

CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut

Meeting Notice
September 11, 2012
6:00 p.m.
Modular Conference Room

1. Call to Order
2. Approval of Minutes – May 24, 2012
3. Request Approval of Financial Statement
4. Approval of FY 11-12 Budget Transfers
5. Final Approval of FY 11-12 Budget
6. Superintendent Evaluation
7. Adjournment

PLEASE CALL THE CENTRAL OFFICE IF YOU CANNOT ATTEND (455-9306)

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TOWN CLERK

ast

Sept. 10, 2012 @ 9:06am
[Signature]

Chaplin, Region #11
CENTRAL OFFICE COMMITTEE
Meeting Minutes
Sept. 11, 2012

Chairman George Askew called the meeting to order at 6:08 PM. Present were Committee members George Askew, Stephanie Harrington, Jennifer Nelson and Lisa Rose. Also present were Parish Hill Board Chairman Steve Dunn and Superintendent Ken Henrici. Unable to attend was Committee member Angelina Pearce.

2. Approval of Minutes

Stephanie Harrington made a motion to approve the minutes from May 24, 2012. The motion was seconded by Jennifer Nelson and it passed with the following vote: Yes: G. Askew, S. Harrington and L. Rose Abstain: J. Nelson.

3. Request Approval of Financial Statement

Stephanie Harrington moved to approve the financial statement seconded by Jennifer Nelson. The motion passed unanimously. Superintendent Henrici distributed a breakdown of costs for the phone and internet costs incurred by the Central Office. There is currently one phone line and one fax line for the Superintendent's office and an additional fax line for the Special Education department. The region receives ERATE funds which offset the phone/internet expense. These funds offset the internet expense by approximately 25% annually and the phone/fax lines by approximately 60% annually.

4. Approval of FY 11-12 Budget Transfers

Jennifer Nelson made a motion to approve three budget transfers out of the budget and 12 budget transfers into the budget for a total of \$19,943.00, seconded by George Askew, and passed unanimously.

5. Final Approval of FY 11-12 Budget

Jennifer Nelson moved to approve the Central Office Budget totaling \$403,551.00 including the budget transfers as presented, seconded by Stephanie Harrington. The motion passed unanimously.

6. Superintendent Evaluation

After reviewing and discussing the Superintendent Evaluation Document that was used in 2010, the Committee decided to use the same document for this year's evaluation. The committee set up the following evaluation timeline: The Superintendent Evaluation Document will be distributed to each Board member at each prospective Board meeting in September. The completed documents will be discussed at each Board's prospective October meeting in executive session in detail with Board input, and then the documents will be collected by each Board Chairman. A COC meeting will be held in late October or November to discuss and draft a final evaluation document. This document will be reviewed with the Superintendent by the COC Chairman.

7. Adjournment

Jennifer Nelson moved to adjourn the meeting at 6:55 seconded by Stephanie Harrington. The motion passed unanimously.

Respectfully Submitted by Lisa Rose

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Sept. 17, 2012 @ 10:10 AM
[Signature]

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
AMENDED
Meeting Notice
October 22, 2012
6:00 p.m.
Modular Conference Room**

1. Call to Order
2. Approval of Minutes – September 11, 2012
3. Executive Session - Superintendent Evaluation
4. Adjournment

RECEIVED 10-22-12 10:29 AM
CHAPLIN
TOWN CLERK: Shari Smith

PLEASE CALL THE CENTRAL OFFICE IF YOU CANNOT ATTEND (455-9306)

Chaplin, Region #11
CENTRAL OFFICE COMMITTEE
Meeting Minutes
Oct. 22, 2012

Chairman George Askew called the meeting to order at 6:02 PM. Present were Committee members George Askew, Angelina Pearce, Stephanie Harrington (6:10 p.m.), Jennifer Nelson and Lisa Rose. Also present were Parish Hill Board Chairman Steve Dunn and Superintendent Ken Henrici.

2. Approval of Minutes

Jennifer Nelson made a motion to approve the minutes from September 11, 2012 with the following amendments under **#5. Final Approval of FY 11-12 Budget:**

Jennifer Nelson asked for clarification regarding the travel allowance line item in the budget. She also questioned if there were a surplus in the budget at the end of the year, would Chaplin's portion be returned to the Chaplin General Fund or is it kept in the Central Office budget.

Steve Dunn did not recall Jennifer Nelson's comments regarding CES taking place at the meeting. The motion was seconded by Stephanie Harrington and it passed with the following vote: Yes: G. Askew, S. Harrington, J. Nelson and L. Rose Abstain: A. Pearce.

3. Executive Session

A motion was made by Stephanie Harrington to go into executive session for the purpose of discussing the Superintendent's Evaluation at 6:25 and seconded by Angelina Pearce. The motion passed unanimously.

The committee came out of executive session at 7:03.

There was a consensus by the committee to set a meeting date after the Regular November District Eleven Board meeting to discuss the Superintendent Evaluation.

4. Adjournment

Stephanie Harrington moved to adjourn the meeting at 7:05 seconded by Jennifer Nelson. The motion passed unanimously.

Respectfully Submitted by Lisa Rose

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11/8/12, 12:26 pm
Shai Smith