

**CHAPLIN, AND REGIONAL DISTRICT #11  
CENTRAL OFFICE COMMITTEE  
Chaplin, Connecticut  
Special Meeting Minutes  
Monday February 26, 2018  
6:00 PM  
Modular Conference Room**

**1. Call to Order** - Ken Henrici called the meeting to order at 6:10 PM.

Committee Members Present were Rose Bisson, Dennis LaBelle, Dan Caron, Jaclyn Chancey, and Sally Ireland

Administrator Present was Superintendent Ken Henrici

**2. Central Office Committee Reorganization**

Ken Henrici entertained nominations for Chairperson. Sally Ireland nominated Rose Bisson, Dennis LaBelle seconded the nomination. There were no other nominations, Rose Bisson was elected unanimously. Rose Bisson entertained nominations for Vice-Chairperson. Sally Ireland nominated Jaclyn Chancey, Dennis LaBelle seconded the nomination. There were no other nominations, Jaclyn Chancey was elected unanimously. Rose Bisson entertained nominations for Secretary. Sally Ireland nominated Dennis LaBelle, Jaclyn Chancey seconded the nomination. There were no other nominations, Dennis LaBelle was elected unanimously. Rose Bisson entertained nominations for Treasurer. Dennis LaBelle nominated Sally Ireland, Dan Caron seconded the nomination. There were no other nominations, Sally Ireland was elected unanimously.

**3. Approval of Minutes: February 8, 2018** - Sally Ireland moved to approve the Minutes dated February 8, 2018. Jaclyn Chancey seconded and the motion which passed unanimously

**4. Request Approval of Financial Statement--January 2018** - Dennis LaBelle moved to approve the Financial Statement for July 1, 2017 through January 31, 2018. Sally Ireland seconded and the motion passed unanimously.

**5. Discussion on the Possibility of Hiring a Business Manager; Discuss Job Description for Same** - Superintendent Ken Henrici passed out a Job Description provided by Rose Bisson developed through collaboration with EASTCONN and other area resources for a Business Operations Manager. There was discussion related to the going rate, roles and responsibilities, hours/days potentially required, and the opportunity for a cooperative agreement.

**6. Review of Central Office Committee Compact** - There was a discussion to accept the Central Office Committee Compact as written with no changes.

**7. Potential Cooperative Agreement Regarding SPED Director for Hampton BOE and Central Office; Legal Opinion Regarding Determining Entity Responsible for SPED Director's Salary** - The opinion of Pullman & Comley thoroughly addressed the agenda item, however it did not answer the question specified in the minutes of the meeting held on February 8th. Ken Henrici will request the legal opinion to the following question; Whether Marcia

McGinley can be in a Parish Hill Administrators' bargaining unit while at the same time being listed as a Central Office Employee whose salary for Parish Hill and Caplin is included in the COC budget?

**8. Preliminary FY 18-19 Budget - Update** - Final budget numbers will be based on the decision related to the Business Manager position. This will be revisited at the next meeting.

**9. Adjournment** - Jaclyn Chancey moved to adjourn. Sally Ireland seconded the motion, which passed unanimously. Rose Bisson adjourned at 7:10 PM.

Respectfully Submitted,

Dennis LaBelle

02/28/2018