

**CHAPLIN BOARD OF EDUCATION  
CHAPLIN, CONNECTICUT  
Chaplin Elementary School Library  
February 11, 2026  
6:30 PM**

**Meeting Minutes**

1. Call to Order at 6:31 pm by Jaclyn Chancey

*Board Members in attendance: William Hooper, Jaclyn Chancey (chair), Gene Boomer, Victor Boomer, Hayley Albert, Diana Alvarez, Jeremiah Rufini*

*Also in attendance: Superintendent Skarzynski and Principal Chavez*

2. Audience for Citizens

None

3. Approval of Minutes and Financial Statements

- a. Approval of Minutes – December 10, 2025

*Motion to approve by Eugene Boomer, 2<sup>nd</sup> by Victor Boomer  
Unanimous approval*

- b. Approval of Financial Statements – December 2025 and January 2026

*Motion to approve by William Hooper, 2<sup>nd</sup> by Eugene Boomer  
Unanimous approval*

4. Administrative reports

- a. Monthly report

*Ann Kaufmann provided a report about what students are up to in each grade classroom as well as library and art.*

- b. Principal's report

*Principal Chavez provided a data report. Enrollment up to 152 from 149 including one new student to the FLEX program. Absences down*

to 99 for the month, lowest classroom percentage in grades 1-6 above 90% all month. Has been a lot of overtime due to the excessive winter weather.

January 15<sup>th</sup> Family Engagement – STEM night, lots of students and roughly 75 parents.

Mid-Year Benchmark Testing – NWEA 4-6, Aimsweb for 1-3. Still processing data.

Focus Identification – recently received a letter from the state, high needs population (IEP, 504, Qualifiers for free lunch) are scoring slower in growth for math. 49% of students qualify for this test. Looking at how to improve interventions or really use data to define where students are struggling the most.

c. Superintendent's report

Report provided by Superintendent Skarzynski. Resignation from Kelly Carvalho, BCBA. Linda Caron, physical education teacher, will be retiring at the end of the school year. Non-priority list for grant applications regarding the roof, possibly gutters, fascia of the building, etc. The state will fund a percentage of the project.

William Hooper made a motion to add agenda item 5H, 2<sup>nd</sup> by Victor Boomer. Accepting with regrets the retirement of Linda Caron. Approval Unanimous.

5. Old business/new business

a. Discussion and Possible Action: Updated FY 25-26 Budget Line Items – Jobina Miller.

Motion made by William Hooper, 2<sup>nd</sup> by Victor Boomer.

\$1400 from 1210115 BCBA move to Standardized Testing 1000315  
\$300 from 1210115 BCBA move to Physician 2130331  
\$5000 from 1210115 BCBA move to Psychological Srvcs 2150332  
\$10 from 1210115 BCBA move to Insurance – Gen Admin 2330520  
\$6515 from 1210115 BCBA move to Magnet School Tuition 6100564  
\$20000 from 1210104 Sped Cert Staff to Tuition/Public Sped  
\$55089.39 to Tuition/Public Sped from unexpected income

*Vote to approve unanimous.*

- b. Public input on 2026-2027 budget process

*No input from the public.*

- c. Preliminary FY 2026-2027 Budget

*Superintendent Skarzynski gave a preview of the budget request presentation that will be made available to the public. Final budget will be presented next month.*

- d. Discussion and Possible Action: 2026-2027 School Calendar

*Hayley Tiller-Albert made a motion to approve calendar for FY 2026-27. 2<sup>nd</sup> by Gene Boomer. Unanimous approval.*

- e. Approval of Healthy Food Certification 2026-2027

*Gene Boomer made a motion to approve that Pursuant to C.G.S. Section 10-215f, the Chaplin Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2026, through June 30, 2027. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. 2<sup>nd</sup> by Diana Alvarez. Unanimous approval.*

*Hayley Tiller-Albert made a motion to approve that The Chaplin Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are*

*events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales. 2<sup>nd</sup> by Victor Boomer. Unanimous approval.*

f. Tentative approval of Policies:

- 3520.1 “Information Security Breach and Notification” - *new policy*

*Motion to approve by Hayley Tiller-Albert. 2<sup>nd</sup> by Diana Alvarez. Unanimous Approval. Final approval at next board meeting.*

- 3520.11 “Electronic Information Security” - *new policy*

*Motion to approve by Hayley Tiller-Albert. 2<sup>nd</sup> by Diana Alvarez. Unanimous Approval. Final approval at next board meeting.*

g. Board training

*Introduction to CES accounts and finances. Training provided by Jobina Miller. Explanation of General Fund and what it covers. Grant Funds. Grants are issued differently, have different requirements and spending timelines.*

h. Retirement of Linda Caron

*Gene Boomer made a motion to accept with regrets the retirement of Linda Caron. 2<sup>nd</sup> by Diana Alvarez. Unanimous approval.*

6. Agenda Items for next meeting

- a. Final Approval of Board Policies
- b. Budget Presentation
- c. Committee Reports

7. Adjournment at 8:18pm. Hayley Tiller-Albert made a motion, Diana Alvarez seconded.

Respectfully submitted, Hayley Tiller-Albert