

COMMITTEE FOR SHARED SERVICES

May 16, 2016

5:00 P.M.

MINUTES

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

1. MEETING CALL TO ORDER:

Chairperson Jones 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 18, 2016, meeting:

Motion by Theresa Kenneson, seconded by Carolyn Childs, to accept the minutes as presented.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstained: None

4. Director's Report:

Quentin Rueckert reported that he is very busy working on end of the year PPTs and completing teacher evaluations. There are no major changes to programs or staff to report. We are still looking for a third space for the Highlander Transition Academy to replace the UCONN site, but no lead has panned out yet. The Committee suggested other options and the search will continue.

5. SUPERINTENDENTS' COUNCIL REPORT:

The Superintendents' Council meets next week. There is nothing new to report since the last council meeting.

6. CORRESPONDENCE:

None

7. OLD BUSINESS:

Quentin handed out corrected pages from the auditors to all the Committee members.

8. NEW BUSINESS:

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

b. **MOTION** by Theresa Kenneson, seconded by Donna Beaudoin, to accept the Committee for Shared Services' (CSS) meeting schedule for 2016/2017 as proposed.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstain: None

c. **MOTION** by Theresa Kenneson, seconded by Carolyn Childs, to cancel the June 20, 2016, CSS meeting.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstain: None

d. **MOTION** by Theresa Kenneson, seconded by Carolyn Childs, to approve the payroll expense of \$250.00 for the Director's work on the Connections program.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstain: None

e. **MOTION** by Theresa Kenneson, seconded by Carolyn Childs, to approve the payroll expense to pay the Director the \$1,200 performance incentive per his Contract.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstain: None

9. OTHER:

None

10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:

None

11. EXECUTIVE SESSION

MOTION at 5:15 p.m. by Theresa Kenneson, seconded by Carolyn Childs, to go into Executive Session for the purpose of discussing the Director's evaluation and compensation for 2016/2017.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstain: None

Executive Session ended at 5:23.

MOTION by Theresa Kenneson, seconded by Carolyn Childs, to approve changes to the Executive Director's contract as follows: a 2% salary increase, a ½% increase in tax sheltered annuity contribution, continue performance based incentive at the rate of \$1,200 and change insurance language in Contract to reflect the same benefits offered to certified staff.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstain: None

MOTION at 5:25 by Theresa Kenneson, seconded by Carolyn Childs, to adjourn the meeting.

In favor: Donna Beaudoin, Jeanne Jones, Theresa Kenneson and Carolyn Childs
Opposed: None
Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 9/19/16