

**REGULAR BUSINESS MEETING**  
**BOARD OF DIRECTORS**  
LEARN, Room 107  
44 Hatchetts Hill Road, Old Lyme, CT

*A remote meeting option is provided for those unable to attend in person.  
A live Zoom link will be forwarded via email and to your Outlook calendars.*

DATE: January 11, 2024  
PLACE: LEARN  
TIME: 9:00am-11:00am

1. Call to Order:
2. Audience and Guests:
3. Public Comment:
  
4. Reading and/or Review of Correspondence:
  
5. Superintendent's Perspective: New Board Member Orientation
6. Consent Agenda:
  - 6.1 Approval of the Minutes: Regular business meeting – December 14, 2023
  - 6.2 Approval of budget summary as of December 31, 2023
  - 6.3 Approval of Grant Applications:
  
7. Information from the Executive Director:
  - 7.1 Hiring-
  - 7.2 Distributions –
  - 7.3 Executive Committee meeting minutes December 15, 2023
  - 7.4 SSS Building Committee meeting minutes – October 27, 2023 & December 15, 2023
  - 7.5 Legislative Updates-
  - 7.6 LEARN Agency Updates-
  - 7.7 Executive Director Mid-Year Review-
  
8. Old Business: none
  
9. New Business:
  - 9.1 Proposed Salaries & Benefits 2024-2025
  - 9.2 Proposed Executive Committee and Board of Directors 2024-2025 meeting dates
  - 9.3 LEARN Administrators Organization (LAO) 2024-2027 Contract
  - 9.4 LEARN Education Association (LEA) 2024-2027 Contract
  - 9.5 Executive Committee Fiscal Officer
  
10. Educational Perspective:
  
11. Roundtable/Future Agenda Items: Union Negotiations, Building/Facilities Conditions
  
12. Adjournment:

**LEARN Board of Directors**  
**AGENDA NOTES**  
**January 11, 2023**

1. Call to Order: Pledge of Allegiance
2. Audience and Guests: Introductions
3. Public Comment:
4. Reading and/or Review of Correspondence: .
5. Superintendent's Perspective: Executive Director Ericson to present, “ *New Board Member Orientation*”
6. Consent Agenda:
  - 6.1 Approval of the Minutes: Regular Business meeting—December 14, 2023
  - 6.2 Approval of 2023-2024 Budget Summary as of December 31, 2023
  - 6.3 Approval of Grant Applications: *Stronger Connections Grant* (\$50,760 for Sept.1, 2023 – September 30, 2026) funded by CT State Dept. of Education, funding agency: CSDE, *Perkins V Consortium Grant* (\$103,970) funded by CT State Dept of Education, funding agency, CSDE. Consortium Members are: East Haddam Public Schools, Nathan Hale-Ray High School, Ledyard Public Schools, Ledyard High School, North Stonington Public Schools, Wheeler High School, Portland Public Schools, Portland Middle School & High School, Region 4, Valley Regional High School, Region 18, Lyme-Old Lyme High School, and Westbrook Public Schools, Westbrook High School  
**Motion to accept the Consent Agenda as presented.**
7. Information from the Executive Director:
  - 7.1 Hiring- *New Hires and Resignations update included in packet with accompanying trend report.*
  - 7.2 Distributions- included in packet
  - 7.3 Executive Committee meeting minutes – December 15, 2023
  - 7.4 SSS Building Committee minutes – December 15, 2023
  - 7.5 Legislative Updates -
  - 7.6 LEARN Agency Updates -
8. Old Business: none
9. New Business:
  - 9.1 Proposed 2024-2025 Salaries & Benefits  
**Motion to approve 2024-2025 LEARN Salaries & Benefits as presented**
  - 9.2 Proposed 2024-2025 LEARN Executive Committee & Board of Directors meeting schedules as presented  
**Motion to approve 2024-2025 LEARN Executive Committee and Board of Directors meeting schedules as presented**
  - 9.3 LEARN Administrators Organization (LAO) 2024-2027 union contract  
**Motion to approve the 2024-2027 LEARN Administrators Organization union contract as presented**
  - 9.4 LEARN Education Association (LEA) 2024-2027 union contract

**Motion to approve the 2024-2027 LEARN Education Association union contract as presented**

- 9.5 Executive Committee Fiscal Officer  
**Motion to approve Jen Favalora to fill the Fiscal Officer vacancy on the Executive Committee until the next election**

10. Educational Perspective:  
11. Roundtable/Future Agenda Items: Union Negotiations, Building/Facilities Conditions  
12. Adjournment: **Motion to adjourn**

**LEARN Board of Directors  
Minutes  
December 14, 2023**

1. **Call to Order: Pledge of Allegiance @ 9:00am**

Present: Chester; Dale Bernardoni, East Haddam; Terri Garrity, LEARN; Kate Ericson, Montville; Robert Mitchell, Preston; Cindy Luty, Region # 17; Jen Favalora, Region #18; Scott Brown; Craig Esposito,

Not Attending and Not Represented Clinton; Michael Hornyak, Deep River; vacant, East Hampton; vacant, East Lyme; Catherine Steel, Essex; Carolyn Rotella, Groton; vacant, Guilford; Kristen Peck, Ledyard; Mary Harris, Madison; Mary Ann Connelly, New London; Jefferey Hart, North Stonington; Christine Wagner, Norwich; Al Daniels, Old Saybrook; Steven Beeler, Salem; Sean Reith, Stonington; vacant, Waterford; vacant, Westbrook; vacant

Presenters Staff and Other Guests: Troy Hopkins, Kimberly Haggerty, Bridgette Gordon-Hickey, Michael Belden, Joanne Lund, Donna Worst

2. Audience and Guests: All present were introduced

3. Public Comment:

4. Reading and/or Review of Correspondence: Mrs. Ericson shared information from Workers Compensation Trust announcing that LEARN has qualified for a \$77,894 premium refund

5. Superintendent Perspective: Troy Hopkins and *distributed with the synopsis*)

6. Consent Agenda:

6.1 Approval of the Minutes: Regular Business meeting, November 9, 2023

6.2 Approval of 2023-2024 Budget Summary as of November 30, 2023

6.3 Approval of Grant Application: *CT Early Childhood Facilities Construction and Renovation Grant* (\$152,806) January 1, 2024- December 31, 2024, funding source: American Rescue Plan Act (ARPA), funding agency: CT office of Early Childhood (OEC) & LISC Connecticut

**Motion to accept the Consent Agenda as presented by Esposito, second by Luty  
Motion passed unanimously**

7. Information from the Executive Director:

7.1 Hiring- *The New Hires and Resignations update was included in the packet with accompanying trend report and details provided in the meeting synopsis.*

7.2 Distributions –

7.3 Executive Committee meeting minutes- November 27, 2023 (*were included in packet*)

7.4 SSS Building Committee minutes – *no meeting*

7.5 Legislative Updates: DAS will make a decision on December 15, 2023 and provide the priority project list for projects eligible for grant assistance.

7.6 Agency Updates:

8. Old Business: none

9. New Business:

9.1 Magnet School Tuitions 2024-2025 (*tuition documents included in packet*) -motion was

postponed indefinitely

9.2 Special Education Tuitions and Evaluation Fees 2024-2025 (*tuition & evaluation fees included in packet*)  
**Motion to approve 2024-2025 LEARN Special Education Tuitions and Evaluation Fees as presented by Bernardoni, second by Brown**  
**Motion passed unanimously**

9.3 LEARN Service Rates (*list of services offered and rates documentation included in packet*)  
**Motion to approve 2024-2025 LEARN Service Rates as presented by Bernardoni, second by Luty**  
**Motion passed unanimously**

10. Educational Perspective:

11. Roundtable/Future Agenda Items: - Discussion on how to achieve greater member participation at the local Board of Ed level

12. Adjournment

**Motion to adjourn @ 10:55am by Mitchell, second by Esposito**  
**Motion passed unanimously**

LEARN	REVENUES				EXPENDITURES				
	Original Adopted Budget FY 23/24	Revised Budget as of 12-31-23	Year-to-Date Actual Revenues as of 12-31-23	Estimated Revenues Receivable as of 12-31-23	Original Adopted Budget FY 20/21	Revised Budget as of 12-31-23	Year-to-Date Actual Expenditures as of 12-31-23	Year-to-Date Actual Encumbrances as of 12-31-23	Actual Available Budget as of 12-31-23
<b>BUDGET &amp; ACTUAL (FY 2023-2024) CURRENT YEAR REVIEW * in thousands</b>									
<b>Departments &amp; Programs</b>									
Student Support Services	\$ 16,353	\$ 16,789	\$ 14,547	\$ 2,242	\$ 16,353	\$ 16,789	\$ 6,929	\$ 6,058	\$ 3,802
Goodwin Schools	\$ 12,334	\$ 12,334	\$ 5,942	\$ 6,392	\$ 12,334	\$ 12,334	\$ 6,055	\$ 6,279	\$ -
MSAP	\$ 1,918	\$ 1,559	\$ 508	\$ 1,051	\$ 1,918	\$ 1,559	\$ 572	\$ 478	\$ 509
Office of Teaching & Learning	\$ 1,271	\$ 1,541	\$ 76	\$ 1,465	\$ 1,271	\$ 1,541	\$ 536	\$ 446	\$ 559
Young Children & Families	\$ 2,318	\$ 2,456	\$ 684	\$ 1,772	\$ 2,318	\$ 2,456	\$ 900	\$ 1,377	\$ 179
Transportation	\$ 421	\$ 421	\$ 265	\$ 156	\$ 421	\$ 421	\$ 152	\$ 169	\$ 100
COVID Relief	\$ 840	\$ 2,832	\$ -	\$ 2,832	\$ 840	\$ 2,832	\$ 511	\$ 512	\$ 1,809
Executive Services, Special Projects, IT	\$ 2,269	\$ 2,269	\$ 1,407	\$ 862	\$ 2,269	\$ 2,269	\$ 3,041	\$ 2,016	\$ (2,788)
<b>Dept &amp; Programs Subtotal</b>	<b>\$ 37,724</b>	<b>\$ 40,201</b>	<b>\$ 23,429</b>	<b>\$ 16,772</b>	<b>\$ 37,724</b>	<b>\$ 40,201</b>	<b>\$ 18,696</b>	<b>\$ 17,335</b>	<b>\$ 4,170</b>
<b>Magnet Schools</b>									
Regional Multicultural Magnet School	\$ 6,016	\$ 6,024	\$ 4,436	\$ 1,588	\$ 6,016	\$ 6,024	\$ 2,213	\$ 2,366	\$ 1,445
Marine Science Magnet High School	\$ 3,948	\$ 3,948	\$ 3,260	\$ 688	\$ 3,948	\$ 3,948	\$ 1,521	\$ 1,538	\$ 889
The Friendship School	\$ 6,204	\$ 6,228	\$ 2,943	\$ 3,285	\$ 6,204	\$ 6,228	\$ 2,174	\$ 2,079	\$ 1,975
Three Rivers Middle College High School	\$ 1,172	\$ 1,181	\$ 968	\$ 213	\$ 1,172	\$ 1,181	\$ 455	\$ 473	\$ 253
<b>Magnet Schools Subtotal</b>	<b>\$ 17,340</b>	<b>\$ 17,381</b>	<b>\$ 11,607</b>	<b>\$ 5,774</b>	<b>\$ 17,340</b>	<b>\$ 17,381</b>	<b>\$ 6,363</b>	<b>\$ 6,456</b>	<b>\$ 4,562</b>
<b>Non-Operating Items</b>									
ECHMC Insurance	\$ 27,817	\$ 37,526	\$ 13,727	\$ 23,799	\$ 27,817	\$ 37,526	\$ 14,545	\$ 7,758	\$ 15,223
Food Service	\$ 1,523	\$ 1,740	\$ 544	\$ 1,196	\$ 1,523	\$ 1,740	\$ 647	\$ 312	\$ 781
Construction Projects / Capital Expenditures	\$ 907	\$ 1,711	\$ -	\$ 1,711	\$ 907	\$ 1,711	\$ 817	\$ 328	\$ 566
<b>Non-Operating Items Subtotal</b>	<b>\$ 30,247</b>	<b>\$ 40,977</b>	<b>\$ 14,271</b>	<b>\$ 26,706</b>	<b>\$ 30,247</b>	<b>\$ 40,977</b>	<b>\$ 16,009</b>	<b>\$ 8,398</b>	<b>\$ 16,570</b>
<b>Grand Total</b>	<b>\$ 85,311</b>	<b>\$ 98,559</b>	<b>\$ 49,307</b>	<b>\$ 49,252</b>	<b>\$ 85,311</b>	<b>\$ 98,559</b>	<b>\$ 41,068</b>	<b>\$ 32,189</b>	<b>\$ 25,302</b>
<b>Notes</b>	Original budget amounts tie to the Board approved budget package dated June 8, 2023; revised budgets reflect ongoing activity such as new contracts and roll forward of 2 year grants.								
	MSAP = THE MSAP Expect federal grant ended March 2023 after a 6th year extension. In October 2022, LEARN was awarded a 5 year MSAP LEAP federal grant for \$9.8m. MSAP recipients include TFS, MSMHS, and two Goodwin Magnet Schools. Budget updates reflect anticipated spend for FY 23-24.								
	OT&L = Revised revenue budget increased to reflect additional service contract work (e.g. New Haven Leadership Coaching, Montville Coaching & Professional Learning, Sustainers of the Sound).								
	COVID Relief = LEARN received \$1,151,329 from the CARES Act; COVID funds of \$317,365; \$1,407,056 of ESSER II, and \$2,568,834 of ARP ESSER. The ARP ESSER grant has a remaining balance of \$2.4m, all other COVID grants have been fully spent. Budget updates reflect remaining ARP ESSER funding.								
	Exec Services, Special Projects, IT = Expenditures consist mainly of amounts paid to cover health insurance costs; all expenditures will be offset by admin (12%) and health insurance allocations charged monthly to schools / departments.								



**LEARN: GRANT SUMMARY**

- I. **TITLE OF GRANT:** Stronger Connections Grant
- II. **FUNDING SOURCE:** CT State Department of Education
- III. **FUNDING AGENCY:** CT State Department of Education
- IV. **GRANT PERIOD:** September 1, 2023 – September 30, 2026
- V. **AMOUNT REQUESTED:** \$50,760
- VI. **DESCRIPTION OF ACTIVITIES:** LEARN will work with its four magnet schools to address issues of student engagement and chronic absenteeism. To do this, LEARN proposes to create a protocol for deep, empathetic listening interviews with individuals and small groups of students who demonstrate characteristics of disengagement from school. Through this process LEARN will better understand root causes of disengagement, construct a menu of effective interventions, create a training protocol for LEARN schools to utilize moving forward, and – if successful – implement these strategies as a regional support to districts in southeastern Connecticut.
- VII. **STAFFING REQUIREMENTS:** .15 FTE Trauma Coordinator
- VIII. **COSTS COVERED BY GRANT:** Salary and fringe benefits of Project Coordinator/Trauma Coordinator
- IX. **COSTS COVERED BY LEARN:** Additional time of Project Coordinator/Trauma Coordinator, as needed to accomplish the work of this project.
- X. **BENEFITS TO LEARN:** LEARN’s four magnet schools will benefit through the development of protocols and interventions developed to work with staff, students, and families to address issues of chronic absenteeism and student engagement. Additionally, this project has the potential to strengthen LEARN’s reputation across the region as it supports capacity-building with its member districts to address these issues in their schools.

**ATTACHMENTS:** None

**DATE:** November 3, 2023

**BOARD APPROVAL:** Required:  Not required:

**DEPARTMENT:** Magnet Office

**SUBMITTED BY:** Dr. Ryan Donlon, Associate Executive Director



LEARN  
Grant Summary

- I. TITLE OF GRANT: LEARN Perkins V Consortium
- II. FUNDING SOURCE: CT State Department of Education
- III. FUNDING AGENCY: CT State Department of Education
- IV. GRANT PERIOD: December 19, 2023 – June 30, 2024
- V. AMOUNT REQUESTED: \$103,970.00
- VI. DESCRIPTION OF ACTIVITIES: To fund Career and Technical Education as well as Early College Experience programs and activities in support of the consortium member districts/schools. Consortium members are: East Haddam Public Schools – Nathan Hale-Ray HS, Ledyard Public Schools – Ledyard HS, No. Stonington Public Schools – Wheeler HS, Portland Public Schools – Portland MS and HS, Region 4 – Valley Regional HS, Region 18 – Lyme-Old Lyme HS, and Westbrook Public Schools – Westbrook HS.
- VII. STAFFING REQUIREMENTS: Program Coordinator – not to exceed 35 hours and Program Budget Support Staff – not to exceed 85 hours
- VIII. COST COVERED BY GRANT: \$103,970.00
- IX. COST COVERED BY LEARN: None
- X. BENEFITS TO LEARN: Continue to provide regional coordination and support to member districts.

ATTACHMENTS: Grant application and Budget

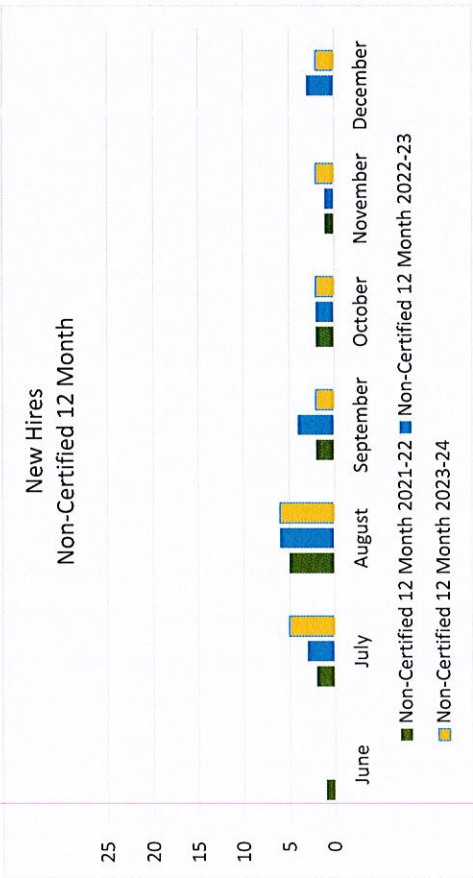
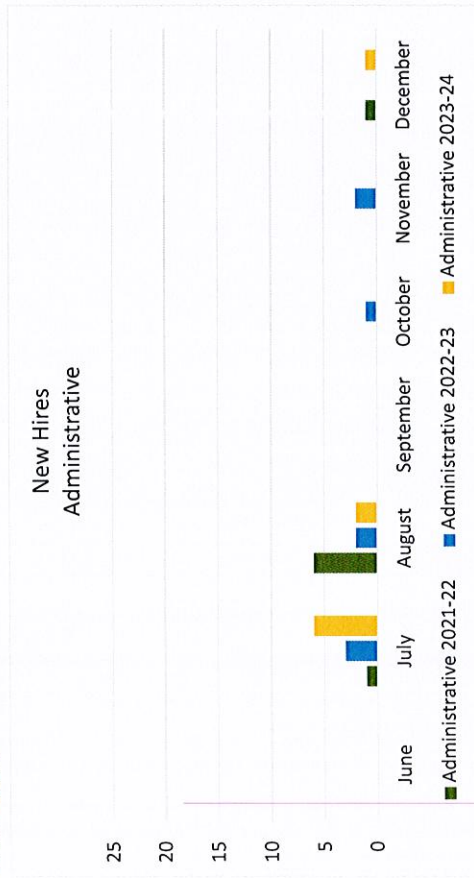
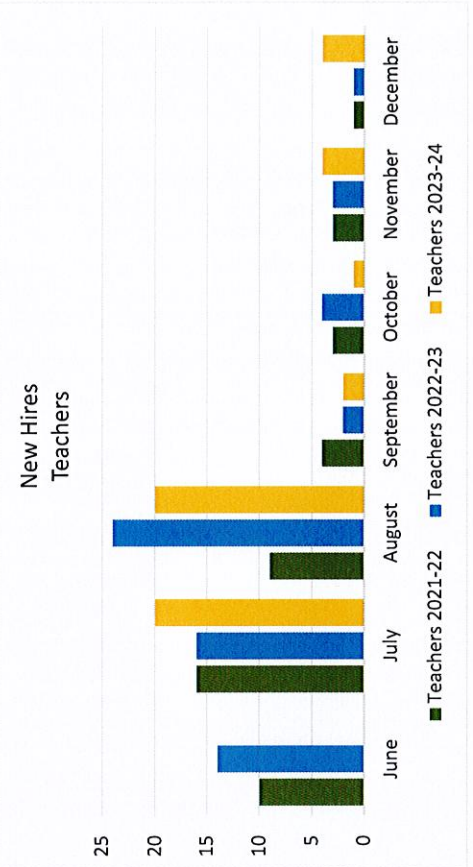
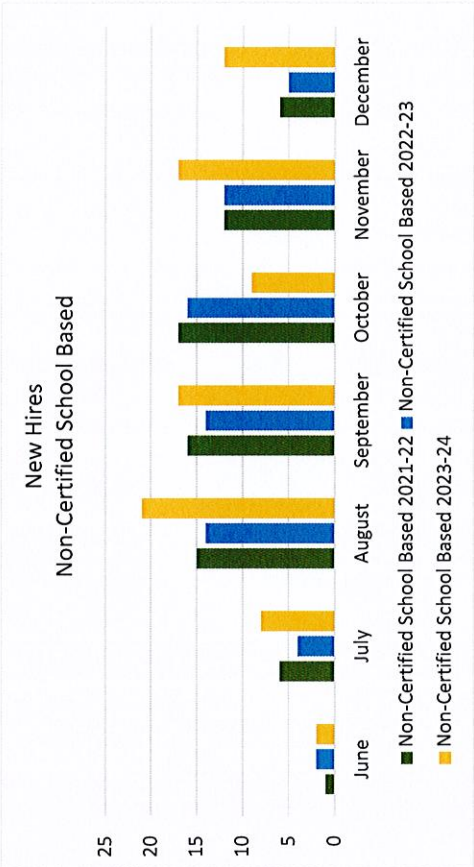
Date: December 19, 2024

BOARD APPROVAL: Required:

Not required:

Department: Office of Teaching and Learning

Submitted by: Elizabeth McCaffery

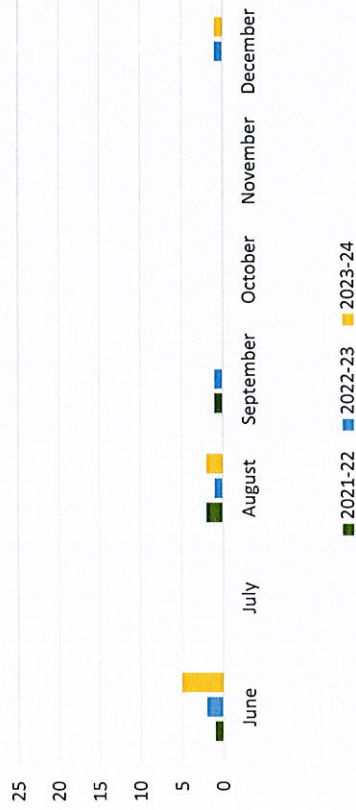




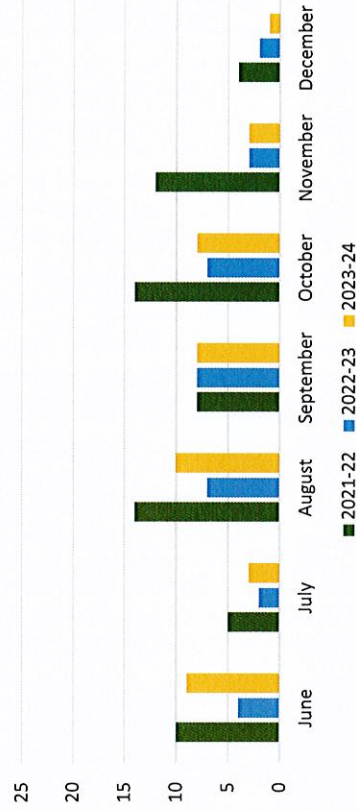


# Resignation Trend Report December 2023

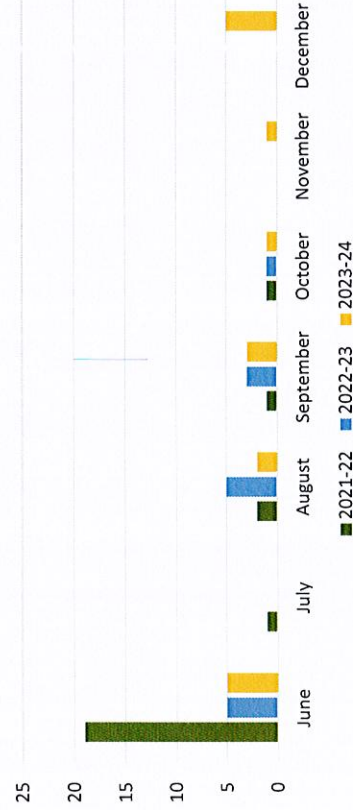
Resignations  
Administrative



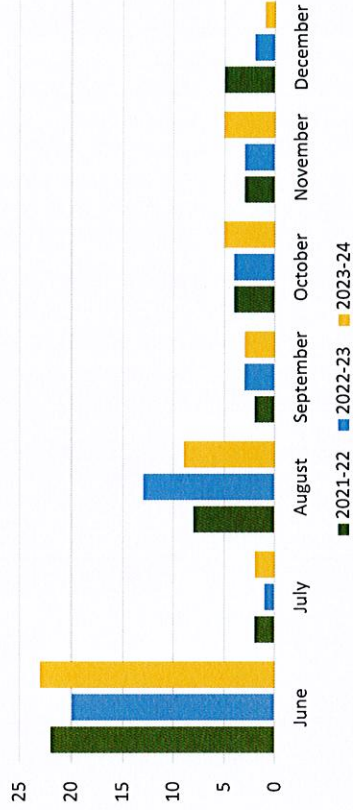
Resignations  
Non-Certified School Based



Resignations  
Non-Certified 12 Month



Resignations  
Teachers



2.1c

DECEMBER 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
BERGMAN	KATHLEEN	TEACHER	CRAH	12/31/2023	RESIGNATION - NEW POSITION
DAVIS	MARK	BEHAVIOR INTERVENTION COORDINATOR	RMS	12/19/2023	RESIGNATION
EDWARDS	ORLANDO	BEHAVIOR INTERVENTION COORDINATOR	CRAM	12/06/2023	RESIGNATION - NEW POSITION
GOMEZ	LESLIE	EXECUTIVE ASST FOR ECAMP	GUMS	12/31/2023	RESIGNATION
MACLEOD	STACIE	ASSOCIATE INSTRUCTOR	RMMS	12/31/2023	RESIGNATION - NEW POSITION
PERRON	MARY	GENERAL ACCOUNTANT	BUS	12/08/2023	RESIGNATION
TANNER	SHERI	DIRECTOR	CRAM	12/01/2023	RESIGNATION
TOMASZEK	MICHELLE	HR GENERALIST/RECRUITING COORDINATOR	HR	12/22/2023	RESIGNATION
<b>KEY</b>					
BUS - BUSINESS OFFICE			GUMS - GOODWIN UNIVERSITY MAGNET SYSTEM		
CRAH - CT RIVER ACADEMY HIGH SCHOOL			RMMS - REGIONAL MULTICULTURAL MAGNET SCHOOL		
CRAM - CT RIVER ACADEMY MIDDLE GRADES			RMS - RIVERSIDE MAGNET SCHOOL		
HR - HUMAN RESOURCES DEPARTMENT					

7.1d

RESIGNATIONS

## LEARN EXECUTIVE COMMITTEE MEETING SUMMARY

December 15, 2023

8:30-10:00

Room 216

LEARN

44 Hatchetts Hill Road, Old Lyme

*Zoom option available - login below.*

Present: Bob Mitchell, Dale Bernardoni, Craig Esposito, Kate Ericson, Maryann O'Donnell

Not Attending: Cynthia Ritchie

Meeting began @ 8:38am

- 1.0 Review of January Agenda
- 2.0 Review of 2024-2025 Executive Committee & Board of Directors meeting schedules (*included in packet*)
- 3.0 Preliminary Discussion of 2024-2025 Salaries & Benefits
- 4.0 Goodwin University Admin Appointment
  - 4.1 Appointment of Director of Connecticut River Academy Middle Grades Program for Goodwin University  
**Motion to approve appointment of Dr. Karen Baldwin as Director of Connecticut Middle Grades Program at Goodwin University at a salary of \$132,714 by Mitchell, second by Bernardoni**  
**Motion passed unanimously**
- 5.0 LEARN Education Consultant Position Appointments
  - 5.1 Appointment of Shiela Riffle as an Office of Teaching & Learning (OTL) Education Consultant (*resume will be presented*)  
**Motion to approve appointment of Sheila Riffle as n OTL Education Consultant @ a salary of \$130,000 by Mitchell, second by Bernardoni**  
**Motion passed unanimously**
  - 5.2 Appointment of Michele Han as an OTL Education Consultant (*resume will be presented*)  
**Motion to approve appointment of Michele Han as an OTL Education Consultant @ a salary of \$130,000 by Bernardoni, second by Esposito**  
**Motion passed unanimously**
- 6.0 Executive Director Mid-Year Review
- 7.0 Adjournment @ 9:45am

**STUDENT SUPPORT SERVICES BUILDING COMMITTEE****Regular Meeting****October 27, 2023****10:00 am – 11:30 am****LEARN****44 Hatchetts Hill Road, Old Lyme, CT. 06371****Meeting called to order at 10:01 am****In Attendance: Kate Ericson, Jack Cross, Craig Esposito, Robert Mitchell, Bridgette Gordon-Hickey, and Rita Volkmann****Guests: Greg Pomerleau (O&G), Mark Jeffko (O&G), Terence Cunningham, and Yvonne Tobey****1.0 Approval of Minutes**

- 1.1 Motion made to approve minutes of August 25, 2023, Building Committee made by Robert Mitchell and second by Craig Esposito  
**Motion passed unanimously**

**2.0 Reports**

- 2.1 Greg Pomerleau of (O&G) advised the roof is the largest topic. Received sign-off on the flat roofs. Put roofing cement on areas where shingles were loose. ATS panel to be connected to the generator will be shipped in March, 2024. Replaced all doors for the quiet rooms. Tiles in the staff lounge are not in yet but the plan is to replace over the school break. There is \$133,000 left in contingencies.
- 2.2 Tecton Architects – Justin Hopkins

**3.0 Old Business**

- 3.1 Ribbon cutting plans possibly in the spring of 2024 for Phase 2 of the project.

**4.0 New Business****5.0 Financial Update**

- 5.1 Invoices/Contracts  
Motion made to approve O&G Application #17 (August 31, 2023) **\$98,133.72** made by Craig Esposito and second by Robert Mitchell  
**Motion passed unanimously**  
Motion made to approve Tecton Invoice #46649 (September 30, 2023) **\$3,254.00** made by Robert Mitchell and second by Kate Ericson  
**Motion passed unanimously**
- 5.2 Change Orders  
Greg Pomerleau and Jack Cross are working to finalize/update running list
- 5.3 Budget Report  
Mike Belden will provide a full report at the next meeting

**6.0 Upcoming Building Meeting**

- 6.1 Next Building Meeting: Next meeting scheduled for December 15, 2023 at 10:00 am.  
Will close things out in January, 2024.

**7.0 Adjournment**

Motion made to adjourn meeting made by Robert Mitchell and second by Craig Esposito

**Meeting ended at 11:07 am**



**STUDENT SUPPORT SERVICES BUILDING COMMITTEE**

**Regular Meeting**

**December 15, 2023**

**10:00 am – 11:30 am**

**LEARN**

**44 Hatchedts Hill Road, Old Lyme, CT. 06371**

**Meeting called to order at 9:57 am**

**In Attendance: Kate Ericson, Jack Cross, Robert Mitchell, Craig Esposito (via Zoom), and Rita Volkman, and Bridgette Gordon-Hickey**

**Guests: Gary Cymbala, Terence Cunningham, Mark Jeffko (O&G), Greg Pomerleau (O&G), and Yvonne Tobey**

**1.0 Approval of Minutes**

1.1 Motion made to approve minutes of October 27, 2023, Building Committee made by Craig Esposito and second by Kate Ericson

**Motion passed unanimously**

**2.0 Reports**

2.1 Greg Pomerleau of (O&G) provided his monthly report, summarizing work completed since our last meeting and work scheduled to be completed over the holiday break. Critical work to be accomplished during the break will be repair work on the roof and closing of window trim on the administrative offices. In addition, Gerber will be on site to excavate and pour the new dumpster pad, grind stumps in the service entrance area and lower the rain garden catch basin drains. We are still waiting for pricing for the air exchange louvers for the boiler room and currently the ATS panel for the generator is still projected to ship in March. Interior finish work is ongoing with the alterations of the upstairs quiet room to be completed during the break. Wall pads have been released and waiting for a ship date, Metal light kits for the new quiet rooms have been ordered. There are a number of outstanding items for the electrician including access controls, cameras, and some programming. There is also some work on the elevator that will need to be completed when the generator is hooked up. December 27<sup>th</sup> and 28<sup>th</sup> NV5 is scheduled to finish commission.

2.2 Justin Hopkins (Tecton Architects) Jack provided a brief summary based on a phone conversation with Justin. Tecton is working largely behind the scenes coordination efforts to finish details with the engineers and O&G.

2.3 Jack also reported on communications with KomPan's Kyle Plickys regarding the playground surface. Jack will meet him on site next week to inspect and mark areas of the surface that will need repair in the spring.

**3.0 Old Business**

**4.0 New Business**

**5.0 Financial Update**

## 5.1 Invoices and Contracts

Motion made to approve O &G Application #18 (November 30, 2023) **\$94, 201.36** made by Bob Mitchell and second by Rita Volkmann

**Motion passed unanimously**

## 5.2 Change Orders

Greg and Jack are working on a final (close to final) reconciliation of approved change orders for finalizing the overall project budget and any allowances and contingencies to be returned to the owner. At this time, the return will be minimal, but the overall project remains within budget.

## 5.3 Budget Report

Jack checked with Michele Duthrie and Mike Belden and was advised so far, we are in fairly good shape and not over budget. The goal will be to have a full budget report ready for the January meeting.

**6.0 Upcoming Building Meetings**

6.1 Next Meeting: January (TBD), 2024 and most of the items mentioned will hopefully be resolved by the last week of January 2024.

**7.0 Adjournment**

Motion made to adjourn meeting made by Bob Mitchell and second by Kate Ericson

**Meeting ended at 10:31 am**

LEARN

DISPOSAL OF SURPLUS PROPERTY FORM

It is recommended that the equipment/materials listed below be designated obsolete or surplus and disposed of as per Board of Director's Policy #3260.

Estimated current value is \$1,000 or more N/A

Estimated current value is less than \$1,000 ✓

No monetary value - NONE - WILL BE RECYCLED

Name of item ELECTRONIC WASTE: LAPTOPS, IPADS, DESKTOPS, MONITORS

Brief description OBsolete/DAMAGED TVS, + MISC. ELECTRONIC EQUIP.

Model name and number LIST ATTACHED

Approximate date of purchase 2013-2018

Estimated remaining useful life NONE, OBSOLETE TECHNOLOGY

Any other pertinent data ALL ITEMS HAVE BEEN WIPE<sup>CLEAN</sup>D BY <sup>LEARN</sup>IT AND DESIGNATED AS ELECTRONIC WASTE BY LEARN IT DEPT. THE APPROVED VENDOR WILL PICK UP THE WASTE AT NO CHARGE AND WILL RECYCLE PARTS, METALS OR DESTROY. DEPT PERMITTED VENDOR. SERVING SCHOOLS:

Location where item(s) can be seen LEARN IT STORAGE OUT BUILDING

49 NAJCHETTS HILL RD

OLD LYME, CT 06371

SAMR, INC  
1950 RUTGERS UNIVERSITY  
LAKEWOOD NJ 08701 BLDG.  
PICK UP BY ECR attached  
STATEMENT OF WORK

School/department LEARN SCHOOLS



Administrator's Signature

11/15/2023

Date

11/15/2023

This **Statement of Work** shall set forth the terms and conditions to perform electronic recycling services which includes, but is not limited to the following types of equipment: computers and peripherals, monitors, laptops, printers, servers, network equipment, audio visual equipment, TVs, fax machines, copiers and appliances.

LEARN Regional Educational Service Center  
44 Hatchetts Hill Road  
Old Lyme, CT 06371

Phone #: (860) 434-4800 ext. 186  
E-Mail: [dworst@learn.k12.ct.us](mailto:dworst@learn.k12.ct.us)  
Attn: Donna Worst

**Services:**

- ECER will provide all transportation and recycling necessary to pick up your electronics (*listed equipment*). Equipment is stored in a small building/structure with double doors (no loading dock).
- ECER shall furnish all labor, materials, tools, equipment and staff (including driver & helper[s]) to perform the Recycling Services in a manner that will ensure a neat, orderly and professional appearance of your location.
- ECER does not accept any broken CRT glass or light bulbs.
- ECER will provide you with a certificate of recycling based upon the total weight of the equipment collected.

Transportation and Recycling Pricing Summary	
Live load pickup (includes labor, transportation, recycling, etc.)	No charge

ECER accepts anything with a plug or a battery.

**Additional Items for Recycling:**

Laptop Computers	Monitors	Printers
Fax Machines	Scanners	Keyboards & Mice
Main Frames	Wire	Telecom Equipment
Stereos & Radio Equipment	Speakers	VCR / DVD Players
Televisions	Microwaves	Air Conditioners
Humidifiers	Dehumidifiers	Space Heaters
Propane Tanks	Computers	Servers
Monitors	Circuit Boards	Copiers
Cable Attachments	Cell Phones & Telephones	Cameras
E-book Readers	MP3 Players	Modems
UPS/Battery Backup	White Goods	

Please feel free to learn more about us by visiting our web site at [www.ecerinc.com](http://www.ecerinc.com) or contact us at (978) 537-9940 with any questions that you may have.

**DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS**

Obsolete or surplus equipment/materials shall be removed from LEARN's inventory and disposed of only with the approval of the Board of Directors for items having a current value of \$1,000 or more: items with values less than \$1,000 may be disposed of upon the authority of the Executive Director or his/her designee. Items with no useful life or monetary value may be disposed of, upon approval of the Executive Director or his/her designee, without further reference to this policy.

Policy adopted: October 11, 1990  
LEARN

**REGULATIONS FOR DISPOSAL OF OBSOLETE OR SURPLUS  
EQUIPMENT/MATERIAL**

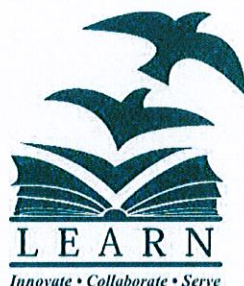
Disposal of items with current value of \$1,000 or more require approval of the Board of Directors. Items with values less than \$1,000 may be disposed of upon authority of the Executive Director or his/her designee. Items with no useful life or monetary value may be disposed of upon approval of Director without further reference to this policy.

Instructions for disposal:

1. Prior to public sale the Director of Business/Finance shall notify all LEARN school districts of the equipment or materials approved for disposal and shall request a response within ten (10) days indicating the district's interest in such equipment or materials. The Executive Director may waive this procedure for material clearly not useful to districts.
2. In the event that two or more districts express interest in the equipment or materials, the Executive Director will determine which district can make the best use of the equipment or materials and authorize transfer of the item to the appropriate district.

Obsolete or surplus equipment/materials not transferred to districts may be sold in public sale. Groups or organizations (which are not districts) shall receive preference over individuals. Equipment/materials shall not be sold to an employee of LEARN unless the equipment is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment/materials.

Adopted: October 11, 1990 LEARN



## LEARN EXECUTIVE COMMITTEE

Meetings are held 8:30am-10:00am at LEARN

44 Hacketts Hill Road  
Old Lyme, CT 06371  
860-434-4800

### **2024-2025** **Meeting Schedule**

August 23, 2024

September 27, 2024

October 25, 2024

November 22, 2024

December 18, 2024

January 24, 2025

February 28, 2025

March 28, 2025

April 25, 2025

May 23, 2025

Proposed: January 2024



9.26



## **LEARN BOARD of DIRECTORS**

Meetings are held 9:00-11:00am at LEARN

44 Hacketts Hill Road  
Old Lyme, CT 06371  
860-434-4800

### **2024-2025** **Meeting Schedule**

September 12, 2024

October 10, 2024

November 14, 2024

December 12, 2024

January 9, 2025

February 13, 2025

March 13, 2025

April 10, 2025

May 8, 2025

June 12, 2025

Proposed January 2024

**Filling a vacancy of an officer of the board**

The LEARN Board of Directors shall implement the following procedures in the event of a mid-term vacancy of an officer of the board:

In the event of a vacancy in the position of chairperson, the vice-chairperson shall act as the chairperson of the board until the next regular election of officers.

In the event of a vacancy in the position of vice-chairperson, no action shall be taken.

In the event of a vacancy of both a chairperson and vice-chairperson, the secretary shall act as chairperson until the next regular election of officers.

In the event of a vacancy in the position of either secretary or fiscal officer, a new election for this office from among the board membership shall be immediately held at the first opportunity at a public meeting of the board.

Policy Adopted: March 13, 2003 ✓  
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