2015-2016 Budget to offset assessments, was made by Judy Moulton, seconded by Lisa Rose and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Dunn, J. Nelson, L. Rose, S. Harrington, K. O'Callaghan.

6. APPROVAL OF MINUTES: MARCH 17, 2015
Motion to approve the minutes of March 17, 2015, was made by Jennifer Nelson with the following correction: Item #11 add – Dick Weingart expressed concerns regarding more transparency with COC operations. ***The motion was seconded by Lisa Rose and carried with the following vote:***
YES: K. Donnelly, J. Moulton, S. Dunn, J. Nelson, L. Rose, S. Harrington, K. O'Callaghan.

7. APPROVAL OF FINANCIAL STATEMENT:
Motion to approve the Financial Statement, was made by Jennifer Nelson, seconded by Judy Moulton and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Dunn, J. Nelson, L. Rose, S. Harrington, K. O'Callaghan.

8. ADMINISTRATIVE REPORTS/ADMINISTRATIVE REQUESTS FOR BOARD ACTION:

A. Principal: No Report

B. Superintendent:

1. Teacher Evaluation Plan – Update:
   The Teacher Evaluation Plan is due May 15th. A request for an extension can be made. The current model is EASTCONN and the Committee is reviewing other plans and models.
2. Long Term Capital Improvement Plan:
   The Board was presented with Long Term Capital Improvement Plan that was also presented to Fiscal and Plant. Projects completed this year include boiler repair, painting of all school corridors, Girls' Gym Locker Room (replaced 30 lockers and bathroom facelift) and enhanced exterior lighting. Priority for next year is Library Walkway Roof and Upgrade Fire Alarm System.
3. Windham STEM Magnet – Protocol for Enrollment Notification:
   A letter was sent to Principal Garcia regarding a more efficient job of enrollment notification.
4. Milone and MacBroom Self-Study:
   A meeting is scheduled for April 7th at Parish Hill at 7pm. Scotland First Selectmen Dan Syme reported that the intention of the meeting is to obtain as much information and input from the public with no decisions to be made.
5. Meeting with House Speaker Brendan Sharkey:
   A meeting was held to discuss excess cost grant that negatively impacts small districts. Chaplin Elementary had an outplaced student that accounted for 4% of the budget. Mr. Sharkey assured those in attendance that the issue will be aggressively addressed at the next session.

Carol Cyr is the new Executive Secretary.

9. OLD BUSINESS/NEW BUSINESS:

A. Approval of Senior Class Trip and Graduation Date:
The Senior Class Trip will be held in May with a visit to the Newport Mansions. Graduation will be held on June 19th at 6pm. Stephanie Harrington expressed concerns with changes made to senior class activities. Superintendent Henrici will provide end of year activities calendar for the next meeting.

B. Board Approval of Continued Participation in Healthy Food Certification Program:
Motion to continue participation in the Health Food Certification Program, was made by Stephanie Harrington, seconded by Lisa Rose and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Dunn, J. Nelson, L. Rose, S. Harrington, K. O'Callaghan.

C. Discussion of Status of French Program 15-16:
There are 30 students signed up for the French program (up from 23 previously). A potential candidate who is certified in both French and Spanish is willing to work part-time. Kate Donnelly suggested phasing out French over the next four years. Stephanie Harrington expressed the need for offering two foreign languages and encouraged the Board to maintain a teacher for current students to finish their foreign language requirements. Steve Dunn recommended continuing discussion at the next meeting with the Department Head in attendance to address any questions or concerns.

D. Letter of Resignation – Rich Radlo:
Motion to accept Letter of Resignation with regrets from Rich Radlo, was made by Judy Moulton, seconded by Lisa Rose and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Dunn, J. Nelson, L. Rose, S. Harrington, K. O'Callaghan.

10. COMMITTEE REPORTS/REPORTS FOR BOARD ACTION:

A. Fiscal & Plant:
The Committee reviewed the Financial Statement and Maintenance Report.

B. Educational & Board Policies: No Report

C. Central Office:
The budget was approved with a 1.64% increase. Stephanie Harrington suggested reviewing and assessing each Central Office employee. Kathy O'Callaghan suggested each employee write out their job duties. Superintendent Henrici suggested a special meeting be held to address concerns regarding the 75%/25% split. The salary of a secretary in special education is split 60%/40% due to finance duties at Chaplin Elementary.

D. Technology: No Report

E. Personnel and Supervision:
Discussion was held regarding the concerns regarding the administration presented by the students. Superintendent Henrici will provide more information during Executive Session.
Motion to form an Ad Hoc Committee to discuss ways to address issues raised by the students, gather information with a recommendation on how to proceed with a reference to all surveys, was made by Kate Donnelly, seconded by Lisa Rose and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Dunn, J. Nelson, L. Rose, S. Harrington, K. O'Callaghan.
Steve Dunn, Kate Donnelly, Jennifer Nelson and Judy Moulton will serve on this Committee.

Stephanie Harrington suggested establishing an ad hoc committee to review formal exit surveys.

F. Shared Services:
A Public Hearing for the school study will be held on April 7th and April 21st at Parish Hill at 7pm.

Steve Dunn suggested holding a special meeting after the May 4th RD11 Public Hearing for the sole purpose of discussing the school study. The May 4th Public Hearing will be held at 6pm, followed by a special meeting of the RD11 Board of Education at 7pm.

G. Allied Health: No Report

H. Newsletter:
A request was received from Hampton to include an article in the next issue in recognition of Parish Hill graduate Anna Goodheart. She was a UCONN honors student and has been accepted for a residency at Harvard.

I. CABE/EASTCONN: No Report

11. ADDITIONS TO THE AGENDA: None

12. SECOND AUDIENCE FOR CITIZENS:
Scotland First Selectman Dan Syme commended the Board for reducing the town assessments.

13. EXECUTIVE SESSION – EMPLYMENT STATUS OF CERTIFIED PERSONNEL; DISCIPLINARY MATTER INVOLVING NON-CERTIFIED EMPLOYEE:
Motion to enter into Executive Session (9:29 PM) for the purpose of discussing Personnel Issues and invite the Superintendent to attend, was made by Jennifer Nelson, seconded by Lisa Rose and carried with the following vote:
YES: K. Donnelly, J. Moulton, S. Dunn, J. Nelson, L. Rose, S. Harrington, K. O'Callaghan.
The Board came out of Executive Session at 9:55 PM.

14. ADJOURNMENT:
Motion to adjourn (9:55 PM) was made by Judy Moulton, seconded by Kate Donnelly and carried unanimously.

Respectfully Submitted by Kathleen Scott
Recording Secretary