

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Meeting Notice
January 13, 2014
6:00 p.m.
Modular Conference Room**

1. Call to Order
2. Reorganization – Election of Officers
3. Approval of Minutes – October 22, 2013
4. Request Approval of Financial Statement
5. Approval of FY 12-13 Budget Transfers
6. Feasibility of a Business Manager Position
7. Superintendent Evaluation
8. Adjournment

RECEIVED
CHAPLIN
TOWN CLERK:

1/7/14, 2:32 pm
Shari Smith

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

Chaplin, Region #11
CENTRAL OFFICE COMMITTEE
Meeting Minutes
January 13, 2014

Chairman George Askew called the meeting to order at 6:00 PM. Present were Committee members Angelina Pearce, George Askew, Stephanie Harrington, Jennifer Nelson and Lisa Rose. Also present was RD Eleven Board Chair Steve Dunn, Superintendent Ken Henrici and Scotland Selectman Clare D'Appollonio.

2. Reorganization- Election of Officers

In the absence of an elected Board Chair, Superintendent Henrici led the meeting with the Election of Officers.

Angelina Pearce moved to nominate George Askew as Chairman of the COC, seconded by Lisa Rose. The Motion carried with the following vote:

Yes: A. Pearce, S. Harrington, L. Rose and G. Askew

No: J. Nelson

Angelina Pearce moved to nominate Stephanie Harrington as Vice Chair, seconded by George Askew. The motion carried unanimously.

Stephanie Harrington moved to nominate Lisa Rose as Secretary, seconded by Angelina Pearce. The motion passed unanimously

Angelina Pearce moved to nominate Jennifer Nelson as Treasurer, seconded by George Askew. The motion passed unanimously.

3. Approval of Minutes- October 22, 2013

Angelina Pearce made a motion to approve the minutes from October 22, 2013. The motion was seconded by Jennifer Nelson and passed unanimously.

Superintendent Henrici distributed a letter indicating that the Special Education Director is on call at Chaplin Elementary School. The letter updated the committee with a recent case that she is involved in at CES.

4. Request Approval of Financial Statement

Angelina Pearce made a motion to approve the financial statement through December 31, 2013. The motion was seconded by Jennifer Nelson and passed unanimously after brief discussion. Expenditures in the Superintendent's Office General Supplies account were due to the purchase of files and a filing cabinet. There are anticipated increases for the next budget year in insurance costs. This will be determined at an insurance meeting to be held on February 25 from 5:00 to 7:00 at the Parish Hill library at which time the District's insurance broker will present bids.

5. Approval of FY 12-13 Budget Transfers

Stephanie Harrington made a motion to approve FY 2012-2013 budget transfers as presented. Angelina Pearce seconded the motion and it passed unanimously.

RECEIVED 1/14/14, 1:50 p.m.
CHAPLIN
TOWN CLERK: *Shari Smith*

6. Feasibility of a Business Manager Position

Superintendent Henrici distributed a document identifying School Business Administrator Roles & Responsibilities. The committee discussed the eleven general areas that were outlined. The committee requested more information regarding the financial cost and the exact responsibilities as well as the pros and cons of having a certified business manager. This item will be added as an agenda item to the upcoming RD11 and CES regular Board meetings for further discussion.

7. Superintendent Evaluation

A copy of the evaluation instrument which was approved by both the RD11 and CES Boards was distributed. The Central Office Committee will hold a special meeting on February 3, 2014 at 6:30 and compile a summary of the Superintendent's Evaluation from the two Boards in executive session.

8. Adjournment

Angelina Pearce made a motion to adjourn at 6:47, seconded by Jennifer Nelson and the motion passed unanimously.

Respectfully Submitted by Lisa Rose

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Special Meeting Notice
Monday, February 3, 2014
6:30 p.m.
Modular Conference Room**

1. Call to Order
2. Executive Session – Superintendent Evaluation
3. Adjournment

RECEIVED 1/28/14 1:00 p.m.
CHAPLIN
TOWN CLERK: Shari Smith

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

POSTPONED

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Special Meeting Notice
Monday, February 3, 2014
6:30 p.m.
Modular Conference Room**

1. Call to Order
2. Executive Session - Superintendent Evaluation
3. Adjournment

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

RECEIVED 2/3/14 3:54 p.m.
CHAPLIN
TOWN CLERK: Shari Smith

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Special Meeting Notice**

**Thursday, February 6, 2014
6:30 p.m.
Modular Conference Room**

1. Call to Order
2. Exccutive Session - Superintendent Evaluation
3. Adjournment

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

RECEIVED 2/4/14, 4:30 p.m.
CHAPLIN
TOWN CLERK: Shari Smith

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Special Meeting Notice Minutes**

**Thursday, February 6, 2014
6:30 p.m.
Modular Conference Room**

In attendance were George Askew, Angelina Pearce and Stephanie Harrington. Absent were Lisa Rose and Jennifer Nelson

1. Call to Order – Meeting was called to order at 6:32 p.m.
2. Executive Session – Superintendent Evaluation – Motion to go into Executive Session to discuss Region #11/ Chaplin Superintendent Evaluation was made by Angelina Pearce and seconded by George Askew. Motion to come out of Executive Session was made by Stephanie Harrington and seconded by Angelina Pearce at 6:53 p.m.
3. Adjournment – Motion to adjourn made by Angelina Pearce and seconded by Stephanie Harrington at 6:54 p.m.

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

RECEIVED
CHAPLIN
TOWN CLERK

2/18/14, 3:43 p.m.
Shari Smith

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Special Meeting Notice
Wednesday, February 26, 2014
6:30 p.m.
Modular Conference Room**

1. Call to Order
2. Presentation and Adoption of FY 14-15 Budget
3. Feasibility of Business Manager Position
4. Adjournment

RECEIVED
CHAPLIN
TOWN CLERK:

2/20/14, 10:48 a.m.
Shari Smith

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

Chaplin, Region #11
CENTRAL OFFICE COMMITTEE
Meeting Minutes
February 26, 2014

Chairman George Askew called the meeting to order at 6:33 PM. Present were Committee members George Askew, Stephanie Harrington, Angelina Pearce, Jennifer Nelson and Lisa Rose. Also present were Superintendent Ken Henrici and Dick Weingart, Chairman of the Chaplin Board of Finance.

2. Presentation and Adoption of FY 14-15 Budget:

Superintendent Henrici distributed a proposed budget for FY 2014-2015 showing a -1.44% decrease over the previous year. The proposed budget was reviewed in detail, discussing each line item. It was also proposed that \$50,000 from the 6/30/13 fund balance be designated to offset the 2014-2015 assessments to Chaplin and Region Eleven. Discussion ensued on how the assessment would be determined for Special Ed/Pupil Personnel Director. One proposal illustrated the assessment at 100% to Regional District Eleven, while a second one showed a 25%/75% split between Chaplin and Regional District Eleven. If Regional District Eleven is assessed at 100% an hourly rate for Special Ed Director Services would be determined on a per case bases for Chaplin. The Chaplin Board of Education will discuss the two proposals and report back to the COC. Jennifer Nelson made a motion to approve the Central Office budget FY 2014-2015 bottom line figure of \$407,524. The motion was seconded by Angelina Pearce and passed unanimously. Jennifer Nelson also moved to approve \$50,000 cash fund balance offset to the COC FY 2014-2015 approved budget with a 25/75 split between Chaplin and RD11 respectively. The motion was seconded by Angelina Pearce and it passed unanimously.

3. Feasibility of Business Manager Position:

The Committee agreed to table this item.

4. Adjournment

Angelina Pearce made a motion to adjourn at 7:50 seconded by Stephanie Harrington. The motion passed unanimously.

Respectfully Submitted by Lisa Rose

RECEIVED
CHAPLIN
TOWN CLERK

2/27/14, 9:00 A.M.
Shari Smith

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Special Meeting Notice
Wednesday, April 30, 2014
6:00 p.m.
Modular Conference Room**

1. Call to Order
2. Approval of Minutes: January 13, 2014, February 6, 2014 and February 26, 2014
3. Approval of Financial Statement
4. Appointment of Auditor FY 13-14
5. Feasibility of Business Manager Position
6. Executive Session – Discussion of Employment of Superintendent; Discussion of Employment of SPED Director
7. Adjournment

RECEIVED
CHAPLIN
TOWN CLERK

4/28/14, 10:30 A.M.

Shari Smith

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

Chaplin, Region #11
CENTRAL OFFICE COMMITTEE
Special Meeting Minutes
April 30, 2014

Chairman George Askew called the meeting to order at 6:00 PM. Present were Committee members Angelina Pearce, George Askew, Jennifer Nelson, Stephanie Harrington, and Lisa Rose. Also present; Superintendent Ken Henrici, Board Chairman Steve Dunn and Clare D'Appolonio.

2. Approval of Minutes

Angelina Pearce made a motion to approve the minutes from January 13, 2014. The motion was seconded by Stephanie Harrington and it passed unanimously.

Jennifer Nelson made a motion to approve the minutes from February 2, 2014 and February 26, 2014. The motion was seconded by Angelina Pearce and it passed unanimously.

3. Approval of Financial Statement:

Angelina Pearce moved to approve the financial statement seconded by Jennifer Nelson. The motion passed unanimously.

The Board acknowledged Chaplin Board of Education's approval of a 75/25 split for Director of Special Education in the FY 14-15 budget at their regular April Board of Education meeting.

4. Appointment of Auditor FY 13-14:

Jennifer Nelson made a motion to appoint Michaud Accavallo Woodbridge & Cusano, LLC (MAWC) as auditor for 2013-2014 Fiscal Year End Audit and it was seconded by Angelina Pearce and passed unanimously.

5. Feasibility of Business Manager Position:

The committee discussed many aspects of a Business Manager position. Concerns were raised about the possibility of additional costs to the district. The committee decided to seek permission from the D11 and Chaplin Elementary school boards to investigate the feasibility of a Business Manager through posting the position for informational purposes.

6. Executive Session – Discussion of Employment of Superintendent; Discussion of Employment of SPED Director

Stephanie Harrington moved to go into executive session at 6:48, inviting Board Chairman Steve Dunn and Superintendent Ken Henrici, for the purpose of discussion of employment of the Superintendent. The motion was seconded by Angelina Pearce, and passed unanimously.

The committee exited executive session at 7:04.

Lisa Rose made the following motion, seconded by Stephanie Harrington:

Resolved, to elect, reappoint and re-employ Kenneth Henrici as Superintendent of Schools for Regional School District #11 and for the Chaplin School District for the period of October 1, 2014 through September 30, 2017 subject to the approval of an employment agreement for that period; and further subject to approval of said employment agreement by the Boards of Education of Regional School District #11 and Chaplin School District.

The motion carried with the following vote:

Yes: G. Askew, S. Harrington, A. Pearce, L. Rose

No: J. Nelson

Lisa Rose made the following motion, seconded by Angelina Pearce:

RECEIVED
CHAPLIN
TOWN CLERK

5/1/14, 9:05 a.m.
Shari Smith

Resolved, to approve the attached employment agreement for Kenneth Henrici as Superintendent of Schools for Regional School District #11 and for Chaplin School District for the period of October 1, 2014 through September 30, 2017 with the understanding that said employment agreement is also subject to and contingent upon approval by the Boards of Education of Regional School District #11 and Chaplin School District.

The motion carried with the following vote:

Yes: G. Askew, S. Harrington, A. Pearce, L. Rose

No: J. Nelson

Stephanie Harrington moved to go into executive session at 7:07, inviting Board Chairman Steve Dunn and Superintendent Ken Henrici, for the purpose of discussing employment of the Special Education Director. The motion was seconded by Angelina Pearce and passed unanimously.

The Board exited executive session at 7:23.

7. Adjournment:

Angelina Pearce moved to adjourn the meeting at 7:23, seconded by Stephanie Harrington and the motion carried unanimously.

Respectfully Submitted by Lisa Rose

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut
Special Meeting Notice
June 25, 2014
6:00 p.m.
Modular Conference Room**

1. Call to Order
2. Approval of Minutes – April 30, 2014
3. Request Approval of Financial Statement
4. Adjournment

RECEIVED
CHAPLIN
TOWN CLERK
6/23/14, 3:00pm
[Signature]

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

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut**

**Meeting Notice
September 9, 2014
7:00 p.m.
Modular Conference Room**

1. Call to Order
2. Approval of Minutes – June 25, 2014
3. Request Approval of Financial Statement
4. Approval of FY 13-14 Budget Transfers and FY 13-14 Budget
5. Proposed Additional Appropriation for Increase in SPED Director Salary for 2014-2015 (no change in CES or PHHS assessments)
6. Feasibility of Business Manager Position
7. Adjournment

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

RECEIVED 9/4/14, 1:00 p.m.
CHAPLIN
TOWN CLERK: Shari Smith

Chaplin, Region #11
CENTRAL OFFICE COMMITTEE
Meeting Minutes
September 9, 2014

Vice chairman Stephanie Harrington called the meeting to order at 7:05 PM. Present were Committee members Angelina Pearce, Jennifer Nelson, Stephanie Harrington and Lisa Rose. Superintendent Ken Henrici and D11 Board Chairman Steve Dunn were also present. Committee member George Askew was unable to attend.

2. Approval of Minutes

Angelina Pearce made a motion to approve the minutes from June 25, 2014. The motion was seconded by Jennifer Nelson and it passed with the following vote; Yes: Angelina Pearce, Jennifer Nelson, Lisa Rose. Abstain: Stephanie Harrington

3. Request Approval of Financial Statement:

Angelina Pearce moved to approve the financial statement seconded by Lisa Rose. The motion passed unanimously.

4. Approval of FY 13-14 Budget Transfers and FY 13-14 Budget:

Angelina Pearce made a motion to accept the FY 13-14 transfers and FY 13-14 budget as presented, seconded by Lisa Rose. The motion passed unanimously.

5. Proposed Additional Appropriation for Increase in SPED Director Salary for 2014-2015 (no change in CES or PHHS assessments)

Jennifer Nelson moved to approve the additional appropriation of \$13,500 in the undesignated fund balance for the increase in the SPED Director salary for 2014-2015. The motion was seconded by Lisa Rose and it passed unanimously.

6. Feasibility of Business Manager Position:

The position was posted in REAP with only a few applications received. Mr. Henrici suggested we increase the number of advertising sources. Jennifer Nelson motioned to move ahead and explore other advertising options with additional resources, seconded by Stephanie Harrington. The motion passed unanimously.

7. Adjournment:

Jennifer Nelson moved to adjourn the meeting at 7:34, seconded by Angelina Pearce and the motion passed unanimously.

Respectfully Submitted by Lisa Rose

RECEIVED 9/19/14, 10:30a.m.
CHAPLIN
TOWN CLERK: *Shari Smith*

**CHAPLIN, REGION #11
CENTRAL OFFICE COMMITTEE
Chaplin, Connecticut**

**Meeting Notice
November 6, 2014
6:00 p.m.
Modular Conference Room**

1. Call to Order
2. Approval of Minutes –September 9, 2014
3. Request Approval of Financial Statement
4. Business Manager Position
5. Preliminary Discussion of FY 15-16 Budget
6. Adjournment

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

RECEIVED 11/2/14, 9:50 a.m.
CHAPLIN
TOWN CLERK: Shari Smith

Chaplin, Region #11
CENTRAL OFFICE COMMITTEE
Meeting Minutes
November 6, 2014

Chairman George Askew called the meeting to order at 6:03 PM. Present were Committee members George Askew, Angelina Pearce, Jennifer Nelson, Stephanie Harrington and Lisa Rose. Superintendent Ken Henrici, D11 Board Chairman Steve Dunn and Clare D'Appolonio were also present.

2. Approval of Minutes

Angelina Pearce made a motion to approve the minutes from September 9, 2014. The motion was seconded by Stephanie Harrington and it passed unanimously.

3. Request Approval of Financial Statement:

Angelina Pearce moved to approve the financial statement seconded by Lisa Rose. The motion passed unanimously.

4. Business Manager Position:

A part-time (2 days per week) business manager position was discussed. Superintendent Henrici informed the Board that the position would entail negotiating contracts, overseeing transportation and cafeteria operations and developing the budget. Stephanie Harrington made a motion to move forward to hire a business manager seconded by Angelina Pearce.

The motion carried with the following vote:

Yes- Stephanie Harrington, Angelina Pearce, George Askew, Lisa Rose

No- Jennifer Nelson

5. Preliminary Discussion of FY 15-16 Budget

The committee discussed investigating more opportunities to share services between Region Eleven and CES in the future to help the district run more efficiently and provide cost savings. Superintendent Henrici suggested exploring shared services with special education director, tech support and director of maintenance. The committee also discussed the possibility of offering a pension plan to Central Office Staff. Superintendent Henrici will have preliminary budget figures at the next meeting.

6. Adjournment:

Angelina Pearce moved to adjourn the meeting at 6:45, seconded by Lisa Rose and the motion passed unanimously.

Respectfully Submitted by Lisa Rose

RECEIVED
CHAPLIN
TOWN CLERK

11/13/14, 9:30 a.m.
Shari Smith