

## Board of Directors' Meeting March 26, 2024

### **Roll Call of Board Members:**

Justin Phaiah, Board Chair – Brooklyn  
Michael Morrill – Putnam  
Maryellen Donnelly – Hampton  
Katherine Paulhus – Mansfield  
Barbara Kelley – Pomfret  
Terri Cote – Eastford  
Sara Kelley- Stafford  
Sonia Greene- Woodstock  
Jennifer Beausoleil- Coventry

**EASTCONN Staff Present:** Eric Protulis, Claudia Izzi, Patricia Proctor, Kristin Hempel, Dona Prindle, Diane Dugas, Laura Lybarger, Kim Mansfield, Kim Bush, Merilee Barnhardt, Amy Margelony, Shawn Brodeur, Ravit Stein, Courtney Haines, Sharlene Edwards, Diane Gozemba

**The Board Meeting was called to order at 5:31pm by Board Chair, Justin Phaiah**

### **Pledge of Allegiance**

### **Additions to the Agenda:**

**Audience with Citizens:** None

### **Presentation “How to Become a CDL Driver”, Merilee Barnhardt and Kim Bush**

- The complete presentation is available on the Board of Director’s shared drive

### **Motion to Approve HR Policy 1<sup>st</sup> Read**

MOTION: Sara Kelley motioned to approve HR Policies as read:  
– Personnel: Code of Ethics and Professional Responsibility for Personnel (4006.1.1)  
– Personnel: Nepotism (4015.1.1)  
– Business: Purchasing/Procurement (3006.1.1)  
SECOND: Katherine Paulhus  
VOTE: Unanimous  
ABSTENTIONS: None

### **Motion to Approve HR Policy 2nd Read from February 27, 2024**

MOTION: MaryEllen Donnelly motioned to approve HR Policies as read:  
– Personnel- Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees (#4005.1.1)  
– Students- Child Abuse and Assault Response Policy and Reporting Procedure (#5005.1.1)  
SECOND: Sara Kelley  
VOTE: Unanimous  
ABSTENTIONS: None

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

MOTION: MaryEllen Donnelly motioned to approve the minutes of the Board of Directors' January 2024 meeting, approve the minutes of the Policy Sub-3/21/24, approve the minutes of the Finance Sub-Committee meeting 3/13/24

SECOND: Sara Kelley

VOTE: Unanimous

ABSTENTIONS: Katherine Paulhus

## SUB-COMMITTEE REPORTS:

### Policy:

- Sexual harassment training videos will be sent to the board as a new protocol.

### Facilities:

- No meeting this month

### Finance:

- Moving all administrative fees to management services for easier tracking.
- All account credits have been reconciled. All districts credits have been spent. Will no longer carry credits over to the following fiscal year
- Reduction by taking unfilled position out of the current budget

### 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.

## Consent Agenda

### Motion to Approve Board of Directors Meeting Dates 2024-2025

MOTION: Katherine Paulhus motioned to approve the 2024-2025 Board Meeting Dates

SECOND: Sara Kelley

VOTE: Unanimous

ABSTENTIONS: None

### Motion to Approve General Wage Increase (GWI) for Non-Union EASTCONN Employees for 2024-2025 (3% increase)

MOTION: Katherine Paulhus motioned to approve GWI of 3% for 2024-2025

SECOND: MaryEllen Donnelly

VOTE: Unanimous

ABSTENTIONS: None

**Motion to Approve participation in the healthy food option of C.G.S. Section 10-215f and follow the Connecticut Nutrition Standards (CNS):**

Pursuant to C.G.S. Section 10-215f, the EASTCONN Executive Board of Directors certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

MOTION: Katherine Paulhus motioned to approve  
SECOND: Sara Kelley  
VOTE: Unanimous  
ABSTENTIONS: None

**Motion to approve food and beverage combined exemption:**

The EASTCONN Executive Board of Directors will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

MOTION: Sara Kelley motioned to approve  
SECOND: Kathrine Paulhus  
VOTE: Unanimous  
ABSTENTIONS: None

**New Business**

- Enrollment Report
  - Enrollment is typically low in April and May.

- Division Directors' Report
  - Wescott kitchen is operating.
  - There has been a lot of positive feedback for Food Services.
  - Mobile manufacturing lab is being re-wrapped in beginning of April.
  - Waiting on the HVAC grant for ACT and Magnet School funding.
  
- Additional Finance updates
  - Auditor is on target to present in April.
  - We are also going to look at other Auditors; need to decide by July 1<sup>st</sup>.
  - Goal is complete the audit by November 2024.
  - 2025 Budget will be presented in April.
  
- Human Resources Report
  - Lost staff in Bridges and Transportation.
  
- Executive Director Report
  - Annual Meeting date moved to May 23<sup>rd</sup>, 4pm.
  - Working with Jewett City on moving our banking relationship forward.

**The Board of Directors adjourned at 7:01pm**

Respectfully Submitted,

Claudia Izzi  
EASTCONN Board of Directors  
Recording Secretary