

## Board of Directors' Meeting December 5, 2023

### **Roll Call of Board Members:**

Justin Phaiah, Board Chair – Brooklyn  
Maryellen Donnelly – Hampton  
Katherine Paulhus – Mansfield  
Terri Cote – Eastford  
Sara Kelley- Stafford  
Sonia Greene- Woodstock  
Jennifer Beausoleil- Coventry  
Amy Blank- Union

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

**The Board Meeting was called to order at 5:33pm by Board Chair, Justin Phaiah**

### **Pledge of Allegiance**

### **Additions to the Agenda:**

- Board Recruitment Policy (M. Morrill)
- Additional HVAC Grant approval (L. Lybarger)
- Art Gala Presentation (A. Margelony/K. James)

**Audience with Citizens:** None

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

**MOTION:** Katherine Palhaus motioned to approve the minutes of the Board of Directors' October 2023 meeting, approve the minutes of the Finance Sub-Committee meeting 11/8/23; approve the minutes of the Facilities Sub-Committee meeting 11/9/23; and, approve the minutes of Policy Sub-Committee meeting 11/14/23.

**SECOND:** Amy Blank

**VOTE:** Unanimous

**ABSTENTIONS:** None

### **SUB-COMMITTEE REPORTS:**

## **Policy:**

- Continue to focus on revising HR Policy; signed onto the Shipman & Goodman's Model policy subscription. We are also referencing policies from CABA & State of CT examples
- We are currently reviewing the Alcohol and Drug Testing policy and the Discrimination Policy.
- Next board meeting will have a draft of some of our revised policies.

## **Facilities:**

- Preliminary work towards revising Capital Plan. Part of our larger goal at good business practicing.
- Our first look is to address technology needs, like Hamptons phone system.
- HVAC at ACT is another priority. This will be an extensive project but it is in dire need of upgrades

## **Finance:**

- Review the current budget summary
- The same format for the last 4 months. The original budgets are still being revised based on final staff numbers. Adjustments to staff numbers will give the accurate budget numbers. The deadline is for this final budget update is 12/31/23.
- HR, Finance, Marketing, Executive and a portion of IT will be part of the allocated budget on a monthly basis from the budget line "Management Services".
- One of other items in review is our courier service. That may be considered part of the budget that can be re-allocated to the programs.

## **Head Start Updates:**

- Update was given by Diane Gozemba
- The complete Head Start monthly packet is available on the Board of Director's shared drive.

## **Presentation Diane Gozemba, "Early Childhood Initiatives"**

- The complete presentation is available on the Board of Directors' shared drive

## **New Business**

- Special Education, Amy Margelony and Kristin James presented a new event in May 2024, Art Gala, Student Art Gala. Goal to bring together our community to provide a formal art gala here at EASTCONN central office.
  - Shows our support for special needs students
  - Original art pieces will not be sold, only replications.
  - First night is family night, refreshments and hors d'oeuvres
  - Second night for the board, LEA's, staff, and sponsors. Included exhibitions, beer/wine and hors d'oeuvres.
  - Bring together of students of diverse backgrounds. Would like this to be an annual event. Future ideas to have as a fundraiser to buy art supplies (i.e. a pottery kiln)

- Also, would like to have other arts highlighted in the future
- The board will approve the service of alcohol for the May 2024 event at a later date once more details are provided.

## **Division Director Reports**

- A couple of highlights from the report:
  - Degree dependent for the Instructor position. Changing the job description with the negotiations committee.
  - CT center for school safety.

## **Additional Finance Updates**

- Bank relationship talks continue with Centerville and Jewitt City.
- As part of consolidation of debt, one possibility is to obtain funds for Capital improvements as many delays have occurred with implementing Capital Improvement Plans.

## **Human Resources Report**

- October and November personnel reports, shows we have been adding staff.
- Engaged in a lot of sourcing strategies; including are new software Powerschool
- Also, the program managers are assessing what positions are critically necessary
- Very proactive recruitment on Indeed. Example is how we filled our food services positions. We reached out to over 70 people on Indeed and received 35 responses. We filled all 3 vacancies with this strategy.

## **Executive Director Report**

- Executive director and Director of Pupil Services attended the AESA conference in Los Angeles.
- One idea from conference is how we develop a portfolio that we can use to show the state for new funding
- Strategic planning is about two-thirds completed. Should conclude in early spring
- Playground safety inspections; Shawn Brodeur is now certified a certified playground safety inspector.
- Mobil STEM lab; this year we were approached by Electric Board to help with getting it mobile again. We also put in a proposal to create an app to support the lab. Target grade level is middle school.
- Holiday Cards are for sale and money raised will be given to the Herb Arico Scholarship Fund
- We applied for 2 grants; an improvement grants for renovations at Westcott Road playground and also to have a growing garden. Neither one of these grants will utilize EASTCONN funds.

## **Additional Finance Updates**

- Steering away from a relationship with Centerville
- Jewitt City is our best option; although we are continuing discussions with Hometown and Key Bank.
- The audit submission to CLA is scheduled for 12/15. After which we can schedule the on- site visits.

## **Board Member Recruitment Policy**

- New proposal by Mike Morrill. That proposal is available in the Board shared drive.
- Alternate board member list should be provided to Executive Director to include on all board correspondence.

## Consent agenda

The following motions were put forth regarding the approval of HVAC Grants for submission to State of Connecticut (presented and read by K. Palhaus):

- The Executive Director RECOMMENDS that the EASTCONN Board of Directors approve Resolution 1 authorizing Eric Protulis, Executive Director, to submit an application for the state of Connecticut Department of Administrative Services Indoor Air Quality Grant Funding Opportunity to be used for the EASTCONN Arts at the Capitol Theater Air Conditioning Replacement Project.

**MOTION:** Kathleen Palhaus motioned to approve as presented  
**SECOND:** Mary Ellen Donnelly  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

- The Executive Director RECOMMENDS that the EASTCONN Board of Directors approve Resolution 2 authorizing the EASTCONN Board of Directors Facilities Subcommittee to serve as the Building Committee for the state of Connecticut Department of Administrative Services Indoor Air Quality Grant Funding Opportunity to be used for the EASTCONN Arts at the Capitol Theater Air Conditioning Replacement Project.

**MOTION:** Kathleen Palhaus motioned to approve as presented  
**SECOND:** Mary Ellen Donnelly  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

- The Executive Director RECOMMENDS that the EASTCONN Board of Directors approve Resolution 3 approving the preparation of schematic drawing and outline specifications for the state of Connecticut Department of Administrative Services Indoor Air Quality Grant Funding Opportunity to be used for the EASTCONN Arts at the Capitol Theater Air Conditioning Replacement Project.

**MOTION:** Kathleen Palhaus motioned to approve as presented  
**SECOND:** Mary Ellen Donnelly  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

- The Executive Director RECOMMENDS that the EASTCONN Board of Directors approve the Local Funding Authorization Letter outlining the source of the funds necessary to apply for the state of Connecticut Department of Administrative Services Indoor Air Quality Grant Funding Opportunity.

**MOTION:** Kathleen Palhaus motioned to approve as presented  
**SECOND:** Mary Ellen Donnelly  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

- The Executive Director RECOMMENDS: The EASTCONN Board of Directors approve the Educational Specifications written for the state of Connecticut Department of Administrative Services Indoor Air Quality Grant Funding Opportunity application for the EASTCONN Arts at the Capitol Theater Air Conditioning Replacement Project.

**MOTION:** Kathleen Palhaus motioned to approve as presented  
**SECOND:** Mary Ellen Donnelly  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**The meeting adjourned at 7:14pm**

Respectfully Submitted,

Claudia Izzi  
EASTCONN Board of Directors  
Recording Secretary