

**COMMITTEE FOR SHARED SERVICES**

**October 20, 2025**

**Held Remotely Via Google Meet**

**5:00 P.M.**

**MINUTES**

**PRESENT:** Barkhamsted                      Caprice Shaw  
                 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 5:05 p.m. The meeting was held via teleconference.

**2. PUBLIC PORTION:**

- a. Special visitors or delegations  
Caitlin Chabot joined the meeting as an observer.
- b. Opportunity for public to speak on agenda items  
None

**3. APPROVAL OF THE MINUTES OF September 15, 2025, meeting:**

**MOTION** by Alison Jassen, seconded by Caprice Shaw, to accept the minutes with an Amendment to clarify that Kevin Case was welcomed as the new superintendent in "Norfolk" and not in Colebrook as stated in the Superintendents' Council report section of the minutes.

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

#### **4. DIRECTOR'S REPORT:**

Quentin Rueckert reported that the collecting of tuition for the preschool programs has gotten better. We have one case that is still lingering, but we are working with the family to get current with their payments.

Shared Services just hired a paraprofessional for the LINKS program who previously was a Regional District #7 English teacher. This hire is doing well in her new role.

We are still working out some kinks in the afternoon high needs preschool program. We are trying to hire one more part-time paraprofessional for that part of the program.

Shared is preparing for our annual audit and we do not anticipate any issues with this.

Generally, all is going well at Shared Services.

#### **5. SUPERINTENDENTS' COUNCIL REPORT:**

Superintendent Steve LePage reported that the superintendents just met for their monthly council meeting and had a send off lunch meeting for Jim Agostine who is retiring as Superintendent in Barkhamsted. Erika Sacharko is doing a nice job in her role as the new Superintendent of Barkhamsted.

Steve reported that he was not at the lunch meeting due to being out for some surgery on his hand. Quentin was at the meeting and affirmed what Steve reported.

Topics of discussion among the superintendents include budgets, contract negotiations, curriculum council work, and SEED grant funding. The SEED grant is a bit controversial because it will be given directly to the towns and not to regional districts. Steve is working on clarifying this and is working it out with the other superintendents.

Steve reported that the Curriculum Council reinvigoration is going well. Erika has been instrumental in this process and instructional rounds are beginning.

Steve shared that Regional District #7 custodians went to Colebrook to help guide and inform the new custodians there which went well and is a good example of how we support each other in our member districts.

**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. The register was received by Alison who commented that the additional detail that has been provided to her has been very helpful in clarifying the expenditures.

**9. OTHER:**

Caprice Shaw asked if the Committee for Shared Services meeting was advertised to the public. Caprice suggested that maybe we could invite Erika and Daniele Radke monthly. Quentin explained how meeting notices are sent to the town clerks each month. The monthly minutes and notices are also published on our website.

Caprice Shaw also asked about registered behavior technician (RBT) training and certification. Quentin explained that we have an RBT that we trained who is working in preschool currently. Shared offers this training to paraprofessionals that we employ. Shared also has the requisite Board Certified Behavior Analyst (BCBA) to provide supervision.

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

None

**MOTION** at 5:49 p.m. by Alison Jassen, seconded Caprice Shaw  
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: 11-17-2025