

LEARN EXECUTIVE COMMITTEE MEETING SUMMARY

February 23, 2024

8:30-10:00

Room 216

LEARN

44 Hatchetts Hill Road, Old Lyme

Zoom option available - login below.

Present: Bob Mitchell Chair, Dale Bernardoni, Secretary, Craig Esposito, Past Chair, Jen Favalora, Fiscal Officer, Kate Ericson, Cynthia Ritchie, Superintendent, New London Public Schools

Not Attending: Maryann O'Donnell, Superintendent, Clinton Public Schools

Meeting Began: 8:31 am

1.0 Review of March Agenda

2.0 Review Executive Office Coordinator Position

Kate Ericson discussed the transition plan for LEARN's Administrative Coordinator Position. The job has been posted, and the Executive Director has requested that the Executive Committee participate in the second-round interviews. This will give board members an opportunity to provide the Executive Director with feedback on LEARN's future board liaison.

3.0 Site Survey for 51 Daniels Avenue property

LEARN is engaging a firm to conduct an ALTA/NSPS survey on the 51 Daniels Avenue property. This survey is part of the agreement with the Town of Waterford in finalizing the purchase of the property. Upon completion, this survey will be utilized by the Town of Waterford to finalize all property lines.

4.0 Review of Hatchetts Hill Capital Improvements

Kate Ericson reviewed architectural designs of the upgrades to the Hatchetts Hill property. The purpose of the upgrade is to maximize the use of office space throughout the building, update all bathrooms, and upgrade the front desk to align with ADA compliance laws. Overall, the project is estimated to cost the agency approximately \$350,000.

5.0 EB Contract

LEARN has been awarded a contract with Electric Boat. This contract will have LEARN providing training

6.0 TFS Infant /Toddler Program update

The Executive Board was provided an update on the LEARN's Infant/Toddler program. There have been many obstacles to the program in regards to permits and cost. The team is reevaluating the scope of the program as well as the timeline for the opening of the pilot program.

7.0 Adjournment @ 9:45am