



**Minutes of the October 27th, 2020 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	Katherine Paulhus, Mansfield
Joan Trivella, Woodstock Academy	Judy Benson-Clarke, Region #8
Herb Arico, Willington	

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

The Board Meeting was called to order at 5:31 pm by Board Chair, Joan Trivella

Approval of minutes:

MOTION:	Rod Perry motioned to approve the minutes of the September 2020 meeting as presented
SECOND:	Maryellen Donnelly
VOTE:	Unanimous
ABSTENTIONS:	None

Additions to Agenda: None

Audience with Citizens: None

Committee Reports:

Policy:

Policy Subcommittee did not meet in October – due to obstacles in scheduling the next meeting is on November 12th. Minutes from September meeting are included in the packet.

Facilities:

Minutes are in the packet from the first Facilities sub-committee meeting. The group discussed the objectives of the group and the direction they want to go in for future meetings. The first order of business is to go out in the area to see all of EASTCONN facilities. Also will create a 10-year facilities plan so the Board can see what that will look like.

One item discussed was the future of location of EASTCONN's NRP program. We have to vacate the old Killingly High School because this is the last year of our lease and the town has plans for the floors that we currently occupy. We will need to find a building that will accommodate 65 students in 12 classrooms. EASTCONN has a meeting with the Superintendent in Killingly in November.

Finance:

Finance sub-committee met on October 22nd.

Reviewed the September 2020 year to date financials; introduced a year over year document and created a transportation variance report.

There is a timing difference in some of the adult education revenue booked last year compared to this year.

At this time, there is a \$130,000 in additional revenue - which is over than what we projected.

The variance report will be created for all divisions when finance meets with each Director.

What impact has COVID had on the budget?

We will be getting close to \$600,000 worth of COVID funds between the two grants. At this time, we are not sure that FEMA funds will be coming; OPM has not pushed that along yet.

Transfer of funds from one category to another because of those changes and permissions of what is allowable and what is not – if not we will use ESSER funds.

Updates from Head Start:

Diane Gozemba, Director reported that overall everything went relatively well during the opening through today. Last month the Board approved the grant application; as a result Head Start was awarded both grants; \$100,000 to EASTCONN and \$100,000 for the Windham Head Start project. We are diligently watching the attendance and will report on how that will look moving forward. Overall, virtual learning and family visits are going very well. Pulled back a little from Windham because it is now a red town – but still providing services virtually and that can be done to best meet the families' schedules. There have been some issues with connectivity. Head Start has many bilingual staff working with the students and families in Windham.

New Business:**Enrollment Report:**

At the CDT's enrollment is close to last year's numbers. Enrollment is down in magnet and alternative programs, which is attributed to COVID. EASTCONN is reaching out to families to contact them especially around home schooling - we will watch these numbers; because this could have an impact on funds we receive from sending towns.

Good trending at ACT and QMC; numbers are still lower due to COVID. Students will return we just have to wait it out to see what happens.

The group talked about NRP – no EASTCONN students are using the Woodstock Academy facility. Our students had to leave there because if they stayed at WA there would be no nursing services, no custodial services and no cafeteria services. The students were moved to the Killingly facility. RTS is at QMC in a classroom upstairs.

One Board member asked EASTCONN to produce a document that lists the break-even number for each program.

EASTCONN's reimbursement from the state is determined by the October 1st enrollment numbers – if students do vacate the building then we will be losing funds.

Executive Director's Report:

Overall, the first two months of school are going very well. Teachers and students are adapting and the efforts of Leadership for the re-entry and re-opening has been exemplary. The local Health Department has said even though numbers in the state are on the rise, the protocols we have in place and the restrictions we are adhering to are working well. We have to treat each day as a "first" day.

Discussion followed.

A Board Member inquired about the Wal Mart Grant – which ends in February 2021. A major part of the grant was in-person internships, which we have not been able to establish; so we have been working on alternative methods. We are very pleased with the virtual platform that we have been using.

Virtual internships are not a strong option because they are not as motivational as the in-person ones.

The group discussed Drivers Ed program. We will be offering it virtually and it will fall under the division of Food and Hospitality Services.

One Board Member asked about the results of CSDE survey regarding staffing needs throughout the state. Not many results as all districts and RESC's are having staffing issues.

Finance Report:

There are three reports that we are reviewing this month: the traditional month income statement, a year over year income statement, and pushing out variance reports for each division. EASTCONN has a net income that has increased from the Board approved budget of \$125,000. There will also be an increase in revenue from the TEAM program of about \$100,000. We will be meeting with division directors and be proactive as opposed to reactive with regard to revenue and income. We will also compare with other years to have a glance at historical information. EASTCONN is about \$300,000 ahead of the game than where we were last year at this time. Also in transportation, revenue is up \$160,000 from last year as well.

\$456k variance up from the board approved budget; we will be looking at the numbers and revising the budget the more revenue we get now and on books will impact any revision we make. Team Revenue is \$275k higher. If a division is not going to meet revenue then we will need to pull back expenses- we are \$300k plus this year to date. Transportation revenue is \$167k higher than last year – 1.5 million in revenue from 3 contracts. – in correlation total compensation is higher because of more drivers; rest of expenses are comparable to where we were last year.

A Board member asked if the state COVID cases keep increasing – if that gets to a certain point – will governor mandate online learning – and how would that impact the bottom line of the budget? Tough to call at this time – the Governor may not mandate on-line learning as he is the one that pushed to get the schools open.

Consent Agenda:

Approve New Policies: (first read was approved September 2020)

#5157 Bullying
#5158 Service Dogs

MOTION: Terry Cote moved to approve the New Policies as presented
SECOND: Maryellen Donnelly
VOTE: Unanimous
ABSTENTIONS: None

Approve the Revisions to Policies: (first read was approved September 2020)

#5125.11 Health/Medial Records
#5141 Student Health Services
#5142.21 Administering Medications
#5141.25 Students with Special Health Care Needs

MOTION: Herb Arico moved to approve the Revisions to Policies as presented
SECOND: Maryellen Donnelly
VOTE: Unanimous
ABSTENTIONS: None

Approve the Family Handbook for Head Start: (first read was approved September 2020)

MOTION: Maryellen Donnelly moved to approve the Family Handbook for Head Start as presented
SECOND: Rod Perry
VOTE: Unanimous
ABSTENTIONS: None

Approve the Federal Head Start and Early Head Start Application

MOTION: Terry Cote moved to approve the Head Start and Early Head State application as presented
SECOND: Maryellen Donnelly
VOTE: Unanimous
ABSTENTIONS: None

Comments from Board Members:

Keep checking on teachers and their students
Expression thanks for all the “back office” people at EASTCONN for doing a tremendous job
Appreciate what Executive Director Mala said about “predictability”; EASTCONN is well positioned to roll with the tide
Thank you for the EASTCONN Annual Report

Adjournment:

MOTION:	Herb Arico moved to adjourn the meeting at 6:50 pm
SECOND:	Rod Perry
VOTE:	Unanimous
ABSTENTIONS:	None

**Respectfully Submitted,
Carol Klemyk**