

COMMITTEE FOR SHARED SERVICES

May 21, 2018

5:00 P.M.

MINUTES

PRESENT: Barkhamsted Donna Beaudoin, Secretary/Treasurer
Colebrook Amy Gardner
Hartland Staci Hastey
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:

1. MEETING CALL TO ORDER:

Chairperson Kenneson called the meeting to order at 5:00 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 April 23, 2018, meeting:

Motion by Donna Beaudoin, seconded by Amy Gardner, to accept the minutes as amended to include Staci Hastey as she was present at the meeting.

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

Opposed: None

Abstained: None

4. DIRECTOR'S REPORT:

Quentin Rueckert reported that Shared Services and the special ed staff are very busy with transitions from elementary to middle school. Quentin

reported that Rozi Leibowitz has decided not to retire until December and thus Shared Services will not have to find a new school psychologist until then. Quentin reported that occupational therapy (OT) services will likely be staffed differently next year as our current COTA has left to become an OT. Quentin reported that Shared was working on Highlander Transition Academy enrollment and staffing for next year.

5. SUPERINTENDENTS' COUNCIL REPORT:

Judy Palmer reviewed the minutes from the last Superintendents' Council meeting which included discussion of fire drill procedures, vetting of employees, budget updates, school security plans and the social-emotional learning workshop at EdAdvance this summer. No curriculum updates were available.

6. CORRESPONDENCE:

None

7. OLD BUSINESS:

Quentin passed around a copy of the Shared Services' insurance limits that we carry. No questions were asked.

8. NEW BUSINESS:

- a. Presentation of the check register to the CSS treasurer: The check register was provided electronically to Donna Beaudoin.
- b. The Committee approved next year's CSS meeting schedule.
- c. The Committee approved the transfer of funds authorization.

Motion by Carolyn Childs, seconded by Donna Beaudoin, to approve authorization for the transfer of funds between Shared Services accounts.

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

Opposed: None

Abstained: None

9. OTHER:

None

10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:

None

11. EXECUTIVE SESSION

Motion at 5:12 by Amy Gardner, seconded by Carolyn Childs, to go into Executive Session for the purpose of discussing the Executive Director's evaluation and compensation.

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

Opposed: None

Abstained: None

Executive Session ended at 5:25.

Motion by Carolyn Childs, seconded by Donna Beaudoin, to approve payroll expense to pay the director his incentive bonus of \$1,500 for 2017-2018.

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

Opposed: None

Abstained: None

Motion by Staci Hastey, seconded by Carolyn Childs, to approve a 2.5% increase to the director's salary, a .5% increase to the TSA contribution by Shared Services and to maintain eligibility for a \$1,500 performance incentive bonus for 2018-2019.

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

Opposed: None

Abstained: None

MOTION at 5:36p.m. by Carolyn Childs, seconded by Donna Beaudoin, to adjourn the meeting.

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

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 10-15-18