

March 24th, 2020 - EASTCONN Executive Committee Meeting – GOTO MEETING

Present:

Terry Cote, Eastford	Valeria May, Pomfret
Jennifer Norman, Griswold	Michael Morrill, Putnam
Maryellen Donnelly, Hampton	Judy Benson-Clarke, Reg District #8
Matt Smith, Lebanon	Rod Perry, Scotland
Amy Blank, Union	Herb Arico, Willington
Joan Trivella, Woodstock Academy	

EASTCONN Staff Present: Gary Mala, Carol Klemyk, Teddie Sleight, Melanie Marcaccio, Diane Gozemba, Joni Weglein, Rich Tariff, Diane Dugas, Amy Margelony, Kim Bush

1. The GO-TO-METTING was called to order at 5:30 pm by Herb Arico.

2. Approval of minutes:

MOTION:	Terry Cote moved to approve the minutes of the February 2020 meeting
SECOND:	Maryellen Donnelly
VOTE:	Unanimous
ABSTENTIONS:	Joan Trivella and Rod Perry

3. Joni Weglein presented the monthly Financial Report – pre COVID-19 – EASTCONN is still on target to meet the forecasted projection of income +280K for the year. We will discuss financials post COVID-19 later in the meeting. Joan Trivella asked about details on the line item organizational support services. Joni Weglein replied: that line item is made up of a group of departments – Special Ed, Shared Personnel, Transportation and Food Service.

4. Melanie Marcaccio presented the Human Resources Report – hires and separations for the month – the report is posted on the Board platform

5. Executive Director’s Report – included in this report is this monthly report summaries from all the divisions – we are doing quite well before COVID-19

6. New Business:

Agency Response to COVID-19:

Gary Mala stated that there is a lot of information to be shared – Division Directors are participating in this call to provide division updates as they relate to COVID-19:

Early Childhood – Diane Gozemba:

Head Start is in alignment with public schools that closed on March 13th. The department is working with children and families remotely. Using the assessment tool – CORE. Teachers are videotaping themselves and talking directly to children and families. Mailing activities at home as well. Meeting with families remotely – 2-3 times a week. Videoconferencing as well with families – this will start next week. Staff is participating in a lot of PD opportunities online. At this time, the federal government will pay all staff through April 30th and will be creating developmentally appropriate lessons for all children; and will pay for all remote visits. Also using AV resources including IEP’s and evaluations

Special Services – Amy Margelony:

Very proud of the week being done by the Special Ed Department – meeting the needs of our special ed students. Created packets that went in the mail – and the team has worked to secure devices. Families are uncertain so the staff is giving them a lot of support checking on basic needs with the families. Created Syllable PD – will share with all the RESC's. Sending communication to all Special Education Directors in area districts informing them of the work and the information that is being sent out to families. Psychology services is working on online trainings - will record the trainings and share with all area districts. We are collecting information weekly to make sure LEA's have the tools they need.

Leading and Learning – Diane Dugas:

Contributed to the RESC Alliance programming and on line schooling – identify the resources and how they can best be used. Putting together a document for RESC Alliance in creating a continuous learning plan – based on district size and capacity. PD for staff on various grade levels on various platforms – how to adjust school work for online work – do not want students to sit in front of a computer for 6-7 hours. Using various platforms for PD opportunities for staff and teachers. The Magnets have created a document with processes to roll out online learning from home with a deep emphasis on SEL before diving into instruction ensuring that all families have the tools available for online instruction and ensuring that the many venues of information are being communicated appropriately to students and families.

Adult Education and Community Services – Rich Tariff:

The major effort is to provide support to students and families – also offering online tutoring to students and families. Giving our districts various internships which include training online with staff; adult ed is also doing the same. Using Google classrooms which includes different platforms. Also working on curriculum development through telephone calls and follow-up emails and moving to the next steps of support services. Walmart Grant Staff is keeping in contact with all participants providing support and resources. New classes will be taught on line. Stopped customer service classes at this time. Staff will be available to individuals to call in; setting up a general inquiry email account for them. We are submitting unemployment claims electronically.

Marketing and Communications – Teddie Sleight:

The role of Marketing and Communications is to support all of our programs. Creating ADA compliant materials – reviewed all the RESC Alliance materials and made them ADA compliant. Keeping resources current on the website. Continuing work on the newsletter. Posting on website all the ways that EASTCONN is helping the area communities related to COVID-19.

Transportation – Kim Bush:

Maintaining all services on vehicles at this time. Cleaning vehicles so they are ready when school begins again.

Food Service and Hospitality Services:

Serving 8 districts out of 10 locations – providing meals for children 18 years and younger; with enough food to cover Saturday and Sunday as well.

7. Gary talked about COVID 19:

CSDE asked the RESC Alliance for assistance to obtain resources for parents for long distant learning; the RESC Alliance had a list of resources by content and grade level; and was able to turn

around the document for CSDE in two days; remaining flexible but at the same time adhering to CSDE requirements.

Gary addressed the current status of EASTCONN's cash position. EASTCONN is expecting some lower revenue because some districts will not pay for services because at this point EASTCONN is not providing service. This would put us in a difficult position to continue paying staff and if there is not enough revenue to cover payroll for staff – there could be a reduction in staff and then we would not be able to provide the services to districts. If there is a reduction in staffing – we are hoping it would be a temporary one and EASTCONN is hoping to bring them back ASAP.

Financials post COVID -19: Cash on hand is 1.2 million; bringing in \$250K a week in outstanding receivables; also have head start funds coming in at \$680K; other grants for \$123K; May tuition and transportation payment due of \$900K. All of this will give us cash of \$5.6M between now and a few weeks out. Will examine EASTCONN's cash position after this.

When Gary decided to close all EASTCONN offices he agreed to pay employees to keep them whole – may have to reevaluate.

The Governor announced yesterday that schools will be closed through April 20th and EASTCONN will follow this same protocol. Our Administrative Offices were closed because the number of people that we have in that building. Our employees in Hampton are using several different platforms – provided by our IT department – to keep up with all the job tasks.

Question from Maryellen Donnelly:

If we do temporarily lay off staff – would they still be able to have the health benefits?

The answer would be no they would not – that is why we are not making that decision at this time.

Joan Trivella commented:

The silver lining is the position that the RESC's are in due to CSDE looking to them to take the lead on many of the protocols. This solidifies a need for the RESC Alliance. Districts are looking to the RESC's for support during this difficult times.

8. Approval of Authorized Signature Change for the ED-099 Agreement:

Change Signature #2 from John Baskowski to Joni Weglein

MOTION: Amy Blank moved to approve the Approval of the Authorized Signature Change Form for the ED-099 Agreement

SECOND: Judy Benson-Clarke

VOTE: Unanimous

ABSTENTIONS: None

9. MOTION: Joan Trivella motioned to enter into Executive Session at 6:38 pm
The Board invited Gary Mala, Executive Director and Melanie Marcaccio, Human Resources Director to join the Executive Session

SECOND: Amy Blank

VOTE: Unanimous

ABSTENTIONS: None

10. The Board exited Executive Session at 7:15 pm

MOTION: Jennifer Norman moved to approve the EASTCONN Federation of Teachers Contract from 2020 – 2023
SECOND: Terry Cote
VOTE: Unanimous
ABSTENTIONS: None

11. Adjournment:

MOTION: Maryellen Donnelly moved to adjourn the meeting at 7:19 pm
SECOND: Amy Blank
VOTE: Unanimous
ABSTENTIONS: None

Respectfully submitted,

Carol A. Klemyk
Executive Assistant