

COMMITTEE FOR SHARED SERVICES

April 20, 2020

Via Google-Hangouts Meet

5:00 P.M.

MINUTES

PRESENT: Barkhamsted Donna Farr
Colebrook Amy Gardner, Treasurer/Secretary
Hartland Michelle Ferrari, Vice-Chairperson/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: None

1. MEETING CALL TO ORDER:

Chairperson Kenneson called the meeting to order at 5:01 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 February 24, 2020, meeting:

MOTION by Gordon Anderson, seconded by Michelle Ferrari, to accept the minutes as presented.

In favor: Theresa Kenneson, Gordon Anderson, Donna Farr and Michelle Ferrari

Opposed: None

Abstained: Amy Gardner

4. DIRECTOR'S REPORT:

Quentin Rueckert started by saying that the Committee had not met since February 24th and much has happened. Schools have been out of session since March 16th due to the coronavirus. Shared Services staff have been working remotely to support all our districts in implementing distance learning and sorting out service provisions in the online, distance format. Administratively, Shared initially laid off 19 employees until the governor put out an executive order, based on the federal CARES Act and we had to hire them all back. We continue to work each day to keep all staff engaged in providing services. It has been a significant and challenging adjustment but overall is going well. All PPTs have been on hold since the school closure based on guidance from the state department of education. This and other process and procedure issues are evaluated on a daily basis. Shared Services administration and staff are working on preparing to provide services, in whatever format, for the rest of the year and for the summer extended school year program. As the situation continues to unfold, we will respond.

5. SUPERINTENDENTS' COUNCIL REPORT:

Judy Palmer reported that the superintendents have been meeting weekly. They have been discussing transportation contracts and are still trying to sort that out. We will all continue to work together on this. Also discussed was the health insurance changeover and distance learning.

6. CORRESPONDENCE:

None

7. OLD BUSINESS:

None

8. NEW BUSINESS:

a. Presentation of the check register to the CSS treasurer: The check register was provided electronically to Amy Gardner.

b. The audited financial statements for the year ending June 30, 2019, were discussed. Quentin will mail a copy to each member. Generally speaking, Shared is in the same net position as last year, about \$1,417 better than last year.

c. Quentin presented a brief overview of the budget and the overall 2.4% increase. CSS members voted to approve.

MOTION by Amy Gardner, seconded by Gordon Anderson to approve the proposed Shared Services budget for 2020-2021.

In favor: Theresa Kenneson, Donna Farr, Gordon Anderson, Amy Gardner
and Michelle Ferrari

Opposed: None

Abstain: None

d. CSS members voted to appoint King, King & Associates, as the auditors to conduct the current year's audit.

MOTION by Michelle Ferrari, seconded by Donna Farr to approve King, King & Associates as auditors for the current year's audit.

In favor: Theresa Kenneson, Donna Farr, Gordon Anderson, Amy Gardner
and Michelle Ferrari

Opposed: None

Abstain: None

e. Quentin briefly reviewed the limits of insurance that Shared Services carries. A copy of the limits will be mailed to the members.

9. OTHER:

None

10. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS:

None

MOTION at 5:21 p.m. by Donna Farr, seconded by Gordon Anderson, to adjourn the meeting.

In favor: Theresa Kenneson, Donna Farr, Gordon Anderson, Amy Gardner and
Michelle Ferrari

Opposed: None

Abstain: None

Respectfully submitted,

Quentin H. Rueckert

Approved: 5-18-2020