

**Board of Directors' Meeting  
August 20, 2024**

**Roll Call of Board Members:**

Justin Phaiah, Board Chair – Brooklyn  
Michael Morrill – Putnam  
Mary Ellen Donnelly – Hampton  
Katherine Paulhus – Mansfield  
Barbara Riley – Pomfret  
Sara Kelley- Stafford  
Sonia Greene- Woodstock  
Amy Blank- Union  
Terry Cote- Eastford

**EASTCONN Staff Present:** Eric Protulis, Claudia Izzi, Kristin Hempel, Dona Prindle, Laura Lybarger, Kim Mansfield, Kim Bush, Shawn Brodeur, Ravit Stein, Diane Gozemba

**The Board Meeting was called to order at 5:36pm by Board Chair, Justin Phaiah**

**Pledge of Allegiance**

**Additions to the Agenda:** None

**Audience with Citizens:** None

**Approval of minutes:** One motion to approve all minutes as presented on the motion document:

**MOTION:** Mary Ellen Donnelly motioned to approve the minutes of the Board of Directors' Annual May 2024 Meeting, Approve the minutes of the Policy Sub- 7/25/24 & 8/15/24; Approve the minutes of the Facilities Sub Committee- 7/25/24 & 8/15/24; Approve the minutes of the Finance Sub-Committee meeting- 6/12/24 & 7/16/24 & 8/14/24

**SECOND:** Sonya Green

**VOTE:** Unanimous

**ABSTENTIONS:**

**Review of New HR Policies, 1<sup>st</sup> Read**

- Policy 4014.1.1 Hiring of Non-certified Staff
- Policy 4013.1.1 Hiring of Certified Staff
- Policy 4010.2.1 Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes
- Policy 1002.1.1 – Possession of Deadly Weapons or Firearms – S&G & EASTCONN Draft
- Policy 1008.1.1 – Administrative Regulations Regarding Sexual Offenders – S&G & EASTCONN Draft
- Policy 1009.1.1 – Prohibition Against Smoking – S&G & EASTCONN Draft

## Motion to Approve HR Policy, 2nd Read from May 23, 2024

MOTION: Mary Ellen Donnelly motioned to approve HR Policies as read:

- Policy 4004.1.1 Bloodborne Pathogens Administrative Regulations and Exposure Control Plan
- Policy 4012.1.1 Family & Medical Leave (FMLA)
- Policy 4020.1.1 Title IX Sex Discrimination and Harassment
- Policy 5022.1.1 Section 504 – ADA (Students)

SECOND: Barbara Riley

VOTE: Justin Phaiah, Katherine Paulhus, Michael Morrill, Sonia Greene, Terry Cote, Sara Kelley

ABSTENTIONS: Amy Blank

## SUB-COMMITTEE REPORTS:

### Policy:

- Updating the policies on intranet. All policies will be updated to reflect new design and format (ADA compliant).

### Facilities:

EVC:

- Recently cleared out the overgrowth around the pond and created better drainage to prevent parking lot flooding
- Adding new space for classrooms
- New classrooms inside building to accommodate NRP

Hampton:

- Engineering and Department of Health delays at Hampton Property

ACT Funding:

- Grand funding renovations are underway at ACT

### Finance:

- New CFO, Brian Greenleaf starts 8/26/24
- Reviewing the impact of last year's revenue streams on budget
- Examining last 3-year budget, specifically looking at revenue and how we can approach it differently
- Increases in fees (tuition/ service costs) has been reasonably calculated each year with consideration of impact on District budgets
- Timing of payments to EASTCONN impacts cash flow
- Unanticipated expenses included funds Due to State from grants not properly expended and Windham/Barrows refund

### Head Start Updates:

- Update was given by Kim Mansfield.
- The complete Head Start monthly packet is available on the Board of Director's shared drive.
- One time funds will be used for Kitchen HVAC at Westcott Rd and Windham materials for Infant/Toddler classrooms

## Motion to Approve One Time Funding Application

MOTION: Sonia Greene motioned to approve the One Time Funding Application  
SECOND: Sara Kelley  
VOTE: Unanimous  
ABSTENTIONS: None

## New Business

- Enrollment Report
  - EVC/NRP movement of class rooms
  - Building for enrollment back to where it was pre-transition
  - Funding for magnets changed and less is from districts expenses
- Division Directors' Report
  - Grant awards totaled 3.7M this year
  - Marketing is revamping all of our materials to align with the strategic plan; new logo and branding in September
  - Leading and learning is now ACCESS and kicking off to a strong start
  - Collaborating with the CES on Multi-Tiered Systems of Support (MTSS)
  - Early Childhood is working on a community garden
  - Partnering with TVCCA for workforce development grant, in partnership with EWIB to increase people eligible to work in our programs through training
  - Transportation Hack-a-thon data being worked through to come up with innovative ideas
- Human Resources Report
  - Lots of fluctuations in staffing numbers due to movement within agency; NRP is an example
- Executive Director Report
  - We hosted the 119K Commission on 8/21/2024; this keeps us on the radar with legislators and our role in helping work on community challenges
  - Leadership Advance working through the Strategic Plan; new monthly reports will align with that work
  - Staff Appreciation Day is 8/23/24
- Committee Minutes Process
  - Sub-Committees are now called Committees
  - Minutes from each committee meeting will be sent to the meeting attendees to review with opportunity to suggest edits/changes.

## Consent Agenda

### Motion to approve EASTCONN's Corporate Resolution for FY 2024-2025

MOTION: Barbara Riley motioned to approve the Corporate Resolution for FY 2024-2025  
SECOND: Sara Kelley  
VOTE: Unanimous  
ABSTENTIONS: None

**The Board of Directors voted to go into went into Executive Session at 6:25 pm with Eric Protulis**

MOTION: Sonia Greene  
SECOND: Sara Kelley  
VOTE: Unanimous  
ABSTENTIONS: None

The Board of Directors went out of Executive Session at 7:25 pm

The Board exited Executive Session at 7:28pm

The Board of Directors adjourned at 7:30pm

Motion: Sara  
Second: Sonia  
Vote: Unanimous

Respectfully Submitted,

Carol Klemyk/Eric Protulis  
EASTCONN Executive Director