



Where Learning Comes to Life

**Minutes of the September 28<sup>th</sup>, 2021, EASTCONN Executive Committee Meeting  
ZOOM MEETING**

**Present: Roll Call of Board Members:**

Terry Cote, Eastford	Joan Trivella, Woodstock Academy
Rod Perry, Scotland	Michael Morrill, Putnam
Maryellen Donnelly, Hampton	Lydia Rivera-Abrams, Killingly
Valerie May, Pomfret	Laurie Marquis, Canterbury
Herb Arico, Willington	Amy Blank, Union

**EASTCONN Staff Present:** Kim Mansfield, Melanie Marcaccio, Joni Weglein, Ed Martin, Heather Plourde, Shawn Brodeur, Gary Mala, Carol Klemyk, Dona Prindle, Mike Hamad, Rich Tariff, Diane Dugas, Diane Gozemba, Jane Glenn, Amy Margelony

**The Board Meeting was called to order at 5:33 pm by Board Chair, Joan Trivella**

**Introduction of new Board Member: Justin Phaiah from Brooklyn**

**Approval of minutes:**

**MOTION:** Rod Perry motioned to approve the minutes of the August 2021 meeting as presented

**SECOND:** Amy Blank

**VOTE:** Unanimous

**ABSTENTIONS:** None

**Additions to Agenda:**

**Addition of Sub-Committee Charges – presented by Joan Trivella**

**MOTION:** Maryellen Donnelly motioned to approve the addition of Sub-Committee Charges to the Agenda.

**SECOND:** Terry Cote

**VOTE:** Unanimous

**ABSTENTIONS:** None

**Audience with Citizens:**

None

**PRESENTATION OF 2021 EASTCONN HIGHLIGHTS BY DONA PRINDLE**

## **COMMITTEE REPORTS:**

### **Policy:**

- The sub-committee met on September 8<sup>th</sup> and reviewed and revised the remaining 6000 series
- The sub-committee reviewed and revised new proposed policies

### **Finance:**

- The Sub-Committee met last Thursday - reviewed the financials – the YTD report and the YOY report
- Discussion followed around the staff shortage in the Finance Department
- Working with HR to streamline processes for a better audit trail

### **Facilities:**

- The Sub-Committee met on September 9<sup>th</sup> at Transportation
- Kim Bush, Director of Transportation, provided a tour of the facility, and the group discussed where the program is at and thoughts about expanding the facility to accommodate more district requests

### **Head Start Updates:**

- Budgets remain consistent
- Still has positions that need to be filled throughout the programs – campaigning to fill the positions
- Enrollment is low at this time – income guidelines are effecting enrollment
- Class assessment training for staff and parents during the summer
- Head Start based classrooms are at full capacity
- Pre-school is running at 50% - continuing to show improvements
- Have incorporated translation services
- Brand new five-year grant next year

## **NEW BUSINESS:**

### **Enrollment summary:**

- No notable changes
- Open positions present challenges to increase enrollment

## **EXECUTIVE DIRECTOR'S REPORT:**

- The biggest challenge is staffing the open positions in every division – also impacts our ability to take on more students
- Some of the programs have waiting lists at this time
- The Agency's ability to comply with Executive Order 13G is dominating the work at this time
- In the process of completing the form related to 13G with all our districts
- Discussion around the climate survey that will be distributed at the end of the week. AD Hoc Committee will review results
- Discussion around Quantitative Data

- Discussion about Division Reports labeled “setbacks”
- Update on our Middle College partnership – Communication between our administrators and the QMC program aligns with Agency goal number two

**FINANCE REPORT:**

- YOY report highlights
- Revenue down \$700k from last year – due to timing of special education billing
- Invoicing went out in September in the amount of \$7m
- Early Head Start is also down – due to the timing of invoicing – and the state is backed up with their processing of payments as well

**HUMAN RESOURCES REPORT:**

- Some programs show a gain in number of filled positions – some divisions still show a loss
- Discussion around the Dept of Labor and how they have overpaid a huge number of individuals – now they are cautious about unemployment
- Starting to see staff that have left EASTCONN come back – see net gain of 11 individuals
- Discussion around staff doing extra duty to fill in – i.e. driving students at times

**ACTION ITEMS:**

**Approval of the first read of New Policies as presented**

**MOTION:** Rod Perry motioned to approve the first read of the new policies as presented  
**SECOND:** Maryellen Donnelly  
**VOTE:** 9 Board Members approved the motion  
**ABSTENTIONS:** Lydia Rivera-Abrams

**Approval of the first read of Revised Policies as presented**

**MOTION:** Herb Arico motioned to approve the first read of the revised policies as presented  
**SECOND:** Maryellen Donnelly  
**VOTE:** 9 Board Members approved the motion  
**ABSTENTIONS:** Lydia Rivera-Abrams

**Approval of the revised By-Laws:**

**MOTION:** Maryellen Donnelly motioned to approve the revised By-Laws as presented  
**SECOND:** Rod Perry  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**Approval of first read of Sub-Committee Charges:**

**MOTION:** Terry Cote motioned to approve the first read of the Sub-Committee Charges as presented  
**SECOND:** Amy Blank  
**VOTE:** 9 Board Members approved the motion  
**ABSTENTIONS:** Lydia Rivera-Abrams

**Motion to Adjourn:**

**MOTION:** Lydia Rivera-Abrams motioned to adjourn the meeting at 6:52 pm  
**SECOND:** Amy Blank  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

Respectfully Submitted

Carol Klemyk