

COMMITTEE FOR SHARED SERVICES

June 3, 2025

Held Remotely Via Google Meet

5:00 P.M.

MINUTES

PRESENT: Barkhamsted Alternate Jaclyn Dombrowski
Colebrook Alison Jassen
Regional #7 Theresa Kenneson, Chairperson
Shared Services Quentin H. Rueckert, Executive Director
Superintendents' Council Steven LePage, Sup't-Regional #7

ABSENT: Barkhamsted Caprice Shaw
Hartland Amy Levan
Norfolk Janet Byrne

1. MEETING CALL TO ORDER:

Chairperson Kenneson called the meeting to order at 5:15 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 24, 2025, meeting:

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

In favor: Theresa Kenneson, Alison Jassen, and Jaclyn Dombrowski

Opposed: None

Abstained: None

4. DIRECTOR'S REPORT:

Quentin Rueckert reported that things are winding down for the end of the school year. We have successfully hired to fill the Bridges teacher position and the second preschool position. We are transferring two paraprofessionals from Norfolk to the Bridges program, which should work out well and fill positions vacated by staff that are leaving. Cheryl Warchol, soon to be former Bridges teacher, is transferring up to the high school to fill the position vacated by Debbie Griffin, who is retiring.

Extended School Year (ESY) is shaping up and is close to being fully staffed and ready to go.

We are looking forward to wrapping up the school year!

5. SUPERINTENDENTS' COUNCIL REPORT:

Superintendent Steve LePage shared that it has been very busy with winding down the school year.

The superintendents' last luncheon was today honoring MaryBeth Iacobelli. They followed up with a curriculum council meeting, working collaboratively to make plans for next year. Discussion on these efforts ensued.

Graduations and promotion ceremonies were also discussed.

6. CORRESPONDENCE:

None

7. OLD BUSINESS:

None

8. NEW BUSINESS:

- a. Presentation of the check register to the CSS treasurer: The check

register with detailed pages to answer the questions that the Treasurer had regarding specificity of the payables warrant information was provided electronically to the Treasurer.

b. Quentin briefly reviewed the limits of the insurance we carry and offered to send a copy to any of the CSS members if requested.

c. Quentin presented the proposed new yearly meeting schedule for 2025-2026.

MOTION by Alison Jassen, seconded by Jaclyn Dombrowski, to accept/approve the new yearly meeting schedule as proposed.

In favor: Theresa Kenneson, Alison Jassen and Jaclyn Dombrowski

Opposed: None

Abstained: None

d. Quentin explained that each year at this time we ask the Committee for authorization to transfer funds from our money market account to the checking account to cover invoices that will come in after June 30th.

MOTION by Alison Jassen, seconded by Jaclyn Dombrowski, to authorize the transfer of funds.

In favor: Theresa Kenneson, Alison Jassen and Jaclyn Dombrowski

Opposed: None

Abstained: None

9. OTHER:

None

10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:

None

11. EXECUTIVE SESSION

MOTION by Jaclyn Dombrowski, seconded by Alison Jassen, 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, and Jaclyn Dombrowski
Opposed: None
Abstain: None

The Committee ENTERED into Executive Session at 5:47.

EXITED Executive Session at 6:15.

MOTION by Jaclyn Dombrowski, seconded by Alison Jassen to approve a 2.5% increase in salary and a 1% increase in the TSA contribution for the Executive Director. There was no change to the \$2,000 performance incentive bonus.

In favor: Theresa Kenneson, Alison Jassen and Jaclyn Dombrowski
Opposed: None
Abstain: None

MOTION by Alison Jassen, seconded by Jaclyn Dombrowski, to approve payment of the \$2,000 performance incentive bonus to the Executive Director for the 2024-2025 school year.

In favor: Theresa Kenneson, Alison Jassen, and Jaclyn Dombrowski
Opposed: None
Abstain: None

MOTION at 6:17 p.m. by Alison Jassen, seconded Jaclyn Dombrowski
to adjourn the meeting.

In favor: Theresa Kenneson, Alison Jassen, and Jaclyn Dombrowski

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 9-15-2025