

**CHAPLIN AND REGIONAL DISTRICT #11**  
**CENTRAL OFFICE COMMITTEE**  
**Chaplin, Connecticut**  
**Special Meeting Minutes**  
**Thursday, January 13, 2022**  
**5:00 PM**

**NOTE: THIS WAS A ZOOM MEETING**

- 1. Call to Order** – Chairperson Dennis LaBelle called the meeting to order at 5:17 PM. Committee members present were Gene Boomer, Jaclyn Chancey, Sally Ireland, and Kathy Freed. Administrator present was Superintendent Ken Henrici
- 2. Approval of Minutes: October 21, 2021** - Motion to approve the minutes of October 21 made by Jaclyn Chancey and seconded by Gene Boomer. The motion passed unanimously.
- 3. Request Approval of Financial Statement– December 2021** - Motion to approve the December financial statement made by Jaclyn Chancey and seconded by Kathy Freed. The motion passed unanimously.
- 4. Review of FY2021 Audit, Possible COC Action on FY2021 Audit – Darin Offerdahl, OEC, LLC; Jobina Miller, Business Manager** – The FY2021 audit was received and reviewed by the committee. Darin Offerdahl said the FY2021 audit went very smoothly. The report dated November 23<sup>rd</sup> was issued in December. He obtained everything he needed and there were no deficiencies. Everything was in order and this was a great audit. There were no significant changes in the financial statements from last year to this year. Jaclyn Chancey made note that Jobina Miller was instrumental in the success of the audit going so smoothly. Superintendent Henrici agreed and noted that the Parish Hill audit also went well thanks to Jobina’s efforts.
- 5. Executive Session – Discussion of Evaluation Protocol and Evaluation of Superintendent** – Jaclyn Chancey moved to go into Executive Session for the Discussion of Evaluation Protocol and Evaluation of Superintendent and invite Superintendent Kenneth Henrici. Sally Ireland seconded and the motion passed unanimously. The Committee returned from executive session at 6:06 PM.
- 6. Discussion of Central Office Handbook** – Jaclyn Chancey moved to table the discussion of the Central Office Handbook until the next meeting. Sally Ireland seconded and the motion passed unanimously.
- 7. Adjournment** – Sally Ireland moved to adjourn at 6:09 PM. Kathy Freed seconded and the motion passed unanimously.

Respectfully Submitted,  
Diane Ritchotte  
Recording Secretary