

**COMMITTEE FOR SHARED SERVICES**

**June 15, 2020 Held Remotely**

**Via Google Meet 5:00 P.M.**

**MINUTES**

**PRESENT:** Colebrook Amy Gardner, Treasurer/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:** Barkhamsted Donna Farr  
Hartland Michelle Ferrari, Vice-Chairperson/Secretary

**1. MEETING CALL TO ORDER:**

Chairperson Kenneson called the meeting to order at 5:07 p.m. The meeting was held via teleconference due to the coronavirus.

**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 May 19, 2020, meeting:**

**MOTION** by Gordon Anderson, seconded by Amy Gardner, to accept the minutes as presented.

In favor: Theresa Kenneson, Gordon Anderson, and Amy Gardner  
Opposed: None

Abstained: Amy Gardner

**4. DIRECTOR'S REPORT:**

Quentin Rueckert discussed how Shared Services is doing in the current virtual environment. Shared is currently trying to hire replacements for Kim Riggott, Judy Marks and various paraprofessionals. Quentin and Shared Services staff are busy preparing for esy (summer school) and for the potential reopening of schools.

**5. SUPERINTENDENTS' COUNCIL REPORT:**

Judy Palmer reported that the superintendents are meeting regularly and at the last meeting discussed facilities as related to reopening of schools. All the superintendents are focused on the myriad of concerns that are associated with the possibility of reopening the schools; PPE, facilities, social distancing, risk mitigation, supplies, personnel and so on. The superintendents will continue to meet weekly at this point.

**6. CORRESPONDENCE:**

None

**7. OLD BUSINESS:**

None

**8. NEW BUSINESS:**

a. Presentation of the check register to the CSS treasurer: The check register will be provided electronically to Amy Gardner in the near future.

**9. OTHER:**

None

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

None

**MOTION** at 5:14 p.m. by Amy Gardner, seconded by Gordon Anderson, to enter into Executive Session, to invite Judy Palmer in and to discuss the Executive Director's contract and compensation.

In favor: Theresa Kenneson, Gordon Anderson and Amy Gardner

Opposed: None Abstain:

None

**EXITED** Executive Session at 5:28

**MOTION** by Amy Gardner, seconded by Gordon Anderson, to recommend and approve a 3% increase in the Executive Director's salary and a 1% increase in his TSA for 2020-2021. The director will also be eligible for a \$1,500.00 performance incentive bonus.

In favor: Theresa Kenneson, Gordon Anderson and Amy Gardner

Opposed: None Abstain:

None

**MOTION** at 5:35 p.m. by Gordon Anderson, seconded by Amy Gardner, to adjourn the meeting.

In favor: Theresa Kenneson, Gordon Anderson and Amy Gardner

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 9-28-2020