



**Minutes of the August 25<sup>th</sup>, 2020 EASTCONN Executive Committee Meeting  
Hampton Office and ZOOM participants**

**Present: Roll Call of Board Members:**

Terry Cote, Eastford	Valerie May, Pomfret
Rod Perry, Scotland	Michael Morrill, Putnam
Maryellen Donnelly, Hampton	Katherine Paulhus, Mansfield
Amy Blank, Union	Lydia Rivera-Abrams, Killingly
Joan Trivella, Woodstock Academy	

**EASTCONN Staff Present:** Gary Mala, Carol Klemyk, Diane Gozemba, Melanie Marcaccio, Rich Tariff, Heather Plourde, Teddie Sleight

**The Board Meeting was called to order at 5:33 pm by Board Chair, Joan Trivella; followed by the Pledge of Allegiance**

**Approval of minutes:**

<b>MOTION:</b>	<b>Katherine Paulhus moved to approve the minutes of the August 2020 meeting – with correction to wording</b>
<b>SECOND:</b>	<b>Maryellen Donnelly</b>
<b>VOTE:</b>	<b>Unanimous</b>
<b>ABSTENTIONS:</b>	<b>None</b>

**No Additions to Agenda**

**No Audience with Citizens**

**Committee Reports:**

In the process of scheduling all sub-committee meetings – will distribute a master calendar soon

**Policy:**

Will look at policies being disbanded by CABE. One Board Member asked about COVID related policies – especially about emergency waivers. What if a CABE policy is in conflict with one of ours – we would seek legal counsel to review and possible change the policy. Any updates about grading and promotion. We need to discuss what our stance is on grading and promotion as this may be a yearlong thing; attendance is also a part of this scenario. Moving forward is a grading environment; if it shifts to virtual then it will come into play again.

**Finance:**

Joni Weglein could not be at Board meeting; Executive director Mala updated the Board. If we ended the FY today, we are \$390,000 to the good. Cannot close the previous fiscal year because SDE stretched out the deadlines for grants; need to wait for the end date; no end date yet. We have unanticipated revenue in Transportation related to special education and DCF summer work; +\$80,000.

Discussion around COVID relief funds; which must be used before we apply for FEMA funds. EASTCONN did get preliminary approval of FEMA; they have not forgotten the RESCs; these funds will help offset some of the PPE we purchased in preparation of opening for school. EASTCONN can apply directly. We will form a sub-committee for volunteers on these committees. Executive Director Mala is making changes on the EASTCONN reps – to utilize different individuals in the organization.

**Facilities:**

In the process of populating the committee with new members.

**Updates from Head Start:**

Three sites opened on July 8<sup>th</sup>, Moosup Gardens, Westcott, and Plainfield ECE site. Children, families and staff appear to be glad to be back and are following our safe re-opening procedures. In the attendance report July the monthly report shows actual enrollment for all of the sites that opened in July with a reduced capacity for health concerns. This is the first time since March that we are doing meal counts due to COVID when sites were all closed.

The monthly Program Information Summary shared end of year, June 2020 data on PIR enrollments, eligibility, race/ethnicity, primary language, and parent education levels.

**New Business:**

EASTCONN's Enrollment Summary Report:

The summary totals are from last week. The numbers will change when we open and then after we open again. LEAP is low at 9 students enrolled; Windham will be sending 5 more students bringing the total to 14; which is close to where we were last year; the maximum capacity is about 50.

QVCC will be utilizing two full size classrooms at LEAP for classes in the evenings. EASTCONN and QVCC have worked out an agreement whereby we let them use our space and they will let EASTCONN use their space. This is not a revenue stream at this time.

Leap Principal, David Howes, visits area high schools and guidance departments to recruit potential students; utilizing EASTCONN's marketing materials.

One Board member asked if transportation was a "block" for kids attending LEAP. Not at this time – would work it out in the future.

One Board member asked if we had a number of students that have opted for distance learning. We have a low percentage of students who have selected distance learning primarily confined to our two magnet schools; the students really want to be in the classroom. What is EASTCONN doing in terms of instruction for students in distance learning? They are getting synchronous on the days they are getting direct instruction from a teacher; same as those coming to the building; hoping they will change their minds when they see their friends in the classroom. A discussion ensued about recording the ZOOM lessons – no plan yet to record because of the concerns around recording.

Some board members stated that we need to give LEAP a chance – because ACT was under enrolled in the beginning as well.

**Executive Director’s Report:**

The past month activities were all COVID related. Board Chair Joan Trivella made mention that the Board can see the extensive list of activities that all the divisions have been involved with.

**Personnel Report:**

Human Resources Director, Melanie Marcaccio, discussed the hires and separations report for July. We have started to resume hires so there will be a lot more activity in HR next month. Employment Specialist positions are seasonal with limited terms. PT is permanent temporary and PP is part time temporary.

**Consent Agenda:**

**Approve the Corporate Resolution as presented for 2020-2021:**

**MOTION:** Maryellen moved to approve the Corporate Resolution as presented for 2020-2021.  
**SECOND:** Katherine Paulhus  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**Approval of Head Start Self-Assessment Plan:**

The Board was informed that this will be submitted with the annual grant application in November

**MOTION:** Katherine Paulhus moved to approve the Head Start Self-Assessment Plan for 2020-2021.  
**SECOND:** Maryellen Donnelly  
**VOTE:** Unanimous  
**ABSTENTIONS:** Lydia Rivera-Abrams

**Approval of CT Head Start Services Grant:**

**MOTION:** Maryellen Donnelly moved to approve the CT Head Start Services Grant – as submitted for Windham  
**SECOND:** Katherine Paulhus  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**Approval of Head Start Disabilities and Referrals Revised Process:**

The Revised Process was approved demonstrating increased protocol for a child action team, and formalized the steps to request a child action team with a visual flowchart.

**MOTION:** Michael Morrill moved to approve the Head Start Disabilities and Referrals Revised Process

**SECOND:** Valerie May  
**VOTE** Unanimous  
**ABSTENTIONS:** None

**Comments from Board Members:**

Good so see some type of normal happening here at the meeting.

Let's all put an emphasis on the need to care for people in our organizations that we are part of – majority of administrators and teachers are not taking care of themselves; we need to be empathetic and compassionate to what is happening in our schools – all teachers are in their first year with the hybrid model.

**Executive Session:**

**MOTION:** Katherine Paulhus motioned to enter into Executive Session at 6:28 pm  
The Board invited Gary Mala, Executive Director and Melanie Marcaccio, Human Resources Director to join the Executive Session  
**SECOND:** Michael Morrill  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

The Board exited Executive Session at 7:00 pm

**MOTION:** Kat Paulhus moved to approve EASTCONN's Executive Director's contract from 7/1/20 to 6/30/23  
**SECOND:** Amy Blank  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

**Adjournment:**

**MOTION:** Joan Trivella moved to adjourn the meeting at 7:10 pm  
**SECOND:** Amy Blank  
**VOTE:** Unanimous  
**ABSTENTIONS:** None

Respectfully Submitted,

Carol Klemyk