

**COMMITTEE FOR SHARED SERVICES**

**November 18, 2024**

**Held Remotely Via Google Meet**

**5:00 P.M.**

**MINUTES**

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

**ABSENT:** Barkhamsted                             Caprice Shaw

**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 October 21, 2024, meeting:**

**MOTION** by Amy Levan, seconded by Theresa Kenneson, to accept the minutes as presented.

In favor: Theresa Kenneson and Amy Levan

Opposed: None

Abstained: Jacklyn Dombrowski and Janet Byrne

**4. DIRECTOR'S REPORT:**

Quentin Rueckert reported that, in general, things are okay at Shared Services. In terms of staff changes, the social worker in Barkhamsted resigned. The position has been posted and we have some good candidates already. On a positive note, our new Board Certified Behavior Analyst (BCBA) is working out very well! Shared is anticipating some medical and maternity leaves in the office, in Bridges and at Highlander Transition Academy (HTA).

**5. SUPERINTENDENTS' COUNCIL REPORT:**

Superintendent LePage reported that the superintendents continue to be in constant communication.

Regional #7 recently hosted a threat assessment training.

Weather calls are on the horizon and the superintendents are prepared.

Transportation contracts were discussed as well as revitalizing a kindergarten-grade 12 curriculum council to work on curriculum alignment.

**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. Alison Jassen discussed her recent interactions with the Shared Services auditors and the questionnaire they sent her.
- b. Quentin explained that the Teacher Evaluation and Support Plan (TESP) is currently being reviewed by the state and when revised, he will bring it to the CSS to approve.

c. Quentin shared his Proposed Focused Goals which were approved.

**MOTION** by Amy Levan, seconded by Alison Jassen, to accept Quentin's Proposed Focused Goals.

In favor: Theresa Kenneson, Amy Levan, Janet Byrne, Jacklyn Dombrowski and Alison Jassen

Opposed: None

Abstained: None

**9. OTHER:**

None

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

None

**MOTION** at 5:42 p.m. by Amy Levan, seconded by Janet Byrne, to adjourn the meeting.

In favor: Theresa Kenneson, Amy Levan, Janet Bryne, Jacklyn Dombrowski and Alison Jassen

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 1-27-2025