

COMMITTEE FOR SHARED SERVICES

March 24, 2025

Held Remotely Via Google Meet

5:00 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

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

1. MEETING CALL TO ORDER:

Chairperson Kenneson called the meeting to order at 5:04 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 24, 2025, meeting:

MOTION by Alison Jassen, seconded by Amy Levan, to accept the minutes as presented.

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

Opposed: None

Abstained: None

4. DIRECTOR'S REPORT:

Quentin Rueckert reported that the preschool expansion is moving forward. Flyers have been sent out and the team is working through the details. Quentin asked the Committee for Shared Services (CSS) members to share the preschool news with their respective towns. Quentin reported that Shared Services is working on analyzing needs for next year in collaboration with the superintendents. Quentin shared that Cheryl Warchol, the long-time special education teacher in Bridges, will be transferring to Regional District #7 High School to replace Debbie Griffin, who is retiring and thus we will be looking for a special education teacher to replace Cheryl in the Bridges Program.

5. SUPERINTENDENTS' COUNCIL REPORT:

Superintendent LePage was not present at the meeting. Quentin reported that the superintendents meet and/or communicate regularly.

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 reported that she is receiving the check register but she continues to have concerns regarding fully understanding all of the entries on the register. She expressed that since the auditor's questions to her regarding the process of review and safeguards against fraud, that she would like further clarification on the check register which would make it more accessible. The CSS engaged in a

discussion of how this could be accomplished. Some suggestions include having an orientation process for the CSS Treasurer and making the check register more user friendly by having categories and clarifying identifiers for what the checks are for. Additionally, Quentin explained the internal process for signing off on financial information, which he is responsible for. Quentin will work with his staff to revamp the check register to address these concerns. The committee will revisit this at a future CSS meeting.

- b. Quentin presented a draft of the proposed 2025-2026 budget. (This was done after 8C and 8d were discussed). The CSS approved the budget as presented.

MOTION by Alison Jassen, seconded by Amy Levan, to approve the Shared Services budget for 2025-2026 as presented.

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

Opposed: None

Abstained: None

- c. The CSS voted to approve King & King to conduct the current year's audit.

MOTION by Alison Jassen, seconded by Amy Levan, to appoint King & King auditor to conduct the current year's audit.

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

Opposed: None

Abstained: None

- d. A copy of the audited financial statements was sent to all the CSS members. Quentin briefly reviewed the results, particularly the net position, which is approximately \$20,000 less than last year. There were no questions from the CSS regarding the audit.

9. OTHER:

None

10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:

None

MOTION at 5:56 p.m. by Amy Levan, seconded by Alison Jassen, to adjourn the meeting.

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

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 6-3-2025