



**Minutes of the February 23rd, 2021, EASTCONN Executive Committee Meeting
ZOOM MEETING**

Present: Roll Call of Board Members:

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

EASTCONN Staff Present: Gary Mala, Carol Klemyk, Rich Tariff, Melanie Marcaccio, Joni Weglein, Ed Martin, Kim Bush, Diane Dugas, Diane Gozemba, Amy Margelony, Heather Plourde, Lindajeanne Schwartz, Ravit Stein, Teddie Sleight

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

No Pledge of Allegiance

Approval of minutes:

MOTION:	Maryellen Donnelly motioned to approve the minutes of the January 2021 meeting as presented
SECOND:	Rod Perry
VOTE:	Unanimous
ABSTENTIONS:	None

Additions to Agenda:

Board of Directors survey – put under Board Retreat – continued discussion
Motion of Silence for EASTCONN employee

MOTION:	Herb Arico motioned to add the two items to the Agenda
SECOND:	Maryellen Donnelly
VOTE:	Unanimous
ABSTENTIONS:	None

Moment of Silence at 5:37 pm

Audience with Citizens: None

Presentation by Amy Margelony and Ravit Stein

SEL for Staff Members

See Power Point attached

Discussion ensued around the common collaboration of developing and implementing these protocols with all staff members: A synopsis of highlights:

Prioritizing school staff wellness during COVID-19 response

Strategies for promoting SEL and self-care among EASTCONN Staff

Event, Experience and Effects – the THREE E's of Trauma

Implement self-care and self-wellness

EASTCONN Staff identified specific SEL and self-care activities

Self-Care goals and how these will be sustained throughout the school year.

Committee Reports:

Policy:

The Policy sub-committee met in January and February, minutes are attached. An additional Board Member attended the February meeting. This resulted in the pulling of a series of policies that will be reviewed again with possible room for improvement and changes in these policies.

Will discuss with members of sub-committee at the March meeting about reaching out to CAFE and engaging their experts to be involved and assist with this process.

Facilities:

Facilities – still no site visits.

Discussion followed around the Sub-committee focusing on a ZOOM meeting to discuss future options for some of our programs; especially NRP. Start to look at properties that could possibly be considered for the future; looking at the Autism program in particular and review building space that would allow the program to build capacity to meet possible future needs of our districts in the area.

Finance:

Joni Weglein and Ed Martin met with the Finance sub-committee last Thursday and shared the minutes. Will discuss details later on in the Agenda under New Business.

Updates from Head Start:

While reviewing the report a discussion followed around attendance and enrollment and that the numbers are not where they would like them to be. Now that vaccines are available people will get more comfortable with letting the children return to the classroom.

The interim budget report goes through January 31st and we will be carrying some cash forward.

COVID funds are extended through June. Review of the Meal counts documents.

Also included is a report that focuses on goal setting and the need to work with families. In relation to the report that was presented earlier in the meeting the number one priority is setting goals and on family well-being. Priorities are shifting on how we can take care of ourselves and the family unit on setting goals. SEL is a very high priority for the educational goals that they will work on.

New Business:

Enrollment Report:

Executive Director Mala states that the enrollment numbers remain steady. What is the impact on our Magnet schools with parents needing to get back to work and parents that are home schooling are looking for alternatives? Is there greater interest in new enrollment at these sites?

Diane Dugas shared that they update the marketing strategies for the Magnet schools to be virtual in a variety of ways focusing on disengaged students. It was noted that some of the federal funds can be earmarked for remedial learning. Executive Director Mala talked about continuing the conversations around alternative types of programs using ESSER funds.

Executive Director's Report:

Gary Mala, Amy Margelony and Kurt Mias had a meeting with the superintendent in Killingly. They walked the facility and discussed the deficiencies and the superintendent assured that they will address these concerns so the building can be safely used. This will work for the short term; but this is not a long term answer; we will need to look at alternative facilities for future use.

EASTCONN is in high gear for managing the distribution of vaccines for all our staff starting today.

EASTCONN has 509 employees. Maybe use the Hampton facility as a center point for employees to receive the vaccine – will coordinate with the DPH

EASTCONN could be open to having smaller districts come into our facility as one big group for the vaccine providing time and space for our smaller communities.

Discussion ensued around ECHIP and CTCHIP programs.

Finance Report:

Reviewed the reports and projections at the bottom of the report; looking at the Magnet schools with enrollment down and what that bottom number will look like and comparing that with the revenue report; planning where we can take some reductions into the schools' expenses. We have not yet finalized what that number could be. EASTCONN's cash balance is in a good place with enough cash flow to cover payroll forecasted out through June and to cover balloon payments. The monthly variance reports are very valuable. Fiscal is working with transportation and looking at the turnover rate and unfilled positions which would help offset deficits. Birth to Three had a reduction in revenue which is being offset with outside consulting by being proactive on both revenue and expenses sides. Currently there is a freeze on discretionary spending with local budgets. Finance is working with division leaders to mitigate keeping deficits as minimal as possible

Human Resources Report:

Based on the request of the Board at the January 2021 meeting this report is a high level of representation of where we are with respect to personnel; and shows all the activity for the month. The Board members want to take time to review all the information and will provide feedback at next month's meeting.

Melanie Marcaccio developed this position control document that the HR department relies on heavily to report data to the state.

HEAD START ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Training:

This training was presented by Diane Gozemba which is part of the regulations to get Board approval for the Head Start reports each month. Focusing on the income level, by using the McKinney-Vento guidelines, the neediest families are often working more than one job to make ends meet. The monthly reports are used to collect data on families and the annual report that is submitted to the Federal Government. Combined of a blind selection using these data points with two tweaks: one is for family experiencing homelessness and the second one is for families without reliable transportation. A discussion followed around how the guidelines look at the poverty level and families becoming eligible for the program on a temporary basis. The question was asked about how the logistics work for the limited English proficient families. Diane Gozemba stated that they do have a bi-lingual staff member that works with those families.

Consent Agenda:

EASTCONN's Head Start ERSEA Training for the Board

MOTION: Herb Arico motioned to approve the Head Start ERSEA Training for the Board
SECOND: Maryellen Donnelly
VOTE: Unanimous
ABSTENTIONS: None

Approve Updated Policies (first read was done at January 2021 meeting):

MOTION: Amy Blank motioned to approve the updated Policies listed below as presented
SECOND: Rod Perry
VOTE: Unanimous
ABSTENTIONS: None

- 6142.1 Family Life Education
- 6142.101 Student Nutrition and Physical Activity/Wellness Policy
- 6144 Controversial Issues
- 6144.1 Exemption from Instruction
- 6145 Extra Class Activities
- 6145.2 Interscholastic/Intramural Athletics
- 6145.3 Student Publications
- 6145.8 School Activity Funds
- 6145.41 School Productions
- 6153 Field Trips
- 6161 Equipment/Books/Materials
- 6161.1 Evaluation of Instructional Materials
- 6161.2 Damaged and/or Lost Materials
- 6161.21 Overdue Materials

The Board continued discussion for the retreat and survey:
What is EASTCONN's position as we come out of COVID?
Board self-evaluation – dive into deeper discussions about self-assessment
Will distribute a survey (through survey monkey) with engaging questions around Board Members and their understanding of EASTCONN as an Agency and their role as a Board Member. This will help to structure the discussions.

Adjournment:

MOTION:	Herb Arico moved to adjourn the meeting at 7:06 pm
SECOND:	Amy Blank
VOTE:	Unanimous
ABSTENTIONS:	None

Respectfully Submitted,
Carol Klemyk