

## Board of Directors' Meeting September 26, 2023

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

Justin Phaiah, Board Chair – Brooklyn  
Michael Morrill – Putnam  
Michael Morris- Region #8  
Maryellen Donnelly – Hampton  
Katherine Paulhus – Mansfield  
Rod Perry - Scotland  
John Rauh – Pomfret  
Terri Cote – Eastford  
Sara Kelley- Stafford  
Sonia Greene- Woodstock  
Jennifer Beausoleil- Coventry

**EASTCONN Staff Present:** Eric Protulis, Carol Klemyk, Claudia Izzi, Patricia Proctor, Shawn Brodeur, Kristin Hempel, Heather Plourde, Dona Prindle, Diane Gozemba, Sharlene Edwards, Laura Lybarger, Kim Mansfield

**The Board Meeting was called to order at 5:35 pm by Board Chair, Justin Phaiah**

### **Pledge of Allegiance**

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

A motion was made by, seconded by to add “with Possible Action” to the Executive Session agenda item.

Going forward, Executive Session will be noted as “Executive Session with Possible Action”.

**Audience with Citizens:** None

### **2022 Auditor Presentation:**

Presented by Nikoleta McTigue, CPA and Grace Musiitwa  
CliftonLarsonAllen, LLP

- Audit included: Terms of engagement, Executive Summary, Financial Highlights, Federal and State Audit, Governance Communication, Upcoming GASB Pronouncement
- Federal Audit focused on 4 major programs: COVID-19 ESSER, Child Nutrition Cluster, Child Care and Development Block Grant Cluster, WIOA Cluster—there were 2 findings.
- State Single Audit focused on Magnet Schools, Managed Service Systems, Head Start Services and Birth to Three Program—there were no findings of significance
- A copy of the 2022 Audit and auditor’s presentation are available on the Board of Directors shared folder.
- The auditors reported no issues working with management and they worked diligently to provide all documentation

- 2023 Audit should be the last late submission and then we will resume a typical schedule.
- The Board requested a fixed asset report.

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

MOTION: Sonya Greene motioned to approve the minutes of the Board of Directors' August 2023 meeting, approve the minutes of the 2023 Facilities Sub-Committee meeting; approve the minutes of the September 2023 Finance Sub-Committee meeting.

SECOND: Katherine Paulhus

VOTE: Unanimous

ABSTENTIONS: None

## **SUB-COMMITTEE REPORTS:**

### **Policy:**

Follow-up to last meeting, the procurement policy will be ready for the 2023 Audit

### **Facilities:**

No Update

### **Finance:**

- Final budget approved and working. Made some revenue and expense adjustments
- Process will be to review staff allocations as of 9/30. HR will review all of these changes/updates.
- The adjustments will repeat at the end of December
- Actual revenue and expenses towards end of fiscal year will guide the budget for FY25

### **Head Start Updates:**

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

### **Presentation from Kristen Hempel In Adult Education on the Hack-A-Thon (9/15-9/17)**

- Event was organized to focus on solving 6 key challenges: walkable streets & bike lanes, cross-border initiatives, last mile solutions, GPS on buses, optimizing rider data and infrastructure act
- 25 Participants came from many different places, organizations and backgrounds
- Creative teams pitched to judges on Sunday and 6 proposals were submitted for consideration
- The full presentation from Kristen is available on Board of Director's shared drive under the September meeting folder

## Update to the Hampton Property

### Motion to approve Hampton Property Purchase Agreement

MOTION: Maryellen Donnelly made motion to approve the Hampton Property Proposal  
SECOND: Was held for discussion but later a second was given by Katherine Paulhus  
VOTE: Unanimous  
ABSTENTIONS: None

- Purpose for this purchase is to consolidate and procure a property for several special education programs to be centralized.
- The benefit to own space is having control over the space and consolidating will reduce expenses.
- Having a school in Hampton would allow for a centralized location.
- Purchase of 10 acres approximate 1 mile from main office. Multi-phase process. 1<sup>st</sup> step to procure the land.
- The purchase is with stipulations and we could potentially step out of the agreement with the owner if our requirements are not met. Shawn Browder and Eric Protulis met with Hampton 1<sup>st</sup> Selectman regarding the possible purchase.
- Due diligence will be very important.
- There was an active discussion concerning the property purchase before the second.

### Executive Director's Annual Goals:

- A minimum of 3 measurable strategic priorities over 3-5 strategic process linked to the vision
- A written strategic plan, staff reporting survey, strategic planning process with key stakeholders are key areas aligned to goals
- Design program metrics that reviewed in a digital dashboard which includes: program impact, financial health, human resources, external engagements and organizational capacity
- Implementation of comprehensive financial policies and procedures manual for finance

### New Business

- Enrollment Report
  - Drops in magnet school enrollment (possible reasons: students changing career pathways, some students returning back to Windham)
- Division Directors' Report
  - Feedback on new report, re-format to report by each director
  - Needs to be more concise; still dense
- Additional Finance updates
  - Patricia Proctor – 1 yr. anniversary

- Human Resources Report
  - PAR is now a digitized process
  - Powerschool is up and running
- Executive Director Report
  - Partnership to have a lobbyist thru URSA/NASA for highlighting the needs of Northeastern CT is being explored
  - Laura Lybarger hired as the Grant Writer working on fundraising and grant funding

## **Executive Session started at 7:43pm**

The Board of Directors voted to go into Executive Session and invited Eric Protulis

MOTION: Kat Paulhus motioned for the meeting to be adjourned and to invite Eric Protulis to Executive Session

SECOND: Maryellen Donnelly

VOTE: Unanimous

**ABSTENTIONS: None**

## **The Board of Directors came out of Executive Session at 8.09 pm**

Motion to approve the Chair, Justin Phaiah, in consulting with the Executive Director, Eric Protulis to consult with the Board attorney to adjust the Executive Director Contract.

MOTION: Mike Morrill motioned to approve this action

SECOND: Sara Kelley

VOTE: Unanimous

ABSTENTIONS: None

## **The Board of Directors adjourned at 8:15pm**

Respectfully Submitted,

Claudia Izzi  
EASTCONN Board of Directors  
Recording Secretary