

**COMMITTEE FOR SHARED SERVICES**

**March 16, 2015**

**5:30 P.M.**

**MINUTES**

**PRESENT:** Barkhamsted Dawn Bobinski  
Colebrook Jeanne Jones, Chairperson  
Norfolk Carolyn Childs, Vice-Chairperson  
Regional #7 Theresa Kenneson, Secretary/Treasurer  
Superintendents' Council Judith Palmer, Sup't-Regional #7  
Shared Services Quentin H. Rueckert, Executive Director  
Shared Services Frank Samuelson, Business & Operations  
Manager

**ABSENT:** Hartland Vacant

**1. MEETING CALL TO ORDER:**

Chairperson Jones called the meeting to order at 5:30 p.m.

**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 23, 2015, meeting:**

**Motion** by Carolyn Childs, seconded by Theresa Kenneson, to accept the minutes as amended being more specific with regard to the changes to the checking account. The names of Paula M. Gladu, Patricia E. Cromack, Judith Palmer, Kathleen Krassner, Pamela R. Lombard and Jeanne R. Jones will be removed from both the checking account and the money market account. The name of Quentin H. Rueckert will be added to both accounts as the primary signatory and Theresa Kenneson will remain on both accounts as the back-up signatory.

In favor: Jeanne Jones, Theresa Kenneson and Carolyn Childs  
Opposed: None  
Abstained: Dawn Bobinski

**4. Director's Report:**

Quentin Rueckert reported that things are going well in terms of his transition to Executive Director. Shared Services is functioning well and morale is good. This is a busy time with annual review PPTs being held. Quentin Rueckert reported that Shared Services is beginning to plan for this summer's Extended School Year (ESY) services.

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

Superintendent Judy Palmer reported on the recent Superintendents' Council meeting. Curriculum implementation across the Regional #7 feeder towns was discussed. The superintendents are reengaging in the process at the Curriculum Committee's request. Dr. Palmer reported that state testing "opt-outs" were discussed and the superintendents were in alignment that the state is not allowing "opt-outs". This will be explained to parents and participation encouraged. The Colebrook/Norfolk regionalization was discussed and the process of consideration is ongoing. Dr. Palmer reported that our standard 90-minute delay will likely change to a two hour delay across the towns. She also reported that the Regional #7 budget has gone out to the Regional #7 board and is in process.

## **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 Theresa Kenneson.

b. Appoint auditor to conduct current year's audit.

MOTION by Theresa Kenneson, seconded by Dawn Bobinski, to approve King, King & Associates as the auditor for the current year's audit.

In favor: Jeanne Jones, Dawn Bobinski, Carolyn Childs and Theresa Kenneson

Opposed: None

Abstain: None

c. Frank Samuelson presented the proposed Shared Services budget for 2015-2016. Discussion centered around budget projections for next year and current efforts to generate revenue and offset costs.

MOTION by Theresa Kenneson, seconded by Carolyn Childs, to approve the proposed budget as presented.

In favor: Jeanne Jones, Dawn Bobinski, Carolyn Childs and Theresa Kenneson

Opposed: None

Abstain: None

**9. OTHER:**

None

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

None

**MOTION** at 6:25 p.m. by Dawn Bobinski, seconded by Carolyn Childs, to adjourn the meeting.

In favor:	Jeanne Jones, Dawn Bobinski, Carolyn Childs and Theresa Kenneson
Opposed:	None
Abstain:	None

Respectfully submitted,

Quentin H. Rueckert

Approved: 5-18-15