

COMMITTEE FOR SHARED SERVICES

January 26, 2026

Held Remotely Via Google Meet

5:00 P.M.

MINUTES

PRESENT: Barkhamsted Jaclyn Dombrowski
 Barkhamsted Alternate Leigh Connole
 Colebrook Alison Jassen
 Hartland Amy Levan
 Norfolk Jeremy Withnell
 Regional #7 Theresa Kenneson, Chairperson
 Shared Services Quentin H. Rueckert, Executive Director

ABSENT: Superintendents' Council Steven LePage, Sup't-Regional #7

1. MEETING CALL TO ORDER:

Chairperson Kenneson called the meeting to order at 5:00 p.m. The meeting was held via teleconference.

The meeting began by welcoming Jaclyn Dombrowski as the representative from Barkhamsted and Leigh Connole as the new alternate from Barkhamsted. Additionally, the Committee welcomed Jeremy Withnell as the new representative from Norfolk.

2. PUBLIC PORTION:

a. Special visitors or delegations

Leigh Connole joined. She is the new alternate from Barkhamsted.

b. Opportunity for public to speak on agenda items

None

3. APPROVAL OF THE MINUTES OF November 17, 2025, meeting:

MOTION by Alison Jassen, seconded by Jaclyn Dombrowski, to accept the minutes as presented.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, Jaclyn Dombrowski, and Jeremy Withnell

Opposed: None

Abstained: None

4. DIRECTOR'S REPORT:

Quentin Rueckert shared, as a follow up to the last Committee for Shared Services (CSS) meeting, that Marie McManus has been chosen to succeed Steve Carvalho as the Special Education Supervisor at Regional District #7. Despite an untimely accident right after she took the position, she has done a nice job seamlessly transitioning to the new role.

Quentin has successfully, along with Steve LePage, negotiated and secured a new location for the Highlander Transition Academy (HTA) at the EdAdvance building on Hogan Drive in Torrington. This is a positive move both in terms of financial savings and an upgrade in the facility.

Quentin is currently working on the Shared Services budget and dealing with some new GASB 101 accounting regulations regarding compensated leave as a liability. This has apparently changed the way our liabilities are calculated and significantly impacted our net position. We just got the completed audit and will be working with the auditor to understand exactly where our net position is and what funds we can apply to help offset our budget. Quentin is also looking at other cost saving measures such as an early retirement incentive and has talked to the union about this, but has not completed his homework as to if we would have any real takers.

Quentin is also working on trying to farm out our Board Certified Behavior Analyst (BCBA) and take on more transportation runs to help generate revenue. Quentin will report further on this at the next CSS meeting.

Also, Shared Services is currently looking for a part time paraprofessional and transition assistant for preschool and HTA.

5. SUPERINTENDENTS' COUNCIL REPORT:

Superintendent Steve LePage was not present at the meeting so there was no report.

6. **CORRESPONDENCE:**

None

7. **OLD BUSINESS:**

None

8. **NEW BUSINESS:**

a. Presentation of the check register to the CSS treasurer. The Treasurer reported she hadn't checked to see if the check register was sent. Quentin will follow up to confirm.

b. The election of officers was discussed.

MOTION by Alison Jassen, seconded by Jeremy Withnell, to approve Theresa Kenneson as Chairperson.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, Jaclyn Dombrowski, and Jeremy Withnell

Opposed: None

Abstained: None

MOTION by Theresa Kenneson, seconded by Alison Jassen, to approve Jaclyn Dombrowski as Vice-Chairperson.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, Jaclyn Dombrowski, and Jeremy Withnell

Opposed: None

Abstained: None

MOTION by Theresa Kenneson, seconded by Jaclyn Dombrowski, to approve Alison Jassen as Treasurer.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, Jaclyn

Dombrowski, and Jeremy Withnell

Opposed: None

Abstained: None

9. **OTHER:**

None

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

None

MOTION at 5:29 p.m. by Jaclyn Dombrowski, seconded Alison Jassen to adjourn the meeting.

In favor: Theresa Kenneson, Alison Jassen, Amy Levan, Jaclyn Dombrowski, and Jeremy Withnell

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 3-23-26