

COMMITTEE FOR SHARED SERVICES

June 1, 2021

Held Remotely Via Google

Meet 5:00 P.M.

MINUTES

PRESENT: Barkhamsted Donna Farr
Colebrook Amy Gardner, Treasurer/Secretary
Hartland Michelle Ferrari, Vice-Chairperson/Secretary
Norfolk Gordon Anderson
Regional #7 Theresa Kenneson, Chairperson
Shared Services Quentin H. Rueckert, Executive Director
Superintendents' Council Judith Palmer, Sup't-Regional #7

ABSENT: None

1. MEETING CALL TO ORDER:

Chairperson Kenneson called the meeting to order at 5:01 p.m. The meeting was held via teleconference due to the coronavirus.

2. PUBLIC PORTION:

a. Special visitors or delegations

The Committee for Shared Services (CSS) welcomed a visitor, the soon to be new CSS member Sarah Robichaud from Colebrook. Amy Gardner is leaving the Board of Education and therefore the CSS. Shared Services is very grateful for her service to our Committee. The director welcomed Sarah and offered to meet with her to answer any questions and familiarize her with Shared Services.

b. Opportunity for public to speak on agenda items

None

3. APPROVAL OF THE MINUTES OF March 15, 2021, meeting:

MOTION by Gordon Anderson, seconded by Donna Farr, to accept the minutes as presented.

In favor: Theresa Kenneson, Amy Gardner, Gordon Anderson, Donna Farr,
and Michelle Ferrari

Opposed: None

Abstained: None

4. DIRECTOR'S REPORT:

In keeping in line with the goals for this year, Quentin Rueckert reported that Shared Services has been able to provide quality services throughout this year in all of the models that were utilized by the member districts (hybrid, in-person and remote). We have been successful in keeping Shared Services in good standing fiscally and from a moral standpoint. We were able to provide all of our services to some degree including our Connections gifted/talented enrichment program coordinated by Kathy Krassner.

"Connections, the Shared Services afterschool enrichment program for identified gifted and talented students, ran 2 virtual programs this past year. One was a painting session run by Carolyn Mitchell from the Brush & Pallet and we were pleased to have 18 students participate. The students received painting kits and were instructed by Carolyn via zoom, step by step on how to complete their panda portrait. The second program was a Lego Challenge run by PlayWell. This time the 13 students that signed-up received lego kits with the parts necessary to make a basic vehicle body and then learned in our zoom session, different ways to modify them in order to see who could make their vehicle go the furthest. All the kids had a blast and we think learned a few things along the way. Hopefully next school year we can resume in-person programming."

Shared Services has been able to manage staff changes and keep quality people in their positions. The extended school year (ESY) program for Shared Services is coming together and will run in-person. Shared is fully staffed with the exception of a retiring special education teacher. Shared has posted the position and is seeking a replacement. We have one maternity leave in Colebrook for the Fall which will be covered by one of our current social workers and by one of our retired school psychologists.

Overall, it has been a successful year, especially given the circumstances.

5. SUPERINTENDENTS' COUNCIL REPORT:

Judy reported that the superintendents have continued to meet on a weekly basis. Much communication continues in the areas of end of year concerns, facility concerns, weather and heat forecasts, funding from relief grants, planning for next year, and working together to end the year strong.

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 Amy Gardner.
- b. Quentin reviewed the limits of insurance Shared Services carries and asked the Committee for feedback regarding adding cyber attack coverage based on our insurer's recommendations. The Committee agreed with the Director that adding the coverage was prudent. This is coverage that was included in the umbrella policy but will no longer be included next year.
- c. Quentin distributed copies of the 2021-2022 CSS meeting schedule.

MOTION by Amy Gardner, seconded by Gordon Anderson, to accept the 2021-2022 CSS meeting schedule as presented.

In favor: Theresa Kenneson, Amy Gardner, Gordon Anderson, Donna Farr,
and Michelle Ferrari

Opposed: None

Abstained: None

d. The Committee approved the authorization to transfer funds.

MOTION by Michelle Ferrari, seconded by Amy Gardner, to authorize the transfer of funds.

In favor: Theresa Kenneson, Amy Gardner, Gordon Anderson, Donna Farr,
and Michelle Ferrari

Opposed: None

Abstained: None

9. OTHER:

The Committee discussed the need to elect a new Treasurer. It was agreed that this will be done in the Fall at the September CSS meeting.

10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:

None

11. EXECUTIVE SESSION

The Committee entered into Executive Session at 5:25 p.m. and invited in Judy Palmer to discuss the Executive Director's performance evaluation and compensation for next school year.

EXITED Executive Session at 5:35

MOTION by Gordon Anderson, seconded by Michelle Ferrari, to amend the 2020-2021 Executive Director's contract to increase the \$1,500 performance incentive bonus to \$2,000 and to pay that amount to the director.

In favor: Theresa Kenneson, Amy Gardner, Gordon Anderson, Donna Farr,
and Michelle Ferrari

Opposed: None

Abstain: None

MOTION by Michelle Ferrari, seconded by Amy Gardner to award compensation to the Executive Director with an increase of 3% to his annual salary, a 1% increase to his annuity, and a \$2,000 performance incentive bonus for the 2021-2022 school year.

In favor: Theresa Kenneson, Amy Gardner, Gordon Anderson, Donna Farr,
and Michelle Ferrari

Opposed: None

Abstain: None

MOTION at 5:39 p.m. by Michelle Ferrari, seconded by Gordon Anderson, to adjourn the meeting.

In favor: Theresa Kenneson, Gordon Anderson, Amy Gardner, Donna Farr and
Michelle Ferrari

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 9-21-2021