

Board of Directors' Meeting May 23, 2024

Roll Call of Board Members:

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

EASTCONN Staff Present: Eric Protulis, Claudia Izzi, Patricia Proctor, Kristin Hempel, Dona Prindle, Diane Dugas, Laura Lybarger, Kim Mansfield, Kim Bush, Amy Margelony, Shawn Brodeur, Diane Gozemba, Andy DePalma, Melanie Marcaccio, Ravit Stein, Sharlene Edwards, Jill Taylor

The Board Meeting was called to order at 5:40 by Board Chair, Justin Phaiah

Pledge of Allegiance

Additions to the Agenda:

Audience with Citizens: None

Presentation- FY23 Audit from CliftonLarsonAllen (CLA)- All Audit materials including the presentation are available on the Board of Directors shared folder.

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

MOTION: Katherine Paulhus motioned to approve the minutes of the Board of Directors' April 2024 meeting, approve the minutes of the Finance Sub-Committee meeting 5/8/24, approve minutes of the Policy Sub-Committee Meeting 5/9/24 and approve minutes of the Facilities Sub-Committee Meeting 5/9/24

SECOND: Barbara Riley

VOTE: Unanimous

ABSTENTIONS: None

HR Policy Revisions Update:

First read review of new policy revision for May 23, 2024 packet:

- Personnel: Family and Medical Leave (4012.1.1)
- Personnel: Administrative Regulations Regarding Bloodborne Pathogens (4004.1.1)
- Personnel: Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (4020.1.1)
- Students: Policy Regarding Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act 1990

Presentation- EASTCONN Educators Evaluation Model - Diane Dugas/Professional Development and Evaluation Committee (PDEC)

The presentation is available on the Board of Directors' shared folder

MOTION: Barbara Riley motioned to approve the Evaluation Model Plan
SECOND: Amy Blank
VOTE: Unanimous
ABSTENTIONS: None

Strategic Plan Presentation- Eric Protulis

The presentation is available on the Board of Directors shared folder.

SUB-COMMITTEE REPORTS:

Policy:

- Continued work on the HR policies; using the Ship & Goodman template as a resource through the revision process

Facilities:

- Walk-through at ETA to see the remodel.
- Reviewed the grants award of 2.7M for ACT and will begin planning that work

Finance:

- 300-400k surplus anticipated for FY23-24
- The budget freeze will remain until June 30
- Hiring will continue for positions directly linked to revenue

Head Start Updates- Kim Mansfield

The complete monthly packet is available on the Board of Directors shared folder.

- Head Start Art Gala on May 22 from 4:30-6pm was a success; showcased on social media. This will be an annual event.
- The final budget has been submitted; utilizing the 200K+ surplus towards building improvements, new vehicle and playground.
- Federal review is complete. No areas of non-compliance and the final report is expected in 6 weeks

Head Start Approval- Head Start is looking to partner with the Mansfield Discovery Depot to offer 8 Early Head Start (EHS) slots embedded in their program. Upon Office of Head Start (OHS) approval, this collaboration would start on or about September 1. *

MOTION: Katherine Paulhus motioned to approve the partnership with Mansfield Depot
SECOND: Amy Blank
VOTE: Unanimous
ABSTENTIONS: None

* Implementation is contingent upon Head Start Policy Council approval

New Business

- Enrollment Report
 - Enrollment is steady, new enrollment for NRP and ETA over the summer.
- Division Directors' Report
 - Summer Youth employment funds are available
 - Mobile manufacturing lab is available and is open to tours
 - Ravit Stein continues her work on standards for Board Certified Behavior Analysts that will become the model for other states
 - Employee walking challenge was very successful with a lot of participation
- Additional Finance updates
 - None
- Human Resources Report
 - School district employment is active
 - Conducting an analysis on our application and geographical recruiting
- Executive Director Report
 - None
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Consent Agenda

- **Motion to Approve Sub-Committee Calendar for FY24-25***
MOTION: Maryellen Donnelly motioned to approve the grant
SECOND: Katherine Paulhus
VOTE: Unanimous
ABSTENTIONS: None

**approved with edits, changing some dates as requested when reviewing the full year calendar*

The Board of Directors adjourned at 7:33pm

Respectfully Submitted,

Claudia Izzi
EASTCONN Board of Directors
Recording Secretary