

**COMMITTEE FOR SHARED SERVICES**  
**February 23, 2015**  
**5:30 P.M.**  
**MINUTES**

**AMENDED MINUTES**  
**(changes are in bold and underlined)**

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

<b>ABSENT:</b>	Hartland	Vacant
----------------	----------	--------

**1. MEETING CALL TO ORDER:**

Chairperson Jones called the meeting to order at 5:36 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 November 17, 2014, meeting:**

**Motion** by Vicki Preato, seconded by Carolyn Childs, to accept the minutes as presented.

In favor: Jeanne Jones, Vicki Preato and Carolyn Childs  
Opposed: None  
Abstained: Theresa Kenneson

**4. Director's Report:**

- a. Quentin Rueckert reported that things are going well and that the transition to the director position has been smooth. Frank Samuelson agreed.
- b. Quentin reported that Shared Services is expecting an increase in the number of students in several programs next year including HTA, LINKS and SSIPP, our

- preschool program. Jeanne Jones requested that CSS members be made aware of preschool recruiting notices.
- c. Quentin reported that Joyce Thatcher has been hired through a temporary agency as the school psychologist in Hartland for the remainder of this school year.
  - d. Quentin presented his Proposed Focused Goals for 2014-2015 which include developing and refining the teacher evaluation process and a review/update of current tuition rates in all special education programs.
  - e. Frank Samuelson distributed copies of the annual audit that was completed by King, King and Associates. Shared Services is in a healthy position and the audit results were very positive. Their one recommendation is to switch our checking account to a single signature from the current dual signature protocol.

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

Superintendent Palmer reported that the last Superintendents' Council meeting was cancelled due to weather. She related that the superintendents are all concerned about insurance increases and their budgets for next fiscal year. Regional #7 will be staying with Connecticare for their health insurance and hopefully the increase will be reasonable in the final analysis.

#### **6. CORRESPONDENCE:**

None

#### **7. OLD BUSINESS:**

- a. The 2014-2015 SEED Teacher Evaluation Plan that was approved by the State was distributed to the members.

A **MOTION** was made by Theresa Kenneson and seconded by Carolyn Childs, to approve the SEED Plan as presented.

In favor: Jeanne Jones, Vicki Preato, Carolyn Childs and Theresa Kenneson  
Opposed: None  
Abstain: None

- b. The change in signatories on the Shared Services checking account was discussed per the auditor's recommendation.

A **MOTION** was made by Vicki Preato and seconded by Carolyn Childs, to approve the recommendation of the auditors to move to a single signature on the checking account with the Shared Services' Executive Director being the primary signatory and the CSS Treasurer being the back-up signatory. **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, Vicki Preato, Carolyn Childs and Theresa Kenneson  
Opposed: None  
Abstain: None

**8. NEW BUSINESS:**

Presentation of the check register to the CSS treasurer: The check register was provided electronically to Theresa Kenneson.

**9. OTHER:**

None

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

None

**MOTION** at 6:15 p.m. by Vicki Preato, seconded by Theresa Kenneson, to adjourn the meeting.

In favor: Jeanne Jones, Vicki Preato, Carolyn Childs and Theresa Kenneson  
Opposed: None  
Abstain: None

Respectfully submitted,

Quentin Rueckert

Approved: 3/16/15 (as amended)