

**COMMITTEE FOR SHARED SERVICES**

**June 11, 2024**

**Held Remotely Via Google Meet**

**4:00 P.M.**

**MINUTES**

**PRESENT:** Barkhamsted Caprice Shaw  
Barkhamsted Alternate Jacklyn Dombrowski  
Colebrook Alison Jassen  
Hartland Amy Levan  
Regional #7 Theresa Kenneson, Chairperson  
Shared Services Quentin H. Rueckert, Executive Director  
Superintendents' Council Steven LePage, Sup't-Regional #7

**ABSENT:** Norfolk Janet Byrne

**1. MEETING CALL TO ORDER:**

Chairperson Kenneson called the meeting to order at 5:01 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 March 28, 2024, meeting:**

**MOTION** by Caprice Shaw, seconded by Amy Levan, to accept the minutes as presented.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Caprice Shaw

Opposed: None

Abstained: None

**4. DIRECTOR'S REPORT:**

Quentin Rueckert reported that the Shared Services office staff is working on end of year fiscal items, getting out employment offers for next school year and getting ready for extended school year (esy). Quentin and the administrative staff from Regional District #7 are working on hiring key staff for Regional #7, particularly for a new STEP program coordinator. Overall, we are in a good position with no major staff losses at the end of this year. Caprice Shaw asked about summer program transportation and Quentin explained how this works for esy vs. other non-special education programs.

**5. SUPERINTENDENTS' COUNCIL REPORT:**

Steve LePage reported on the ongoing superintendents' council meetings. They have been discussing end of year issues, the educator diversity policy, indoor air quality, policies in general, and recent FOIA requests that the districts have been receiving. Steve reports that the superintendents are a good team and they work well together.

**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. Quentin reviewed the limits of insurance that Shared Services carries. Caprice Shaw asked for a copy to be sent to her.
- c. Quentin presented the yearly meeting schedule for 2024-2025.

**MOTION** by Caprice Shaw, seconded by Alison Jassen, to approve the meeting schedule for 2024-2025 as proposed.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Caprice Shaw  
Opposed: None  
Abstain: None

d. The authorization to transfer funds was approved.

**MOTION** by Alison Jassen, seconded by Amy Levan to authorize the transfer of funds.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Caprice Shaw  
Opposed: None  
Abstain: None

**9. OTHER:**

None

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

None

**11. EXECUTIVE SESSION**

**MOTION** by Alison Jassen, seconded by Caprice Shaw, to enter Executive Session and invite Steve LePage to join to discuss the Executive Director's performance evaluation and compensation for next school year.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Caprice Shaw  
Opposed: None  
Abstained: None

The Committee **ENTERED** into Executive Session at 4:34 p.m.

**EXITED** Executive Session at 4:45 pm.

**MOTION** by Alison Jassen, seconded by Amy Levan, to approve payment of the \$2,000 performance incentive bonus to the Executive Director for the 2023-2024 school year.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Caprice Shaw

Opposed: None

Abstain: None

**MOTION** by Alison Jassen, seconded by Amy Levan to approve a 2.5% salary increase for the Executive Director. There is no change to the TSA contribution and no change to the \$2,000 performance incentive bonus.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Caprice Shaw

Opposed: None

Abstain: None

**MOTION** at 4:50 p.m. by Caprice Shaw, seconded by Amy Levan, to adjourn the meeting.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, and Caprice Shaw

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 9-16-24