

**COMMITTEE FOR SHARED SERVICES**

**June 3, 2019**

**5:00 P.M.**

**MINUTES**

**PRESENT:** Barkhamsted Donna Beaudoin, Secretary/Treasurer  
Colebrook Amy Gardner  
Norfolk Carolyn Childs, Vice-Chairperson  
Regional #7 Theresa Kenneson, Chairperson  
Shared Services Quentin H. Rueckert, Executive Director  
Superintendents' Council Judith Palmer, Sup't-Regional #7

**ABSENT:** Hartland Staci Hastey

**1. MEETING CALL TO ORDER:**

Chairperson Kenneson called the meeting to order at 5:08 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 March 18, 2019, meeting:**

**MOTION** by Carolyn Childs, seconded by Donna Beaudoin, to accept the minutes as presented.

In favor: Theresa Kenneson, Carolyn Childs, Donna Beaudoin and Amy Gardner  
Opposed: None  
Abstained: None

**4. DIRECTOR'S REPORT:**

Quentin Rueckert reported that Shared Services was in a good place as we finish the end of year business. We will be looking for a part-time speech and language pathologist for next year and asked committee members to let him know of any leads on finding one. Shared will also be hiring some

paraprofessionals over the summer to replace outgoing employees at Regional #7 and the Bridges program.

Quentin acknowledged Lisa Stevens who resigned from the Highlander Transition Academy (HTA) to take a new position. She has given many years of excellent service in various programs for Shared Services.

Quentin also acknowledged Rozi Leibowitz who is officially retired and has done an excellent job this year. He acknowledged Claire Kampartas who has also retired and has been an excellent driver in Shared's transportation department for many years.

Quentin discussed two upcoming maternity leaves for Caitlin Chabot and Kristin Beaujon and acknowledged Ashley Holmes who has done an excellent job this year as coordinator of HTA.

**5. SUPERINTENDENTS' COUNCIL REPORT:**

Judy Palmer reported that at their last meeting the superintendents discussed budgets, insurance, and curriculum work.

**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 sent to treasurer, Donna Beaudoin on June 4, 2019.
- b. A limits of insurance document was made available for the members to view.
- c. The Committee approved the proposed meeting schedule for 2019-2020.

**MOTION** by Donna Beaudoin, seconded by Carolyn Childs, to approve the 2019-2020 Committee for Shared Services meeting schedule as presented.

In favor: Theresa Kenneson, Donna Beaudoin, Carolyn Childs and Amy Gardner

Opposed: None

Abstain: None

- d. The Committee approved the authorization to transfer funds.

**MOTION** by Amy Gardner, seconded by Carolyn Childs, to approve the authorization to transfer funds.

In favor: Theresa Kenneson, Donna Beaudoin, Carolyn Childs and Amy Gardner  
Opposed: None  
Abstain: None

e. The Committee approved the authorization to award the Director his incentive bonus of \$1,500 for 2018-2019.

**MOTION** by Amy Gardner, seconded by Carolyn Childs, to approve the Director's incentive bonus of \$1,500 for 2018-2019.

In favor: Theresa Kenneson, Donna Beaudoin, Carolyn Childs and Amy Gardner  
Opposed: None  
Abstain: None

9. **OTHER:**  
None

10. **PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:**  
None

11. **EXECUTIVE SESSION**

**MOTION** at 5:24 by Carolyn Childs, seconded by Amy Gardner, to go into Executive Session for the purpose of discussing the Executive Director's evaluation and compensation.

In favor: Theresa Kenneson, Donna Beaudoin, Carolyn Childs and Amy Gardner  
Opposed: None  
Abstain: None

Executive Session ended at 5:30

**MOTION** by Carolyn Childs, seconded by Donna Beaudoin, to approve a 3% increase in the director's salary, an annuity contribution increase of 1% and a \$1,500 incentive bonus for 2019-2020.

In favor: Theresa Kenneson, Donna Beaudoin, Carolyn Childs and Amy Gardner  
Opposed: None  
Abstain: None

**MOTION** at 5:36 p.m. by Theresa Kenneson, seconded by Amy Gardner, to adjourn the meeting.

In favor: Theresa Kenneson, Donna Beaudoin, Carolyn Childs and Amy Gardner  
Opposed: None  
Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 9-16-19