



## LEARN Board of Directors REGULAR/BUSINESS MEETING

A remote meeting option is provided for those unable to attend in person. The login information is on page 2.

**DATE:** Thursday, September 12, 2024  
**PLACE:** LEARN, 44 Hatchetts Hill Road, Old Lyme, CT 06371, Conference Room 107  
**TIME:** 9:00 a.m. – 11:00 a.m.

1. **Call to Order:** Pledge of Allegiance
2. **Audience and Guests:** Introductions
3. **Public Comment:**
4. **Reading and/or Review of Correspondence:**
  - 4.1 Office of Civil Rights FY2024 MSAP grant application
5. **Superintendents' Perspective:** Dr. Ryan Donlon, LEARN Associate Executive Director, to present on the 24-25 SY opening of LEARN Magnet Schools
6. **Consent Agenda:**
  - 6.1 Approval of the DRAFT Minutes, Regular Business Meeting—June 13, 2024
  - 6.2 Approval of the DRAFT Minutes, Special Business Meeting—July 16, 2024
  - 6.3 Approval of Budget Summary as of August 31, 2024
  - 6.4 Approval of Grant Applications—5yr EIR AI<sup>2</sup> project: Enhancing 5th Grade Algebra Instruction with Artificial Intelligence to Improve Math Identity and Performance for 50 schools and 10 public school districts in SECT, including New London Public Schools; and 3yr State and Local Cybersecurity Grant Program (SLCGP)
7. **Information from the Executive Director:**
  - 7.1 Hiring—Resignations and new hires, including trend reports
  - 7.2 Distributions — *Will be made available online* (2023-2024 LEARN Annual Report)
  - 7.3 Executive Committee Meeting Minutes, Regular Business Meeting—August 23, 2024
  - 7.4 LEARN Building Committee Meeting Minutes—June 25, 2024 and August 23, 2024
  - 7.5 Legislative Updates
  - 7.6 LEARN Agency Updates



8. **Old Business:**

- 8.1 Approve Executive Director’s Authority to Draw on Established Line of Credit. This is an annual request and would only be used in an emergency to meet payroll. The average bi-weekly payroll is approximately \$1.5 million. This line of credit has never been used to date.

9. **New Business:**

- 9.1 Teacher and Para Educator of the Year\*
- 9.2 Accounting firm, CliftonLarsonAllen, LLP (CLA) Annual Governance Memo to the Board regarding the 2023-2024 audit
- 9.3 New Policy #3314, Business and Non-Instructional Operations, Series 3000; “*Travel Reimbursement*,” First Read
- 9.4 New Policy #3520.13, Business and Non-Instructional Operations, Series 3000; “*Student Data Protection and Privacy*”, First Read
- 9.5 New Policy #4118.51/4218.51, Personnel (Certified/Non-Certified), Series 4000; “*Social Media*”, First Read

10. Educational Perspective:

11. Roundtable Discussion: Artificial Intelligence (AI) in education

12. Future Roundtable Topics:

13. Adjournment:

**JOIN ZOOM MEETING**

<https://us02web.zoom.us/j/88179290855?pwd=L8ZTZ1TTOmeH7Xj47dwTVfgnSADbGa.1>

Meeting ID: 881 7929 0855

Passcode: 940741

• +1 929 205 6099 US (New York)

Meeting ID: 881 7929 0855

Passcode: 940741



**LEARN Board of Directors  
REGULAR/BUSINESS MEETING**

# AGENDA NOTES

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**PLACE:** LEARN, 44 Hacketts Hill Road, Old Lyme, CT 06371, Conference Room 107  
**TIME:** 9:00 a.m. – 11:00 a.m.

1. **Call to Order:** Pledge of Allegiance
2. **Audience and Guests:** Introductions
3. **Public Comment:**

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

**Motion to move agenda item 9.1 Teacher and Para Educator of the Year to precede agenda item 4**

4. **Reading and/or Review of Correspondence:**

4.1 Office of Civil Rights for the new MSAP Grant

5. **Superintendents' Perspective:** Dr. Ryan Donlon, LEARN Associate Executive Director, presents on the 24-25 SY opening of LEARN Magnet Schools

6. **Consent Agenda:**

6.1 Approval of the DRAFT Minutes, Regular Business Meeting—June 13, 2024

6.2 Approval of the DRAFT Minutes, Special Business Meeting—July 16, 2024

6.3 Approval of Budget Summary as of August 31, 2024

6.4 Approval of Grant Applications—5yr EIR AI<sup>2</sup> project: Enhancing 5th Grade Algebra Instruction with Artificial Intelligence to Improve Math Identity and Performance for 50 schools and 10 public school districts in SECT, including New London Public Schools; and 3yr State and Local Cybersecurity Grant Program (SLCGP)

**Motion to accept the Consent Agenda as presented.**

7. **Information from the Executive Director:**

7.1 Hiring—Resignations and new hires, including trend reports

7.2 Distributions— *Will be made available online (2023-2024 LEARN Annual Report)*

7.3 Executive Committee Meeting Minutes, Regular Business Meeting—August 23, 2024

7.4 LEARN Building Committee Meeting Minutes—June 25, 2024 and August 23, 2024

7.5 Legislative Updates

7.6 LEARN Agency Updates



8. **Old Business:**

- 8.1 Approve Executive Director's Authority to Draw on Established Line of Credit. This is an annual request and would only be used in an emergency to meet payroll. The average bi-weekly payroll is approximately \$1.5 million. This line of credit has never been used to date.

*Postponed from May 9 and June 13 meetings, vote pending additional information.*

**Motion to rescind original motion, RESOLVED, that Katherine Ericson Executive Director, is authorized to approve and draw on the established line of credit, effective through June 30, 2025.**

9. **New Business:**

- 9.1 Teacher and Para Educator of the Year\*

- 9.2 Accounting firm, CliftonLarsonAllen, LLP (CLA) Annual Governance Memo to the Board regarding the 2023-2024 audit

**Motion to acknowledge receipt of the annual "Governance Memo to the Board" from accounting firm, CliftonLarsonAllen's regarding the 2023-2024 audit process**

- 9.3 New Policy #3314, Business and Non-Instructional Operations, Series 3000; "Travel Reimbursement," First Read

- 9.4 New Policy #3520.13, Business and Non-Instructional Operations, Series 3000; "Student Data Protection and Privacy", First Read

- 9.5 New Policy #4118.51/4218.51, Personnel (Certified/Non-Certified), Series 4000; "Social Media", First Read

10. Educational Perspective:

11. Roundtable Discussion: Artificial Intelligence (AI) in education

12. Future Roundtable Topics:

13. Adjournment:

**JOIN ZOOM MEETING**

<https://us02web.zoom.us/j/88179290855?pwd=L8ZTZ1TTOmeH7Xj47dwTVfgnSADbGa.1>

Meeting ID: 881 7929 0855

Passcode: 940741

• +1 929 205 6099 US (New York)

Meeting ID: 881 7929 0855

Passcode: 940741



## CORRESPONDING ATTACHMENTS

## FW: MSAP - U.S. Department of Education Office for Civil Rights - Conference Call

Ericson, Katherine &lt;kericson@learn.k12.ct.us&gt;

Fri 8/16/2024 2:13 PM

To: Etienne, Jamella &lt;jetienne@learn.k12.ct.us&gt;

For Correspondence Board meeting in September

**Katherine Ericson**

Executive Director

[kericson@learn.k12.ct.us](mailto:kericson@learn.k12.ct.us) | [www.learn.k12.ct.us](http://www.learn.k12.ct.us)

P : 860.434.4800 ext. 1345 | C: 860-367-2008

44 Hatchetts Hill Road, Old Lyme, CT 06371



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**From:** "Chojnacki, Aleksandra" <[Aleksandra.Chojnacki@ed.gov](mailto:Aleksandra.Chojnacki@ed.gov)>**Date:** August 15, 2024 at 11:40:00 AM EDT**To:** "Donlon, Ryan" <[rdonlon@learn.k12.ct.us](mailto:rdonlon@learn.k12.ct.us)>**Cc:** "Joyce, Bridget" <[Bridget.Joyce@ed.gov](mailto:Bridget.Joyce@ed.gov)>, "Li, Ray" <[Ray.Li@ed.gov](mailto:Ray.Li@ed.gov)>, "Pillera, Michael" <[Michael.Pillera@ed.gov](mailto:Michael.Pillera@ed.gov)>, "Zannetos, Anna" <[Anna.Zannetos@ed.gov](mailto:Anna.Zannetos@ed.gov)>**Subject:** MSAP - U.S. Department of Education Office for Civil Rights - Conference Call

This email **did not** originate from LEARN. Please use caution opening attachments, or clicking on links within this email - IT

Dear Dr. Ryan,

The U.S. Department of Education's Office for Civil Rights (OCR) has received your district's FY2024 MSAP grant application. OCR has reviewed your district's application for issues related to civil rights.

I would like to schedule a call for the purpose of discussing a few questions. Please feel free to invite anyone from your office you would like to have present.

Please let me know if any of the following times are possible. We expect the call to last a half hour or less. If none of these times are possible, please suggest alternate times.

- Monday, August 19<sup>th</sup>, 10:30am (EDT)
- Tuesday, August 20<sup>st</sup>, 2:30pm (EDT)

My colleagues and I are looking forward to speaking with you.

Best,

Aleksandra Chojnacki

Aleksandra Chojnacki (*she/her*)  
 Program Legal Group  
 Office for Civil Rights  
 U.S. Department of Education  
 Direct Dial: 202-987-1843



**DRAFT MINUTES**  
**LEARN Board of Directors**  
**REGULAR/BUSINESS MEETING**  
**Thursday, June 13, 2024**  
**Draft Posted: June 17, 2024**

Present: Eric Bauman, East Lyme; W. Scott Brown, Lyme & Old Lyme/Region 18; Kate Ericson, LEARN; Craig Esposito, Ex-Officio; Jennifer Favalora, Killingworth/Region 17; Elizabeth Fernandes, Westbrook; A. Terri Garrity, East Haddam (via ZOOM); Mary Harris, Ledyard (via ZOOM); Cindy Luty, Preston; Robert Mitchell, Montville; Beverly Washington, Groton; Laurie Wolfley, Waterford; and Mary Ann Connelly, Madison

Not Attending and Not Represented: Dale Bernardoni, Chester/Region 4; Sara Baker, Stonington; Steve Beeler, Old Saybrook; Deep River/Region 4, Vacant; East Hampton, Vacant; Michael Hornyak, Clinton; New London, Vacant; Kristen Peck, Guilford; Gregory Perry, Norwich; Sean Reith, Salem; Carolyn Rotella, Essex/Region 4; and Christine Wagner, North Stonington

Guests: Stephanie Gras (via ZOOM); Dan Drainville, The Day Newspaper (via ZOOM); and Sarah Moon, LEARN Director of Special Services

**Meeting began at 9:05 a.m.**

1. **Call to Order:** Pledge of Allegiance
2. **Audience and Guests:** Introductions
3. **Public Comment:** None
4. **Reading and/or Review of Correspondence:**
  - 4.1 City of New London Planning & Zoning Commission Site Plan Modification Approval
  - 4.2 Workers' Compensation Trust Premium Return of \$77,894.00 for 2023
5. **Superintendents' Perspective:** State-of-the-Agency presentation
6. **Consent Agenda:**
  - 6.1 Approval of the DRAFT Minutes, Regular Business Meeting—May 09, 2024
  - 6.2 Approval of 2023-2024 Monthly Budget Summary for the month of May 31, 2024
  - 6.3 Approval of Grant Applications—5yr Magnet Schools Assistance Program (MSAP) for Jennings International Education Elementary Magnet School and Regional Multicultural Magnet School

**Motion to approve the Consent Agenda as presented.**

- **Presented by Craig Esposito**
- **Second Cindy Luty**
- **Motion passed unanimously**



7. **Information from the Executive Director:**

- 7.1 Hiring—Resignations and new hires, including trend reports: Resignations have slowed
- 7.2 Distributions
- 7.3 Executive Committee meeting minutes—May 24, 2024
- 7.4 SSS Building Committee meeting minutes—May 24, 2024
- 7.5 Legislative Updates
- 7.6 LEARN Agency Updates

8. **Old Business:**

- 8.1 Approve Executive Director’s Authority to Draw on Established Line of Credit. This is an annual request and would only be used in an emergency to meet payroll. The average bi-weekly payroll is approximately \$1.5 million. This line of credit has never been used to date.

**Postponed from May 9 meeting, vote pending additional information.**

**Motion: RESOLVED, that Katherine Ericson Executive Director, is authorized to approve and draw on the established line of credit, effective through June 30, 2025.**

**Motion to postpone vote until September 12, 2024 meeting, pending more information on revisiting the policy, possibly adding Executive Committee to the policy as approvers, and determining if we have to pre-secure an initial line of credit.**

- **Presented by W. Scott Brown**
- **Second Eric Bauman**
- **Motion passed unanimously**

- 8.2 Approval of 2024-2025 LEARN Board of Directors’ Slate of Officers

**Motion to approve the following for the 2024-2025 LEARN Board of Directors’ Slate of Officers: Bob Mitchell as Chair, Dale Bernardoni as Vice Chair, Jen Favolora as Fiscal Officer, and Beverly Washington as Secretary.**

- **Presented by Craig Esposito**
- **Second Cindy Luty**
- **Motion passed unanimously**





8.3 Approval of [2024-2025 proposed LEARN Budget](#)

**Motion to approve the proposed LEARN Budget for the 2024-2025 Fiscal Year.**

- Presented by W. Scott Brown
- Second Beverly Washington
- Motion passed unanimously

8.4 Approval of the [LEARN Educator Development and Performance Plan – June 2024](#)

**Motion to approve the LEARN Educator Development and Performance Plan – June 2024.**

- Presented by Beverly Washington
- Second Craig Esposito
- Motion passed unanimously

9. **New Business: Begin Executive Session\***

9.1 Evaluation of the Executive Director\* per policy #2400; Administration, *“Evaluation of Administrators and Administration”*, **\*will be held in Executive Session**

**Motion to move into Executive Session.**

- Presented by Craig Esposito
- Second Beverly Washington
- Motion passed unanimously

**Began Executive Session at 9:50 a.m.**

**Ended Executive Session at 10:08 a.m.**

**W. Scott Brown exited meeting.**

9.2 Executive Director Salary & Benefits

**Motion to approve the Executive Director’s Salary at a 3.00% increase for outstanding performance and extend one year to the current 3-year contract.**

- Presented by Robert Mitchell
- Second Beverly Washington
- Motion passed unanimously



- 9.3 Authorization for Executive Director to enter into a Personal Services Agreement for financial assistance for the LEARN Electric Vehicle Supply Equipment (EVSE) Contract with the State of Connecticut Department of Administrative Services to complete the specified work in the amount of \$546,000.00. *(Board Secretary's signature required)*

**Motion** *(To be read by Board Secretary):*

**Motion to amend original motion to permit Board Chair to read the state language for original motion in place of Board Secretary due to her absence.**

- Presented by Laurie Wolfley
- Second Mary Ann Connelly
- Motion passed unanimously

*(Read by Board Chairperson):*

**I, Robert Mitchell, do hereby certify that I am the Chairperson of LEARN'S Board of Directors a Regional Educational Service Center organized and existing under the laws of the State of Connecticut having its principal place of business at 44 Hachetts Hill Road, Old Lyme, CT 06371. That the following is a true and correct copy of resolutions duly adopted and ratified by the LEARN Board of Directors, on June 13, 2024 in accordance with the constituent documents of said organization; and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.**

**RESOLVED, that Katherine Ericson, the Executive Director be and hereby is authorized to execute on behalf of the LEARN Regional Educational Service Center a Personal Services Agreement with the State of Connecticut for financial assistance to complete work as described above in the amount of \$546,000.00.**

**IT IS FURTHER CERTIFIED that Katherine Ericson, the Executive Director began her term on July 1, 2019 and will continue until replaced. As ratified by the Board on June 13, 2024, the Executive Director, Katherine Ericson of LEARN Regional Educational Service Center, has both the authority and office to sign on behalf of LEARN Regional Educational Service Center a Personal Services Agreement for financial assistance for the LEARN EVSE Contract.**

- Presented by Robert Mitchell
- Second Craig Esposito
  - Yes Votes = 11
  - No Votes = 0



9.4 Building Committee Charter review

**Motion to approve the new Building Committee Charter for the new building project at 51 Daniels Avenue, Waterford, CT.**

- **Presented by Craig Esposito**
- **Second Cindy Luty**
- **Motion passed unanimously**

10. Educational Perspective: LEARN Director of Special Services, Sarah Moon with Connecticut Special Education update
11. Roundtable/Future Agenda Items: Artificial Intelligence (AI) in education
12. Adjournment:

**Motion to adjourn at 11:15 a.m.**

- **Presented by Robert Mitchell**
- **Second Craig Esposito**
- **Motion passed unanimously**

**Respectfully submitted by:  
Jamella A. A. Etienne**



**DRAFT MINUTES**  
**LEARN Board of Directors**  
**SPECIAL/BUSINESS MEETING**  
**Tuesday, July 16, 2024**  
**Draft Posted: July 16, 2024**

Present: W. Scott Brown, Lyme & Old Lyme/Region 18; Kate Ericson, LEARN; Craig Esposito, Ex-Officio; Mary Harris, Ledyard; Cindy Luty, Preston; and Beverly Washington, Groton

Not Attending and Not Represented: Eric Bauman, East Lyme; Dale Bernardoni, Chester/Region 4; Sara Baker, Stonington; Steve Beeler, Old Saybrook; Mary Ann Connelly, Madison; Deep River/Region 4, Vacant; East Hampton, Vacant; Jennifer Favalora, Killingworth/Region 17; Elizabeth Fernandes, Westbrook; A. Terri Garrity, East Haddam; Michael Hornyak, Clinton; Robert Mitchell, Montville; New London, Vacant; Kristen Peck, Guilford; Gregory Perry, Norwich; Sean Reith, Salem; Carolyn Rotella, Essex/Region 4; Christine Wagner, North Stonington; and Laurie Wolfley, Waterford

Guests:

**Meeting began at 9:06 a.m.**

1. **Call to Order:** Pledge of Allegiance
2. **Audience and Guests:** Introductions
3. **Public Comment: None**
4. **Old Business:**
  - 4.1 Authorization for Executive Director to enter into a Personal Services Agreement for financial assistance for the LEARN Electric Vehicle Supply Equipment (EVSE) Contract with the State of Connecticut Department of Administrative Services to complete the specified work in the amount of \$276,900.00. *(Board Secretary's signature required)*

**Motion: Move that the Board amend the Motion adopted on June 13, 2024 authorizing the Executive Director to enter into a Personal Services Agreement with the State of Connecticut Department of Administrative Services to revise the amount of the Agreement from \$546,000.00 to \$276,900.00, such that the amended motion will read:**

*(To be read by Board Secretary):*

I, Beverly Washington, do hereby certify that I am the secretary of LEARN'S Board of Directors a Regional Educational Service Center organized and existing under the laws of the State of Connecticut having its principal place of business at 44 Hatchedts Hill Road, Old Lyme, CT 06371. That the following is a true and correct copy of resolutions duly adopted and ratified by the LEARN Board of Directors, on July 16, 2024 in accordance with the constituent documents of said organization; and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.



RESOLVED, that Katherine Ericson, the Executive Director be and hereby is authorized to execute on behalf of the LEARN Regional Educational Service Center a Personal Services Agreement with the State of Connecticut for financial assistance to complete work as described above in the amount of \$276,900.00.

IT IS FURTHER CERTIFIED that Katherine Ericson, the Executive Director began her term on July 1, 2019 and will continue until replaced. As ratified by the Board on July 16, 2024, the Executive Director, Katherine Ericson of LEARN Regional Educational Service Center, has both the authority and office to sign on behalf of LEARN Regional Educational Service Center a Personal Services Agreement for financial assistance for the LEARN EVSE Contract.

- **Presented by Beverly Washington**
- **Second Craig Esposito**
  - **Yes Votes = 5**
  - **No Votes = 0**

5. Adjournment:

**Motion to adjourn at 9:14 a.m.**

- **Presented by Craig Esposito**
- **Second Mary Harris**
- **Motion passed unanimously**

**Respectfully submitted by:**  
**Jamella A. A. Etienne**

<b>LEARN</b>									
<b>BUDGET &amp; ACTUAL (FY 2024-2025)</b>	<b>REVENUES</b>				<b>EXPENDITURES</b>				
<b>CURRENT YEAR REVIEW</b>	Original Adopted		Year-to-Date	Estimated	Original Adopted		Year-to-Date	Year-to-Date	Actual Available
<b>* in thousands</b>	Budget FY 24/25	Revised Budget	Actual Revenues	Revenues Receivable	Budget FY 24/25	Revised Budget	Actual Expenditures	Actual Encumbrances	Budget
		<i>as of 8-31-24</i>	<i>as of 8-31-24</i>	<i>as of 8-31-24</i>		<i>as of 8-31-24</i>	<i>as of 8-31-24</i>	<i>as of 8-31-24</i>	<i>as of 8-31-24</i>
<b>Departments &amp; Programs</b>									
Student Support Services	\$ 18,503	\$ 19,101	\$ 918	\$ 18,183	\$ 18,503	\$ 19,101	\$ 1,726	\$ 1,010	\$ 16,365
Goodwin Schools	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MSAP	\$ 2,410	\$ 425	\$ -	\$ 425	\$ 2,410	\$ 425	\$ 72	\$ 71	\$ 282
Office of Teaching & Learning	\$ 1,717	\$ 1,693	\$ 14	\$ 1,679	\$ 1,717	\$ 1,693	\$ 139	\$ 20	\$ 1,534
Young Children & Families	\$ 2,320	\$ 2,447	\$ -	\$ 2,447	\$ 2,320	\$ 2,447	\$ 568	\$ 1,333	\$ 546
Transportation	\$ 434	\$ 438	\$ -	\$ 438	\$ 434	\$ 438	\$ 4	\$ 10	\$ 424
COVID Relief	\$ -	\$ 6	\$ -	\$ 6	\$ -	\$ 6	\$ 65	\$ 27	\$ (86)
Executive Services, Special Projects, IT	\$ 3,088	\$ 3,088	\$ 44	\$ 3,044	\$ 3,088	\$ 3,088	\$ 1,600	\$ -	\$ 1,488
<b>Dept &amp; Programs Subtotal</b>	<b>\$ 28,472</b>	<b>\$ 27,198</b>	<b>\$ 976</b>	<b>\$ 26,222</b>	<b>\$ 28,472</b>	<b>\$ 27,198</b>	<b>\$ 4,174</b>	<b>\$ 2,471</b>	<b>\$ 20,553</b>
<b>Magnet Schools</b>									
Regional Multicultural Magnet School	\$ 6,049	\$ 6,057	\$ -	\$ 6,057	\$ 6,049	\$ 6,057	\$ 360	\$ 843	\$ 4,854
Marine Science Magnet High School	\$ 4,005	\$ 4,005	\$ -	\$ 4,005	\$ 4,005	\$ 4,005	\$ 252	\$ 707	\$ 3,046
The Friendship School	\$ 6,130	\$ 6,145	\$ 2	\$ 6,143	\$ 6,130	\$ 6,145	\$ 315	\$ 736	\$ 5,094
Three Rivers Middle College High School	\$ 1,191	\$ 1,191	\$ -	\$ 1,191	\$ 1,191	\$ 1,191	\$ 73	\$ 212	\$ 906
<b>Magnet Schools Subtotal</b>	<b>\$ 17,375</b>	<b>\$ 17,398</b>	<b>\$ 2</b>	<b>\$ 17,396</b>	<b>\$ 17,375</b>	<b>\$ 17,398</b>	<b>\$ 1,000</b>	<b>\$ 2,498</b>	<b>\$ 13,900</b>
<b>Non-Operating Items</b>									
ECHMC Insurance	\$ 30,217	\$ 32,190	\$ 2,366	\$ 29,824	\$ 30,217	\$ 32,190	\$ 5,794	\$ 26,065	\$ 331
Food Service	\$ 950	\$ 950	\$ 23	\$ 927	\$ 950	\$ 950	\$ 18	\$ 10	\$ 922
Construction Projects / Capital Expenditures	\$ 6,909	\$ 7,345	\$ -	\$ 7,345	\$ 6,909	\$ 7,345	\$ 44	\$ 2,456	\$ 4,845
<b>Non-Operating Items Subtotal</b>	<b>\$ 38,076</b>	<b>\$ 40,485</b>	<b>\$ 2,389</b>	<b>\$ 38,096</b>	<b>\$ 38,076</b>	<b>\$ 40,485</b>	<b>\$ 5,856</b>	<b>\$ 28,531</b>	<b>\$ 6,098</b>
<b>Grand Total</b>	<b>\$ 83,923</b>	<b>\$ 85,081</b>	<b>\$ 3,367</b>	<b>\$ 81,714</b>	<b>\$ 83,923</b>	<b>\$ 85,081</b>	<b>\$ 11,030</b>	<b>\$ 33,500</b>	<b>\$ 40,551</b>
<b>Notes</b>									
Original budget amounts tie to the approved Board budget; revised budgets continue to reflect ongoing activity such as new contracts and roll forward of 2 year grants									
Goodwin = Effective 7/1/2024, LEARN's partnership with Goodwin University Magnet Schools has ended resulting in an ~\$15m reduction in the budget.									
MSAP = THE MSAP 5 year LEAP grant began In October 2022 for \$9.8m. The revised budget reflects the anticipated spend in the current year.									
COVID Relief = LEARN received \$2,568,834 of ARP ESSER of which ~\$815k will be spent prior to the deadline of 9/30/24.									
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.									
ECHMC = Effective 7/1/24, East Haddam Board of Education and Town joined the ECHMC.									
Construction Projects = LEARN anticipates spending ~\$6m for the Early Childhood Center of Excellence project in addition to several projects at each of LEARN's magnet schools. Additionally, LEARN's central office renovations are in process including new flooring, office reconfiguration, and bathroom updates. These projects will be funded by an Interdistrict Magnet School Capital Improvement Grant and the Capital fund balance.									

LEARN	REVENUES					EXPENDITURES						
	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)	Expenses: Increase; (Decrease) Change
		as of 8-31-24	as of 8-31-23	as of 8-31-24	as of 8-31-24		as of 8-31-24	as of 8-31-24	as of 8-31-23	as of 8-31-23	as of 8-31-24	as of 8-31-24
<b>BUDGET &amp; ACTUAL (FY 2024-2025)</b>												
<b>PRIOR YEAR COMPARISON</b>												
<b>* in thousands</b>												
<b>Departments &amp; Programs</b>												
Student Support Services	\$ 19,101	\$ 295	\$ 918	\$ 623	>100%	\$ 19,101	\$ 1,067	\$ 790	\$ 1,726	\$ 1,010	\$ 879	47%
Goodwin Schools	\$ -	\$ 562	\$ -	\$ (562)	-100%	\$ -	\$ 580	\$ 1	\$ -	\$ -	\$ (581)	-100%
MSAP	\$ 425	\$ -	\$ -	\$ -	0%	\$ 425	\$ 84	\$ 65	\$ 72	\$ 71	\$ (6)	-4%
Office of Teaching & Learning	\$ 1,693	\$ 15	\$ 14	\$ (1)	-6%	\$ 1,693	\$ 140	\$ 15	\$ 139	\$ 20	\$ 4	2%
Young Children & Families	\$ 2,447	\$ -	\$ -	\$ -	0%	\$ 2,447	\$ 168	\$ 1,416	\$ 568	\$ 1,333	\$ 317	20%
Transportation	\$ 438	\$ -	\$ -	\$ -	0%	\$ 438	\$ 5	\$ 11	\$ 4	\$ 10	\$ (2)	-17%
COVID Relief	\$ 6	\$ -	\$ -	\$ -	0%	\$ 6	\$ 89	\$ 109	\$ 65	\$ 27	\$ (106)	-54%
Executive Services, Special Projects, IT	\$ 3,088	\$ 82	\$ 44	\$ (38)	-47%	\$ 3,088	\$ 1,994	\$ 6,488	\$ 1,600	\$ -	\$ (6,882)	-81%
<b>Dept &amp; Programs Subtotal</b>	<b>\$ 27,198</b>	<b>\$ 954</b>	<b>\$ 975</b>	<b>\$ 21</b>	<b>2%</b>	<b>\$ 27,198</b>	<b>\$ 4,127</b>	<b>\$ 8,896</b>	<b>\$ 4,173</b>	<b>\$ 2,470</b>	<b>\$ (6,380)</b>	<b>-49%</b>
<b>Magnet Schools</b>												
Regional Multicultural Magnet School	\$ 6,057	\$ -	\$ -	\$ -	0%	\$ 6,057	\$ 236	\$ 794	\$ 360	\$ 843	\$ 173	17%
Marine Science Magnet High School	\$ 4,005	\$ -	\$ -	\$ -	>100%	\$ 4,005	\$ 154	\$ 503	\$ 252	\$ 707	\$ 302	46%
The Friendship School	\$ 6,145	\$ -	\$ 2	\$ 2	>100%	\$ 6,145	\$ 199	\$ 725	\$ 315	\$ 736	\$ 127	14%
Three Rivers Middle College High School	\$ 1,191	\$ -	\$ -	\$ -	0%	\$ 1,191	\$ 41	\$ 188	\$ 73	\$ 212	\$ 56	24%
<b>Magnet Schools Subtotal</b>	<b>\$ 17,398</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>&gt;100%</b>	<b>\$ 17,398</b>	<b>\$ 630</b>	<b>\$ 2,209</b>	<b>\$ 1,000</b>	<b>\$ 2,497</b>	<b>\$ 658</b>	<b>23%</b>
<b>Non-Operating Items</b>												
ECHMC Insurance	\$ 32,190	\$ 2,547	\$ 2,366	\$ (181)	-7%	\$ 32,190	\$ 4,767	\$ 16,186	\$ 5,794	\$ 26,066	\$ 10,907	52%
Food Service	\$ 950	\$ -	\$ 23	\$ 23	>100%	\$ 950	\$ 86	\$ 7	\$ 18	\$ 10	\$ (65)	-71%
Construction Projects / Capital Expenditures	\$ 7,345	\$ -	\$ -	\$ -	0%	\$ 7,345	\$ 285	\$ 438	\$ 44	\$ 2,456	\$ 1,777	>100%
<b>Non-Operating Items Subtotal</b>	<b>\$ 40,485</b>	<b>\$ 2,547</b>	<b>\$ 2,389</b>	<b>\$ (158)</b>	<b>-6%</b>	<b>\$ 40,485</b>	<b>\$ 5,139</b>	<b>\$ 16,630</b>	<b>\$ 5,856</b>	<b>\$ 28,532</b>	<b>\$ 12,619</b>	<b>58%</b>
<b>Grand Total</b>	<b>\$ 85,081</b>	<b>\$ 3,502</b>	<b>\$ 3,367</b>	<b>\$ (135)</b>	<b>-4%</b>	<b>\$ 85,081</b>	<b>\$ 9,896</b>	<b>\$ 27,736</b>	<b>\$ 11,029</b>	<b>\$ 33,499</b>	<b>\$ 6,896</b>	<b>18%</b>
<b><u>Variances: Revenues &amp; Expenditures</u></b>												
The majority of the variances exist as encumbrances continue to be entered for the new year.												
ECHMC = Beginning July 1, 2024, East Haddam Board of Education and Town (~150 members) joined the ECHMC.												

## Education Innovation and Research Program (EIR) Project Abstract

**Applicant Name:** Area Cooperative Educational Services (ACES)

**Project Title:** AI<sup>2</sup> project: Enhancing 5th Grade Algebra Instruction with Artificial Intelligence to Improve Math Identity and Performance.

**Type of Grant Requested:** (select one)     Early-Phase     Mid-Phase     Expansion

**Absolute Priorities the Project Addresses:** (select all that apply)

- Absolute Priority 1-- Demonstrate a Rationale (Early), Moderate (Mid), Strong (Expansion)
- Absolute Priority 2-- Field-Initiated Innovations—General
- Absolute Priority 3-- Promoting STEM Education
- Absolute Priority 4-- Meeting Student Social, Emotional, and Academic Needs
- Absolute Priority 5-- Educator Recruitment and Retention

**Competitive Preference Priorities the Project Addresses:** (select all that apply)

- Competitive Preference Priority 1— Promoting Equity in Student Access to Educational Resources and Opportunities: Implementers and Partners
- Competitive Preference Priority 2— Addressing the Impact of COVID–19 on Students, Educators, and Faculty

**Total number of students to be served by the project:** 5900

**Grade level(s) to be served by the project:** 5th graders

**Definition of high-need students:** The Connecticut State Department of Education defines the High Needs student group as those with disabilities, English Learners, or students eligible for free or reduced-price meals. Participating districts were specifically chosen due to demonstrated COVID-impacted learning loss in math, a high proportion of economically disadvantaged students, and a high proportion of students historically underrepresented in STEM fields.

**Brief description of project activities:** This innovative approach employs AI-driven tools to create customized learning experiences that make math concepts more accessible and engaging for 5<sup>th</sup> grade students. This initiative is designed to enhance students' math skills through algebra-centered instruction to prepare students for future success in STEM fields. Furthermore, AI<sup>2</sup> will prepare teachers to use AI effectively to provide personalized experiences to their students and implement design-thinking strategies in the classroom.

Students participating in AI<sup>2</sup> will engage in supplemental units of math in a school year using a design-thinking approach. This approach will require students to engage in culturally relevant math tasks and experiences. The experiences developed in the supplemental units will provide students with an understanding of the relevance of math in addressing the needs of the community while increasing 21<sup>st</sup> Century skills.



## Education Innovation and Research Program (EIR) Project Abstract

Teachers participating in AI<sup>2</sup> will receive CR-DTIP professional development and coaching throughout the implementation years to provide them with the knowledge required to build and implement supplemental curricula and differentiated learning experiences for their students using AI tools. They will engage in communities of practice (COP), where they may share and adapt experiences through collaboration with their colleagues, building sustainable and adaptable knowledge across their schools and districts.

**Summary of project objectives and expected outcomes:** We propose two essential components to achieve our desired outcomes. First, to improve equity, student math achievement, and student math identity, teachers must be equipped with the knowledge and tools necessary to engage high-risk students in math, specifically algebra lessons. This proposal employs CR-DTIP strategies as the method to provide professional development to 5th-grade teachers to improve student outcomes. Second, teachers must have tools available to help them deliver differentiated lessons that reflect what they learn through professional development. We will use the 21stCentEd Pdgogy.ai™ platform, the AI-tool that will enable teachers to create and deploy supplemental algebra units using culturally relevant design thinking lessons to improve student outcomes. As per our Theory of Change, we will be testing the effect of these two components to affect Math student achievement as measured by standardized test scores, math student identity, student math self-efficacy, and math student engagement. Additionally, we will assess how teacher self-efficacy for math instruction mediates the relationship between the classroom intervention and indicated outcomes.

**Summary of how the project is innovative:** This project combines promising strategies for improving students' math performance in ways that have not previously been rigorously tested. First, we combine culturally relevant math education and the design-thinking processes in a professional development training (CR-DTIP) to increase algebra understanding. Additionally, we incorporate an AI-based curriculum development tool, which will provide teachers with lessons to specifically incorporate, using rubrics to ensure fidelity, the CR-DTIP model.

**Other studies related to the proposed project:** The WWC identified studies we have indicated include: Effects of the first year of a three-year CGI teacher professional development program on grades 3–5 student achievement: A multisite cluster-randomized trial. (Research Report No. 2018-25) Schoen, R. C., LaVenita, M., & Tazaz, A. M. (2018). Tallahassee, FL:

Impact Results of the eMINTS Professional Development Validation Study: Professional Development Validation Study Meyers, Coby V.; Molefe, Ayrin; Brandt, W. Christopher; Zhu, Bo; Dhillon, Sonica (2016). Educational Evaluation and Policy Analysis, v38 n3 p455-476. Retrieved from: <https://eric.ed.gov/?id=EJ1108395> WWC standards with reservations Moderate evidence

Jitendra, A. K., Dupuis, D. N., Rodriguez, M. C., Zaslofsky, A. F., Slater, S., Cozine-Corroy, K., & Church, C. (2013). A randomized controlled trial of the impact of schema-based instruction on mathematical outcomes for third-grade students with mathematics difficulties. *The Elementary School Journal*, 114(2), 252-276. <https://ies.ed.gov/ncee/WWC/Study/85370> Promising evidence WWC standards without reservations.

## Education Innovation and Research Program (EIR) Project Abstract

**Proposed implementation sites:** 50 schools across 10 public school districts in Southern Connecticut that fall within the service areas of ACES and LEARN regional educational service centers, including: New Haven School District, Meriden School District, East Haven School District, West Haven School District, Hamden School District, Waterbury School District, Middletown School District, New London School District

**Organizations partnering with this project:** Area Cooperative Educational Services (ACES) <https://www.aces.org/>; LEARN Regional Educational Service Center <https://www.learn.k12.ct.us/>; 21stCentED <https://21stcented.com/>; American Institutes for Research (AIR) <https://www.air.org/>.

LEARN  
Grant Summary

- I. TITLE OF GRANT: State and Local Cybersecurity Grant Program (SLCGP)
- II. FUNDING SOURCE: Federal and non-federal
- III. FUNDING AGENCY: Division of Emergency Management & Homeland Security
- IV. GRANT PERIOD: 2024-2026
- V. AMOUNT REQUESTED: \$70,643.00
- VI. DESCRIPTION OF ACTIVITIES: Purchase Pentera, a vulnerability scanner. Server for Logging Made Easy (LME) and CrowdStrike for EDR
- VII. STAFFING REQUIREMENTS: 1
- VIII. COST COVERED BY GRANT: 90% (\$63,578.70)
- IX. COST COVERED BY LEARN: 10% (\$7,064.30)
- X. BENEFITS TO LEARN:
  - o Security logging of sensitive files – Installing Logging Made Easy in each environment.
  - o Security of devices – installing CrowdStrike for End Point Security
  - o Security of user accounts – Audit permissions for users.
  - o Outside Penetration test performed by third party (CISA)
  - o Security Vulnerability testing (Pentera)

ATTACHMENTS:

Date: 9/6/2024

BOARD APPROVAL: Required:

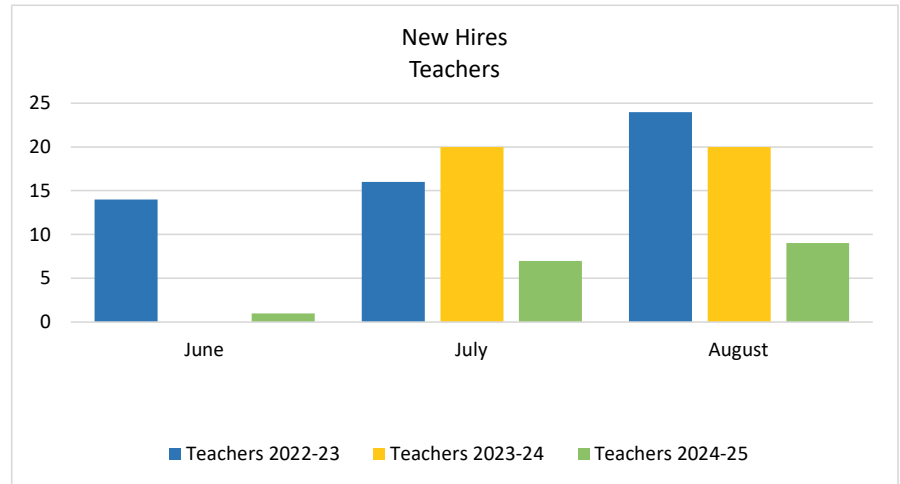
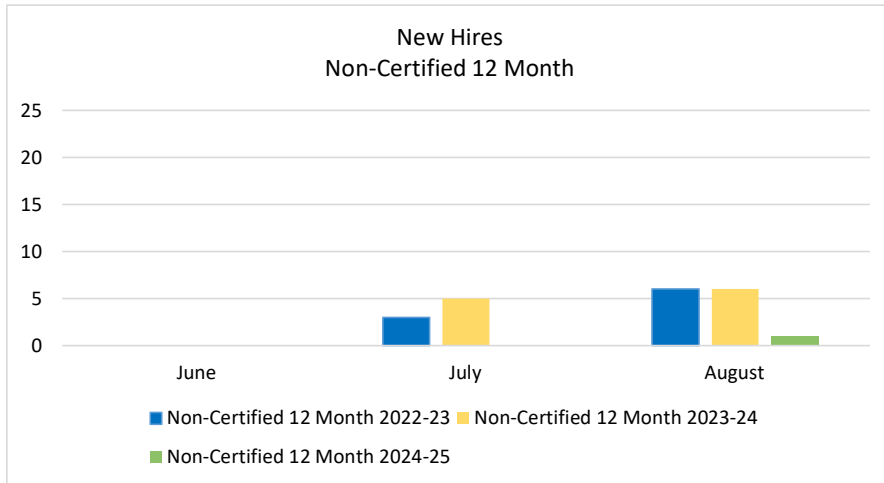
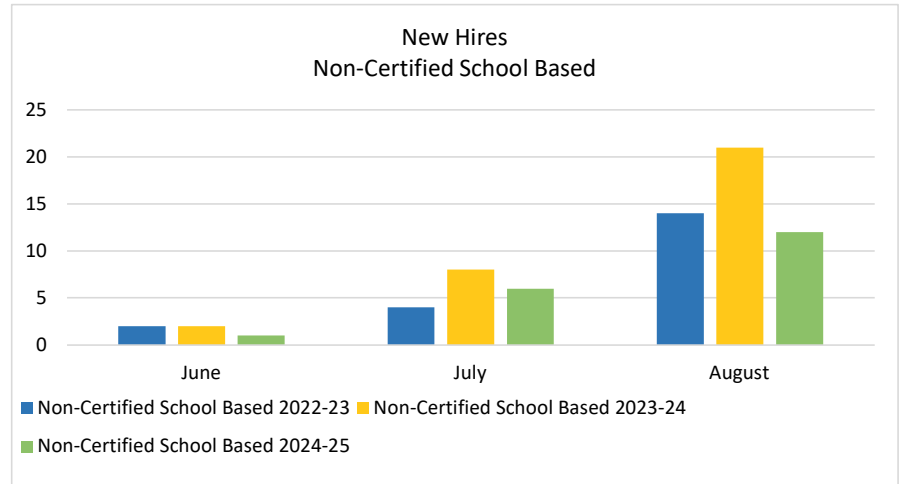
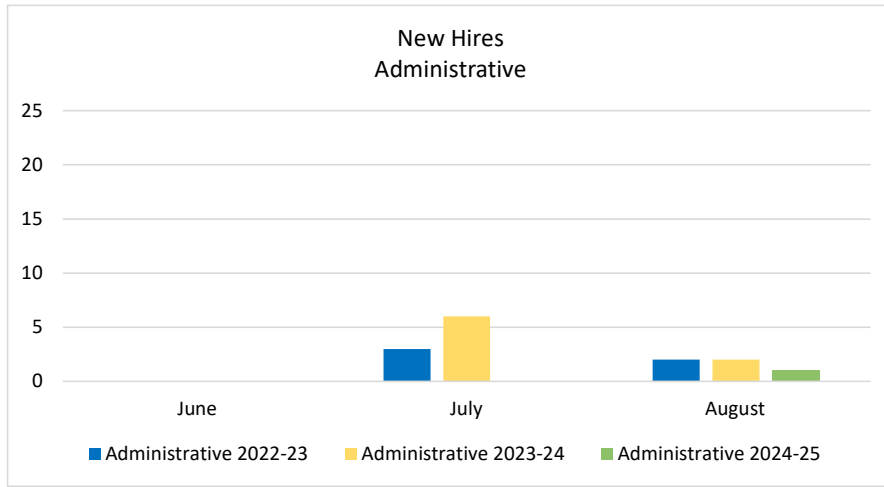
Not required:

Department: Information Technology

Submitted by: Lance Hagen



New Hires Trend Report  
June-August 2024

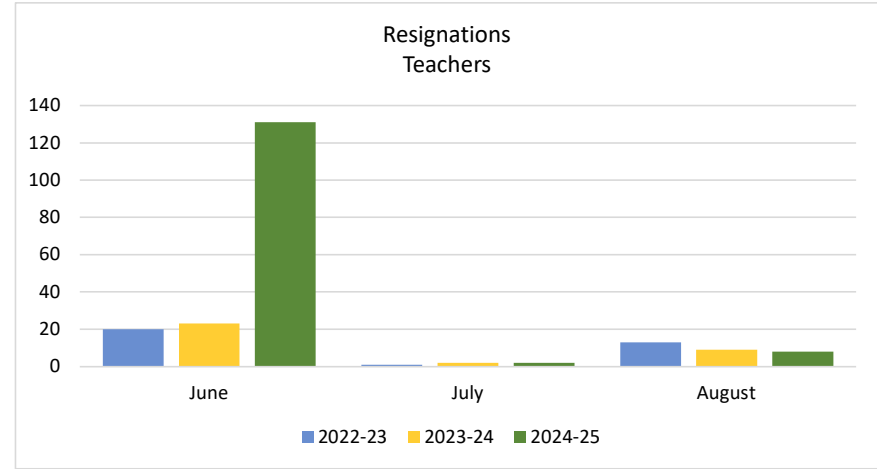
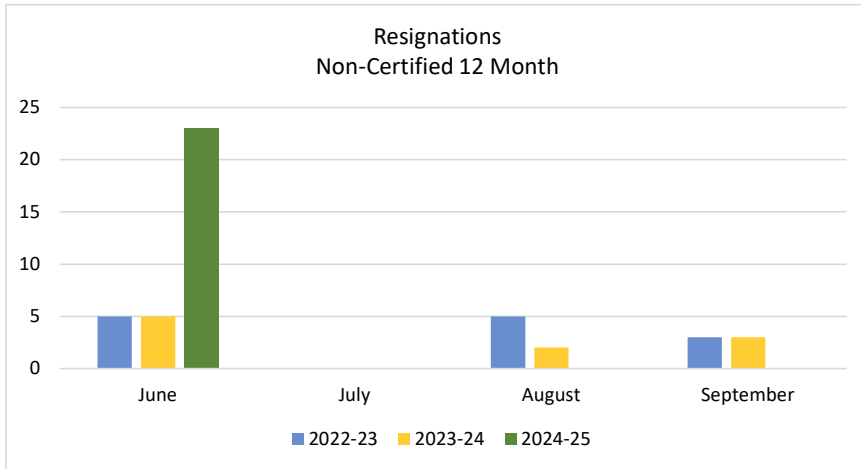
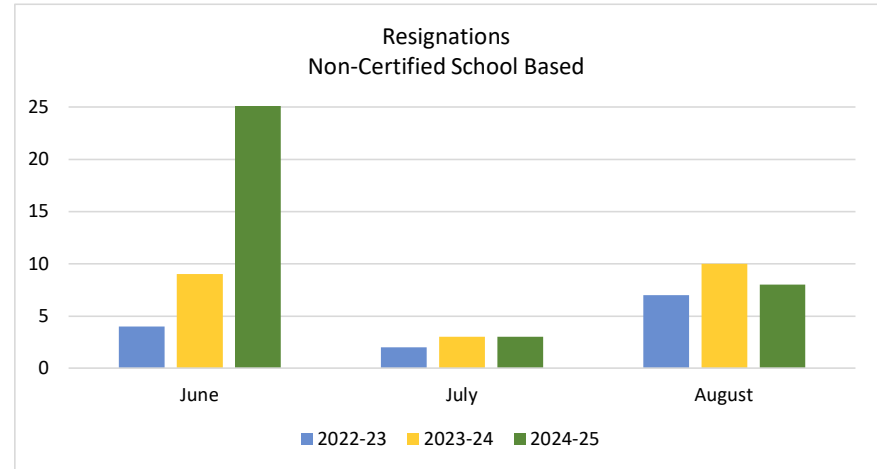
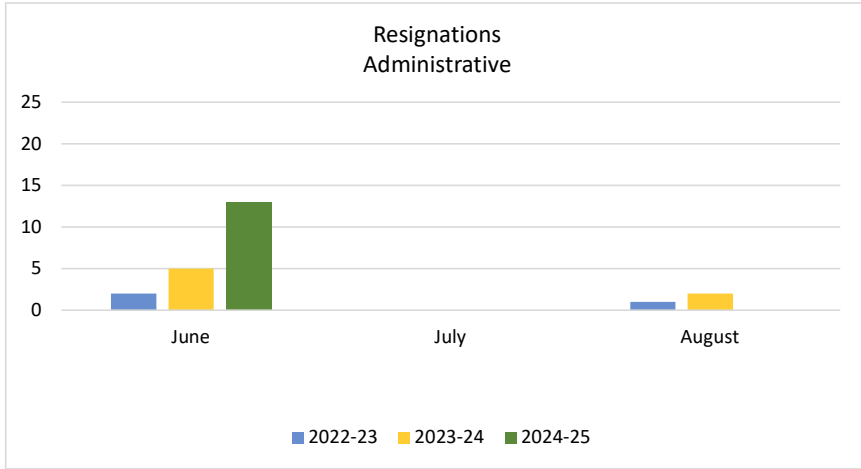


LAST NAME	FIRST NAME	POSITION	DEPT	DATE	PAY	RATE	COMMENTS
ADEKOYA	FORTUNE	OUTPLACEMENT INTERVENTION SPEC	SSS	07/01/2024	HOURLY	\$19.03	ESY ONLY
BOFFI	ERICA	ASSOCIATE INSTRUCTOR LEVEL 3	MSMHS	08/28/2024	HOURLY	\$18.90	REPLACEMENT
BOYLE	AMY	ASSOCIATE INSTRUCTOR LEVEL 3	TFS	08/26/2024	HOURLY	\$20.86	REPLACEMENT
BROWN	ANTONIO	OUTPLACEMENT INTERVENTION SPEC	SSS	07/01/2024	HOURLY	\$19.03	REPLACEMENT
COSTA	SOPHIA	TEACHER	SSS	07/01/2024	SALARY	\$48,140.00	REPLACEMENT
CURRIER	MARY-LYNN	ASSOCIATE INSTRUCTOR LEVEL 3	TFS	08/26/2024	HOURLY	\$20.86	REPLACEMENT
DAMPF	JOSHUA	SUBSTITUTE TEACHER	MSMHS	08/29/2024	PER DIEM	\$128.00	REPLACEMENT
ERICSON	PAUL	INTERVENTION SPECIALIST	SSS	08/30/2024	HOURLY	\$17.15	REPLACEMENT
ESPOSITO	KRISTINA	TEACHER	RMMS	08/09/2024	SALARY	\$53,001.00	REPLACEMENT
FALMAN-FLOREZ	SARAH	L / T SUB TEACHER	RMMS	08/28/2024	PER DIEM	\$268.74	REPLACEMENT
GLUCK	CYNTHYA	OUTPLACEMENT INTERVENTION SPEC	SSS	07/01/2024	HOURLY	\$20.28	REPLACEMENT
GOLGOZEANU	CHRISTINA	ELL SYSTEMS DEVELOPER	OTL	08/12/2024	SALARY	\$96,420.95	NEW POSITION
GORMAN	NICOLE	TEACHER	TFS	08/14/2024	SALARY	\$50,593.00	REPLACEMENT
HERNANDEZ	ELDA	SUBSTITUTE INSTRUCTOR	TFS	08/26/2024	PER DIEM	\$120.00	REPLACEMENT
KRAWIEC	KATHLEEN	L / T SUB TEACHER	SSS	08/28/2024	PER DIEM	\$269.11	REPLACEMENT
KREWSKY	JESSICA	SPEECH/LANGUAGE PATHOLOGIST	SSS	07/01/2024	SALARY	\$0.00	NEW POSITION
LAIRD	REBECCA	TEACHER	TFS	08/11/2024	SALARY	\$56,743.00	REPLACEMENT
LANDRY	JENNIFER	TEACHER	SSS	06/03/2024	SALARY	\$69,743.00	REPLACEMENT
LEE	JUNGMIN	TEACHER	RMMS	08/23/2024	SALARY	\$55,727.00	REPLACEMENT
LIPPOLD	DANIELLE	TEACHER	RMMS	08/15/2024	SALARY	\$50,593.00	REPLACEMENT
MALINOWSKY	AMANDA	TEACHER	MSMHS	08/07/2024	SALARY	\$68,682.00	REPLACEMENT
NINTEAU	ASHLEY	OUTPLACEMENT INTERVENTION SPEC	SSS	07/01/2024	HOURLY	\$23.50	REPLACEMENT
OLIVA	NATHALIE	ASSOCIATE INSTRUCTOR LEVEL 1	TFS	08/28/2024	HOURLY	\$16.91	REPLACEMENT
PARKS	SAMANTHA	TEACHER	RMMS	08/15/2024	SALARY	\$48,140.00	REPLACEMENT
PEARCE	KATHERINE	PHYSICAL THERAPIST	SSS	08/22/2024	SALARY	\$79,000.00	NEW POSITION
PEARSON	ELISA	TEACHER	RMMS	07/01/2024	SALARY	\$48,140.00	REPLACEMENT
PEDRAZA	JOSHUA	TEACHER	SSS	07/01/2024	HOURLY	\$45.00	ESY ONLY
RIVERA	LEONIDES	TEACHER RESIDENCY PROGRAM	RMMS	07/01/2024	SALARY	\$30,000.00	REPLACEMENT
RODRIGUEZ RIJO	MARGARITA	SUBSTITUTE INSTRUCTOR	RMMS	08/29/2024	PER DIEM	\$120.00	REPLACEMENT
ROMAN	CHRISTIAN	OUTPLACEMENT INTERVENTION SPEC	SSS	07/01/2024	HOURLY	\$21.29	REPLACEMENT
SCHENK-BELISLE	JULIA	ASSOCIATE INSTRUCTOR LEVEL 3	RMMS	08/30/2024	HOURLY	\$19.37	REPLACEMENT
SHAW	CHELSEA	SPECIAL EDUCATION SUPERVISOR	SSS	08/05/2024	SALARY	\$110,813.00	REPLACEMENT
SILVIA	COURTNEY	TEACHER	RMMS	07/10/2024	SALARY	\$57,203.00	REPLACEMENT
SMITH	EARL	TEACHER	SSS	08/02/2024	SALARY	\$58,806.00	REPLACEMENT
TAMME	SARAH	TEACHER	SSS	07/01/2024	SALARY	\$73,743.00	REPLACEMENT

LAST NAME	FIRST NAME	POSITION	DEPT	DATE	PAY	RATE	COMMENTS
VALDEZ	TAYA	TEACHER	TFS	07/01/2024	SALARY	\$50,593.00	REPLACEMENT
WHITE	ALANAH	INTERVENTION SPECIALIST	SSS	06/03/2024	HOURLY	\$19.03	ESY ONLY
ZIMMER	AMANDA	TEACHER	RMMS	08/02/2024	SALARY	\$50,593.00	REPLACEMENT
<b>KEY</b>							
IT - INFORMATION TECHNOLOGY DEPT			RMMS - REGIONAL MULTICULTURAL MAGNET SCHOOL				
MSMHS - MARINE SCIENCE MAGNET HIGH SCHOOL			SSS - STUDENT SUPPORT SERVICES				
OTL - OFFICE OF TEACHING & LEARNING			TFS - THE FRIENDSHIP SCHOOL				



Resignation Trend Report  
June-August 2024



## JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
ACOSTA	JOHANNA	EXECUTIVE ASSISTANT	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
AGUIRRE - BJERKE	RENE	TEACHER	RMMS	06/30/2024	RESIGANTION
ALERS-MERCADO	KAREN	TEACHER	TFS	08/13/2024	RESIGNATION - NEW POSITION
AMEDZEKOR	ELLIOT	OUTPLACEMENT INTERVENTION SPEC	SSS	07/01/2024	RESIGNATION
ANDERSON	MELISSA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
ARESCO	CRYSTAL	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
ARGUETA LINARES	LESLIE	INSTRUCTOR	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
BALDWIN	KAREN	DIRECTOR	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
BARRETO	JENNIFER	SPECIAL EDUCATION SUPERVISOR	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
BEDOSKY	JESSICA	ASSISTANT SUPERRINTENDENT CURR	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
BENSON	NEAL	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
BERNARD	JASON	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
BEVINGTON	CAROLYN	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
BIEKERT	PATRICIA	TEACHER	TFS	06/30/2024	RETIREMENT
BOISMENU	KATHERINE	BEHVR INTERVENTION COORDINATOR	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
BOLELLA	ASHLEY	SCHOOL SOCIAL WORKER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
BORGER	JASON	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
BRADY	KELLY	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
BREWER	CORY	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
BURKAMP	CARA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
BURKE	SARAH	ASSISTANT SUPERINTENDENT SPED	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
CAMIRE	CAMILLE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
CANNAMELA	FABIANA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
CARROLL	ELYSIA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
CARTER	JENNIFER	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
CHAMBERS	JAMAL	BEHVR INTERVENTION COORDINATOR	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
CHARLES	DEAN	SUBSTITUTE TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
CLOUTHIER	TYLER	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
COLE	EMILY	INTERVENTION SPECIALIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
COLUCCI	KIMBERLY	TEACHER	SSS	08/05/2024	RESIGNATION - NEW POSITION
CONTE	KATHERINE	BCBA	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
COOPER	ERIK	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
COOPER	HEATHER	OUTPLACEMENT INTERVENTION SPEC	SSS	08/02/2024	RESIGNATION
COUGHLIN	KIM	TEACHER	RMMS	08/15/2024	RESIGNATION



## JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
CROUCH	MALORI	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
CYR	DANIELLE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
CYR	JESSICA	INTERVENTION SPECIALIST	SSS	08/13/2024	RESIGNATION - NEW POSITION
DADINOS	DYLAN	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
DANEHY	REBEKAH	TEACHER	RMMS	06/18/2024	RESIGNATION
DANGONA	JESSICA	ASSOCIATE INSTRUCTOR LEVEL 2	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
DAVIS	AISHA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
DAWSON	TODD	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
DE LA CRUZ	LAZHEL	ASSOCIATE INSTRUCTOR LEVEL 3	RMMS	06/17/2024	RESIGNATION
DEJESUS-COLON	DEISY	ASSOCIATE INSTRUCTOR LEVEL 1	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
DEROSA	GERI ANN	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
DIAZ	ELIZABETH	SPECIAL ED/SYSTEMS MANAGER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
DIAZ	MARISA	EXECUTIVE ASSISTANT	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
DIFONZO	COURTNEY	TEACHER	RMMS	06/30/2024	NON-RENEWED
DUBOIS	MICAELA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
DUFF	GENEVIEVE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
DUGGAN	MARY BETH	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
DUTHRIE	MICHELE	ACCOUNTING / PAYROLL COORDINATOR	BUS	06/30/2024	RESIGNATION - NEW POSITION
EDWARDS	JORDAN	SCHOOL COUNSELOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
EKSTROM	THERESA	MATH INTERVENTION	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
ELLISON	JADA	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
ERICKSON	ANNALIISA	TEACHER	SSS	08/21/2024	RESIGNATION - NEW POSITION
EWING	CHRISTOPHER	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
EXLEY	CHLOE	INTERVENTION SPECIALIST	SSS	06/30/2024	RESIGNATION
FALVEY	KELLY	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
FERNANDO	RATHUGAMAGE	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
FERRARA	JESSE	BCBA	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
FERRER	JOSHUA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
FERRI	JASON	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
FIENGO	KYLE	SUBSTITUTE TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
FORAN	JAMES	SCHOOL COUNSELOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
FOSTER	JONATHAN	PRINCIPAL	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
FRANCIS	INGRID	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
FREEMAN	MEAGHAN	ASSISTANT PRINCIPAL	RMS	06/30/2024	TERMINATION OF PARTNERSHIP

## JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
FREITAS	BROOKE	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
FUHRMANN	HAYLIE	SCHOOL SOCIAL WORKER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
GAJDA	JEFFREY	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
GATTO	DANIEL	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
GATZAK	SAMANTHA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
GILBERTIE	RACHEL	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
GILLETT	JULIE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
GONZALEZ	ROBERTO	INTERVENTION SPECIALIST	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
GONZALEZ	NITZALIZ	EXECUTIVE ASSISTANT	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
GONZALEZ GARCIA	JORGE	INTERVENTION SPECIALIST	SSS	06/17/2024	RESIGNATION
GONZALEZ-CRUZ	JONATHAN	SUBSTITUTE TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
GORMAN	CHAVONNI	COOR OF SPECIAL PROJECTS	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
GOYCOECHEA	JORALIZ	SUBSTITUTE TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
GREEN	DOUGLAS	INTERVENTION SPECIALIST	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
GREENE	NORA	TEACHER	RMMS	08/02/2024	RESIGNATION
GUANCHA	RUTH	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
GUIHEEN	CASSANDRA	STUDIO COORDINATOR	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
HADSTATE	ROBERT	INSTRUCTOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
HAFLER	SUSAN	TEACHER	RMMS	07/16/2024	RESIGNATION - NEW POSITION
HAIRSTON	OREKA	INTERVENTION SPECIALIST	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
HAMMOND	SARAH	SPEECH/LANGUAGE PATHOLOGIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
HANKS	KENDRA	TEACHER	TFS	06/30/2024	RESIGNATION - NEW POSITION
HANNIFORD	SHANTEL	SUBSTITUTE TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
HEALEY	EMMA	TEACHER	RMMS	06/30/2024	RESIGNATION
HEINER	KYLIE	COMM/OUTREACH&ENGMNT COORD	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
HENRY	NYICANTA	PR / BENEFITS ANALYST	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
HOLLOWAY	RHONDA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
HOLT	ALISHA	INTERVENTION SPECIALIST	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
HOPPIN	PATRICIA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
HORTON SHEFF	ELIZABETH	ALUMNI SPECIALIST	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
HUNT	JULIE	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
INGENO	SYLVIE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
JACKSON-HORNE	ASHLEY JINELLE	INTERVENTION SPECIALIST	SSS	08/02/2024	TERMINATION
JAMES	ADAM	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP

## JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
JENKINS	ESTEFAN	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
JOHNSON	SE'SHA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
JONES	BRIANNA	INTERVENTION SPECIALIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
JULIANO	GINA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
KABEMBA	STEFANIE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
KING	ADAM	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
KISHORN	JUSTINA	TEACHER	MSMHS	06/30/2024	RESIGNATION
KLAUER	ALICIA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
KULPANOWSKI	NICOLE	ASSOCIATE INSTRUCTOR LEVEL 2	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
LAMARRE	DANIELLE	TEACHER	TFS	08/05/2024	RESIGANTION
LANGLEY	SARA	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
LAPAIRE	MATTHEW	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
LAPENTA	ARLENE	SUBSTITUTE TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
LAPUK	KAREN	BILINGUAL COORDINATOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
LARSON	JESSICA	ASSOCIATE INSTRUCTOR LEVEL 1	TFS	08/16/2024	RESIGNATION
LEONARD	RICHARD	SUBSTITUTE TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
LEONE	VANESSA	SCHOOL SOCIAL WORKER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
LEVANTO	MARK	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
LINBERK	LAUREN	SPECIAL EDUCATION SUPERVISOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
LONGANECKER	KRISHNA	LIBRARY/MEDIA SPECIALIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
LOUIS	VICTORIA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
LOVE-BROWN	DANIELLE	SCHOOL SOCIAL WORKER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
LUCIANO	NESQUELY	ASSOCIATE INSTRUCTOR LEVEL 1	TFS	08/05/2024	RESIGNATION
LUQUE	CLARISSA	TEACHER	RMMS	08/02/2024	RESIGNATION - NEW POSITION
LYONS	AFRIKA	SCHOOL PSYCHOLOGIST	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MACGILLIS	ROBERT	INTERVENTION SPECIALIST	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MAHER	ROBERT	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MANGUS	DAVID	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MARCANTONIO	JENNIFER	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MATOS	IVETTE	SCHOOL SOCIAL WORKER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MATTHEWS	KIMBERLEE	PRINCIPAL	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MAURO	ALICE-ELLEN	ASSOCIATE INSTRUCTOR LEVEL 3	RMMS	06/30/2024	RESIGNATION
MCCARTHY	EILEEN	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MCCELWAIN	LAUREN	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP

## JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
MCNEFF	GARY	OFFICE MANAGER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MELLING	ASHLEY	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MENTA	KYLE	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MENZO	SALVATORE	GOODWIN SUPERINTENDENT	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
MEYER	MARILYN	OFFICE MANAGER	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
MILICI	ERIN	TEACHER	MSMHS	06/30/2024	RESIGANATION - NEW POSITION
MILLER	KEELY	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
MILLER	MORGAN	OCCUPATIONAL THERAPIST	SSS	08/02/2024	RESIGNATION
MITCHELL	LAKEISHA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MITCHELL THOMPSON	SHAWNTA	OFFICE MANAGER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MLODZINSKI	DAVID	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
MOLETI	DANIEL		GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
MONTEMERLO	SUSAN	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MOONEY	TARA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MOORE	PETER	SUBSTITUTE TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MOORE	MAUREEN	INTERVENTION COORDINATOR	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MORIARTY	SUSAN	PHYSICAL THERAPIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MORIN	AVA	READING INTERVENTION	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
MOSES	NATHAN	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
MOYER	TASHA	SUBSTITUTE TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
MYERS	JESSICA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
NAGLE	COREY	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
NEWELL	JULIE	SUBSTITUTE TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
NGUYEN	BAO	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
NUNEZ	SHAYLASAMAR	ASSOCIATE INSTRUCTOR LEVEL 1	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
NUNEZ	KASSANDRAMA	ASSOCIATE INSTRUCTOR LEVEL 1	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
ORTIZ	CIERRA	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
PARK	JENNIFER	ASSOCIATE INSTRUCTOR LEVEL 2	TFS	06/30/2024	RESIGNATION
PARRA	SUSAN	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
PENNELL	ANJA	STEM/CTE CERT COORDINATOR	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
PEREZ	MYRELIS	INTERVENTION SPECIALIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
PHILLIPS	CATHERINE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
PHILLIPS	KHIARA	INTERVENTION SPECIALIST	SSS	07/01/2024	RESIGNATION
PINTO	JENNIFER	MATH SYSTEMS DEVELOPER	OTL	06/30/2024	RESIGNATION - NEW POSITION

## JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
POLANCO	FRANSHEKA	OFFICE MANAGER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
POLANCO	CASEY	SECRETARY	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
POMA	GRECIA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
PROSSER	MEGAN	TEACHER	TFS	08/13/2024	RESIGNATION - NEW POSITION
PURCELL	TRACEY	MATH-SCIENCE THEME COACH	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
QUINONES	BRICHERLAND	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
RAHMAN	ROUSHAN	READING INTERVENTIONIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
RAINEY	JENNIFER	LIBRARY/MEDIA SPECIALIST	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
RAJAGOPAL	PRIYA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
RAMIREZ	LORENZO	BEHVR INTERVENTION COORDINATOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
RANDALL	NICOLE	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
REED	PAULINE	TEACHER	RMMS	06/30/2024	RETIREMENT
REPETTO	ALYSSA	SCHOOL PSYCHOLOGIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
REYNOLDS	AMBER	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
RING	SEAN	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
RIVERA	MICHAEL	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
RODRIGUEZ	JANA	ASSOCIATE INSTRUCTOR LEVEL 2	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
ROSADO	KAYLANI	SCHOOL SOCIAL WORKER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
ROSENBLUM	BERNARD	INTERVENTION SPECIALIST	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
ROSSI	ALISON	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
ROSSIGNOL	JESSICA	INTERVENTION SPECIALIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
ROUTHIER	ASHLEY	SCHOOL COUNSELOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
SALCEDOHERNANDEZ	ABIGAIL	TUTOR	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
SALONIA	DAVID	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
SALVA	REBECCA	OFFICE MANAGER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
SAMALOT	LIANNE	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
SANDERSON	LEAH	SUBSTITUTE TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
SEVIGNY	KEITH	STEM/CTE CERT COORDINATOR	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP
SHEFFIELD	MARILYN	ASSOCIATE INSTRUCTOR LEVEL 3	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
SILVESTRI	SUSAN	ASSOCIATE INSTRUCTOR LEVEL 1	TFS	06/30/2024	RETIREMENT
SIMONI	LINDSEY	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
SIMONICH	DANIEL	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
SIROIS	ANGELICA	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
SKRODZKI	KEVIN	DIRECTOR OF TECHNOLOGY	GUMS	06/30/2024	TERMINATION OF PARTNERSHIP

## JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
SOUSA	ANAMARIA	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
SPECTOR	ALISON	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
SPRAGUE	SANDRA	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
STACHKUNAS	ISAAC	ASSOCIATE INSTRUCTOR LEVEL 3	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
STARKEY-DUCHNOWSKI	MIRI	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
STEHLY SENDEWICZ	TAMARA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
STEWART	DIANNA	STUDIO COORDINATOR	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
STONE	CHARLES	TEACHER	MSMHS	06/30/2024	NON-RENEWED
STRUZYNSKI	JILLIAN	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
SYLVESTER	DEBORAH	ASSOCIATE INSTRUCTOR LEVEL 2	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
TACAM	ODALISCA	ASSOCIATE INSTRUCTOR LEVEL 3	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
TATRO	MERCEDES	OUTPLACEMENT INTERVENTION SPEC	SSS	07/01/2024	RESIGANTION
TEWKSBURY	KAELEA	TEACHER	SSS	06/30/2024	RESIGNATION - NEW POSITION
THIERY	ERIN	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
THOMPSON	MAKAIYAH	TEACHER	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
THOMSON-PETERSEN	WINDY	ASSISTANT PRINCIPAL	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
TOBEY MILEY	IMAN	INTERVENTION SPECIALIST	SSS	08/01/2024	RESIGNATION - BACK TO SCHOOL
TONER	JENNA	DIRECTOR	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
TRASK	JEAN	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
TUOHEY	TRICIA	OFFICE MANAGER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
UCHE	CHIEMERIE	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
VASQUEZ	JULIA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
VEILLEUX	NOAH	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP
VIOLETTE	JESSICA	READING INTERVENTIONIST	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
WALKER	OLETHA	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
WALKER	KRISTIN	TEACHER	TFS	07/11/2024	RESIGNATION - NEW POSITION
WALSH	MEGAN	ASSOCIATE INSTRUCTOR LEVEL 3	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
WEBB	WILLIE	INTERVENTION SPECIALIST	CRAM	06/30/2024	TERMINATION OF PARTNERSHIP
WELLES	ELIZABETH	TEACHER	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
WORST	DONNA	EXECUTIVE OFFICE COORDINATOR	ADMIN	06/30/2024	RETIREMENT
XIRINACHS	JESSICA	ASSOCIATE INSTRUCTOR LEVEL 1	TFS	08/26/2024	RESIGNATION
YORK	MADELEINE	SPEECH/LANGUAGE PATHOLOGIST	RMS	06/30/2024	TERMINATION OF PARTNERSHIP
YOUNG	GAYLE	TEACHER	CRAH	06/30/2024	TERMINATION OF PARTNERSHIP

JUNE-AUGUST 2023

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
<b>KEY</b>					
ADMIN - ADMINISTRATIVE SERVICES			OTL - OFFICE OF TEACHING & LEARNING		
BUS - BUSINESS OFFICE			RMMS - REGIONAL MULTICULTURAL MAGNET SCHOOL		
CRAH - CT RIVER ACADEMY			RMS - RIVERSIDE MAGNET SCHOOL		
CRAM - CT RIVER ACADEMY MIDDLE GRADES PROGRAM			SSS - STUDENT SUPPORT SERVICES		
GUMS - GOODWIN UNIVERSITY MAGNET SCHOOLS			TFS - THE FRIENDSHIP SCHOOL		
MSMHS - MARINE SCIENCE MAGNET HIGH SCHOOL					



## LEARN Executive Committee SUMMARY

*A remote meeting option is provided for those unable to attend in person. The login information can be found at the end of the agenda. A live Zoom link will be forwarded to your Outlook calendars.*

**DATE:** Friday, August 23, 2024  
**PLACE:** LEARN, 44 Hachetts Hill Road, Old Lyme, CT 06371, Room 216  
**TIME:** 8:30 a.m. – 10:00 a.m.

Present: Robert Mitchell, Chair; Dale Bernardoni, Vice Chair; Jen Favalora, Fiscal Officer; Beverly Washington, Secretary; Craig Esposito, Ex-Officio; and Katherine Ericson, LEARN Executive Director

Not Attending: Cynthia Ritchie, Superintendent of Schools New London; Maryann O'Donnell, Superintendent of Schools Clinton

Meeting began at 8:35 a.m.

### 1. Review of September 2024 Board of Directors' Agenda

1.1. Policies, questions on roundtable

### 2. Bid waiver: Cyber Security Contract

**Motion to approve the bid waiver for a cybersecurity contract with Pentera for \$120,000.**

- **Presented by Robert Mitchell**
- **Second by Dale Bernardoni**
- **Motion Passed**
  - **Yes Votes = 5**
  - **No Votes = 0**

### 3. HR Updates

3.1. Teachers, PT, SLP, school counselors, BCBAs

### 4. Electric Vehicle Charging Station Update

4.1. Wired and ready for stations to be placed at all sites: Regional Multicultural Magnet School (RMMS) on August 26; Ocean Avenue Learning Academy (OALA) on August 27; and LEARN on August 28.

### 5. Hachetts Hill Renovations Update

Main floor renovations will be completed next week. Overall, bathrooms, rugs, lighting, painting, and modern furniture we purchased align with the new logo colors. The new front office area will be ADA compliant and create a welcoming environment for all guests. Overall, the renovation is giving us a fresh look, as well as allowing us to optimize our spaces to give us room to grow if needed.





## 6. Extended School Year Summary

Kate Ericson shared with the Executive Committee the remarkable success of this year's two Extended School Year programs. LEARN had over 100 staff members working at both the Ocean Avenue LEARNING Academy, as well as at the newly located Transition Academy. This year, 84 students from across the region received five weeks of services at our programs. The students and staff are excited about their new location, and the opportunities it is affording us to expand programming for students.

## 7. Admin Retreat Recap

Kate Ericson informed the Executive Committee that the LEARN Admin retreat took place at the Mystic Seaport this past Monday and Tuesday. Thirty-one administrators, directors, and supervisors engaged in learning based on the theme of Leading for Equity. Central to this theme is the recognition of the need for specific skills and strategies to be used to support individuals through change. Leaders discussed their equity work for the year, and reflected on how they would support all stakeholders through the change process.

## 8. Convocation and Opening of Schools

LEARN's Convocation will be held at the Port and Starboard at Ocean Beach Park. Tuesday, August 27<sup>th</sup> LEARN will have almost 550 staff members celebrating the start of the school year. Staff will also be guided through a focus group activity where they will supply hopes and dreams for the new Early Childhood School.

## 9. Adjournment

Meeting adjourned at 9:40 a.m.

## JOIN ZOOM MEETING

<https://us02web.zoom.us/j/82071624323?pwd=RVxeElub9bcwpDVVPE7WM0U4LGDGQC.1>

**Meeting ID: 820 7162 4323**

**Passcode: 521615**

• **+1 929 205 6099 US (New York)**

**Meeting ID: 820 7162 4323**

**Passcode: 521615**



**LEARN Building Committee  
SPECIAL MEETING SUMMARY**

**Tuesday, June 25, 2024**

**10:00 a.m. – 11:30 a.m.**

**Via Zoom**

**Draft Posted: July 1, 2024**

Present: Craig Esposito, Community Member; Robert Mitchell, Chair; Dale Bernardoni, Vice Chair; Jennifer Favalora, Fiscal Officer; Beverly Washington, Secretary; Ryan Donlon, LEARN Associate Executive Director; Julie Pendleton, LEARN Coordinator of Special Projects

Not in attendance:

Guests: Jennifer Elizabeth

Meeting began at **10:02** a.m.

## **AGENDA**

1.0 Approve the construction manager for the 51 Daniels Avenue Building Project.

**Motion to approve Gilbane as the construction manager for the 51 Daniels Avenue Building Project.**

- **Presented by Robert Mitchell**
- **Second by Beverly Washington**
  - **Motion Passed**
    - **Yes Votes = 5**
    - **No Votes = 0**

2.0 Approve the architectural firm for the 51 Daniels Avenue Building Project.

**Motion to approve Newman as architects for the 51 Daniels Avenue Building Project.**

- **Presented by Robert Mitchell**
- **Second by Dale Bernardoni**
- **Motion Passed**
  - **Yes Votes = 5**
  - **No Votes = 0**

LEARN Building Committee Chairs will be appointed at the end of the next, August Executive Committee Meeting. Julie Pendleton confirmed positive reference checks for both the construction manager and Architects.

3.0 Adjourn

**Motion to adjourn at 10:06 a.m.**

- **Presented by Craig Esposito**
- **Second Beverly Washington**
- **Motion passed unanimously**

Join Zoom Meeting

<https://us02web.zoom.us/j/2130029541?pwd=WWRDbHdmdE1PTjBMSC9RYkdVREs0QT09>

**Date:** August 23, 2024

**Time:** 10:06 a.m. – 10:55 a.m.

**Location:** LEARN, 44 Hatchetts Hill Road, Old Lyme

### Meeting Minutes

**Building Committee Members:** Kate Ericson, LEARN Executive Director; Ryan Donlon, LEARN Associate Executive Director; Robert Mitchell, Chair LEARN Board of Directors; Craig Esposito, Immediate Past President LEARN Board of Directors; Dale Bernardino, Vice-Chair LEARN Board of Directors; Beverly Washington, Secretary LEARN Board of Directors; Jennifer Favalora, Fiscal Officer LEARN Board of Directors

**Meeting Attendees:** Adrenna Paolillo, LEARN Assistant Director of Early Childhood Education; Jessica Silvestro, LEARN Principal of The Friendship School; Lance Hagen, LEARN Director of Information Technology; Katelyn Chapin, Newman Architects; Brooks Fischer, Newman Architects; Emily Hemsath, RDG; Ed Buglewicz, RDG; Molly Haas, RDG; Emily Hemsath, RDG; Anne Machian, RDG

**Building Committee Staff:** Julie Pendleton, LEARN Coordinator of Special Projects; Lisa Cooney, LEARN Coordinator of Communication

### Agenda

- 1.0 Approval of Minutes
- 2.0 Updates & Reports
- 3.0 Other Reports
- 4.0 Financial Update
- 5.0 New Business
- 6.0 Next Meeting
- 7.0 Adjournment

### Discussion and Decisions:

- 1.0 Approval of Minutes
  - No previous minutes to approve
- 2.0 Updates & Reports
  - Report: Early Childhood School, Newman + RDG
    - Small Group Interviews-Full report available from Newman + RDG
      - Completed
        - Food Service & Facilities
        - Early Childhood
        - Special Education
        - Nursing & Health Services
      - Upcoming Group Interviews
        - The Friendship School (TFS) Staff
        - TFS Families



- Museum Partners
- Community Partners
- Site Investigation
  - “The mature vegetation will provide privacy...In the winter months, the school will be a beacon to the surrounding community.” Emily Hemsath
  - Of note:
    - Current Zone: R-40 flow density residential districts
    - Discussion on relevant definitions: Is LEARN a “Private Educational Institution” or a “Public School”?
    - Special Permit Approval: Application to be filed with Zoning Enforcement Officer at least 5 days prior to the next regularly scheduled meeting. Public hearing required.
    - Topography: Need to navigate the ease of dropoff on the east with the slopes to the west.
    - Utilities: Opportunity to bury lines so that Transformers and overhead lines do not limit us. Cell Tower Access: Current easement may be relocated to align with parking. Review and approval needed.
    - Safety: Further conversations with Fire Marshal will need to occur.
    - Traffic Study: Traffic study says the current neighborhood will not have a significant impact. We will need to consider bussing schedules and parent dropoff.
    - City of Waterford Retainage: Honor encroachment by abutting residences, cell tower, and area retained to the northeast. There may be public access to pickleball courts located on the site.
    - Oil Tanks: Oil tanks were located on the east and north sides of the property. The tanks were previously removed and the soil remanded. The Town of Waterford must file a final report.
    - Boiler: The boiler was located on the north end of the property.
  - Decisions
    - None needed at this time.
- Convocation Activity, August 27.
  - Feedback from all LEARN to be gathered.
  - Decisions
    - None needed at this time.
- Images of Early Childhood
  - Using responses from the Building Committee to questions previously posed by Newman + RDG, images of early childhood were generated and shown as motivators for the new school.



- Decisions
  - None needed at this time.

### 3.0 Other Reports

- Information contained within Site Investigation by Newman + RDG.

### 4.0 Financial Update

- Contracts & Invoices
  - Motion to approve the invoice from Newman + RDG Architects dated July 29, 2024 for project #245-0090 MAG/A/PF in the amount of \$30,816.00.
    - Presented by: Kate Ericson
    - Second by: Craig Esposito
    - Motion passed unanimously
- Procurement Policy
  - LEARN to provide policy for Newman + RDG

### 5.0 New Business

- None at this time.

### 6.0 Next Meeting

- Date: September 27, 2024
- Time: 10:00 a.m.
- Location: LEARN, 44 Hatchetts Hill Road, Old Lyme, CT

### 7.0 Adjournment

- Motion to adjourn at 10:55 a.m.
  - Presented by: Craig Esposito
  - Second by: Beverly Washington
  - Motion passed unanimously





CliftonLarsonAllen LLP  
29 South Main Street, 4<sup>th</sup> Floor  
West Hartford, CT 06107

phone 860-561-4000 fax 860-521-9241  
claconnect.com

August 9, 2024

Board of Directors  
LEARN  
Old Lyme, Connecticut

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the LEARN as of and for the year ended June 30, 2024. Professional standards require that we communicate to you the following information related to our audit. We will contact you to schedule a meeting to discuss this information since a two-way dialogue can provide valuable information for the audit process.

**Our responsibility under Auditing Standards Generally Accepted in the United States of America, Government Auditing Standards, and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Connecticut State Single Audit Act**

**Financial statements, internal control, and compliance**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the Connecticut State Single Audit Act (State Single Audit). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Those standards also require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under U.S. GAAS and *Government Auditing Standards*.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the

August 9, 2024

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financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.
- Form and express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.
- Plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.
- Perform, as part of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, tests of the entity's compliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our tests is not to provide an opinion on compliance with such provisions and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.
- Provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*.
- Obtain an understanding of internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over compliance. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control over compliance that we identify during the audit that are required to be communicated.
- Plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the applicable compliance requirements occurred. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS, *Government Auditing Standards*, the Uniform Guidance and the State Single Audit Act will always detect material noncompliance when it exists. Material noncompliance can arise from fraud or error and is considered material if there

is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report.

- Perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal or state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the State Single Audit.
- Consider internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State Single Audit.
- Perform tests of transactions and other applicable procedures described in the “OMB Compliance Supplement” and the “Compliance Supplement to the State Single Audit” for the types of compliance requirements that could have a direct and material effect on each of the entity’s major programs. The purpose of these procedures will be to express an opinion on the entity’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the entity’s compliance with those requirements.
- Provide a report on internal control over compliance related to major programs and express an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal or state awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance and the State Single Audit.
- Communicate significant matters related to the financial statement audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.
- Communicate matters required by law, regulation, agreement, or other external requirements.
- Communicate circumstances that affect the form and content of the auditors’ report.

Our audit of the financial statements does not relieve you or management of your responsibilities.

***Supplementary information in relation to the financial statements as a whole***

Our responsibility for the schedule of expenditures of federal awards (SEFA) and the Schedule of Expenditures of State Financial Assistance (SESFA) accompanying the financial statements, as described



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by professional standards, is to evaluate the presentation of the SEFA and the SESFA in relation to the financial statements as a whole and to report on whether the SEFA and the SESFA are fairly stated, in all material respects, in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the SEFA and the SESFA to determine whether the SEFA and the SESFA complies with the requirements of the Uniform Guidance and the State Single Audit, respectively, the method of preparing the schedules has not changed from the prior period, and the SEFA and the SESFA is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the SEFA and the SESFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Because we were not engaged to report on the supplementary information accompanying the financial statements, we have no responsibility for the supplementary information accompanying the financial statements. Such information is the responsibility of management, is prepared for purposes of additional analysis, and is not a required part of the financial statements. Such information will not be subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we will not express an opinion or provide any assurance on it.

***Required supplementary information***

With respect to the required supplementary information (RSI) accompanying the financial statements, we will make certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We will compare the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we will not express an opinion or provide any assurance on the RSI.

***Use of financial statements***

Our auditors' opinions, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document. You are responsible to provide us the opportunity to review such documents before issuance.

***Planned scope and timing of the audit***

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit of the financial statements will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our

significant findings at the conclusion of the audit. However, some matters may be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls

As a result of unexpected events, changes in conditions, or the audit evidence obtained from the results of audit procedures performed, we may need to modify the overall audit strategy and audit plan and, thereby, the resulting planned nature, timing, and extent of further audit procedures, based on the revised consideration of assessed risks.

We expect to begin our audit on approximately August 26, 2024 and issue our report on approximately November 8, 2024.

### **Other planning matters**

Recognizing the importance of two-way communication, we encourage you to provide us with information you consider relevant to the audit. This may include, but is not limited to, the following items:

- Your views about the following matters:
  - The appropriate person(s) in the entity's governance structure with whom we should communicate.
  - The allocation of responsibilities between those charged with governance and management.
  - The entity's objectives and strategies and the related business risks that may result in material misstatements.
  - Matters you believe warrant particular attention during the audit and any areas for which you request additional procedures to be undertaken.
  - Significant communications between the entity and regulators.
  - Other matters you believe are relevant to the audit of the financial statements.
- The attitudes, awareness, and actions of those charged with governance concerning (a) the entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control, and (b) the detection or the possibility of fraud.

- The actions of those charged with governance in response to developments in law, accounting standards, corporate governance practices, and other related matters, and the effects of such developments on, for example, the overall presentation, structure, and content of the financial statements, including the following:
  - The relevance, reliability, comparability, and understandability of the information presented in the financial statements.
  - Whether all required information has been included in the financial statements, and whether such information has been appropriately classified, aggregated or disaggregated, and presented.
- The actions of those charged with governance in response to previous communications with the auditor.
- Your understanding of the risks of fraud and the controls in place to prevent and detect fraud, including your views on the following matters:
  - The “tone at the top” conveyed by management.
  - The risk that the entity’s financial statements, schedule of expenditures of federal awards or schedule of expenditures of state financial assistance might be materially misstated due to fraud.
  - Programs and controls that the entity has established to mitigate identified fraud risks or that otherwise help to prevent, deter, and detect fraud.
  - How and how often you review the entity’s policies on fraud prevention and detection.
  - If a fraud hotline is in place, how it is monitored and how you are notified of allegations or concerns.
  - How you exercise oversight of management’s processes for identifying and responding to the risks of fraud and the programs and controls management has established to mitigate those risks.
  - The risks of fraud at the entity, including any specific fraud risks the entity has identified or account balances, classes of transactions, or disclosures for which a risk of fraud may be likely to exist.
  - Examples of fraud-related discussions management has had with you.
  - Any actual or suspected fraud affecting the entity or its federal or state award programs that you are aware of, including measures taken to address the fraud.
  - Any allegations of fraud or suspected fraud (e.g., received in communications from employees, former employees, grantors, regulators, or others) that you are aware of.

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- Any knowledge of possible or actual policy violations or abuses of broad programs and controls occurring during the period being audited or the subsequent period.
- Any accounting policies or procedures applied to smooth earnings, meet debt covenants, minimize taxes, or achieve budget, bonus, or other financial targets that you are aware of; and whether you are aware of any accounting policies that you consider aggressive.
- How you oversee the entity's (1) compliance with laws, regulations, and provisions of contracts and grant agreements, (2) policies relative to the prevention of noncompliance and illegal acts, and (3) use of directives (for example, a code of ethics) and periodic representations obtained from management-level employees about compliance with laws, regulations, and provisions of contracts and grant agreements.
- Whether you are aware of any noncompliance with laws, regulations, contracts, and grant agreements, including measures taken to address the noncompliance.
- If the entity uses a service organization, your knowledge of any fraud, noncompliance, or uncorrected misstatements affecting the entity's financial statements or federal or state award programs reported by the service organization or otherwise known to you.

\* \* \*

This communication is intended solely for the information and use of the Board of Directors and management of LEARN and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

**CliftonLarsonAllen LLP**

*Nikoleta McTigue*

Nikoleta, McTigue, CPA

Principal

860-570-6377

Nikoleta.McTigue@CLAconnect.com

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## **TRAVEL REIMBURSEMENT**

It is the policy of LEARN to reimburse staff for approved and properly documented reasonable and necessary expenses for work-related travel. Reimbursement is allowed only when it has not been, and will not be, received from any other source.

All travel and related expenses must be pre-approved utilizing the appropriate forms which must be signed by the employee's immediate supervisor and one member of the Leadership Team. Employees must verify that the planned travel is eligible for reimbursement before making travel arrangements.

Travel reimbursement for members of the Leadership Team must be approved by the Executive Director or designee.

In order to receive reimbursement of travel expenses, employees must submit travel reimbursement requests and supporting documentation using the [LEARN Travel Reimbursement App](#) within 30 days of the completion of travel.

LEARN reserves the right to deny reimbursement for any travel expenses that are not pre-approved, and/or are inappropriate or extravagant.

### **Permissible Prepaid travel expenses**

#### **Airfare**

Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs, and to book flights at least 30 days in advance to avoid premium airfare pricing.

Coach class or economy tickets must be purchased for domestic or international flights with flight time totaling less than five consecutive hours excluding layovers, unless otherwise approved. A business class ticket may be purchased at LEARN's discretion for domestic or international flights with flight time exceeding five consecutive hours excluding layovers.

#### **Rail Transportation**

LEARN will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

#### **Rental Vehicles**

LEARN will pay for approved use of a rental vehicle. See the section on reimbursements, below.

**Business and Non-Instructional Operations**

**Conference Registration Fees**

Conference registration fees can be prepaid with a credit card or purchase order through the department director or business office with a request for payment invoice. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance.

**Other Expenses and Reimbursement Procedure**

Requests for reimbursements of travel-related expenses must be submitted using the [LEARN Travel Reimbursement App](#), and must include supporting documentation of actual expenses, and the original, itemized receipts where required. If the requested reimbursement exceeds the total pre-trip estimate by more than 20 percent, the travel reimbursement form must be signed by the Executive Director, the Chief Financial Officer, or designee.

**Airfare**

If the airfare was not prepaid by LEARN, an original itemized airline receipt or an e-ticket receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

**Rail Transportation**

If rail transportation was not prepaid by LEARN, an original itemized receipt, original e-ticket receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

**Automobile (personally owned—domestic travel)**

Reimbursement for use of a personal automobile is based on the Internal Revenue Services (IRS) approved standard mileage rate. A staff travel reimbursement submission is required for reimbursement of all vehicle-related expenses, including mileage, tolls, and parking.

**Automobile (rental—domestic travel)**

LEARN authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Employees must adhere to the rental requirements, and restrictions must be followed. Original receipts for the rental are required.

When vehicle rentals are necessary, LEARN encourages employees to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. LEARN will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Employees should be aware of the extent of coverage (if any) provided by their automobile insurance company for travel that is business or not personal in nature. Employees are

**Business and Non-Instructional Operations**

strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

**Conference Registration Fees**

If the conference fee was not prepaid, LEARN will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

**Lodging (commercial)**

LEARN will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. The cost of overnight lodging (room rate and tax only) during conference dates will be reimbursed to the employee, including one additional hotel night stay, the day before or the day after the conference, if necessary.

**Meals (per diem)**

A standard per diem rate of \$70.00 for meal reimbursement, to include breakfast, lunch, dinner, and incidentals, shall be established by LEARN. On the first and last travel day, LEARN employees are only eligible for 75 percent of the total per diem meals' rate.

**Business Meals**

Employees are required to follow LEARN expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.

**Business Expenses**

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on approved business travel, can be reimbursed. Original itemized receipts are required.

**Parking**

Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

**Tolls**

Original receipts are required for tolls. Documentation for reimbursement of EZ Pass toll charges should be in the form of an EZ Pass printout or a copy of the employee's EZ Pass monthly statement of account. Those charges listed that are associated with the employee's work-related travel should be indicated clearly on the printout or monthly statement.

**Business and Non-Instructional Operations****Miscellaneous Transportation**

Original receipts are required for Uber, Lyft, taxi, bus, subway, metro, ferry for each occurrence.

**Non-reimbursable Travel Expenses**

The following expenses, even when associated with business travel, are not reimbursable:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting / kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Evening or formal wear expenses
- Personal travel or accident insurance
- Passport, vaccination, and visa fees, when not required as a specific and necessary condition of the approved business travel
- Personal reading materials
- Personal grooming services (shoe shines, haircuts, manicures, etc.)
- Toiletries, cosmetics, or other grooming products
- Expenses incurred by spouses, children, or relatives
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel in-room movies, in-theater movies, social activities, or related incidental costs
- Dry cleaning / laundry
- Global Entry and TSA Pre Check fees

Policy adopted:  
LEARN



**STUDENT DATA PROTECTION AND PRIVACY**

**LEARN's contracting practices comply with all laws and regulations pertaining to the protection and use of student records.**

**All contracts for software, web-based learning, mobile applications, cloud-based storage and services and other electronic methods that provide access to student information, student records, or student-generated content to the contractor, shall adhere to the legal privacy and contractual standards for the creation, ownership, use, or handling of such student data.**

**The Executive Director shall create administrative regulations regarding student data protection and privacy in accordance with this policy.**

**cf. 5125 - Student Records**

**Legal Reference: Connecticut General Statutes**

**10-234aa et seq., Student Data Privacy Act.**

**Federal Statutes**

**Family Educational Rights and Privacy Act of 1974 (20 U.S.C.1232g).**

**Policy adopted:  
LEARN**

## **STUDENT DATA PROTECTION AND PRIVACY**

### **I. Definitions**

**"Contractor" means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of the operator's or consultant's or a third party's contract with LEARN.**

**"Operator" means any person who operates a website, online service, or mobile application with actual knowledge that such website, online service, or mobile application is used for school purposes and was designed and marketed for school purposes; and who collects, maintains or uses student information.**

**"Consultant" means a professional who provides non-instructional services, including, but not limited to, administrative, planning, analysis, statistical or research services pursuant to a contract with LEARN or a sub-contract with a professional who has a contract with LEARN.**

**"Student Information" means personally identifiable information or material of a student, in any media or format that is not publicly available and is:**

- a. Created or provided to an operator by a student, or parent or legal guardian, in the course of using the operator's website, online service, or mobile application for school purposes; or**
- b. Created or provided by an employee or agent of LEARN to an operator for school purposes; or**
- c. Gathered by an operator through the operation of its website, online service, or mobile application and identifies a student, including but not limited to, information in the student's records or email account, first or last name, home address, telephone number, date of birth, email address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses, or behavioral assessments.**

**"Student Records" means any information directly related to a student that is maintained by LEARN or any information acquired from a student through the use of educational software assigned to the student by a teacher or other LEARN employee. "Student records" does not include de-identified student information allowed under the contract to be used by the contractor to a) improve educational products for adaptive learning**

**Business and Non-Instructional Operations**

purposes and customize student learning; b) demonstrate the effectiveness of the contractor's products in the marketing of such products; or c) develop and improve the contractor's products and services.

**"Student-Generated Content"** means any materials created by a student, including, but not limited to, essays, research papers, portfolios, creative writing, music or other audio files, or photographs, but not student responses to a standardized assessment.

**"Directory Information"** means one or more of the following items: student's name, address, participation in officially recognized activities and sports, grade levels, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

**"School Purposes"** means purposes that customarily take place at the direction of a teacher, or the LEARN Board of Directors or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities and collaboration among students, school personnel, or their parents/legal guardians.

**"Student"** means a Connecticut resident enrolled in a preschool program participating in the statewide public school information system; or enrolled in grades K to 12, inclusive, in a LEARN school; or receiving special education and related services under an individualized education program; or who is otherwise the responsibility of LEARN.

**"Targeted Advertising"** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student-generated content, or inferred over time from the usage by such student of the operator's website, online service or mobile application, or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student's response or request for information or feedback.

**"De-Identified Student Information"** means any student information that has been altered to prevent the identification of an individual student.

**"Persistent Unique Identifier"** means a unique piece of information that can be used to recognize a user over time and across different websites, online services or mobile applications and is acquired as a result of student's use of an operator's website, online service or mobile application.

## II. Contracts

Anytime LEARN shares with or provides access by a contractor to student information, student records or student-generated content (collectively “student data”), it shall enter into a written contract with the contractor that provides:

1. A statement that student data are not the property of, or under the control of the contractor.
2. A description of the means by which LEARN or the sending LEA may request the deletion of any student data in the possession of the contractor that is not (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and is inaccessible to the public, and unable to be used in the normal course of business by the contractor; however, LEARN or the sending LEA may request the deletion of such student data if it has been used by the contractor to repopulate accessible data following a disaster recovery.
3. A statement that the contractor shall not use student data for any purposes other than those authorized pursuant to the contract.
4. A description of the procedures by which a student, his/her parent, or legal guardian may review personally identifiable information contained in the student's records, student information or student-generated content and correct any erroneous information.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student data.
6. A description of the procedures that a contractor will follow to notify LEARN of a breach of security after the contractor discovers that any student data under the contractor's control has been subject to unauthorized release, disclosure or acquisition. Such procedures shall include:
  - a) in cases of a breach involving student information (other than directory information), the contractor must notify LEARN no later than five (5) calendar days from discovery of the breach by the contractor or its subcontractor, whichever is earlier; except that in the event urgent notice may be required due to the possible imminent misuse of student data, the contractor must notify LEARN without unreasonable delay, and in no case later than two (2) calendar days; and during the notification period, the contractor may either conduct an investigation to determine the nature and scope of the breach and the identity of the students whose information was compromised, or restore the reasonable integrity of the contractor's data system.

## Business and Non-Instructional Operations

- b) in cases of a breach involving directory information, student records, or student-generated content, the contractor must notify LEARN without unreasonable delay, and in no case later than ten (10) days from discovery of the breach; and during the 10-day period, the contractor may either conduct an investigation to determine the nature and scope of the breach and the identity of the students whose information was compromised, or restore the reasonable integrity of the contractor's data system.
  - c) in cases of a breach involving student information (other than directory information), an operator that is in possession of or maintains such information as a result of a student's use of the operator's website, online service or mobile application, must notify, without unreasonable delay, but not more than five (5) days after such discovery, the student or his/her parents or guardians of such breach; and during the 5-day period the operator may either conduct an investigation to determine the nature and scope of the breach and the identity of the students whose information was compromised, or restore the reasonable integrity of the operator's data system.
  - (d) in cases of breach involving directory information, student records, or student-generated content, notify, without unreasonable delay, but not more than ten (10) days after such discovery, the student or his/her parents or guardians of such breach; and during the 10-day the operator may either conduct an investigation to determine the nature and scope of the breach and the identity of the students whose information was compromised, or restore the reasonable integrity of the operator's data system.
7. A statement that student data shall not be retained or available to the contractor upon expiration of the contract between the contractor and LEARN, except a student or his/her parent or legal guardian may choose to independently establish or maintain an electronic account with the contractor after the expiration of such contract for the purpose of storing student-generated content.
  8. A statement that the contractor and LEARN shall ensure compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).
  9. A statement that Connecticut laws shall govern the rights and duties of all parties to the contract.
  10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity will not affect other provisions or applications of the contract which can be given effect without the invalid provision or application.
  11. A statement that all student-generated content shall be the property of the student or his/her parent or legal guardian.

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12. A requirement the contractor must implement and maintain security procedures and practices designed to protect student data from unauthorized access, destruction, use, modification or disclosure that, based on the sensitivity of the data and the risk from unauthorized access, (1) use technologies and methodologies that are consistent with the guidance issued pursuant to section 13402(h)(2) of Public Law 111-5, as amended from time to time, (2) maintain technical safeguards as it relates to the possession of student records in a manner consistent with the provisions of 45 CFR 164. 312, as amended from time to time, and (3) otherwise meet or exceed industry standards.
13. A requirement that the contractor must delete any student data within a reasonable period of time if a student or parent/legal guardian who has the right to control such student data requires its deletion, unless (A) state or federal law prohibits such deletion or otherwise the retention of such student data, or (B) such student data is stored as a copy as part of a disaster recovery storage system and is inaccessible to the public, and unable to be used in the normal course of business by the contractor; however, the student or parent/guardian may request the deletion of such student data if it has been used by the contractor to repopulate accessible data following a disaster recovery.
14. A provision prohibiting the contractor from using personally identifiable information contained in student data for targeted advertising.
15. A provision prohibiting the contractor from entering into a sub-contract without the express written consent of LEARN and a statement that the provisions in paragraphs 1-13 above, will be included in any sub-contract.
16. A statement that the operator is prohibited from:
  - a) engaging in targeted advertising on its website, online service or mobile application;
  - b) engaging in targeted advertising on any other website, online service or mobile application if such advertising is based on any student data or persistent unique identifiers that the operator has acquired because of the use of its website, online service or mobile application for school purposes;
  - c) collecting or storing student data or persistent unique identifiers for anything other than furthering school purposes;
  - d) selling, renting, or trading student data, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the contract provisions regarding student data.
  - e) disclosing student data, unless the disclosure is made (A) in furtherance of school purposes of the website, online service or mobile application, provided the recipient of the data uses it to improve the operability and functionality of the website, online service or mobile application, and has implemented and

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**maintained the security procedures and practices required of contractors; (B) to ensure compliance with federal or state law or regulations or pursuant to a court order; (C) in response to a judicial order; (D) to protect the safety or integrity of users or others, or the security of the website, online service or mobile application; (E) to an entity hired by the operator to provide services for the operator's website, online service or mobile application, provided the operator contractually (i) prohibits the entity from using student data for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student data provided by the operator to subsequent third parties, and (iii) requires the entity to implement and maintain the security procedures and practices required of contractors; or (F) for a school purpose or other educational or employment purpose requested by a student or his/her parent or legal guardian, provided such student data is not used or disclosed for any other purpose.**

**An operator may use student information (1) to maintain, support, improve, evaluate or diagnose its website, online service or mobile application, (2) for adaptive learning purposes or customized student learning, (3) to provide recommendation engines for content or services relating to school purposes or other educational or employment purposes, provided such recommendation is not determined in whole or in part by payment or other consideration from a third party, or (4) to respond to a request for information or feedback from a student, provided such response is not determined in whole or in part by payment or other consideration from a third party.**

**An operator may use de-identified or aggregated student information (1) to develop or improve its website, online service or mobile application, or other websites, online services or mobile applications owned by the operator, or (2) to demonstrate or market the effectiveness of its website, online service or mobile application.**

**An operator may share de-identified or aggregated student information for the improvement and development of websites, online services or mobile applications designed for school purposes.**

**Any contract entered into on and after July 1, 2018, that does not include the provisions in paragraphs 1-10, above shall be void, provided LEARN has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract to include the required provisions.**

**LEARN is not required to enter into a contract complying with the above requirements if the use of an internet website, online service or mobile application operated by a contractor is unique and necessary to implement a student's IEP or Section 504 Plan and such contractor is unable to comply with the provisions of this regulation, provided that:**

- (A) such website, online service or mobile application complies with FERPA and HIPAA;**

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- (B) LEARN has made a reasonable effort to a) enter into a contract with such contractor for the use of such website, online service or mobile application; and b) find an equivalent website, online service or mobile application;**
- (C) the contractor complies with the requirements of paragraph 16, above;**
- (D) the student's parent /legal guardian, and, in the case of a student with an IEP, a member of the planning and placement team, sign an agreement that (1) acknowledges that the parent/ legal guardian is aware that such internet website, online service or mobile application is unable to enter into a contract complying with the provisions of this regulation, and (2) authorizes the use of such internet website, online service or mobile application.**

**Upon request, LEARN shall provide the student's parent/legal guardian with the evidence of compliance with paragraph B, above.**

**LEARN shall annually submit a report to the Commission for Educational Technology providing a list of all internet websites, online services or mobile applications that are being used and with which LEARN does not have a contract complying with the provisions of this regulation.**

### **III. Notices to Students and Parents/Guardians**

**LEARN shall maintain and update, as necessary, information relating to all contracts entered into pursuant to this regulation. Not later than five business days after executing a contract pursuant to this regulation, LEARN shall post notice of such contract on its website. The notice shall include the contract and: (1) state that the contract has been executed and the date on which the contract was executed; (2) provide a brief description of the contract and its purpose; and (3) state what student data may be collected as a result of the contract. Upon notice of a breach of security by a contractor, LEARN shall, within two business days, notify the students and the parents/legal guardians of the students whose student data was involved in such breach. LEARN shall also post notice of the breach on its website.**

**Regulation adopted:  
LEARN**



## **SOCIAL MEDIA**

**LEARN recognizes the importance and utility of social media and networks for its employees. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts under applicable law. LEARN acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern.**

**While a policy cannot address every instance of inappropriate social media use, employees must refrain from such use that:**

- 1) interferes, disrupts or undermines the effective operation of LEARN and/or its individual schools or programs;**
- 2) is used to engage in conduct that is harassing, defamatory, obscene, abusive, discriminatory or threatening;**
- 3) creates a hostile work environment;**
- 4) breaches confidentiality obligations of LEARN employees; or**
- 5) violates the law or LEARN policies and regulations.**

**The Executive Director or designee will adopt and maintain administrative regulations to implement this policy.**

### **Legal References:**

**U.S. Constitution, Amend. I**

**Conn. Constitution, Article I, Sections 3, 4, 14**

**Conn. Gen Stat. § 31-40x. Employer inquiries re personal online accounts**

**Conn. Gen. Stat. § 31-48d. Employers engaged in electronic monitoring – prior notice**

**Conn. Gen. Stat. § 31-51q. Liability of employer for discipline or discharge**

**Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250. Disorderly conduct. Harassment.**

**Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520**

**Policy adopted:  
LEARN**

## **SOCIAL MEDIA**

### **Definitions**

**“Social media” includes a variety of online tools and services that allow users to publish content and interact with their audiences. Social media includes, but is not limited to, social networking (e.g. Facebook, LinkedIn, Google+); blogs and micro-blogs (e.g. Twitter, Tumblr, Medium); content sharing (e.g. Scribd, SlideShare, Dropbox); image sharing, video sharing or live streaming (e.g. Snapchat, YouTube, Instagram, Pinterest); other sharing sites or applications for sound, location, news, messaging, etc. (e.g. Reddit, WhatsApp).**

**“Electronic communications device” includes any electronic device that is capable of transmitting, accepting or processing data, including, but not limited to, a computer, computer network and computer system, and a cellular or wireless telephone.**

**“Personal online account” includes any online account that is used by an employee exclusively for personal purposes and unrelated to any business purpose of LEARN, including, but not limited to electronic mail, social media and retail-based Internet websites. Personal online account does not include any account created, maintained, used or accessed by an employee for a business, educational or instructional purpose of LEARN.**

### **Rules Concerning Personal Social Media Activity**

- 1. LEARN understands that employees utilize social media and the web for personal matters in the workplace. LEARN reserves the right to monitor all employee use of LEARN electronic communications devices, including a review of online and personal social media activities. An employee should have no expectation of personal privacy in any personal communication made through social media while using LEARN computers, LEARN-issued cellular telephones or other electronic communications devices. While LEARN reserves the right to monitor use of its electronic communications devices, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity, and does not violate other LEARN policies.**
- 2. An employee may not mention, discuss, reference or link to LEARN or its individual schools or programs using personal online accounts or other sites or applications in a manner that a reasonable person would construe to be an official LEARN communication. The employee must state within the communication that such communication is the personal view of the employee and that the views expressed are the employee’s alone and do not represent the views of LEARN or its Board of Directors.**

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- 3. Employees are required to maintain appropriate professional boundaries with students, parents/guardians, and colleagues. For example, it is not appropriate for an employee to “friend” a student parent/guardian or otherwise establish special relationships with selected students through personal online accounts, and it is not appropriate for an employee to give students or parents/guardians access to personal postings unrelated to school, absent an unrelated online relationship (e.g., relative, family friend, or personal friendship unrelated to school).**
- 4. Unless given written consent, employees may not use LEARN’s logo or trademarks on their personal posts. This prohibition extends to the use of logos or trademarks associated with individual schools or programs of LEARN. This prohibition does not extend to incidental displays of LEARN’s logo or trademarks, such as in family photographs of student athletes in uniform.**
- 5. Employees must refrain from engaging in hateful, racist, bigoted, harassing, defamatory, obscene, abusive, discriminatory, threatening or similarly inappropriate communications through personal online accounts. Such communications reflect poorly on LEARN’s reputation, can affect the educational process, and may substantially and materially interfere with an employee’s ability to fulfill professional responsibilities.**
- 6. Employees are individually responsible for their personal communications through social media and personal online accounts. Employees may be sued by other employees, parents/guardians or others, and any individual who views an employee’s communications through social media and personal online accounts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees should refrain from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images. As such activities are outside the scope of employment, employees may be personally liable for any claims brought against them as a result of such postings.**
- 7. Employees are required to comply with all LEARN policies and regulations with respect to the use of computer equipment, networks or electronic devices when accessing personal online accounts and/or social media sites through LEARN computer systems. Any access to personal online accounts and/or social media activities while on LEARN property or using LEARN equipment must comply with those policies and procedures, and may not interfere with an employee’s duties at work.**
- 8. All communications through personal online accounts and/or social media must comply with LEARN’s policies concerning confidentiality, including the confidentiality of student information. Employees who are considering sharing information and are unsure about its confidential nature should consult with their supervisor prior to communicating such information.**

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9. All LEARN policies and regulations that regulate off-duty conduct, including, but not limited to, policies related to public trust, illegal harassment, conflict of interest, and protecting confidential information, apply to personal online account and social media activity.

**Access to Personal Online Accounts**

Employees may not be required by their supervisors to provide their username, password, or other means of authentication of a personal online account.

Employees may not be required to authenticate or access a personal online account in the presence of their supervisors.

Employees may not be required to invite or accept an invitation from their supervisors or be required to join a group with their personal online account.

**Rules Concerning LEARN-Sponsored Social Media Activity**

1. In order for employees to use social media sites as an educational tool or in relation to extracurricular activities or programs of LEARN, the employees must seek and obtain the permission of their principal or director.
2. If an employee wishes to use social media sites to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club, a school-based activity, an official school-based organization, or an official sports team; or to communicate with parents/guardians about class activities, the employee must also comply with the following rules:
  - The employee must receive the permission of the immediate supervisor.
  - The employee may not use a personal online account for such purpose, but must use the LEARN-issued account.
  - The employee must ensure that such social media use is compliant with all LEARN policies and regulations, and applicable state and federal law, including the provision of required legal notices and permission slips to parents.
  - Social media sites are not considered appropriate to use between employees and students for instructional purposes such as posting assignments, collecting homework, or discussing class activities.
  - The employee must set up the club, etc. as a group list, which will be “closed” (e.g. membership in the group is limited to students, parents/guardians and appropriate school personnel, and “monitored” (e.g. the employee has the ability to access and supervise communications on the social media site).
  - When social media is used to communicate with parents, the account must be

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set up as private, for which the employee administrator of the account must approve members.

- Employees may not include photographs of students in the social media site without permission from the students' parents/guardians, nor shall they report on the current location of students (e.g., the current location of a field trip). Such communication about the event may be made only after the event has concluded.
  - Anyone who has access to the communications conveyed through the social media site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
  - Parents/guardians shall be permitted to access any page that their child has been invited to join.
  - Access to the page may only be permitted for educational purposes related to the club, activity, organization, or team.
  - The employee responsible for the page will monitor the content regularly to ensure compliance with LEARN policies and regulations and appropriateness of content.
  - The employee's supervisor shall be permitted access to any page established by the employee for a school-related purpose.
  - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such LEARN-sponsored social media activity.
3. Employees are prohibited from making harassing, defamatory, obscene, abusive, discriminatory, threatening, or similarly inappropriate statements in their social media communications using LEARN-sponsored sites or accounts, or through LEARN-issued electronic accounts.
  4. Employees are required to comply with all LEARN policies and procedures and all applicable laws with respect to the use of computer equipment, networks, LEARN-issued accounts, or electronic communication devices; or when accessing LEARN- sponsored social media sites; or while using personal devices on LEARN's wireless network; or while accessing LEARN servers.
  5. LEARN reserves the right to monitor all employee use of LEARN computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media, including personal online accounts, while using LEARN computers, cellular telephones or any other LEARN electronic communications devices.
  6. All communications through LEARN-sponsored social media or LEARN-issued electronic accounts must comply with LEARN's policies concerning

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- confidentiality, including the confidentiality of student information. Employees who are considering sharing information and are unsure about its confidential nature should consult with their supervisor prior to communicating such information.**
- 7. An employee may not link a LEARN-sponsored social media page to any personal online account or social media sites not sponsored by LEARN.**
  - 8. An employee may not use LEARN-sponsored social media or LEARN-issued electronic accounts for communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purposes.**
  - 9. An employee may not use LEARN-sponsored social media or LEARN-issued electronic accounts in a manner that misrepresents personal views as those of LEARN or of individual schools or programs, or in a manner that could be construed as such.**

### **Disciplinary Consequences**

**Violation of LEARN's policy and/or regulation concerning the use of social media may lead to discipline up to and including the termination of employment consistent with state and federal law.**

**An employee may face disciplinary action up to and including termination of employment if an employee transmits, without LEARN's permission, confidential information to or from the employee's personal online account.**

**An employee may not be disciplined for failing to provide the username, password, or other authentication means for accessing a personal online account, failing to authenticate or access a personal online account in the presence of a supervisor or failing to invite the supervisor or refusing to accept an invitation sent by the supervisor to join a group affiliated with a personal online account, except as provided herein.**

**Notwithstanding, LEARN may require that an employee provide the username, password or other means of accessing or authenticating a personal online account for purposes of accessing any account or service provided by LEARN for business purposes or any electronic communications device supplied by or paid for, in whole or in part, by LEARN.**

**Nothing in this regulation or the accompanying policy shall prevent LEARN from conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about an activity on an employee's personal online account; or based on specific information about the transfer of confidential information to or from an employee's personal online account. During the course of such investigation, LEARN may require an employee to allow access to the personal online**

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**account for the purpose of conducting such investigation. However, the employee will not be required to provide the username and/or password or other authentication means in order for LEARN to access the personal online account.**

**Regulation adopted:**

**LEARN**