

**CHAPLIN, AND REGIONAL DISTRICT #11  
CENTRAL OFFICE COMMITTEE  
Chaplin, Connecticut  
Special Meeting Minutes  
Wednesday, December 5, 2018  
6:00 PM  
Modular Conference Room**

**1. Call to Order -**

Committee Chair Rose Bisson called the meeting to order at 6:04 PM.

Committee Members Present were Rose Bisson, Dan Caron, Jaclyn Chancey, Sally Ireland, and Dennis LaBelle. Also present were Superintendent Ken Henrici and Business Manager David Solin.

**2. Approval of Minutes: May 24, 2018** - Jaclyn Chancey moved to approve the minutes of May 24, 2018, seconded by Rose Bisson.

The motion carried unanimously

**3. Request Approval of Financial Statement—November 2018** - Jaclyn Chancey moved to approve the Financial Statement for November 2018, seconded by Sally Ireland. Discussion was had related to the Special Education Office, various salary line items, and Information Technology.

The motion carried unanimously.

**4. Approval of 17-18 Budget Transfers** - Jaclyn Chancey moved to approve the Budget Transfers, seconded by Sally Ireland. David Solin provided a brief overview of the purpose and methods used related to the process.

The motion carried with the following vote;

In favor: Rose Bisson, Dennis LaBelle, Jaclyn Chancey, and Sally Ireland.

Opposed: Dan Caron

**5. Discussion of Protocol for Superintendent Search** - Chaplin and Regional District 11 need a new Superintendent as of July 1, 2019. The Committee is aiming to be able to name the individual June 1, 2019. Ken Henrici spoke with Nick Caruso regarding the timing of the Superintendent search and the general consensus was that it takes 2 ½ to 3 months.

Tentative Timeline: Solicit input from School Staff, and Administration in early February  
Request for Public Input in early February  
Post the position early March  
Candidates decided on mid-April  
Interviews in May  
Name the individual June 1, 2019.

There was a discussion of potential job posting and superintendent search resources.  
There was a discussion of the selection process related to committee, and boards perspectives.

Action Items: Ken Henrici will see if there are sample Superintendent Surveys available  
Dennis LaBelle will research CABA Search Offerings

Next Meeting Date tentatively scheduled for January 24th 6:00 PM in the Modular Conference Room.

**6. Adjournment** - Jaclyn Chancey moved to adjourn at 7:10 PM, seconded by Rose Bisson.

The motion carried unanimously.

Respectfully Submitted,  
Dennis LaBelle  
12/6/2018