

**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. The login information is on page 2. A live Zoom link will be forwarded via email and to your Outlook calendars.*

DATE: October 12, 2023  
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: Preston Superintendent of Schools, Dr. Roy Seitsinger, to present
6. Consent Agenda:
  - 6.1 Approval of the Minutes: Regular business meeting—September 14, 2023
  - 6.2 Approval of budget summary as of September 30, 2023
  - 6.3 Approval of Grant Applications:
7. Information from the Executive Director:
  - 7.1 Hiring-
  - 7.2 Distributions – CUBE 2023 Education Law Summaries
  - 7.3 Executive Committee meeting minutes – September 22, 2023
  - 7.4 SSS Building Committee minutes – none
  - 7.5 Legislative Update
  - 7.6 LEARN Agency Update
8. Old Business: none
9. New Business:
  - 9.1 Revised Policy # 5141.10, Series 5000; Students, “*Administering Medicines to Students*”
  - 9.2 Revised Policy # 5157, Series 5000; Students, “*Assessments and Immunizations*”
  - 9.3 Revised Policy #5159. Series 5000; Students, “*Health Screenings*”
10. Educational Perspective: Lisa Dean will present on the Madison-based community organization, “Demand Zero”
11. Roundtable/Future Agenda Items: Childcare Programs (a.m. & p.m.), Union Negotiations, Building/Facilities Conditions
12. Adjournment:

Zoom Login:

<https://us02web.zoom.us/j/85483152523?pwd=MTQvN2p2SEFzVTdpU2F3bVRxR0ZZUT09>

Meeting ID: 854 8315 2523

Passcode: 632907

Dial by your location

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Meeting ID: 854 8315 2523

Passcode: 632907

**LEARN Board of Directors**  
**AGENDA NOTES**  
**October 12, 2023**

1. **Call to Order: Pledge of Allegiance**
2. Audience and Guests: Introductions
3. Public Comment:
4. Reading and/or Review of Correspondence: Kate will share a letter from the U. S. Secretary of Education regarding the Marine Science Magnet High School
5. Superintendent’s Perspective: Preston Superintendent, Dr. Roy Seitsinger, to present
6. Consent Agenda:
  - 6.1 Approval of the Minutes: Regular Business meeting—September 14, 2023
  - 6.2 Approval of 2023-2024 Budget Summary as of September 30, 2023
  - 6.3 Approval of 3 Grant Applications: *Grant summaries are included in packet: 1.)* Title I, funded by (ESSA) Every Student Succeeds Act (\$330,584 for July 1, 2023- June 30, 2025), funding agency, CT Dept of Education, **2.)** Title II, funded by federal funding; ESSA (\$29,900 for July 1, 2023- June 30, 2025), funding agency; CT Dept. of Education, **3.)** Title III-,English Language Acquisition & Language Enhancement, funded by CT State Dept. of Education (\$50,824/ \$12,740 to LEARN Schools for 2022-2024), funding agency, CT State Dept. of Education  
**Motion to accept the Consent Agenda as presented**
7. Information from the Associate Executive Director:
  - 7.1 Hiring- *New Hires and Resignations update included in packet with accompanying trend report.*
  - 7.2 Distributions – CABE 2023 Educational Law Summaries distributed at meeting
  - 7.3 Executive Committee meeting minutes- September 22k, 2023 (included in packet)
  - 7.4 SSS Building Committee minutes –no meeting held in September
  - 7.5 Legislative Update
  - 7.6 LEARN Agency Update
8. Old Business: none
9. New Business:
  - 9.1 Revised Policy #5141.10, Series 5000; Students, “*Administering Medicines to Students*” (*minor revisions*)  
**Motion to adopt revised policy #5141.10, Series 5000; Students, “Administering Medicines to Students” as presented**
  - 9.2 Revised Policy # 5157, Series 5000; Students, “*Assessments and Immunizations*” (*revisions per legal statutes*)  
**Motion to adopt revised policy #5157, Series 5000; Students, “Assessments and Immunizations” as presented.**

9.3 Revised Policy #5159, Series 5000; Students, “*Health Screenings*” (minor revisions)  
**Motion to adopt revised policy #5159, Series 5000; Students, “*Health Screenings*”  
as presented**

10. Educational Perspective: Lisa Dean will present on the community organization, “Demand Zero”  
*Board member Maryann Connelly provided the invitation to Ms. Dean to share the work of the  
Madison-based community organizers whose mission is to combat the ever-growing opioid  
epidemic*

11. Roundtable/Future Agenda Items: Continued discussion of Childcare Programs (a.m. & p.m.)  
Union Negotiations, and Building Conditions

12. Adjournment:



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

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

Present: Chester; Dale Bernardoni Groton; Rita Volkmann, LEARN; Kate Ericson, Ledyard; Mary Harris, Montville; Robert Mitchell, Norwich; Al Daniels, Preston; Cindy Luty, Region # 17; Jen Favalora, Stonington; Craig Esposito, Waterford; Mindy Stone

Not Attending and Not Represented Clinton; Michael Hornyak, Deep River; vacant, East Haddam; Bryan Perry, East Hampton; Amy Ordonez, East Lyme; Catherine Steel, Essex; Carolyn Rotella, Guilford; Kristen Peck, Madison; Mary Ann Connelly, New London; Jefferey Hart, North Stonington; Phil Mendolia, Old Saybrook; Steven Beeler, Region #18; Steven Wilson Salem; Sean Reith, Westbrook; Zack Hayden

Presenters Staff and Other Guests: Dr. Ryan Donlon, Michael Belden, Bridgette Gordon-Hicky, Randy Daher, Lisa Cooney, Dale Drainville, Donna Worst

2. Audience and Guests: Introductions

3. Public Comment: none

\*Request Motion to move agenda item 9.1 Teacher of the Year & Para Educator of the Year presentations to precede regular business meeting agenda items

**Motion to move agenda item 9.1 Teacher of the Year & Para Educator of the Year to precede agenda item 4 by Bernardoni, second by Luty**

**Motion passed unanimously**

4. Reading and/or Review of Correspondence: 1. Letter from State Dept of Education regarding preliminary notice of **Interdistrict** Cooperative Grant award for the “*Sustainers of the Sound*” Program. 2. Executive Director Ericson shared correspondence from the CSDE regarding request for extension of Federal Covid Relief Funds Liquidation Period.

5. Superintendent’s Perspective: LEARN Associate Executive Director, Dr. Ryan Donlon shared that the opening of the 2023-2024 school year began with a smooth opening of all LEARN Magnet Schools. Dr. Donlon’s presentation focused on continuing the strategic mission of creating a LEARN Family of Schools, Building Leadership Capacity, Multi Language Learner Coordination, Communities of Practice and discussed Adult Learning Theory

5. Consent Agenda:

5.1 Approval of the Minutes: Regular Business meeting—June 8, 2023 & Special Meeting June 27, 2023

5.2 Approval of 2023-2024 Budget Summary as of August 31, 2023

5.3 Approval of Grant Application: Grant, “*iChoose Success*” (\$81,000) funded by State of CT Social Equity Council, funding agency: Community Foundation of Eastern CT for period July 1, 2023 - June 30, 2024 (grant summary included in packet)

**Motion to accept the Consent Agenda as presented by Esposito, second by Bernardoni**

**Motion passed unanimously**

6. Information from the Executive Director:
- 6.1 Hiring- The *New Hires and Resignations* update was included in the packet with accompanying trend report.
  - 6.2 Distributions –*LEARN's 2023 Annual report and 2023 Programs & Services booklet*,
  - 6.3 Executive Committee meeting minutes- Special meeting; July 28, 2023 & Regular Business meeting; August 25, 2023 (included in packet)
  - 6.4 SSS Building Committee minutes –August 25, 2023 (included in packet)
  - 6.5 Legislative Update- Exec. Director Ericson shared 2 new laws affecting Boards of Education: the CSDE is required to offer annual training to newly elected members of boards of education and all BOE's are required to post the meeting agenda for any regular or special board meetings and *all associated documents* the board may review at the meeting
  - 6.6 LEARN Agency Updates: Mrs. Ericson commented upon staffing for the upcoming year with the highest level of filled positions pre pandemic. She also presented an overview of the services provided to the region and introduced the first edition of the LEARN 2023 Programs & Services Guide distributed at the meeting. She also commented on how the expanded services available through the Office of Teaching & LEARNING and the Student Support Services Team continue to assist districts, especially smaller districts profoundly with cost-effective solutions and support. The Teacher Residency Program provided an additional forty-five new teachers to the pool of educators in CT and continues as a successful pathway for creating more diversity in the workforce.
7. Old Business: none
8. New Business:
- 8.1 Teacher of the Year and Para Educator of the Year\* moved to the top of the agenda.
  - 8.2 2023-2024 LEARN Educator Evaluation Flexibilities Adoption- Exec. Director Ericson provided the information on the extension allowed by the state for Flexibilities.  
**Motion to adopt the “Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017” for the 2023-2024 School Year by Esposito, second by Volkmann**  
**Motion passed unanimously**
  - 8.3 Accounting Firm, CliftonLarsonAllen's Annual Governance Memo to the Board (*also included in packet is “Statement of Work- Audit Services” for your information*)  
**Motion to acknowledge receipt of the annual “Governance Memo to the Board” from accounting firm, CliftonLarsonAllen's regarding the 2022-2023 audit process by Luty, second by Esposito**  
**Motion passed unanimously**
  - 8.4 New Student Support Services Administration Position- Director of Behavioral Programs & Services (job description included in packet)  
**Motion to approve new Student Support Services Admin position, Director of Behavioral Programs & Services, @ a salary range of \$117,000 - \$132,375 as presented by Esposito, second by Bernardoni**  
**Motion passed unanimously**
  - 9.5 Revised Policy #3543.311, Series 3000; Business and Non-Instructional Operations/Office Services/Records and Reports, “*Holds on the Destruction of Electronic and Paper* (minor revisions) included in packet  
**Motion to adopt revised policy #3543.311, Series 3000; Business and Non-Instructional Operations/Office Services/Records and Reports, “Holds on the Destruction of Electronic and Paper as presented by Daniels, second by Luty**  
**Motion approved unanimously**



- 9.6 Revised Policy # 3543.31, Series 3000; Business and Non-Instructional Operations/Office Services/Records and Reports, "*Electronic Communication Use and Retention*" (minor revisions) included in packet  
**Motion to adopt revised policy # 3543.31, Series 3000; Business and Non-Instructional Operations/Office Services/Records and Reports, "*Electronic Communication Use and Retention*" as presented Bernardoni, second by Harris**  
**Motion approved unanimously**
- 9.7 Revised Policy # 4118.237/4218.237, Series 4000; Personnel Certified/Non-Certified, "*Mask/Face Coverings*" (minor revisions) included in packet  
**Motion to adopt revised policy# 4118.237/4218.237, Series 4000; Personnel Certified/Non-Certified, "*Mask/Face Coverings*" as presented by Esposito, second by Bernardoni**  
**Motion approved unanimously**
- 9.8 Revised Policy # 4147/4247, Series 4000; Personnel Certified/Non-Certified/Support Staff, "*Employee Safety*" (minor revisions) included in packet  
**Motion to adopt revised policy# 4147/4247, Series 4000; Personnel Certified/Non-Certified, "*Employee Safety*" as presented by Luty, second by Bernardoni**  
**Motion approved unanimously**
- 9.9 Revised Regulation, updated, "*Civil Rights Complaint Procedures for School Nutrition Programs*" included in packet for your information- no vote required
- 9.10 Seeking board authorization for the Executive Director to purchase 51 Daniels Avenue, Waterford, CT (Purchase & Sale Agreement included in packet) Executive Director Ericson discussed the goal and process for creating a LEARN District of Schools encompassing a pathway from infant toddler programs, pre-k, elementary, high school, and special needs programs through 18- 21.  
**Motion to authorize the Executive Director to purchase the building and land located at 51 Daniels Ave, Waterford, CT for \$1.00 from the Town of Waterford as presented by Bernardoni, second by Volkmann**  
**Motion passed unanimously**
10. Educational Perspective: none scheduled due to time constraints
11. Roundtable/Future Agenda Items: Requested topic for next month's roundtable: A.M. & P.M. daycare needs
12. Adjournment:  
**Motion to adjourn @ 11:13am by Harris, second by Bernardoni**  
**Motion passed unanimously**

	REVENUES				EXPENDITURES				
	Original Adopted Budget FY 23/24	Revised Budget as of 9-30-23	Year-to-Date Actual Revenues as of 9-30-23	Estimated Revenues Receivable as of 9-30-23	Original Adopted Budget FY 20/21	Revised Budget as of 9-30-23	Year-to-Date Actual Expenditures as of 9-30-23	Year-to-Date Actual Encumbrances as of 9-30-23	Actual Available Budget as of 9-30-23
<b>LEARN</b>									
<b>BUDGET &amp; ACTUAL (FY 2023-2024)</b>									
<b>CURRENT YEAR REVIEW</b>									
* in thousands									
<b>Departments &amp; Programs</b>									
Student Support Services	\$ 16,353	\$ 16,781	\$ 2,080	\$ 14,701	\$ 16,353	\$ 16,781	\$ 2,774	\$ 752	\$ 13,255
Goodwin Schools	\$ 12,334	\$ 12,334	\$ 562	\$ 11,772	\$ 12,334	\$ 12,334	\$ 2,296	\$ 1	\$ 10,037
MSAP	\$ 1,918	\$ 1,396	\$ 193	\$ 1,203	\$ 1,918	\$ 1,396	\$ 242	\$ 42	\$ 1,112
Office of Teaching & Learning	\$ 1,271	\$ 1,289	\$ 21	\$ 1,268	\$ 1,271	\$ 1,289	\$ 275	\$ 26	\$ 988
Young Children & Families	\$ 2,318	\$ 2,456	\$ 164	\$ 2,292	\$ 2,318	\$ 2,456	\$ 325	\$ 1,326	\$ 805
Transportation	\$ 421	\$ 421	\$ -	\$ 421	\$ 421	\$ 421	\$ 11	\$ 10	\$ 400
COVID Relief	\$ 840	\$ 2,409	\$ -	\$ 2,409	\$ 840	\$ 2,409	\$ 182	\$ 90	\$ 2,137
Executive Services, Special Projects, IT	\$ 2,269	\$ 2,269	\$ 439	\$ 1,830	\$ 2,269	\$ 2,269	\$ 2,567	\$ 5,875	\$ (6,173)
<b>Dept &amp; Programs Subtotal</b>	<b>\$ 37,724</b>	<b>\$ 39,355</b>	<b>\$ 3,459</b>	<b>\$ 35,896</b>	<b>\$ 37,724</b>	<b>\$ 39,355</b>	<b>\$ 8,672</b>	<b>\$ 8,122</b>	<b>\$ 22,561</b>
<b>Magnet Schools</b>									
Regional Multicultural Magnet School	\$ 6,016	\$ 6,018	\$ 2,786	\$ 3,232	\$ 6,016	\$ 6,018	\$ 821	\$ 700	\$ 4,497
Marine Science Magnet High School	\$ 3,948	\$ 3,948	\$ 1,506	\$ 2,442	\$ 3,948	\$ 3,948	\$ 574	\$ 548	\$ 2,826
The Friendship School	\$ 6,204	\$ 6,204	\$ 2,834	\$ 3,370	\$ 6,204	\$ 6,204	\$ 824	\$ 687	\$ 4,693
Three Rivers Middle College High School	\$ 1,172	\$ 1,176	\$ 452	\$ 724	\$ 1,172	\$ 1,176	\$ 123	\$ 202	\$ 851
<b>Magnet Schools Subtotal</b>	<b>\$ 17,340</b>	<b>\$ 17,346</b>	<b>\$ 7,578</b>	<b>\$ 9,768</b>	<b>\$ 17,340</b>	<b>\$ 17,346</b>	<b>\$ 2,342</b>	<b>\$ 2,137</b>	<b>\$ 12,867</b>
<b>Non-Operating Items</b>									
ECHMC Insurance	\$ 27,817	\$ 27,817	\$ 7,148	\$ 20,669	\$ 27,817	\$ 27,817	\$ 6,966	\$ 13,955	\$ 6,896
Food Service	\$ 1,523	\$ 1,523	\$ 22	\$ 1,501	\$ 1,523	\$ 1,523	\$ 100	\$ 7	\$ 1,416
Construction Projects / Capital Expenditures	\$ 907	\$ 1,095	\$ -	\$ 1,095	\$ 907	\$ 1,095	\$ 478	\$ 310	\$ 307
<b>Non-Operating Items Subtotal</b>	<b>\$ 30,247</b>	<b>\$ 30,435</b>	<b>\$ 7,170</b>	<b>\$ 23,265</b>	<b>\$ 30,247</b>	<b>\$ 30,435</b>	<b>\$ 7,544</b>	<b>\$ 14,272</b>	<b>\$ 8,620</b>
<b>Grand Total</b>	<b>\$ 85,311</b>	<b>\$ 87,136</b>	<b>\$ 18,207</b>	<b>\$ 68,929</b>	<b>\$ 85,311</b>	<b>\$ 87,136</b>	<b>\$ 18,558</b>	<b>\$ 24,531</b>	<b>\$ 44,048</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 gr									
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.									
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.									
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	REVENUES					EXPENDITURES					Expenses: Increase/ (Decrease) Change as of 9-30-23	
	Revised Budget	Prior Year to Date Actual Revenues	Current Year to Date Actual Revenues	Revenues: Increase/ (Decrease)	Revenues: Increase; (Decrease) Change	Revised Budget	Prior Year to Date Actual Expenditures	Prior Year to Date Actual Encumbrances	Current Year to Date Actual Expenditures	Current Year to Date Actual Encumbrances		Expenses: Increase/ (Decrease)
	as of 9-30-23	as of 9-30-22	as of 9-30-23	as of 9-30-23	as of 9-30-23	as of 9-30-23	as of 9-30-22	as of 9-30-22	as of 9-30-23	as of 9-30-23		as of 9-30-23
<b>Departments &amp; Programs</b>												
Student Support Services	\$ 16,781	\$ 7,802	\$ 2,080	\$ (5,722)	-73%	\$ 16,781	\$ 2,501	\$ 1,634	\$ 2,774	\$ 752	\$ (609)	-15%
Goodwin Schools	\$ 12,334	\$ 1,806	\$ 562	\$ (1,244)	-69%	\$ 12,334	\$ 1,808	\$ 14	\$ 2,296	\$ 1	\$ 475	26%
MSAP	\$ 1,396	\$ 502	\$ 193	\$ (309)	-61%	\$ 1,396	\$ 518	\$ 842	\$ 242	\$ 42	\$ (1,076)	-79%
Office of Teaching & Learning	\$ 1,289	\$ 270	\$ 21	\$ (249)	-92%	\$ 1,289	\$ 260	\$ 155	\$ 275	\$ 26	\$ (114)	-27%
Young Children & Families	\$ 2,456	\$ 62	\$ 164	\$ 102	>100%	\$ 2,456	\$ 292	\$ 1,453	\$ 325	\$ 1,326	\$ (94)	-5%
Transportation	\$ 421	\$ -	\$ -	\$ -	0%	\$ 421	\$ 12	\$ 332	\$ 11	\$ 10	\$ (323)	-94%
COVID Relief	\$ 2,409	\$ 3	\$ -	\$ (3)	-100%	\$ 2,409	\$ 257	\$ 108	\$ 182	\$ 90	\$ (93)	-25%
Executive Services, Special Projects, IT	\$ 2,269	\$ 562	\$ 439	\$ (123)	-22%	\$ 2,269	\$ 2,288	\$ 7,131	\$ 2,567	\$ 5,875	\$ (977)	-10%
<b>Dept &amp; Programs Subtotal</b>	\$ 39,355	\$ 11,007	\$ 3,459	\$ (7,548)	-69%	\$ 39,355	\$ 7,935	\$ 11,670	\$ 8,673	\$ 8,124	\$ (2,808)	-14%
<b>Magnet Schools</b>												
Regional Multicultural Magnet School	\$ 6,018	\$ 2,833	\$ 2,786	\$ (47)	-2%	\$ 6,018	\$ 932	\$ 616	\$ 821	\$ 700	\$ (27)	-2%
Marine Science Magnet High School	\$ 3,948	\$ 1,594	\$ 1,506	\$ (88)	-6%	\$ 3,948	\$ 672	\$ 593	\$ 574	\$ 548	\$ (143)	-11%
The Friendship School	\$ 6,204	\$ 2,803	\$ 2,834	\$ 31	1%	\$ 6,204	\$ 891	\$ 595	\$ 824	\$ 687	\$ 25	2%
Three Rivers Middle College High School	\$ 1,176	\$ 379	\$ 452	\$ 73	19%	\$ 1,176	\$ 137	\$ 179	\$ 123	\$ 202	\$ 9	3%
<b>Magnet Schools Subtotal</b>	\$ 17,346	\$ 7,609	\$ 7,578	\$ (31)	0%	\$ 17,346	\$ 2,631	\$ 1,982	\$ 2,342	\$ 2,138	\$ (133)	-3%
<b>Non-Operating Items</b>												
ECHMC Insurance	\$ 27,817	\$ 2,587	\$ 7,148	\$ 4,561	>100%	\$ 27,817	\$ 2,816	\$ 12,960	\$ 6,966	\$ 13,956	\$ 5,144	33%
Food Service	\$ 1,523	\$ 12	\$ 22	\$ 10	80%	\$ 1,523	\$ 84	\$ 1,027	\$ 100	\$ 7	\$ (1,004)	-90%
Construction Projects / Capital Expenditures	\$ 1,095	\$ -	\$ -	\$ -	0%	\$ 1,095	\$ 2,838	\$ 1,203	\$ 478	\$ 310	\$ (3,253)	-80%
<b>Non-Operating Items Subtotal</b>	\$ 30,435	\$ 2,599	\$ 7,170	\$ 4,571	176%	\$ 30,435	\$ 5,739	\$ 15,190	\$ 7,544	\$ 14,274	\$ 889	4%
<b>Grand Total</b>	\$ 87,136	\$ 21,215	\$ 18,207	\$ (3,009)	-14%	\$ 87,136	\$ 16,305	\$ 28,842	\$ 18,559	\$ 24,535	\$ (2,053)	-5%
<b>Variances: Revenues &amp; Expenditures</b>												
Note: Current year encumbrances continue to be entered for the new year.												
SSS = FY 22-23 revenues are higher due to the timing of related services invoicing.												
MSAP = new LEAP MSAP grant expenditures are beginning to occur and will result in higher expenditures throughout the year.												
OT&L = FY 22-23 revenues are higher due to the new agreement with Goodwin University. The revenues based on the new fee structure will be posted to Executive Services.												
YC&F = FY 23-24 revenues are higher due to the initial AQIS invoicing.												
Three Rivers = FY 23-24 increase in revenue due to additional student enrollment (67 to 80).												
ECHMC = Beginning July 1, 2023, Regional School District 17 (285 members) and Westbrook Town and School District (178 members) joined the ECHMC.												

## LEARN: GRANT SUMMARY

- I. TITLE OF GRANT: *Title I*
- II. FUNDING SOURCE: *Federal Funding (ESSA)*
- III. FUNDING AGENCY: *CT Department of Education*
- IV. GRANT PERIOD: *July 1, 2023-June 30, 2025*
- V. AMOUNT REQUESTED: *\$330,485*
- VI. DESCRIPTION OF ACTIVITIES:

*LEARN utilizes Title I funds to provide literacy support and coaching staff in order to implement high quality tiered instruction at the schools with the greatest number of students receiving free and reduced lunch services: The Friendship School, Regional Multicultural Magnet School, and Three Rivers Middle College Magnet High School.*

*The specific interventions and system of progress monitoring and communication to parents will vary based on the school level. LEARN has created a district-wide literacy team and, in partnership with the Hill for Literacy, have worked to develop a yearlong professional development program based on the Science of Reading, a structured literacy approach to tiered reading instruction, a comprehensive data teaming process, and a system of developing and implementing high quality coaching supports.*

*In addition, this grant includes a \$2,740 set aside to support school access for students experiencing homelessness.*

- VII. STAFFING REQUIREMENTS: *The grant will fund multiple positions including 2.50 (FTE) Literacy Teachers incl Reading/Library/Inquiry 0.60 (FTE) Cross-disciplinary Language Development teacher 0.60 (FTE) Literacy Instructor.*
- VIII. COSTS COVERED BY GRANT:  
*\$260,700 (staffing)*  
*\$38,311 (benefits)*  
*\$2,740 (set aside for students experiencing homelessness)*  
*\$28,734 (indirect costs)*
- IX. COSTS COVERED BY LEARN: *N/A*
- X. BENEFITS TO LEARN:
  - *Supports LEARN's quality of teaching and learning*
  - *Invests in the development of high-quality instructional practices*
  - *Provides additional supports and services to students in need of additional supports*

ATTACHMENTS: *N/A*

DATE: *October 3, 2023*

BOARD APPROVAL: Required:

Not required:

DEPARTMENT: *Magnet School Office*

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



## LEARN: GRANT SUMMARY

- I. TITLE OF GRANT: *Title II*
- II. FUNDING SOURCE: *Federal Funding (ESSA)*
- III. FUNDING AGENCY: *CT Department of Education*
- IV. GRANT PERIOD: *July 1, 2023-June 30, 2025*
- V. AMOUNT REQUESTED: *\$29,900*
- VI. DESCRIPTION OF ACTIVITIES:

*LEARN will use a comprehensive approach to allocate Title II funds for effective professional development. A primary effort for 2023-2024 continues to center on work related to leading with an equity lens which includes LEARN School Administrators learning together at the RESC Alliance's Ignite Change learning series. Facilitated by regional and national experts, the LEARN team will seek to apply an equity lens to school development and decision-making.*

*Additional executive team, principal and teacher training plans and opportunities for the year include:*

- *Attendance at the AESA Leadership Conference*
- *Enhanced training and development of Multitiered Systems of Support for Tier 2 and Tier 3 academic and behavioral interventions and support for students via attendance at the Harvard Mental Health learning series*
- *Expansion of the district-wide educational technology team to include an in-depth study of the implications of Artificial Intelligence as a tool for teaching and learning*

VII. STAFFING REQUIREMENTS: *N/A*

VIII. COSTS COVERED BY GRANT:  
*\$8,160 (salaries)*  
*\$200 (employee benefits)*  
*\$21,630 (professional and technical services)*

IX. COSTS COVERED BY LEARN: *N/A*

X. BENEFITS TO LEARN:

- *Supports LEARN's five-year development plan for professional learning*
- *Deepens understanding and ability of LEARN leaders to apply an equity lens to decision making and school improvement*
- *Promotes networking and exchange of ideas on a national level*
- *Builds capacity of LEARN educators to meet the needs of students experience complex trauma*
- *Engages LEARN educators in emerging technologies and implications for teaching and learning*

ATTACHMENTS: *N/A*

DATE: *October 3, 2023*

BOARD APPROVAL: Required:

Not required:

DEPARTMENT: *Magnet School Office*

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



LEARN Title III Grant Summary November 2023

- I. TITLE OF GRANT: (Federal) Title III  
English Language Acquisition and Language Enhancement  
**LEARN Region Title III**
- II. FUNDING SOURCE: Connecticut State Department of Education;  
U.S. State Department of Education
- III. FUNDING AGENCY: Connecticut State Department of Education
- IV. GRANT PERIOD: 2022-2024
- V. AMOUNT: \$50,824.00 / \$12,740 to LEARN Schools

**VI. DESCRIPTION OF ACTIVITIES:** The LEARN Title III Consortium Grant consolidates funding for LEARN’s low-incidence districts, i.e., those who have fewer or a low percentage of English Learners and who receive less than \$10,000 in Title III funding. It supports language acquisition and enhancement of programs and instruction specifically for students learning English.

This grant cycle’s participating districts include: Chester, Deep River, Essex, Region 4, East Hampton, East Lyme, Guilford, Ledyard, Madison, Old Saybrook, Preston, Region 18 (Lyme-Old Lyme), Salem, Stonington, Integrated Day Charter School (IDCS), and Interdistrict School for Arts and Communication (ISAAC).

The LEARN District is also included within the LEARN Region Consortium by the Connecticut State Department of Education, despite the LEARN District receiving more than \$10,000 for its higher number of English Learners. This is a decision/structure determined by CSDE for LEARN as a fiscal agent. Therefore, there are 18 districts included/participating in the LEARN Region Title III Consortium.

**VII. BENEFITS TO LEARN:** Includes indirect costs for fiscal agent responsibilities.

**VIII. PROGRAM NARRATIVE & BUDGET:**  
**Districts submit spending narratives individually.**

**LEARN Budget Narrative T3:**

Title III funds will be allocated to enhancing Tier 1 instruction for ELs, ensuring that high-quality, research-based instructional materials are used in the regular classroom.

Teachers will receive support and resources to differentiate their instruction to meet the diverse needs of ELs.

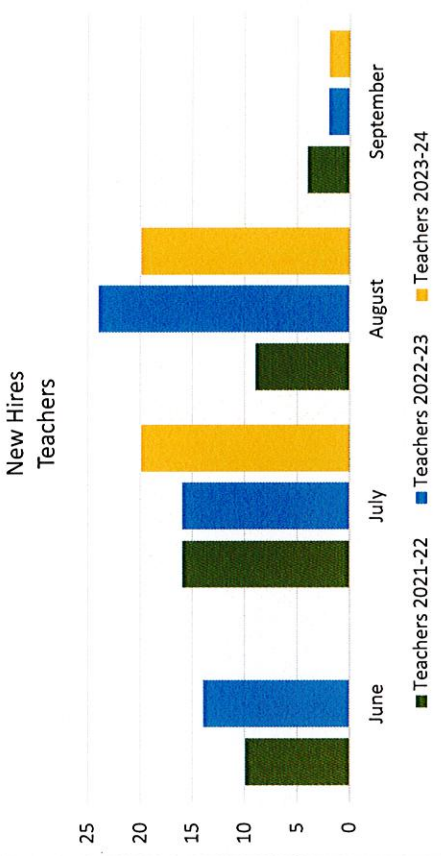
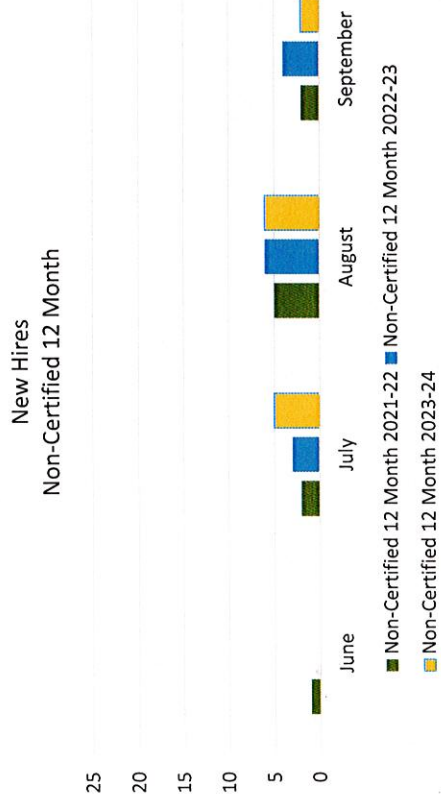
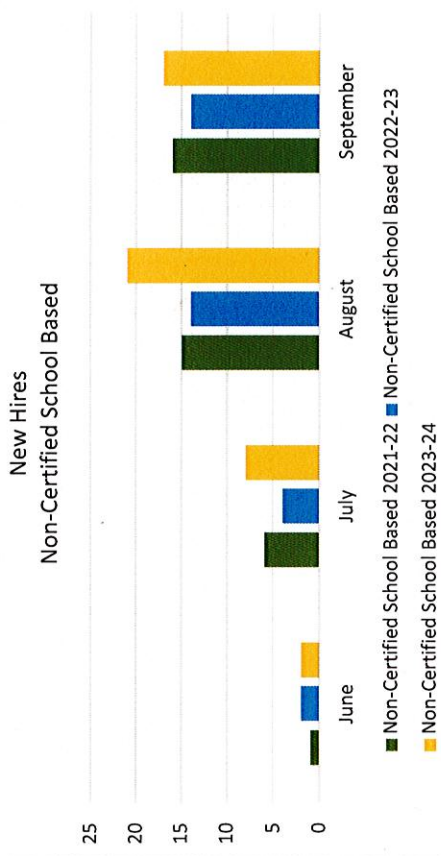
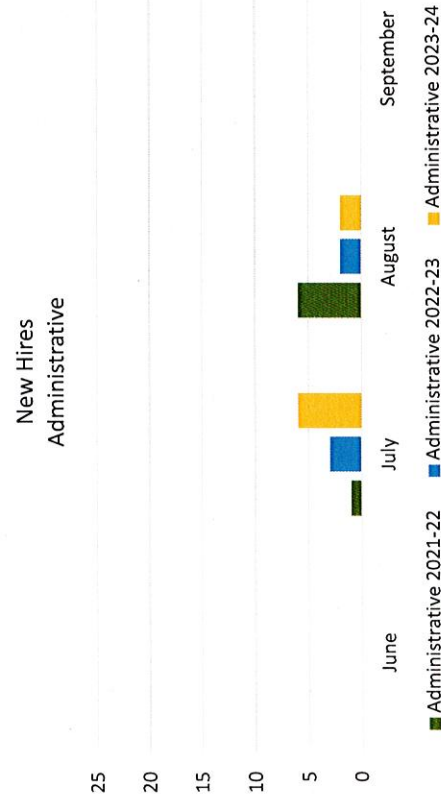
Title III funds will be used to purchase complex texts that are accessible and appropriately challenging for ELs. These texts will align with the curriculum and provide opportunities for language development and content-area learning.

<b>300 - Purchased Professional and Technical Services</b>	7,515.69	7,515.69
<b>600 - Supplies</b>	4,000.00	4,000.00
<b>917 - Indirect Costs</b>	1,224.31	1,224.31
<b>Total</b>	12,740.00	12,740.00

7.6



New Hires Trend Report  
September 2023





7-16

SEPTEMBER 2023

LAST NAME	FIRST NAME	POSITION	DEPT	DATE	PAY	RATE	COMMENTS
ADEYANJU	CALEB	OUTPLACEMENT INTERVENTION SPECIALIST	SSS	09/11/2023	SALARY	\$25,576.32	REPLACEMENT
BAKER	TONY	TEACHER	TRMC	09/21/2023	HOURLY	\$63.74	REPLACEMENT
DAVIS	NICHOLAS	SUBSTITUTE TEACHER	MSMHS	09/05/2023	PER DIEM	\$128.00	REPLACEMENT
GILBERTIE	RACHEL	TEACHER	CRAH	09/08/2023	SALARY	\$90,453.00	REPLACEMENT
GOLDBERG	DEBORA	ASSOCIATE INSTRUCTOR LEVEL 3	RMMS	09/06/2023	HOURLY	\$20.86	REPLACEMENT
GONTARSKI	ALYSON	SUBSTITUTE TEACHER	MSMHS	09/05/2023	PER DIEM	\$128.00	REPLACEMENT
GONZALEZ-CRUZ	JONATHAN	SUBSTITUTE TEACHER	CRAH	09/29/2023	PER DIEM	\$147.50	REPLACEMENT
GRADY	SYDANIA	OUTPLACEMENT INTERVENTION SPECIALIST	SSS	09/25/2023	SALARY	\$28,613.76	REPLACEMENT
GREEN	DOUGLAS	INTERVENTION SPECIALIST	CRAH	09/06/2023	HOURLY	\$21.33	REPLACEMENT
IWURU	OKIOTOR	OUTPLACEMENT INTERVENTION SPECIALIST	SSS	09/01/2023	SALARY	\$25,576.32	REPLACEMENT
JACKSON-HORNE	ASHLEY JINELLE	INTERVENTION SPECIALIST	SSS	09/06/2023	HOURLY	\$18.40	REPLACEMENT
JEPSON	NATALIE	OUTPLACEMENT INTERVENTION SPECIALIST	SSS	09/18/2023	SALARY	\$28,613.76	REPLACEMENT
LALIBERTE	JEFFREY	INTERVENTION SPECIALIST	SSS	09/05/2023	HOURLY	\$21.33	REPLACEMENT
MENA DUVAL	LISBETH	INTERVENTION SPECIALIST	SSS	09/18/2023	HOURLY	\$19.03	REPLACEMENT
NEWELL	JULIE	SUBSTITUTE TEACHER	RMS	09/11/2023	PER DIEM	\$147.50	REPLACEMENT
PIPER	DEANA	OUTPLACEMENT MEDICAL ASSISTANT SPEC	SSS	09/08/2023	SALARY	\$27,726.72	REPLACEMENT
RICARD	RACHEL	SENIOR ACCOUNTANT	BUS	09/29/2023	SALARY	\$92,000.00	NEW POSITION
ROSE	APRIL	LPN	SSS	09/05/2023	SALARY	\$41,110.65	REPLACEMENT
TRUDELL	GABRIELLA	ASSOCIATE INSTRUCTOR LEVEL 2	TRMC	09/18/2023	HOURLY	\$18.00	REPLACEMENT
VALOY	KIMBERLY	OFFICE MANAGER	MSMHS	09/25/2023	SALARY	\$43,000.00	REPLACEMENT
VELLENGA	SUSAN	REGISTERED NURSE	SSS	09/05/2023	SALARY	\$56,181.00	REPLACEMENT
<b>KEY</b>							
BUS - BUSINESS OFFICE			RMS - RIVERSIDE MAGNET SCHOOL				
CRAH - CT RIVER ACADEMY			SSS - STUDENT SUPPORT SERVICES				
MSMHS - MARINE SCIENCE MAGNET HIGH SCHOOL			TRMC - THREE RIVERS MIDDLE COLLEGE				
RMMS - REGIONAL MULTICULTURAL MAGNET SCHOOL							

NEW HIRES

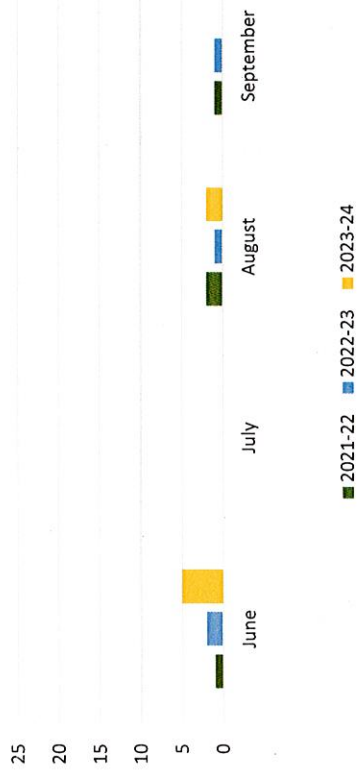


7.12

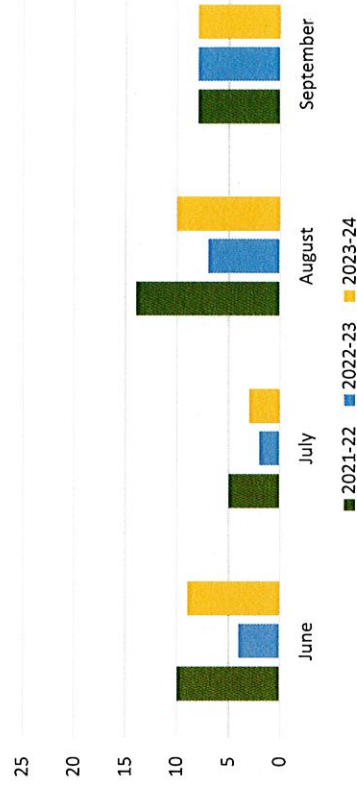


### Resignation Trend Report September 2023

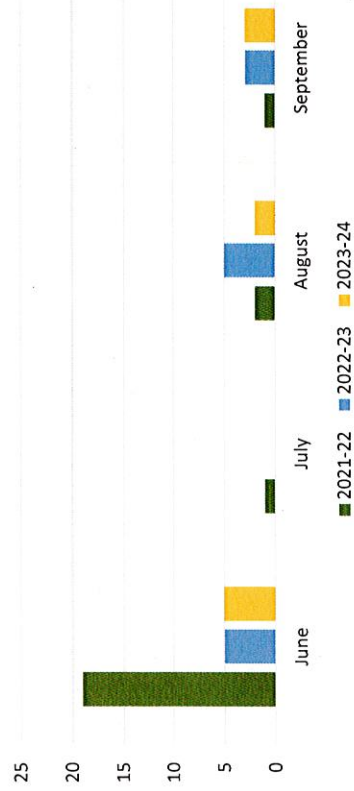
#### Resignations Administrative



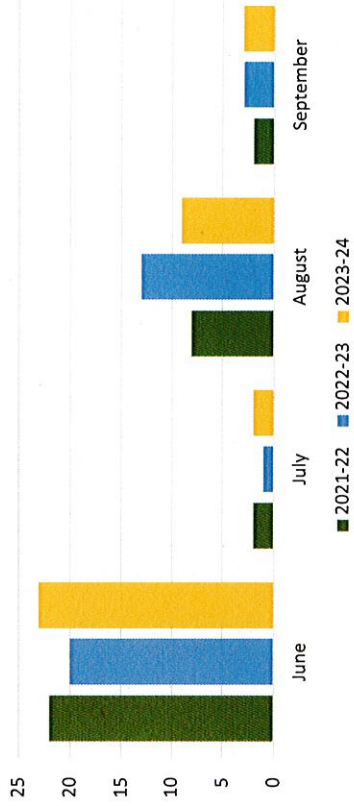
#### Resignations Non-Certified School Based



#### Resignations Non-Certified 12 Month



#### Resignations Teachers





# LEARN Executive Committee Meeting Summary

September 22, 2023

8:30-10:00

Room 216

LEARN

44 Hatchedts Hill Road, Old Lyme

*Zoom option was available*

Present: Robert Mitchell; Chair, Dale Bernardoni; Secretary, Katherine Ericson; LEARN Executive Director, Maryann O'Donnell; Superintendent, Clinton Public Schools, Cynthia Ritchie; Superintendent of New London Public Schools, Craig Esposito; Outgoing Board Chair

Not in attendance: Aaron Daniels; Vice Chair, Mindy Stone; Fiscal Officer

Meeting began: 8:31 am

## AGENDA

1.0 Review of October Board Agenda –

The committee reviewed the board agenda and made additional suggestions for roundtable topics

2.0 LEARN's Human Resource Director –

Mrs. Ericson requested the Executive Committee approve the appointment of Elizabeth McCaffery as LEARN's Director of Human Resources. Ms. McCaffery has spent the last three months as the Interim Assistant Director of Human Resources. Her previous years' experience at a district in the Human Resources Office has given her the expertise to support LEARN's operations. Ms. McCaffery's experience as a staff developer also gives her the advantage of supporting LEARN's HR team as it looks to provide the region with new services in the upcoming year.

**Motion to approve the appointment of Elizabeth McCaffery as LEARN's newest Human Resource Director at a salary of \$134,000 effective July 1, 2023, by Bob Mitchell, second Dale Bernardoni**  
**Motion approved 3-0**

3.0 LEARN's Behavioral Programs and Services –

With the continued growth of LEARN's Student Support Services, LEARN has expanded its administrative team to oversee and supervise LEARN's Behavioral Program. Amy has spent over 17 years at LEARN. She has played and is playing an integral role in the visioning and creation of LEARN's support services outplacement programs.

**Motion to approve the appointment of Amy LeQuire as LEARN's Director of Behavioral Services with a salary of \$129,146 by Dale Bernardoni, second Bob Mitchell**  
**Motion approved 3-0**

4.0 Personnel Issue -

Mrs. Ericson updated the Executive Committee on a personnel issue.

5.0 LEARN's Interim Supervisor for the Friendship School -

LEARN's Supervisor for Student Support Services who was assigned to The Friendship School resigned the week before the start of school. LEARN will be filling this position with a newly hired school psychologist. For the 2023-2024 school year, we have created an interim position of 60% Supervisor and 40% School Psychologist to ensure we have time to design a permanent solution to this vacancy. Kelly McNamara comes to LEARN with over 7 years of administrator experience.

**Motion to approve the appointment of Kelly McNamara as an Interim 60% Student Support Services Supervisor for the 2023-2024 school year at a prorated salary of \$119,333 effective September 1, 2023, by Bob Mitchell, second Dale Bernardoni**  
**Motion approved 3-0.**

6.0 Adjournment @ 9:15 am

**Motion to adjourn by Craig Esposito, second by Bob Mitchell Motion carried 3-0.**



Revised Policy

Deletions are in [brackets] Additions are in **BOLD** text

### ADMINISTERING MEDICINES TO STUDENTS

Students shall be permitted to receive medication while at school in accordance with the established LEARN regulations and once the "Authorization for the Administration of Medicines by School Personnel" form is complete and on file at the school. This authorization covers all prescriptions and over the counter drugs.

Legal Reference:

Connecticut General Statutes  
10-212a-1 to 10-212a-[7] **10**  
inclusive

Policy adopted: March 8, 1990  
Revised: October 9, 1997  
Revised: January 13, 2005  
**Revised: October 14, 2023**  
LEARN

9.2a

Policy  
5157  
Students

Revised Policy Draft

Deletions are in [brackets] Additions are in **BOLD text**

**ASSESSMENTS AND IMMUNIZATIONS**

LEARN adheres to State laws and regulations that pertain to school immunization and health assessments. Pupils who are in violation of requirements for health assessment and/or immunizations shall be excluded from school after appropriate parental notice. The exceptions to this exclusion rule are students who meet the Federal definition of homeless.

The health assessments shall be required prior to enrollment to kindergarten, [and during] grades 7 and 10. **In order for a medical assessment to be considered valid for those students entering 7th and 10th grade, the examination must be completed after the last day of grade 6 or grade 9 but prior to the first day of 7th or 10th grade.** The prior enrollment requirement also applies to children registered in LEARN Schools Pre-Kindergarten (Pre-K) Program. A qualified physician/designee, which include an advanced practice nurse (APRN) or registered nurse or physician’s assistant when licensed to do so, is to administer an appropriate health assessment within 12 months of the date of initial enrollment to be considered valid. Students transferring into a LEARN school from both out of state and in state schools systems must also meet minimum requirements for health assessment and immunization.

No record of any student’s medical assessment may be open to the public.

[Exemptions from this requirement on the basis of medical or religious reasons can be obtained if parent or guardian provides written notice on appropriate District forms. Medical exemptions must include physician’s written statement of contraindication according to State law.]

**Parents/guardians may present a medical exemption form developed by the Department of Public Health (DPH), posted on the DPH website that their medical provider believes a required vaccination is medically contraindicated for their child based on the child's medical condition. The DPH form is to be signed by a physician, physician assistant or advanced practice registered nurse.**

**Any child enrolled in kindergarten through twelfth grade on or before April 28, 2021, and whose parents/guardians had presented a religious exemption written request before April 28, 2021, will be permitted continued use of the exemption even if such child transfers to another school in Connecticut.**

As required, [beginning school year 2003-2004,] the district will annually report to the Department of Public Health **information required on the School Immunization Entry Survey.**[and to the local health director the asthma data obtained through the required asthma assessments, including student demographics. The district, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.]

## Legal Reference:

Connecticut General Statutes

10-204 Vaccination

10-204a Required immunizations as amended by PA 96-244.

10-204c Immunity from liability

10-205 Appointment of school medical adviser

10-206 Health assessments (as amended by June Special Session PA 01-1)

10-207 Duties of medical advisors

10-206a Free health assessments

10-208 Exemption from examination or treatment

10-208a Physical activity of student restricted; board to honor notice

10-209 School nurses

10-212 School nurses

10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results, as amended by PA 96- 229, An Act Concerning Scoliosis Screening 20 U.S.C. Section 1232h, No Child Left Behind Act

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General

Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Policy adopted: December 11, 2014

**Revised: October**

LEARN



Revised Policy Draft- deletions are in [ brackets] Additions are in **BOLD** text

**HEALTH SCREENINGS**

The Board authorizes the Executive Director of [Schools] **LEARN** or **Nursing Supervisor** or his/her designee to work with the School Medical Advisor in an effort to develop and implement regulations regarding vision, hearing, scoliosis and pediculosis screenings. These regulations include assertive procedures, which will allow the early detection of health problems.

**Screenings**

Vision, hearing and scoliosis screening shall meet state law requirements and regulation as to the definition, standards, frequency, implementation, environment, equipment, referral and personnel qualifications. The school nurse/designee is responsible for conducting these screenings and recording results in the health record.

Students failing these screenings will be referred for professional examination and parent/guardian will be notified. Screenings will be performed at any time at parent or professional request.

[Pediculosis screenings shall be conducted by the school nurse/designee to identify, prevent and minimize the spread of head lice. This process will be initiated only after the presence of head lice has been confirmed. Confidentiality is maintained regarding the name(s) of students who are known to have head lice. ]

[The detailed protocol and procedure for all screenings shall be outlined in the Board Regulations. These regulations shall be submitted to the School Medical Adviser and to the Executive Director or designee each September for review. (cf. 5141.3 – Health Assessments and Immunizations)]

Legal Reference:

- Connecticut General Statutes
- 10-204 Vaccination
- 10-204a Required immunizations
- 10-204c Immunity from liability
- 10-205 Appointment of school medical adviser
- 10-206 Health assessments (as amended by June Special Session PA 01-4 and PA01-9)
- 10-207 Duties of medical advisers
- 10-206a Free health assessments (as amended by June Special Session PA 01-1)
- 10-208 Exemption from examination or treatment
- 10-208a Physical activity of student restricted; board to honor notice
- 10-209 School nurses
- 10-212 School nurses
- 10-214 Vision, audiometric and postural screenings. When required.
- Notification of parents re defects; record of results, as amended by PA 96- 229, An Act Concerning Scoliosis Screening.

Policy adopted: December 11, 2014  
Revised: October  
LEARN