



## Executive Committee

# MEETING SUMMARY

Date: December 17, 2025  
Time: 8:30 – 10:00 a.m.  
Location: LEARN, Room 216/ 44 Hatchedts Hill Road, Old Lyme, CT 06371

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

Not Attending: Robert Mitchell, Chair; Maryann O'Donnell, Superintendent of Schools Clinton

**Meeting began at 8:34 a.m.**

**\*Amended 12/10/2025, This agenda was updated to include Item 7, Bid Waiver Request.**

**1. Review January 2026 Board of Directors' Agenda**

Executive Director Ericson reviewed the January 2026 draft agenda with the committee.

**2. LEARN Purchase of New Vehicle for Executive Director**

Executive Director Ericson informed the Board that she will be trading in the current LEARN vehicle after 6.5 years of use, which has accumulated just over 120,000 miles. A new vehicle, an Acura ADX, will be purchased at the lowest quoted price of \$28,596. In accordance with [LEARN's Purchasing Policy 3323](#), purchases between \$20,000 and \$50,000 require documented quotes from a sufficient number of sources. For this purchase, three quotes were obtained from Antonino Acura, Avon Acura, and Acura of Berlin.

**3. Review of proposed Executive Committee, Board of Directors, and The LEARN Project, Inc. 2026-2027 meeting schedules**

The draft meeting dates for all LEARN Business meetings were shared with the Executive Committee.

**4. Preliminary discussion of 2026-2027 Salaries & Benefits**

Chief Financial & Operations Officer Michael Belden shared LEARN's preliminary proposal for salary and benefits adjustments with the Executive Committee. A key point highlighted in the proposal is the need for LEARN salaries to remain ahead of the annual minimum wage increases, which take effect each January.

**5. Executive Director Mid-Year Review**

Executive Director Ericson shared her Mid-Year Reflection with the Executive Committee.

**6. AESA National Conference & Leadership Academy Recap:**

Executive Director Ericson extended her sincere gratitude to the LEARN Executive Committee for supporting her participation in AESA’s Leadership Academy. She noted that the opportunity to network with ESA leaders from across the United States has been incredibly beneficial. Exploring ESA structures and functions has broadened her leadership perspective and understanding of what may be possible for LEARN in terms of what and how we serve the region will be an asset to the agency.

**7. \*Microsoft License Renewal FY 26: \$30,667.15**

Per [LEARN’s Purchasing Policy 3323](#), purchases between \$20,000 and \$50,000 require documented quotes from an adequate number of sources. Executive Director Ericson made sure the Executive Committee was aware that LEARN’s Microsoft products are purchased from a state bid list.

**8. Adjournment**

**Motion to adjourn at 10:09 a.m.**

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Respectfully submitted by: Jamella A. A. Etienne