

**CHAPLIN BOARD OF EDUCATION**  
**CHAPLIN, CONNECTICUT**  
**MEETING NOTICE**  
**December 09, 2020**  
**6:30 PM**

**NOTE: THIS IS A REMOTE BOARD MEETING USING ZOOM.**

Join Zoom Meeting

<https://zoom.us/j/96655891702?pwd=bGg4WVdIV3kzblhFTEhxdmR2aXITZz09>

Meeting ID: 966 5589 1702

Passcode: ChaplinBOE

Dial by your location

- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington D.C)
- +1 312 626 6799 US (Chicago)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

Meeting ID: 966 5589 1702

Passcode: 1295325600

- 
1. Call to Order
  2. Board Reorganization
    - A. Election of Officers
    - B. Committee Appointments

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](mailto:ChaplinBOE@chaplinct.org); please clearly indicate if you wish for them to be read aloud. Individual speaker—2 minutes; Public participation—15 minutes*

4. Approval of Minutes and Financial Statement
  - A. Approval of Minutes – November 18, 2020

- B. Approval of Financial Statements – November 2020
  - a. General Fund
  - b. Cafeteria
  - c. Grant
  - d. Pre-K
- 5. Administrative Reports
  - A. Monthly Report
  - B. Principal’s Report
  - C. Superintendent’s Report
- 6. Old Business/New Business
  - A. Discussion of FY 20-21 Budget
  - B. Update on FY 19-20 Audit – Tony Caldas
  - C. 2021-2026 Capital Improvement Projects
  - D. Discussion of “Remote” Snow Days
  - E. Approval of Authorized Signature Change – Child Nutrition Claim Program
  - F. Final Approval of Board Policies
    - a. 4112.6/4212.6 – Personnel Records
    - b. 3560 – Capital Improvement Funds
    - c. 3290 - Grants and Other Revenue
- 7. Committee Reports
  - A. Policy Committee
  - B. Negotiations Committee
  - C. Central Office Committee
- 8. Agenda Items for Next Meeting
- 9. Second Audience for Citizens
- 10. Adjournment

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**

**November 18, 2020**

**6:30 PM**

**REMOTE MEETING**

<https://zoom.us/j/96256234263?pwd=bzdXay9CalN4VFhuTTU0dENVL2Mrdz09>

1. **Call to Order - Chairperson Jaclyn Chancey called the meeting to order at 6:31pm. Members present William Hooper, Victor Boomer, Dan Caron and Eugene Boomer.**
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@chaplinct.org](mailto:ChaplinBOE@chaplinct.org); please clearly indicate if you wish for them to be read aloud. Individual speaker—2 minutes; Public participation—15 minutes - None**
3. **Approval of Minutes and Financial Statement**
  - A. **Approval of Minutes – October 14, 2020 – Eugene Boomer moved to approve the October 14, 2020 minutes. Dan Caron seconded and the motion passed with the following vote:  
Yes: Jaclyn Chancey, William Hooper, Dan Caron, Eugene Boomer and Victor Boomer**
  - B. **Approval of Financial Statements – October 2020 – William Hooper moved to approve the General Fund, Cafeteria, Grant and Pre-K financial statements for October 2020. Eugene Boomer seconded and the motion passed with the following vote:  
Yes: Jaclyn Chancey, William Hooper, Dan Caron, Eugene Boomer and Victor Boomer**
4. **Administrative Reports**
  - A. **Monthly Report - None**
  - B. **Principal’s Report – Principal Kevin Chavez reported to the board on student population, absences of student and staff, nurses’ visits, parent teacher conference and other school events.**
  - C. **Superintendent’s Report – Superintendent Ken Henrici introduced the new Business Manager Antonio Caldas. He also reported to the board on recent meeting attendance, capital improvement projects, teacher attendance, and recent school events.**
5. **Old Business/New Business**
  - A. **Update on FY 19-20 Budget; Discussion of FY 20-21 Budget – Chairperson Jaclyn Chancey reviewed the budgets with the board.**
  - B. **Further Discussion of 20-21 School Fall Re-Entry – Principal Kevin Chavez and Superintendent Ken Henrici addressed questions concerning in person learning during the pandemic.**
  - C. **2021-2026 Capital Improvement Projects – Superintendent Ken Henrici reviewed the 2021-2026 Capital Improvement Projects with the board. Eugene Boomer moved to approve the 2021-2026 Capital Improvement Plan. William Hooper seconded and the motion passed with the following vote:  
Yes: Jaclyn Chancey, William Hooper, Dan Caron, Eugene Boomer and Victor Boomer**
  - D. **2021 Board of Education Meeting Schedule – Eugene Boomer moved to approve January 13, February 10, March 10, April 14, May 12, June 9, August 25, September 8, October 13, November 10, and December 8 as the regular scheduled meeting dates. Victor Boomer seconded and the motion passed with the following vote:**

- Yes: Jaclyn Chancey, William Hooper, Dan Caron, Eugene Boomer and Victor Boomer**
- E. Tentative Approval of Board Policies – William Hooper moved for tentative board approval of board policies 4112.6/4212.6 Personnel Records, 3560 Capital Improvement Funds, and 3290 Grants and Other Revenue. Eugene Boomer seconded and the motion passed with the following vote:**
- Yes: Jaclyn Chancey, William Hooper, Dan Caron, Eugene Boomer and Victor Boomer**
- F. Final Approval of Board Policies: Victor Boomer moved for final board approval of board policies 3313.1 Related Party Transactions, 3326.1 Payroll Procedures and Authorized Signatures, 3326.11 Employee Expenses and Advances, 3350 Travel and Entertainment Expenses, and 3543 Record Retention. Eugene Boomer seconded and the motion passed with the following vote:**
- Yes: Jaclyn Chancey, William Hooper, Dan Caron, Eugene Boomer and Victor Boomer**
- 6. Committee Reports**
- A. Policy Committee – Chairperson Jaclyn Chancey reviewed the last policy committee meeting with the board.**
- B. Negotiations Committee – Nothing new to report.**
- C. Central Office Committee – A meeting is scheduled for this committee.**
- 7. Agenda Items for Next Meeting – Committee Assignments and Budget Review.**
- 8. Second Audience for Citizens - None**
- 9. Adjournment – Eugene Boomer moved to adjourn at 7:53 pm. William Hooper seconded and the motion passed with the following vote:**
- Yes: Jaclyn Chancey, William Hooper, Dan Caron, Eugene Boomer and Victor Boomer**

Respectfully Submitted  
Rachel Linkkila

**Chaplin Elementary School**  
**Profit & Loss Budget vs. Actual**  
 July through November 2020

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>1000 - Regular Instruction</b>				
1000104 - Certified Staff - Regular	300,368.08	1,203,664.00	-903,295.92	25.0%
1000109 - Other Certified - Regular	0.00	300.00	-300.00	0.0%
1000110 - Substitutes - Regular	8,754.13	18,000.00	-9,245.87	48.6%
1000111 - Non-Certified - Regular	24,885.37	51,607.00	-26,721.63	48.2%
1000210 - Group Insurance	219,225.06	525,690.00	-306,464.94	41.7%
1000220 - FICA Taxes - Regular	7,797.22	22,782.00	-14,984.78	34.2%
1000230 - Retirement	15,189.14	0.00	15,189.14	100.0%
1000250 - Unemployment Compensation	3,363.08	2,000.00	1,363.08	168.2%
1000260 - Worker's Compensation	18,283.00	20,000.00	-1,717.00	91.4%
1000312 - Contracted Enrichment - Regular	-300.00	2,000.00	-2,300.00	-15.0%
1000315 - Standardized Testing - Regular	1,907.50	2,250.00	-342.50	84.8%
1000322 - In-Service - Regular	0.00	1,500.00	-1,500.00	0.0%
1000430 - Equipment Maintenance -Regular	2,305.97	4,000.00	-1,694.03	57.6%
1000441 - Equipment Rentals - Regular	0.00	15,000.00	-15,000.00	0.0%
1000580 - Travel - Regular	0.00	300.00	-300.00	0.0%
1000602 - Professional Supplies - Regular	0.00	300.00	-300.00	0.0%
1000611 - Instructional Supplies -Regular	11,733.56	11,000.00	733.56	106.7%
1000613 - Supplies - COVID	63.72			
1000641 - Textbooks/Workbooks - Regular	4,055.67	15,000.00	-10,944.33	27.0%
1000642 - Class.Libraries/Period. - Reg	1.05	1,000.00	-998.95	0.1%
1000713 - Equipment - COVID	102.27			
1000731 - Instructional Equipment - Reg	284.63	3,000.00	-2,715.37	9.5%
1000733 - Non-Instructional Equipment	113.05	0.00	113.05	100.0%
1000735 - Non- Instruct Equipment - COVID	10,248.78			
1000810 - Dues & Fees - Regular Ed	2,600.72	900.00	1,700.72	289.0%
<b>Total 1000 - Regular Instruction</b>	<b>630,982.00</b>	<b>1,900,293.00</b>	<b>-1,269,311.00</b>	<b>33.2%</b>
<b>1210 - Special Education</b>				
1210104 - Certified Staff - Spec Ed	92,545.76	177,124.00	-84,578.24	52.2%
1210108 - Home Bound Tutor - Spec Ed	0.00	4,200.00	-4,200.00	0.0%
1210110 - Substitutes - Spec Ed	2,653.25	5,000.00	-2,346.75	53.1%
1210111 - Non-Certified - Spec Ed	27,718.69	126,908.00	-99,189.31	21.8%
1210114 - Non-Cert Staff-ESY	0.00	1,904.00	-1,904.00	0.0%
1210220 - FICA Taxes - Spec Ed	3,048.50	12,866.00	-9,817.50	23.7%
1210309 - Central Office - Spec Ed	41,003.50	80,007.00	-39,003.50	51.2%
1210315 - Standardized Test - Spec Ed	0.00	1,000.00	-1,000.00	0.0%
1210515 - Pupil Transportation	1,360.00	5,655.00	-4,295.00	24.0%
1210517 - Pupil Transport-ESY	0.00	1,500.00	-1,500.00	0.0%
1210611 - Instructional Supp - Spec Ed	42.52	500.00	-457.48	8.5%
1210613 - Supplies - COVID	824.94			
1210641 - Textbooks/Workbooks - Spec Ed	0.00	500.00	-500.00	0.0%
<b>Total 1210 - Special Education</b>	<b>169,197.16</b>	<b>417,164.00</b>	<b>-247,966.84</b>	<b>40.6%</b>
<b>1300 - Adult Ed</b>				
1300310 - Adult Education	5,228.00	6,000.00	-772.00	87.1%
<b>Total 1300 - Adult Ed</b>	<b>5,228.00</b>	<b>6,000.00</b>	<b>-772.00</b>	<b>87.1%</b>
<b>2110 - School Psychologist</b>				
2110104 - Certified Staff	18,124.55	67,765.00	-49,640.45	26.7%
2110220 - FICA Taxes	589.23	983.00	-393.77	59.9%
2110322 - In-Service	0.00	100.00	-100.00	0.0%
2110611 - Instruct Supp - Social Worker	0.00	100.00	-100.00	0.0%
<b>Total 2110 - School Psychologist</b>	<b>18,713.78</b>	<b>68,948.00</b>	<b>-50,234.22</b>	<b>27.1%</b>

**Chaplin Elementary School**  
**Profit & Loss Budget vs. Actual**  
**July through November 2020**

12/08/20

Accrual Basis

	Jul - Nov 20	Budget	\$ Over Budg...	% of Budget
<b>2130 - Health Office</b>				
2130110 - Substitutes - Health Office	0.00	500.00	-500.00	0.0%
2130116 - Nurse - Health Office	17,643.03	49,807.00	-32,163.97	35.4%
2130220 - FICA Taxes - Health Office	1,349.68	3,848.00	-2,498.32	35.1%
2130322 - In-Service - Health Office	0.00	200.00	-200.00	0.0%
2130331 - Physician - Health Office	700.00	700.00	0.00	100.0%
2130430 - Equip Maintenance - Health Offi	325.00	375.00	-50.00	86.7%
2130601 - General Supplies - Health Offic	657.84	1,500.00	-842.16	43.9%
2130602 - Profess. Supp - Health Office	0.00	200.00	-200.00	0.0%
2130613 - Supplies - COVID	4,138.79	0.00	4,138.79	100.0%
2130810 - Dues & Fees	0.00	150.00	-150.00	0.0%
<b>Total 2130 - Health Office</b>	<b>24,814.34</b>	<b>57,280.00</b>	<b>-32,465.66</b>	<b>43.3%</b>
<b>2150 - PPT Services</b>				
2150104 - Certified Staff - Speech Path	24,009.66	51,306.00	-27,296.34	46.8%
2150110 - PPT Subs	0.00	3,150.00	-3,150.00	0.0%
2150220 - FICA Taxes - PPT Services	1,830.51	985.00	845.51	185.8%
2150313 - Summer Testing/PPT's COVID	4,660.77	0.00	4,660.77	100.0%
2150330 - Consultation Services	0.00	2,400.00	-2,400.00	0.0%
2150332 - Psychological Service - PPT Ser	900.00	8,250.00	-7,350.00	10.9%
2150530 - Communication	28.80	100.00	-71.20	28.8%
<b>Total 2150 - PPT Services</b>	<b>31,429.74</b>	<b>66,191.00</b>	<b>-34,761.26</b>	<b>47.5%</b>
<b>2220 - School Library/Computer Lab</b>				
2220110 - Library Substitute	50.00			
2220111 - Non-Certified Staff - Library	9,744.76	32,551.00	-22,806.24	29.9%
2220119 - Technology Coordinator	33,717.09	74,263.00	-40,545.91	45.4%
2220220 - FICA Taxes - Library	3,283.37	8,171.00	-4,887.63	40.2%
2220580 - Travel	152.95	0.00	152.95	100.0%
2220601 - General Supplies - Library	0.00	800.00	-800.00	0.0%
2220611 - Instructional Supp - Library	0.00	500.00	-500.00	0.0%
2220613 - Supplies - COVID	136.01	0.00	136.01	100.0%
2220642 - Library Books - Library	0.00	2,000.00	-2,000.00	0.0%
2220733 - Non-Instruct Equip - Library	7,845.11	9,000.00	-1,154.89	87.2%
2220810 - Dues & Fees - Library	43.00	200.00	-157.00	21.5%
<b>Total 2220 - School Library/Computer Lab</b>	<b>54,972.29</b>	<b>127,485.00</b>	<b>-72,512.71</b>	<b>43.1%</b>
<b>2310 - Board of Education</b>				
2310111 - Non-Certified - Board of Ed	11.13	700.00	-688.87	1.6%
2310220 - FICA Taxes - Board of Ed	0.85	54.00	-53.15	1.6%
2310601 - General Supplies - Board of Ed	0.00	175.00	-175.00	0.0%
2310810 - Dues & Fees - Board of Ed	1,577.00	2,000.00	-423.00	78.9%
<b>Total 2310 - Board of Education</b>	<b>1,588.98</b>	<b>2,929.00</b>	<b>-1,340.02</b>	<b>54.2%</b>
<b>2320 - Superintendent's Office</b>				
2320309 - Central Office - Superintendent	41,127.00	80,254.00	-39,127.00	51.2%
<b>Total 2320 - Superintendent's Office</b>	<b>41,127.00</b>	<b>80,254.00</b>	<b>-39,127.00</b>	<b>51.2%</b>
<b>2330 - General Administration</b>				
2330301 - Audit	0.00	500.00	-500.00	0.0%
2330302 - Legal Services - General Admin	10,611.00	29,169.00	-18,558.00	36.4%
2330520 - Insurance - General Adminis	18,315.00	16,548.00	1,767.00	110.7%
<b>Total 2330 - General Administration</b>	<b>28,926.00</b>	<b>46,217.00</b>	<b>-17,291.00</b>	<b>62.6%</b>

**Chaplin Elementary School**  
**Profit & Loss Budget vs. Actual**  
**July through November 2020**

12/08/20

Accrual Basis

	Jul - Nov 20	Budget	\$ Over Budg...	% of Budget
<b>2400 · School Office</b>				
2400102 · Administration - School Office	51,830.13	122,210.00	-70,379.87	42.4%
2400110 · Substitute - School Office	0.00	600.00	-600.00	0.0%
2400111 · Non-Certified Staff - School Of	20,119.27	46,611.00	-26,491.73	43.2%
2400220 · FICA Taxes - School Office	2,196.16	5,338.00	-3,141.84	41.1%
2400430 · Equip Main - School Office	0.00	2,000.00	-2,000.00	0.0%
2400441 · Equip Rentals - School Office	1,207.48	6,000.00	-4,792.52	20.1%
2400530 · Communication - School Office	1,928.53	1,250.00	678.53	154.3%
2400540 · Advertising - School Office	622.38	1,000.00	-377.62	62.2%
2400550 · Printing - School Office	255.00	600.00	-345.00	42.5%
2400580 · Travel - School Office	61.30	500.00	-438.70	12.3%
2400601 · General Supp - School Office	1,085.80	1,500.00	-414.20	72.4%
2400810 · Dues & Fees - School Office	754.57	650.00	104.57	116.1%
<b>Total 2400 · School Office</b>	<b>80,060.62</b>	<b>188,259.00</b>	<b>-108,198.38</b>	<b>42.5%</b>
<b>2510 · Business Office</b>				
2510304 · Payroll Service	1,373.49	6,000.00	-4,626.51	22.9%
2510307 · GASB 45 Provisions	3,150.00	3,000.00	150.00	105.0%
2510309 · Central Office - Business Offic	38,278.50	74,557.00	-36,278.50	51.3%
<b>Total 2510 · Business Office</b>	<b>42,801.99</b>	<b>83,557.00</b>	<b>-40,755.01</b>	<b>51.2%</b>
<b>2600 · Buildings &amp; Grounds</b>				
2600110 · Substitute - Bldg & Grounds	0.00	1,097.00	-1,097.00	0.0%
2600111 · Non-Certified Staff - Bldg & Gr	31,759.73	79,891.00	-48,131.27	39.8%
2600220 · FICA Taxes - Bldg & Grounds	2,198.82	6,196.00	-3,997.18	35.5%
2600410 · Electricity - Bldg & Grounds	17,100.47	70,000.00	-52,899.53	24.4%
2600430 · Equip Maint - Bldg & Grounds	6,353.87	11,000.00	-4,646.13	57.8%
2600434 · Maintenance - Bldg & Grounds	21,261.16	60,000.00	-38,738.84	35.4%
2600580 · Travel - Bldg & Grounds	0.00	300.00	-300.00	0.0%
2600613 · Supplies - COVID	669.75	0.00	669.75	100.0%
2600615 · Maint/Repair Sup - Bldg & Groun	1,259.70	9,000.00	-7,740.30	14.0%
2600624 · Heating Oil/Propane - Bldg & Gr	15,147.22	40,000.00	-24,852.78	37.9%
2600713 · Equipment - COVID	12,125.33	0.00	12,125.33	100.0%
<b>Total 2600 · Buildings &amp; Grounds</b>	<b>107,876.05</b>	<b>277,484.00</b>	<b>-169,607.95</b>	<b>38.9%</b>
<b>2700 · Pupil Transportation</b>				
2700510 · Pupil Transportation PreK - 6	13,200.00	113,500.00	-100,300.00	11.6%
2700511 · Pupil Transportation 7 - 12	13,200.00	113,500.00	-100,300.00	11.6%
2700613 · Transportation - COVID-19	4,950.00			
2700625 · Diesel Fuel - Pupil Trans PreK	0.00	13,000.00	-13,000.00	0.0%
2700626 · Diesel Fuel Pupil Tran 7 - 12	0.00	13,000.00	-13,000.00	0.0%
<b>Total 2700 · Pupil Transportation</b>	<b>31,350.00</b>	<b>253,000.00</b>	<b>-221,650.00</b>	<b>12.4%</b>
<b>2830 · Professional Development</b>				
2830306 · Professional Devel	278.12	1,000.00	-721.88	27.8%
<b>Total 2830 · Professional Development</b>	<b>278.12</b>	<b>1,000.00</b>	<b>-721.88</b>	<b>27.8%</b>
<b>3210 · Activities</b>				
3210119 · Other Non-Certified -Activities	0.00	2,000.00	-2,000.00	0.0%
3210220 · FICA Taxes - Activities	0.00	153.00	-153.00	0.0%
<b>Total 3210 · Activities</b>	<b>0.00</b>	<b>2,153.00</b>	<b>-2,153.00</b>	<b>0.0%</b>

10:56 AM

12/08/20

Accrual Basis

**Chaplin Elementary School**  
**Profit & Loss Budget vs. Actual**  
**July through November 2020**

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budg...</u>	<u>% of Budget</u>
<b>6100 - OUT-OF DISTRICT TUTION/TRANSP</b>				
6100515 - Transportation -SPED	0.00	57,400.00	-57,400.00	0.0%
6100561 - TUITION/PRIVATE SPED	30,572.00	120,366.00	-89,794.00	25.4%
6100563 - Magnet School Tuition	56,255.42	74,970.00	-18,714.58	75.0%
6100564 - Magnet School Tuition-SpEd	13,700.00	6,644.00	7,056.00	206.2%
<b>Total 6100 - OUT-OF DISTRICT TUTION/TRANSP</b>	<u>100,527.42</u>	<u>259,380.00</u>	<u>-158,852.58</u>	<u>38.8%</u>
<b>Total Expense</b>	<u>1,369,873.49</u>	<u>3,837,594.00</u>	<u>-2,467,720.51</u>	<u>35.7%</u>
<b>Net Ordinary Income</b>	<u>-1,369,873.49</u>	<u>-3,837,594.00</u>	<u>2,467,720.51</u>	<u>35.7%</u>
<b>Net Income</b>	<u><u>-1,369,873.49</u></u>	<u><u>-3,837,594.00</u></u>	<u><u>2,467,720.51</u></u>	<u><u>35.7%</u></u>



**Chaplin Elementary School**  
**Balance Sheet**  
 As of November 30, 2020

	Nov 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000011 · Savings Institute Bank & Trust	-12,833,516.13
1000012 · Webster Bank - 3143	-3,208,487.41
<b>Total Checking/Savings</b>	-16,042,003.54
<b>Accounts Receivable</b>	0.00
<b>Other Current Assets</b>	
1000013 · Due from Others	5,000.00
1600016 · Due From Other Funds (Grants)	48,400.61
1610016 · Due From Other Funds (PreSchool)	2,606.93
1690016 · Due From Other Funds (Cafe)	35,408.21
<b>Total Other Current Assets</b>	91,415.75
<b>Total Current Assets</b>	-15,950,587.79
<b>TOTAL ASSETS</b>	<b>-15,950,587.79</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
1000020 · Accounts Payable	92,329.66
<b>Total Accounts Payable</b>	92,329.66
<b>Other Current Liabilities</b>	
2000030 · TRB Insurance	2,200.00
2000031 · P/W Annuities	200.00
2000032 · P/W Teachers Retirement	26,023.99
2000033 · P/W Union Dues	1,723.50
2000034 · P/W Union Dues (Non-Certified)	1,376.40
2000035 · P/W Insurance PreTax	-0.14
2000036 · PreTax	100.00
2000037 · P/W Income Tax	-14.51
2000038 · P/W Social Security	24.74
2000039 · P/W Medicare	6.06
2000041 · Health Equity	100.00
2000042 · Families FMLA -PSL Payment Cred	1,544.33
2000043 · Families First ER Medicare Cred	22.40
<b>Total Other Current Liabilities</b>	33,306.77
<b>Total Current Liabilities</b>	125,636.43
<b>Total Liabilities</b>	125,636.43
<b>Equity</b>	
32000 · Unrestricted Net Assets	-14,706,350.73
Net Income	-1,369,873.49
<b>Total Equity</b>	-16,076,224.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>-15,950,587.79</b>

**Chaplin Elementary School FOOD SERVICE**  
**Profit & Loss**  
**July through November 2020**

---

	<u>Jul - Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3100070 · Revenue - State	8,410.78
3100080 · Revenue - Local	-96.75
<b>Total Income</b>	<u>8,314.03</u>
<b>Gross Profit</b>	8,314.03
<b>Expense</b>	
3100117 · Cafeteria Staff	14,535.31
3100220 · FICA Taxes	1,111.95
3100601 · General Supplies	523.97
3100631 · Food	6,978.07
3100632 · Milk	2,362.89
<b>Total Expense</b>	<u>25,512.19</u>
<b>Net Ordinary Income</b>	<u>-17,198.16</u>
<b>Net Income</b>	<u><u>-17,198.16</u></u>

Chaplin Elementary School FOOD SERVICE  
**Balance Sheet**  
As of November 30, 2020

	<u>Nov 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
310012 · Webster Bank - 3208	5,203.00
Total Checking/Savings	5,203.00
Other Current Assets	
12100 · Inventory Asset	1,564.25
Total Other Current Assets	1,564.25
Total Current Assets	6,767.25
<b>TOTAL ASSETS</b>	<u><u>6,767.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
3100020 · Accounts Payable	486.89
Total Accounts Payable	486.89
Other Current Liabilities	
3100021 · Due To Other Funds (024)	35,738.19
3100022 · Accounts Payable - other	5,000.00
Total Other Current Liabilities	40,738.19
Total Current Liabilities	41,225.08
Total Liabilities	41,225.08
Equity	
3100061 · Fund Balance-Reserved	1,564.25
32000 · Unrestricted Net Assets	-18,823.92
Net income	-17,198.16
Total Equity	-34,457.83
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,767.25</u></u>

**Chaplin Elementary School Grant Fund**  
**Profit & Loss**  
 July through November 2020

	Jul - Nov 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4801070 · School Readiness-State Revenue	950.00
4802070 · Competitive S.R. Revenue	35,000.00
5000070 · ESSER Grant	22,693.00
<b>Total Income</b>	58,643.00
<b>Gross Profit</b>	58,643.00
<b>Expense</b>	
<b>4041 · Title I</b>	
4041104 · Title I - Certified Staff	6,604.80
4041111 · Title I - Non-Certified Staff	2,500.00
4041611 · Title I - Instructional Supplie	5,018.01
<b>Total 4041 · Title I</b>	14,122.81
<b>4421 · Title IV</b>	
4421500 · Purchased Services - other	2,104.00
4421611 · Instructional Supplies	2,888.00
<b>Total 4421 · Title IV</b>	4,992.00
<b>4602 · REAP</b>	
4602322 · In-Service	0.00
4602731 · REAP - Instructional Equipment	0.00
<b>Total 4602 · REAP</b>	0.00
<b>4801 · School Readiness</b>	
4801104 · School Readiness - Certified	27,211.36
4801110 · School Readiness - Substitutes	264.12
4801111 · School Readiness - Non-Certifie	5,292.28
4801300 · School Readiness - Purch. Serv.	270.00
4801600 · Supplies	328.94
<b>Total 4801 · School Readiness</b>	33,366.70
<b>4802 · Competitive School Readiness</b>	
4802325 · Compet. S.R. Parent Activities	0.00
4802600 · Supplies	0.00
<b>Total 4802 · Competitive School Readiness</b>	0.00
<b>4901 · IDEA 611 and 619</b>	
4901104 · Instructional - Certified 611	420.25
4901105 · Instructional - Certified 619	100.00
4901111 · Instructional Non-Cert 619	1,026.80
4901323 · Pupil Services-Non-Payroll 611	5,571.25
4901330 · Employee Train-Non-Direct 611	85.00
4901331 · Employee Train (Non-Direct) 619	625.00
4901511 · Technology Software-611	4,052.78
4901611 · Supplies-Tech./Instruct. 611	4,092.44
4901612 · Supplies-Tech/Instruct 619	516.28
4901734 · EMPLOYEE TRAIN. NON-DIR 619	42.55
4901 · IDEA 611 and 619 - Other	0.00
<b>Total 4901 · IDEA 611 and 619</b>	16,532.35
5000711 · ESSER Grant - COVID-19	19,122.52
9999 · Town Expenses	0.00
<b>Total Expense</b>	88,136.38
<b>Net Ordinary income</b>	-29,493.38
<b>Net Income</b>	-29,493.38

**Chaplin Elementary School Grant Fund**  
**Balance Sheet**  
As of November 30, 2020

	<u>Nov 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
6000013 · Webster Bank - 3217	18,726.49
<b>Total Checking/Savings</b>	18,726.49
<b>Accounts Receivable</b>	
6000015 · Accounts Receivable	548.96
<b>Total Accounts Receivable</b>	548.96
<b>Other Current Assets</b>	
6000018 · Due from Funding Source	63.09
<b>Total Other Current Assets</b>	63.09
<b>Total Current Assets</b>	19,338.54
<b>TOTAL ASSETS</b>	<u><u>19,338.54</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
6000020 · Accounts Payable	19,398.77
<b>Total Accounts Payable</b>	19,398.77
<b>Other Current Liabilities</b>	
6000021 · Due To General Fund	22,956.05
6000026 · Deferred Revenue	5,590.96
<b>Total Other Current Liabilities</b>	28,547.01
<b>Total Current Liabilities</b>	47,945.78
<b>Total Liabilities</b>	47,945.78
<b>Equity</b>	
32000 · Unrestricted Net Assets	886.14
Net Income	-29,493.38
<b>Total Equity</b>	-28,607.24
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>19,338.54</u></u>

**Chaplin PreSchool**  
**Profit & Loss**  
July through November 2020

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	<u>Jul - Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5001080 · Chaplin Kids - Tuition	1,860.00
6100080 · PreSchool Tuition	20,491.20
<b>Total Income</b>	<u>22,351.20</u>
<b>Gross Profit</b>	22,351.20
<b>Expense</b>	
5001 · Chaplin Kids	
5001111 · Chaplin Kids - Non-Certified	1,527.00
<b>Total 5001 · Chaplin Kids</b>	1,527.00
6100 · Preschool Expenses	
6100111 · Non-Certified Staff	436.48
6100220 · FICA Taxes	124.21
6100810 · Dues and Fees	135.24
<b>Total 6100 · Preschool Expenses</b>	<u>695.93</u>
<b>Total Expense</b>	<u>2,222.93</u>
<b>Net Ordinary Income</b>	<u>20,128.27</u>
<b>Net Income</b>	<u><u>20,128.27</u></u>

Chaplin PreSchool  
Balance Sheet  
As of November 30, 2020

	<u>Nov 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1002 · Webster Bank - 3224	23,180.15
<b>Total Checking/Savings</b>	<u>23,180.15</u>
<b>Accounts Receivable</b>	
600015 · Accounts Receivable - PreK	29,859.64
610015 · Accounts Receivable - PreSchool	
610016 · Allowance for Doubtful	-2,195.51
610015 · Accounts Receivable - PreSchool - Other	<u>2,195.51</u>
<b>Total 610015 · Accounts Receivable - PreSchool</b>	<u>0.00</u>
<b>Total Accounts Receivable</b>	29,859.64
<b>Other Current Assets</b>	
12000 · Undeposited Funds	250.00
<b>Total Other Current Assets</b>	<u>250.00</u>
<b>Total Current Assets</b>	<u>53,289.79</u>
<b>TOTAL ASSETS</b>	<u><u>53,289.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
6100021 · Due to Other Funds	2,087.69
<b>Total Other Current Liabilities</b>	<u>2,087.69</u>
<b>Total Current Liabilities</b>	<u>2,087.69</u>
<b>Total Liabilities</b>	2,087.69
<b>Equity</b>	
32000 · Unrestricted Net Assets- Presch	19,812.73
6100050 · Fund Balance - After School	11,261.10
Net Income	<u>20,128.27</u>
<b>Total Equity</b>	<u>51,202.10</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>53,289.79</u></u>

**CHAPLIN BOARD OF EDUCATION MEMBERS**

**CHAPLIN - 2020**

**2ND WED. 6:30PM @CES**

**Jaclyn Chancey, Chair**

**97 Bedlam Road**

**Chaplin, CT 06235**

**© 205-393-1506**

**[jaclyn.chancey@gmail.com](mailto:jaclyn.chancey@gmail.com)**

**Gene Boomer, Vice-Chair**

**137 Bedlam Road**

**P.O. Box 551**

**Chaplin, CT 06235**

**860-455-0057 (H)**

**[eboomer0057@charter.net](mailto:eboomer0057@charter.net)**

**William Hooper, Secretary**

**97 Bedlam Road**

**Chaplin, CT 06235**

**© 205-292-8590**

**[whooper@gmail.com](mailto:whooper@gmail.com)**

**Victor N. Boomer**

**139 Bedlam Road**

**Chaplin, CT 06235**

**860-455-0482 - (H)**

**[vnboomer2001@yahoo.com](mailto:vnboomer2001@yahoo.com)**

**Amy Ouimette**

**106 Miller Road**

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**Chaplin, CT 06235**

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**[amy\\_ian\\_xander@yahoo.com](mailto:amy_ian_xander@yahoo.com)**

**Jean Lambert**

**39 Park Drive**

**P.O. Box 91**

**Chaplin, CT 06235**

**[train0034@gmail.com](mailto:train0034@gmail.com)**

**860-942-1071**

**Dan Caron**

**75 Canada Lane**

**Chaplin, CT 06235**

**860-933-1132 ©**

**[dcaron@usaxc.com](mailto:dcaron@usaxc.com)**



**CHAPLIN**  
**Committee Assignments**  
**2020**

**Board of Education Policies Committee**

**Jaclyn Chancey**  
**William Hooper**  
**Dan Caron**

**Central Office Committee**

**Jaclyn Chancey**  
**Eugene Boomer**

**Negotiations Committee**

**William Hooper**  
**Jean Lambert**  
**Amy Ouimette**

*Approved: 12/11/19*



Connecticut State Department of Education  
 Bureau of Health/Nutrition, Family  
 Services and Adult Education  
 Child Nutrition Programs  
 450 Columbus Boulevard, Suite 504  
 Hartford, CT 06103-1841

For State Use Only	
Effective date:	_____
Agreement numbers:	
School programs	_____
Child care centers	_____
Adult day care centers	_____
Day care homes	_____
Summer food service	_____

### Authorized Signatures Change Form

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Scan and e-mail a completed form to [CNPermanentAgreement@ct.gov](mailto:CNPermanentAgreement@ct.gov). Include "Authorized Signature Change Form" in the subject line of the e-mail.

This is to certify that on \_\_\_\_\_, as shown in the minutes of \_\_\_\_\_,  
*Date*

*Chaplin Elementary School*

*Name of corporation, board of education or governing body*

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

*Kenneth V. Henrici*  
 \_\_\_\_\_  
*Signature*

*Kenneth V. Henrici*  
 \_\_\_\_\_  
*Printed name*

*Superintendent*  
 \_\_\_\_\_

*Title (superintendent of schools, mayor, selectman, president or chairperson of the board, pastor, or commissioner)*

*12/02/2020*  
 \_\_\_\_\_  
*Date*

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

*Antonio Caldas*  
 \_\_\_\_\_  
*Signature*

*ANTONIO CALDAS*  
 \_\_\_\_\_  
*Printed name*

*Business Manager*  
 \_\_\_\_\_

*Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)*

*1 December 2020*  
 \_\_\_\_\_  
*Date*

3. The signature below certifies the above action.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title (secretary of corporation, town clerk, secretary of the board)*

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChange.pdf>. The instructions are available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/SignatureChangeInstructions.pdf>.

**Personnel - Certified and Non Certified**

**Personnel Records**

Personnel records shall be maintained securely and confidentially in the central office for all current employees and shall include information customarily kept in personnel files. Files also shall be maintained for past employees, including years of employment, salaries, and such other basic and essential information as the Superintendent of Schools shall require.

There shall be only one personnel file for each employee, and Principals shall not maintain employee files separate from the official employee file in the Central Office.

Requests for access to personnel files, except from an employee to see his or her own file, shall be referred to the Superintendent who shall determine whether disclosure of such records would legally constitute invasion of employee privacy. If the Superintendent believes disclosure is not an invasion of privacy, requested information shall be disclosed, but professional courtesy suggests the employee should be notified of such disclosure.

If the Superintendent determines disclosure would invade employee privacy, the employee/s and collective bargaining representatives if any, shall be notified in writing of the request. If the Superintendent does not receive a written objection, from the employee or bargaining representative, within seven business days from receipt of their notification, or if there is no evidence of receipt not later than nine business days from the date the notice was mailed, sent, posted, or otherwise given, requested records shall be disclosed. However, if an objection is received in a timely manner on the form prescribed, the Superintendent shall not disclose requested information unless directed to do so by the Freedom of Information Commission. Notwithstanding an objection filed by an employee's bargaining representative, the employee may subsequently approve disclosure of records by filing a written notice with the Superintendent.

Employee or bargaining representative objections to disclosure of records shall be made in writing on a form developed by the Superintendent including a signed statement by the employee or bargaining representative, under penalties of false statement, that to the best of respondent's knowledge, information, and belief, there is good grounds to support the objection and that the objection is not interposed for delay.

The records may be disclosed when the Superintendent does not believe such disclosure would legally constitute an invasion of privacy. The records, in such a situation, shall first be disclosed to the requestor, followed within a reasonable time after disclosure, with the sending of a written or electronic copy or brief description of such request to the employee and any applicable collective bargaining representative. Disclosure shall only be considered an invasion of privacy where (1) such records do not pertain to a legitimate matter of public interest and (2) disclosure of such records would be highly offensive to a reasonable person.

Records maintained or kept on file by the State Department of Education or the Board which are records of a teacher's personal misconduct shall be deemed to be public records, and subject to disclosure under the Freedom of Information Act. Disclosure of such records of a teacher's personal misconduct shall not require the consent of the teacher.

Notwithstanding earlier provisions of this policy, personnel evaluations of certified employees, except the Superintendent, are not public records subject to disclosure - unless the employee consents in writing to the release of such records.

Each employee's own file shall be available for his or her inspection at reasonable times, and, upon request, employees will be provided a copy of information contained in his or her file.

In accordance with federal law, (ESSA), the District shall notify parents at the beginning of each school year of their right to request information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides instruction to their child at that school. The District will provide such information on request in a timely manner. The District shall also provide notification to the parent/guardian of a child who has been assigned or has been taught for four or more consecutive weeks by a teacher not meeting applicable state certification at the grade level and subject area in which the teacher has been assigned.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Legal Reference: Connecticut General Statutes

1-213 Agency administration. Disclosure of personnel, birth and tax records.

1-214 Objection to disclosure of personnel or medical files (as amended by PA 18-93)

1-215 Record of arrest as public record.

1-206 Denial of access to public records or meetings.

10-151a Access of teacher to supervisory records and reports in personnel file.

10-151c Records of teacher performance and evaluation not public records. (as amended by PA 02-138 and PA 13-122)

Perkins v. Freedom of Information Commission, 228 Conn. 158 (1993)

The Americans with Disabilities Act

Section 1112(c)(6) The Every Student Succeeds Act (ESSA)

Section 1112(e)(1)(B) The Every Student Succeeds Act (ESSA)

**Tentative Approval: 11/18/2020**

**Final Approval: 12/06/2020**

**Business and Non-Instructional Operations****Capital Improvement Funds****Overview**

The Capital Improvements Plan (CIP) is a five-year plan identifying the town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the town's policy regarding future physical and economic development. By providing a planned schedule of public improvements, the CIP outlines present and future public needs and priorities and achieves the following objectives:

- Reduces the need for "crash programs" to finance the construction of facilities.
- Focuses attention on community goals, needs and capabilities.
- Achieves optimum use of taxpayer dollars.
- Guides future growth and development.
- Ensures that projects are well thought out in advance of construction.
- Provides for the orderly replacement of capital assets.
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program.

Capital project planning is an ongoing process. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The public facilities managed by the Board of Education are broad in scope, and some part of them will always be in need of repair, replacement or updating. A changing population may require changes or additions to facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Board of Education and the Town.

By looking forward across multiple years in this capital improvement plan, officials will be able to carefully schedule projects to maximize the use of outside resources and minimize any impact on the operating budget. At the same time, Administrations will be able to plan in advance for upgrades of equipment and infrastructure so as to reduce emergency repairs and purchases, which inevitably drive up costs, and will also be able to plan for multi-year projects while being kept on task by being included in the CIP.

**Policy**

Administration will maintain an ongoing five-year plan for capital improvements (defined as any expenditure exceeding \$5,0000 for equipment, buildings, infrastructure, land acquisition, plan or project with an estimated useful life greater than one year). This plan shall be presented for approval by the Board of Education annually, prior to its submission to the Town.

**Tentative Approval: 11/18/2020****Final Approval: 12/09/2020**

**Business and Non Instructional Operations**

**Grants and Other Revenue**

The Board encourages the Superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development, staff development, instructional or activity programs and other areas as directed by the Board.

The Superintendent shall make application for all state and federal aid to which the school system is entitled. The Superintendent shall ensure that procedures governing the procurement, use, management, and disposal of goods, materials, and equipment purchased with all grants, or alternative funds, will follow applicable state and federal regulations and existing policies and controls.

The Superintendent and/or his/her designee is authorized to sign all required forms for state and federal programs.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placement; appointments of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services)

10-220 Duties of boards of education

IDEA 42 U.S.C. 1400 et sec (IDEA)

**Tentative Approval: 11/18/2020**

**Final Approval: 12/09/2020**