

**CHAPLIN, AND REGIONAL DISTRICT #11  
CENTRAL OFFICE COMMITTEE  
Chaplin, Connecticut  
Special Meeting Minutes  
Thursday, February 25, 2021  
6:00 PM**

**NOTE: THIS WAS A REMOTE BOARD MEETING USING ZOOM**

- 1. Call to Order** - Dennis LaBelle called the meeting to order at 6:08 PM. Committee Members Present were Dennis LaBelle, Gene Boomer, Jaclyn Chancey, Kathy Freed and Sally Ireland  
Administrator Present was Superintendent Ken Henrici
- 2. Approval of Minutes: November 23, 2020** - Motion to approve the minutes of November 23, 2020 made by Jaclyn Chancey, seconded by Kathy Freed, with the following corrections. Pledge of allegiance is in the minutes and was not done. Motion passed unanimously.
- 3. Request Approval of Financial Statement— January 2021** - Motion to approve made by Kathy Freed, seconded by Jaclyn Chancey. Ken shared that we were 58% through the fiscal year and approximately 55% of the budget expended. Jaclyn inquired about the overage under Special Education, non-instructional equipment. Ken stated that it was the fireproof cabinet required by FBI regulations for proper storage of documents. Dennis asked if the fireproof cabinets for Superintendent's Office were put under general supplies, but for Special Education under non-instructional equipment because the numbers look very close. Ken stated that he will get more detail on that inquiry. Motion passed unanimously
- 4. Discussion of FY 20-21 Budget Forecast and Existing Fund Balance** - There was a discussion related to Profit & Loss Budgeted versus Actual and the forecast is that we will be under budget. It will be very close, but under budget.
- 5. Discussion of Central Office Compact** - After review the area that shows the need for an update is the timing related to the Superintendent Evaluation Timeline. Discussion was had related to services provided and the potential for significant swings in cost that have been addressed.
- 6. Discussion and Approval of FY 21-22 Central Office Budget** - The proposed budget was presented. There was a discussion about the hours needed for proper performance of the Business Manager function. Questions were asked about the current utilization of the fund balance which are pending additional details Motion was made by Sally Ireland to approve the 0% increase budget for COC, seconded by Jaclyn Chancey. Motion passed unanimously
- 7. Discussion of Evaluation Protocol for Superintendent** - The Superintendent Evaluation Process was reviewed with the Committee as well as two new policies that would be beneficial to implement for COC. The timeframes associated with the evaluation will be shored up and the Process will be presented to the Committee for final approval.
- 8. Adjournment** - Jaclyn Chancey moved to adjourn at 7:42 PM, seconded by Kathy Freed, and approved unanimously.

Respectfully Submitted,  
Dennis LaBelle  
03/12/2021