



## Executive Committee

# MEETING SUMMARY

Date: November 19, 2025  
Time: 8:30 – 10:00 a.m.  
Location: LEARN, Room 216/ 44 Hatchedts Hill Road, Old Lyme, CT 06371

**Present:** Robert Mitchell, Chair; Jennifer Favalora, Fiscal Officer; Beverly Washington, Secretary; Dr. Cynthia Ritchie, Superintendent of Schools New London; and Kate Ericson, LEARN Executive Director

**Not Attending:** Dale Bernardoni, Vice Chair; and Maryann O’Donnell, Superintendent of Schools Clinton

**\*Amended 11/14/2025, This agenda was updated to include Item 3, Bid Waiver Request.**

**Meeting began at 8:32a.m.**

**\*Amendment to the Amended Agenda 11/19/2025**

**Before proceeding to the first agenda item, Executive Director Ericson moved to amend the agenda to add information about a phishing scam to the agenda.**

**Motion to add agenda item 6, phishing scam, to the amended agenda.**

- Presented by Robert Mitchell
- Second by Beverly Washington
- Motion Passed, unanimously

### **1. Review 2024-2025 Draft Audit**

1.1 CliftonLarsonAllen (CLA) Principal, Leslie Zoll, to present

CLA Principal Auditor, Leslie Zoll, presented the 2024-2025 draft audit to the Executive Committee. During the presentation the auditor shared; the scope of the audit, financial statement highlights, results from the federal and state single audits, internal control findings, management letter recommendations, governance communication, and industry insights. The draft audit will be shared at the December 11 Board meeting.

## **2. Review December 2025 Board of Directors' Agenda**

Executive Director Ericson reviewed with the Executive Committee the December Board Agenda.

## **3. \*Bid Waiver Request: Silver/Petrucci (Architectural and Engineering Services for RMMS Interior Renovation, Phases 2 & 3)**

**Motion to approve the bid waiver pursuant to LEARN Purchasing Policy 3323 to retain Silver/Petrucci for architectural and engineering services for the RMMS Interior Renovation Project, Phases 2 and 3.**

- **Presented by Robert Mitchell**
- **Second by Beverly Washington**
- **Motion Passed, unanimously**

## **4. Retirement Incentive Program Discussion**

Executive Director Ericson shared the idea of LEARN possibly offering a retirement incentive package. She outlined initial parameters regarding possible eligibility, what the package might include, as well as an exploration of other strategies the agency may consider beyond a retirement incentive program.

## **5. Tuition/Service Rates' Discussion**

Executive Director Ericson presented the rate increase for the Student Support Services' tuitions and fees. Assumptions about budget drivers were shared, and the proposed cost increases were delineated, as well as the end of year projections if the rate proposal is adopted.

## **6. Phishing scam**

Kate Ericson shared with the Executive Committee an incident that occurred last week that resulted in LEARN’s Business Office receiving an “overdue” invoice. Unfortunately, the fraudulent emails were not recognized, and the invoice was paid in full. Executive Director Ericson requested a full review of the incident with remediation steps to be implemented as soon as possible. The authorities will be notified, and a claim will be made to LEARN’s insurer.

## **7. Adjournment**

**Motion to adjourn at 10:25 a.m.**

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Respectfully submitted by: Jamella A. A. Etienne