

**COMMITTEE FOR SHARED SERVICES**

**June 12, 2023**

**Held Remotely Via Google Meet**

**5:00 P.M.**

**MINUTES**

**PRESENT:** Barkhamsted                      Caprice Shaw  
                 Hartland                                 Amy Levan  
                 Norfolk                                         Janet Byrne  
                 Regional #7                                 Theresa Kenneson, Chairperson  
                 Shared Services                             Quentin H. Rueckert, Executive Director  
                 Superintendents' Council                 Judith Palmer, Sup't-Regional #7

**ABSENT:** Colebrook                             Alison Jassen

**1. MEETING CALL TO ORDER:**

Chairperson Kenneson called the meeting to order at 5:03 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 April 17, 2023, meeting:**

**MOTION** by Caprice Shaw, seconded by Janet Byrne, to accept the minutes as presented.

In favor: Theresa Kenneson, Amy Levan, Janet Byrne, and Caprice Shaw  
Opposed: None  
Abstained: None

4. **DIRECTOR'S REPORT:**

Quentin Rueckert reported that Shared Services staff is working on end of year concerns and getting geared up for extended school year (ESY), We are generally in good shape for ESY planning and staffing.

Quentin and the team at Hartland School are in the process of hiring a special education teacher to replace Sarah Schackner.

A Lease Agreement is in the process of being finalized to keep the Highlander Transition Academy (HTA) at the St. Anthony's School building for at least another year.

All in all, it has been a good year!

5. **SUPERINTENDENTS' COUNCIL REPORT:**

Judy Palmer reported that the superintendents met for their end of year meeting. The topic discussed included the events of the last two years and special education. They discussed new curricular mandates and recent positive Star results. Generally, the superintendents agreed it had been a good year for our schools despite some challenging situations.

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.

b. Quentin presented the yearly meeting schedule for 2023-2024.

**MOTION** by Janet Byrne, seconded by Caprice Shaw, to accept the 2023-2024 meeting schedule as presented.

In favor: Theresa Kenneson, Amy Levan, Janet Byrne, and Caprice Shaw

Opposed: None

Abstained: None

c. The authorization to transfer funds was granted.

**MOTION** by Caprice Shaw, seconded by Janet Byrne, to authorize the transfer of funds.

In favor: Theresa Kenneson, Amy Levan, Janet Byrne, and Caprice Shaw

Opposed: None

Abstained: None

d. The Committee for Shared Services (CSS) approved removing Donna Beaudoin from checking account #55000648904 and money market account #55000648912.

**MOTION** by Caprice Shaw, seconded by Janet Byrne, to remove Donna Beaudoin from the accounts listed above.

In favor: Theresa Kenneson, Amy Levan, Janet Byrne, and Caprice Shaw

Opposed: None

Abstained: None

9. **OTHER:**

None

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

None

11. EXECUTIVE SESSION

**MOTION** by Janet Byrne, seconded by Caprice Shaw, to enter Executive Session and invite Judy Palmer and Quentin Rueckert to join to discuss the Executive Director's performance evaluation and compensation for next school year.

In favor: Theresa Kenneson, Amy Levan, Caprice Shaw, and Janet Byrne

Opposed: None

Abstained: None

The Committee **ENTERED** into Executive Session at 5:20 p.m.

**EXITED** Executive Session at 5:35

**MOTION** by Amy Levan, seconded by Janet Byrne to approve a 7% adjustment to the Executive Director's salary for the 2023-2024 school year which will bring the Executive Director's salary in line with the average salary range for directors' positions in the surrounding geographical area, a 1% increase to the TSA contribution, and a continuation of the \$2,000 performance incentive bonus which is at the same level as the current year.

In favor: Theresa Kenneson, Amy Levan, Caprice Shaw, and Janet Byrne

Opposed: None

Abstain: None

**MOTION** by Amy Levan, seconded by Janet Byrne, to approve payment of the \$2,000 performance incentive bonus to the Executive Director for the 2022-2023 school year.

In favor: Theresa Kenneson, Amy Levan, Caprice Shaw, and Janet Byrne

Opposed: None

Abstain: None

**MOTION** at 5:37 p.m. by Amy Levan, seconded by Janet Byrne, to adjourn the meeting.


In favor: Theresa Kenneson, Amy Levan, Caprice Shaw, and Janet Byrne  
Opposed: None  
Abstain: None

Respectfully submitted,



Quentin H. Rueckert

Approved: 9-18-2023



Theresa Kenneson  
Theresa Kenneson, Chairperson