

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**

**January 12, 2022**

**6:30 PM**

**CHAPLIN ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER**

- 1. Call to Order – Chairperson Jaclyn Chancey called the meeting to order at 6:38 pm. Board Members present were Laura Anderson, William Hooper and Joseph Klar. Also in attendance were Superintendent Kenneth Henrici and Principal Kevin Chavez.**
- 2. Audience for Citizens - Members of the public may address the Board regarding items on the agenda. If you wish to speak, please raise your hand and wait to be recognized by the Board Chair. Comments may also be sent in advance to [ChaplinBOE@chaplin.org](mailto:ChaplinBOE@chaplin.org); please clearly indicate if you wish for them to be read aloud. Individual speaker—2 minutes; Public participation—15 minutes – no one addressed the Board, however, Chairperson Jaclyn Chancey read a notice aloud from the Chaplin Board of Finance to the members of the Board of Education that they are formally requesting that the FY22-23 Board of Education Budget proposal have a 0% increase.**
- 3. Approval of Minutes and Financial Statement**
  - A. Approval of Minutes – December 8, 2021 – William Hooper moved to approve the December 8, 2021 minutes. Laura Anderson seconded and the motion passed with the following vote:  
Yes: Laura Anderson, Jaclyn Chancey, William Hooper and Joseph Klar.**
  - B. Approval of Financial Statement – December 2021 – Laura Anderson moved to approve the General Fund, Cafeteria, Grant and Pre-K financial statement for December 2021. William Hooper seconded and the motion passed with the following vote:  
Yes: Laura Anderson, Jaclyn Chancey, William Hooper and Joseph Klar.**
- 4. Administrative Reports**
  - A. Monthly Report – Mrs. Rossi was unable to attend – no report was given.**
  - B. Principal’s Report – Principal Kevin Chavez announced that we currently have the highest enrollment in 4 years with 159 students. He also updated the Board on the STEM school tuition increase, student and staff COVID cases and the recent fundraiser that raised \$1,600.00 and his promise to the students, if they did a great job, to sing “Let it Go” from Frozen while in costume. He said the staff has been stepping in where needed due to the many absences from COVID.**
  - C. Superintendent’s Report – Superintendent Ken Henrici spoke about COVID cases, N95 masks, test kits, staffing updates, the need for long-term subs, the Governor’s Executive Order regarding Post Retirement Benefits, the A/C project, which will be finished by next week, resulting in the entire building being air conditioned, the electrical controls project that is near completion, the Audit meeting date which is to be announced soon, the COC meeting scheduled for January 13<sup>th</sup>, the CAPSS Committee Chair meeting scheduled for January 24<sup>th</sup>, the Small District/Part-Time Superintendent’s meeting scheduled for February 8<sup>th</sup> and the MDG meetings scheduled for February 10<sup>th</sup> and February 24<sup>th</sup>.**
- 5. Old Business/New Business**
  - A. COVID Update – previously covered in the Principal’s and Superintendent’s reports.**
  - B. Updated Budget Forecast FY21-22 – Superintendent Henrici said that the budget is at 41% expended. Special Ed could change/affect the numbers.**

- C. **2022-2026 Capital Improvement Project Update** – there are no changes since last month. The meeting scheduled for January 25<sup>th</sup> has been postponed; an update will be provided next month.
  - D. **Update on Food Service Department** – this was previously covered in the financial statements review. They are in the positive and are receiving more revenue due to great participation in the free/reduced lunch program. The Director is doing a fantastic job promoting the program.
  - E. **Public Input on FY22-23 Budget** – no input was given.
6. **Committee Reports**
- A. **Policy Committee** – Chairperson Jaclyn Chancey said the committee will meet in 2 weeks and will begin to bring policies forward for Board review.
  - B. **Negotiations Committee** – No negotiations are scheduled at this time.
  - C. **Central Office Committee** – The committee is meeting tomorrow via Zoom.
7. **Agenda items for Next Meeting** – Preliminary Budget
8. **Second Audience for Citizens** – none
9. **Adjournment** – William Hooper moved to adjourn at 7:23 pm. Joseph Klar seconded and the motion passed with the following vote:
- Yes: Laura Anderson, Jaclyn Chancey, William Hooper and Joseph Klar.**

Respectfully Submitted,  
Diane Ritchotte  
Recording Secretary