

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**

December 08, 2021

6:30 PM

CHAPLIN ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER

1. **Call to Order** – Superintendent Ken Henrici called the meeting to order at 6:34 pm. Board Members present were Laura Anderson, Eugene Boomer, Victor Boomer, Jaclyn Chancey and William Hooper. Also in attendance was Principal Kevin Chavez.

2. **Board Reorganization**

A. **Election of Officers:**

Eugene Boomer moved to nominate Jaclyn Chancey as Board Chairperson. William Hooper seconded and the motion passed with the following vote:

Yes: Laura Anderson, Eugene Boomer, Victor Boomer and William Hooper.

William Hooper moved to nominate Eugene Boomer as Board Vice-Chairperson. Victor Boomer seconded and the motion passed with the following vote:

Yes: Laura Anderson, Victor Boomer, Jaclyn Chancey and William Hooper.

Eugene Boomer moved to nominate William Hooper as Board Secretary. Victor Boomer seconded and the motion passed with the following vote:

Yes: Laura Anderson, Eugene Boomer, Victor Boomer and Jaclyn Chancey.

B. **Committee Appointments:**

Board of Education Policies Committee

Jaclyn Chancey

William Hooper

Laura Anderson

Central Office Committee

Jaclyn Chancey

Eugene Boomer

Negotiations Committee

William Hooper

Jean Lambert

Joseph Klar

William Hooper moved to accept the committee assignments as noted above. Eugene Boomer seconded and the motion passed with the following vote:

Yes: Laura Anderson, Eugene Boomer, Victor Boomer, Jaclyn Chancey and William Hooper.

3. **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@chaplinct.org; please clearly indicate if you wish for them to be read aloud. Individual speaker—2 minutes; Public participation—15 minutes* – Mrs. Lena Rossi addressed the Board. She read several messages of appreciation about Principal Kevin Chavez from the staff of Chaplin Elementary School. Some of the comments were “he goes above and beyond”, “he does everything”, “he’s the BEST Principal EVER”. He steps into any role in order to assist when others are out and is a great source of support, especially during the last year with COVID. Mr. Chavez thanked the staff for their kind words and returned the compliment by saying he has a terrific staff.

4. Approval of Minutes and Financial Statement

- A. Approval of Minutes – November 10, 2021 – Eugene Boomer moved to approve the November 10, 2021 minutes. Victor Boomer seconded and the motion passed with the following vote:**

Yes: Laura Anderson, Eugene Boomer, Victor Boomer, Jaclyn Chancey and William Hooper

- B. Approval of Financial Statement – November 2021 – Victor Boomer moved to approve the General Fund, Cafeteria, Grant and Pre-K financial statement for November 2021. William Hooper seconded and the motion passed with the following vote:**

Yes: Laura Anderson, Eugene Boomer, Victor Boomer, Jaclyn Chancey and William Hooper.

William Hooper motioned to move item 6E, Update on Food Service Department, before item 5, Administrative Reports. Eugene Boomer seconded and the motion passed with the following vote:

Yes: Laura Anderson, Eugene Boomer, Victor Boomer, Jaclyn Chancey and William Hooper.

- 6E. Update on Food Service Department** – Food Service Director Jessica Texera reported that she has begun the application process for 3 grants for new kitchen equipment, staff training and equipment assistance. She is researching what she could spend the funds on. She also reported that a staff member resigned on September 17th, and she has combined that position into the other two remaining positions in Food Service. She will stay with the two employees and gave them a raise to cover the extra duties they inherited. Even with the salary increase to these two employees, she will still save \$4,000.00 over the school year. She continues to send reminders to families about the free breakfasts and lunches. Meal participation has steadily increased. Supplies have been tough to get and has created quite a challenge, but the students are being fed.

5. Administrative Reports

- A. Monthly Report** – Mrs. Rossi updated the Board on the 5th Grade D.A.R.E program, working with clay in Art classes, the Grade 1-6 code activities, the Library newsletter on the website, the Flex Paras and BCBA's, the Grades K, 1 & 2 Pet Swap, the Grade 3 study of deeper thinking, the Grade 5 study of the Westward Expansion, the Grade 6 study of the Great Depression and Dust Bowl, the Grade 5 study of metric measurements and the Grade 6 wrap-up of their plants study.
- B. Principal's Report** – Principal Kevin Chavez thanked Mrs. Rossi for the kind words expressed by the teachers. The staff is fantastic! He updated the Board on enrollment, the Parent Event, COVID cases in the school, the vaccination clinic, staffing, report card revisions and standards based grading and PJ Day scheduled for December 10th.
- C. Superintendent's Report** – Superintendent Ken Henrici thanked Principal Chavez for his commitment to Chaplin Elementary School. We are very fortunate to have him as Principal. He updated the Board on the three Superintendent's meeting with Hampton and Scotland, the CAPSS Superintendents Student Leader In-Person Awards Ceremony scheduled in March 2022 in Killingly, the CES CIP meeting scheduled for December 15th, the MDG meeting scheduled for December 16th, the Parish Hill High School Band visit scheduled for December 10th, custodial staffing, the CAPSS part-time Superintendent's meeting on December 7th and the cancellation of future vaccination clinics due to a re-focus on vaccinating the 5+ age group.

6. Old Business/New Business

- A. Establish Policy Committee Dates for Calendar Year – Victor Boomer moved to approve the Policy Committee Dates established by the Board on the 4th Wednesday of each month in the Library as listed below. Eugene Boomer seconded and the motion passed with the following vote:**

Yes: Laura Anderson, Eugene Boomer, Victor Boomer, Jaclyn Chancey and William Hooper.

January 26, February 23, March 23, April 27, May 25, June 22, September 28 and October 26

- B. Updated Budget Forecast FY 21-22** – Superintendent Henrici said we're in good shape and should have more information in a month or so.
 - C. Report on December 2nd Vaccination Clinic; Future Vaccination Clinics** – previously covered.
 - D. Long Term 2022-2026 Capital Improvement Projects** – A preliminary draft schedule of Capital Improvements and Scope of Work details were given to the Board for their review. Superintendent Henrici noted that the A/C project may be completed during the Christmas break.
- 7. Committee Reports**
- A. Policy Committee** – Chairperson Jaclyn Chancey said that the committee will meet January 26th.
 - B. Negotiations Committee** – There are no negotiations scheduled for the coming year.
 - C. Central Office Committee** – The committee will meet January 6th at 6:00 pm.
- 8. Agenda items for Next Meeting – Discussion of the state of COVID, Budget Forecast, input on the budget, CIP update.**
- 9. Second Audience for Citizens** – none.
- 10. Adjournment – William Hooper moved to adjourn at 8:11 pm. Eugene Boomer seconded and the motion passed with the following vote:**
- Yes: Laura Anderson, Eugene Boomer, Victor Boomer, Jaclyn Chancey and William Hooper.**

Respectfully Submitted,
Diane Ritchotte
Recording Secretary