

**COMMITTEE FOR SHARED SERVICES**

**March 28, 2024**

**Held Remotely Via Google Meet**

**5:00 P.M.**

**MINUTES**

**PRESENT:** Barkhamsted                      Caprice Shaw  
                  Colebrook                              Alison Jassen  
                  Norfolk    Janet Byrne  
                  Regional #7                                  Theresa Kenneson, Chairperson  
                  Shared Services                              Quentin H. Rueckert, Executive Director  
                  Superintendents' Council                  Steven LePage, Sup't-Regional #7

**ABSENT:** Hartland                              Amy Levan

**1. MEETING CALL TO ORDER:**

Chairperson Kenneson called the meeting to order at 5:03 p.m. The meeting was held via teleconference.

**2. PUBLIC PORTION:**

- a. Special visitors or delegations  
None
- b. Opportunity for public to speak on agenda items  
None

**3. APPROVAL OF THE MINUTES OF February 26, 2024, meeting:**

**MOTION** by Caprice Shaw, seconded by Alison Jassen, to accept the minutes as presented.

In favor: Theresa Kenneson, Alison Jassen, Janet Byrne, and Caprice Shaw  
Opposed: None  
Abstained: None

**4. DIRECTOR'S REPORT:**

Quentin Rueckert reported that since the last Committee for Shared Services (CSS) meeting, there have been no significant changes to staff or programs

with the exception of hiring paraprofessionals to support some high needs students in Barkhamsted and Norfolk.

The day to day operations are running relatively smoothly.

Daniela, Quentin, and the preschool team are monitoring the number of students projected for preschool throughout this year and next. There have been an unusually high number of birth-to-three referrals which we are working our way through. Quentin has a vision and desire to expand out the Shared Services Integrated Preschool Program (SSIPP) to a full day for four year olds and a half day for three year olds. We have begun the process of finding possible locations for both.

It is a busy time for us in the office with last quarter tasks; processing PPTs, preparing the budgets, processing the IDEA 611 & 619 grants and preparing for extended school year (esy).

**5. SUPERINTENDENTS' COUNCIL REPORT:**

Steve LePage reported that the superintendents continue to meet monthly and are all concerned with budget challenges. The educator diversity plan has been a topic of discussion lately, which had to be submitted by March 13<sup>th</sup>. The upcoming solar eclipse and plans for viewing were discussed. Recent FOIA requests sent to districts and world language offerings have also been a topic.

**6. CORRESPONDENCE:**

None

**7. OLD BUSINESS:**

None

**8. NEW BUSINESS:**

- a. Presentation of the check register to the CSS treasurer: The check register was provided electronically to the Treasurer.
- b. **MOTION** by Janet Byrne, seconded by Alison Jassen, to appoint King, King & Associates as the auditor to conduct the 2023-2024 audit.

In favor: Theresa Kenneson, Alison Jassen, Janet Byrne, and Caprice Shaw  
Opposed: None  
Abstain: None

- c. Quentin reviewed the audited financial statements for the year ending June 2023. The CSS recommended that Quentin look into a cloud based back-up system as recommended by the auditor.
- d. Quentin presented the proposed budget for 2024-2025 which the CSS approved.

**MOTION** by Alison Jassen, seconded by Caprice Shaw to approve the Shared Services budget for 2024-2025 as proposed.

In favor: Theresa Kenneson, Alison Jassen, Janet Byrne, and Caprice Shaw  
Opposed: None  
Abstain: None

**9. OTHER:**

None

**10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:**

None

**MOTION** at 5:58 p.m. by Caprice Shaw, seconded by Janet Byrne, to adjourn the meeting.

In favor: Theresa Kenneson, Alison Jassen, Janet Byrne, and Caprice Shaw  
Opposed: None  
Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 6-11-2024