



Board of Directors Regular Business MEETING AGENDA

Date: April 9, 2026
Time: 9:00 – 11:00 a.m.
Location: LEARN/ 44 Hatchetts Hill Road, Old Lyme, CT 06371

A remote meeting option is provided for those unable to attend in person. The login information is at the end of this agenda.
LEARN is now asking visitors to our buildings to provide a valid photo ID when entering. Please make sure you bring your photo ID into the building to present when you arrive. In addition, the doors at Hatchetts Hill open at 8:00 a.m., please plan your arrival accordingly.

- 1. Call to Order:** Pledge of Allegiance
- 2. Audience and Guests:** Introductions
- 3. Public Comment:**
- 4. Reading and/or Review of Correspondence:**
 - 4.1 CLA Single Audit Letter
 - 4.2 Connecticut Association of School Business Officials (CASBO) nomination of Michael Belden for the 2026 Celebrated Connecticut School Business Official Award
- 5. Superintendents' Perspective:** Mr. Brad Columbus, LEARN Principal of Three Rivers Middle College Magnet High School (TRMC), to present on key initiatives and updates from the high school.
- 6. Consent Agenda:**
 - 6.1 Approval of the DRAFT Minutes, Regular Business Meeting—March 12, 2026
 - 6.2 Approval of Budget Summary as of March 31, 2026
 - 6.3 Approval of Grant Applications—Worker's Compensation Trust Safety Grant funds projects or initiatives that improve employee safety or reduce risk for workplace injuries. LEARN will implement a multipronged winter safety plan including employee education, enhanced snow and ice management, and provision of safety equipment such as entrance mats and ice grippers, supported by ongoing communication, in the amount of \$13,888.75; and the Title III and the Bilingual sub-grant funds (allocated according to the number of MLs in district as reported on October 1, 2025) help ensure that English learners (ELs) attain English language proficiency and meet state academic standards.

7. Information from the Executive Director:

- 7.1 Hiring—Resignations and new hires, including trend reports
- 7.2 Distributions — None
- 7.3 Executive Committee Meeting Minutes, Regular Business Meeting—March 27, 2026
- 7.4 LEARN Building Committee Meeting Minutes—March 12, 2026 and March 27, 2026
- 7.5 Legislative Updates
- 7.6 LEARN Agency Updates

8. Old Business:

9. New Business:

- 9.1 Revised Policy #4129/4229, Personnel-Certified/Non-Certified, Series 4000; "Tuition Reimbursement"
- 9.2 Revised Policy #4145/4245, Personnel-Certified/Non-Certified, Series 4000; "Reimbursement for Damaged Personal Property"
- 9.3 Establish Nominating Committee for the 2026-2027 Slate of Officers
- 9.4 Approve the request for use of the Marine Science Magnet High School (MSMHS) by MSMHS and SeaGardens Coral & Aquariums on November 14, 2026, from 8:00 a.m. to 6:00 p.m. for the purpose of hosting the Corals of Fall Festival, an educational trade show for coral aquarium hobbyists, from 10:00-4:00 p.m. There will be a \$10 entry fee for visitors and a \$200 table fee for vendors. Proceeds will be used to cover the cost of the event, purchase raffle items, provide transportation for the speakers, and T-shirts for volunteers.

10. Educational Perspective: None

11. Roundtable Discussion: Regionalized Student Skill Programs, Student cell phones, AI, and Budget

12. Future Roundtable Topics:

13. Adjournment:

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Meeting ID: 263 794 849 985 0

Passcode: Yu6kE7rG



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Motion to approve the Consent Agenda as presented.

7. Information from the Executive Director:

- 7.1 Hiring—Resignations and new hires, including trend reports
- 7.2 Distributions — None
- 7.3 Executive Committee Meeting Minutes, Regular Business Meeting—March 27, 2026
- 7.4 LEARN Building Committee Meeting Minutes—March 12, 2026 and March 27, 2026
- 7.5 Legislative Updates
- 7.6 LEARN Agency Updates

8. Old Business:

9. New Business:

- 9.1 Revised Policy #4129/4229, Personnel-Certified/Non-Certified, Series 4000; "Tuition Reimbursement"

Motion to Approve Revised Policy 4129/4229 Tuition Reimbursement as presented.

- 9.2 Revised Policy #4145/4245, Personnel-Certified/Non-Certified, Series 4000; "Reimbursement for Damaged Personal Property"

Motion to Approve Revised Policy 4145/4254 Reimbursement for Damaged Personal Property as presented.

- 9.3 Establish Nominating Committee for the 2026-2027 Slate of Officers

Motion to approve the following members of the Nominating Committee for the 2026-2027 Slate of Officers:

- 9.4 Approve the request for use of the Marine Science Magnet High School (MSMHS) by MSMHS and SeaGardens Coral & Aquariums on November 14, 2026, from 8:00 a.m. to 6:00 p.m. for the purpose of hosting the Corals of Fall Festival, an educational trade show for coral aquarium hobbyists, from 10:00-4:00 p.m. There will be a \$10 entry fee for visitors and a \$200 table fee for vendors. Proceeds will be used to cover the cost of the event, purchase raffle items, provide transportation for the speakers, and T-shirts for volunteers.

Motion to approve the SeaGardens Coral & Aquariums' use of Marine Science Magnet High School from 8:00 a.m.-6:00 p.m., on November 14, 2026, to host the Corals of Fall Festival as presented.

10. Educational Perspective: None

11. Roundtable Discussion: Regionalized Student Skill Programs, Student cell phones, AI, and Budget

12. Future Roundtable Topics:

13. Adjournment:

[Click Here to Join the Meeting via Teams](#)

Meeting ID: 263 794 849 985 0

Passcode: Yu6kE7rG



March 24, 2026

CliftonLarsonAllen LLP
29 South Main Street, 4th Floor
West Hartford, CT 06107

This representation letter is provided in connection with your audit of LEARN FSA Addendum's compliance with the types of compliance requirements described in the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) that could have a direct and material effect on each of the entity's major federal programs for the year ended June 30, 2025 for the purpose of expressing an opinion on whether LEARN complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of the entity's major federal programs for the year ended June 30, 2025. We confirm that we are responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements applicable to each of the entity's major federal programs. We are also responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grant agreements applicable to federal programs.

Certain representations in this letter are described as being limited to misstatements that are material. Misstatements, including omissions, 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.

We confirm, to the best of our knowledge and belief, as of March 24, 2026, the following representations made to you during your single audit.

1. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments which would affect federal award programs.
2. We have provided you with access to all audit or relevant monitoring reports, if any, received from funding sources. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
3. We have no knowledge of any instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements, or waste or abuse whose effects should be considered.
4. As part of your audit, you prepared the schedule of expenditures of federal awards. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your services; have made all management judgments and decisions; and have assumed all management responsibilities. We have evaluated the adequacy and results of the service. We have reviewed, approved, and accepted responsibility for the schedule of expenditures of federal awards and the related notes. We have also ensured that the entity's data and records are complete and received sufficient information to oversee the service.

5. As part of your audit, you prepared the submission of the Federal Data Collection Form SF-SAC. We have designated an individual who possesses suitable skill, knowledge, and/or experience to understand and oversee your service. We have ensured that the entity's data and records are complete and received sufficient information to oversee the service. We have reviewed, approved, and accepted responsibility to review for completeness and accuracy before submitting to the Federal Audit Clearing House.
6. With respect to federal programs:
 - a. We are responsible for understanding and complying with, and have complied with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement and presentation of the SEFA have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the SEFA.
 - c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issued the SEFA and the auditors' report thereon.
 - d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
 - e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
 - f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
 - g. We acknowledge our responsibility for taking reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information.



- h. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- i. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- j. We have complied with the direct and material compliance requirements, including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- k. We have disclosed to you any communications from federal awarding agencies and passthrough entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
- l. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.
- m. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) and relevant cost circulars.
- n. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- o. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- p. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- q. There are no known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
- r. We have disclosed to you whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and/or material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditors' report.
- s. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.



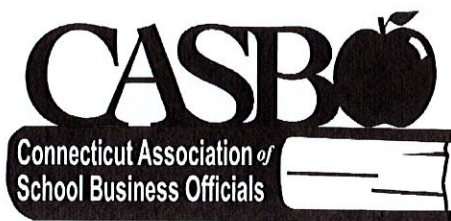
- t. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - u. We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.
 - v. We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient.
 - w. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
 - x. We have charged costs to federal awards in accordance with applicable cost principles.
 - y. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
 - z. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
 - aa. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
 - bb. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
 - cc. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
7. We have a process to track the status of audit findings and recommendations.
8. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

Signature: Katherine Ericson

Title: Executive Director

Signature: [Handwritten Signature]

Title: Chief Financial Officer



53 Sea Spray Avenue, Niantic, CT 06357-3337
Phone 860.519.0023
www.ct-asbo.org

March 26, 2026

Kate Ericson
Executive Director
LEARN
44 Hatchetts Hill Rd
Old Lyme, CT 06371

Dear Kate,

On behalf of the Connecticut Association of School Business Officials (CASBO), thank you for submitting the nomination of Michael Belden for the 2026 Celebrated Connecticut School Business Official Award.

The Selection Committee had the difficult task of choosing from a group of truly exceptional candidates. After thoughtful consideration, I'm thrilled to share that Mike has been selected as this year's award recipient!

As part of this honor, a \$1,000 scholarship will be awarded to a graduating high school student from LEARN, personally selected by Mike. Additionally, the award will be formally presented at the Presidents' Dinner on Thursday, May 28, 2026, at the Sea Crest Resort in North Falmouth, MA. Mike will receive a complimentary Institute registration.

We sincerely appreciate the time and care you devoted to this nomination and join you in celebrating Mike's well-deserved recognition.

Sincerely,

Sharon S. Bruce, CAE
Executive Director



Board of Directors Regular Business

MEETING **DRAFT** MINUTES

Meeting Date: March 12, 2026

Draft Posted: March 17, 2026

Present: Eric Bauman, East Lyme; Dale Bernardoni, Chester (Grades K-6); Galen Cawley, Madison (Teams); Thomas Danehy, Clinton (Teams); Katherine Ericson, LEARN; Jennifer Favalora, Haddam & Killingworth Region #17; Elizabeth Fernandes, Westbrook; Katie Gauthier, Stonington (Teams); Marijke Kehrhahn, Old Saybrook; Robert Mitchell, Montville; Nancy Johnston, Essex/Grades K-6; Beverly Washington, Groton; and Laurie Wolfley, Waterford

Not Attending and Not Represented: Scott Brown, Lyme & Old Lyme Region #18; Scott Garbini, New London; A. Terri Garrity, East Haddam; Mary Harris, Ledyard; Gregory Perry, Norwich; Chet Stefanowicz, North Stonington; Vacant, Chester, Deep River, Essex/Region #4 (Grades 7-12); Vacant, Deep River (Grades K-6); Vacant, East Hampton; Vacant, Guilford; Vacant, Preston; and Vacant, Salem

Guests: Michael Belden, LEARN Chief Financial & Operations Officer; Kristin Gemaly, Regional Multicultural Magnet School (RMMS) Literacy Instructional Coordinator & LEARN LEA President (Teams); Joanne Lund, LEARN Assistant Director of Business; and Maryann O'Donnell, Superintendent of Clinton School District

Meeting began at 9:00 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:** None
- 5. Superintendents' Perspective:** Superintendent Maryann O'Donnell presented to the Board on the Strategic Plan and Key District Initiatives of the Clinton School District, highlighting a decade-long effort to balance academics, growth, and community engagement. Superintendent O'Donnell emphasized that teachers are the district's most important asset and described strategic objectives focused on enhancing learning, supporting student development and maintaining clarity, actionable goals, and alignment across budgeting, instruction, and programming. Superintendent O'Donnell also noted strong partnerships with families, community partners, local industries, and town leadership, ensuring district programs remain responsive to student needs, post-COVID challenges, and evolving workforce demands.

6. Consent Agenda:

- 6.1 Approval of the DRAFT Minutes, Regular Business Meeting—February 12, 2026
- 6.2 Approval of Budget Summary as of February 28, 2026
- 6.3 Approval of Grant Applications—None

Motion to approve the Consent Agenda as presented.

- Presented by Beverly Washington
- Second Dale Bernardoni
- Motion passed unanimously with 12 votes in favor and 0 votes against

7. Information from the Executive Director:

- 7.1 Hiring—Resignations and new hires, including trend reports: Executive Director Ericson reported that LEARN currently has 25 open positions, primarily for physicians, medical assistant physicians, and associate instructors for pre-K classrooms. Special education teacher positions remain challenging due to a statewide shortage. She highlighted the Teacher Residency Program (TRP), which allows LEARN to develop its own special education teachers by mentoring existing staff through a year-long certification program.
- 7.2 Distributions — None
- 7.3 Executive Committee Meeting Minutes, Regular Business Meeting—February 27, 2026: The Executive Committee received several updates, including new leadership appointments for Jen Cimmino, who was promoted to Supervisor of Special Education, and Pamela Santerre who was promoted to Educational Consultant for the Office of Teaching and Learning. Also highlighted for the committee was the RMMS Parent Academy, offered in partnership with the Child and Family Agency, which provided families with practical guidance on topics such as social media and child development.
- 7.4 LEARN Building Committee Meeting Minutes—February 12, 2026 and February 27, 2026
- 7.5 Legislative Updates: Executive Director Ericson informed the board on several key bills under consideration, House Bill 5002 which proposes a consumer price index (CPI) increase for districts, benefiting magnet schools, while Senate Bill 7 suggests a \$1,000 increase to the foundation level for ECS funding. Magnet operators are also advocating for a \$12 million restoration to last year’s budget, along with the CPI and foundation increases, to ensure consistent and equitable funding. Concerns were raised about homeschooling legislation (HB 5468), which could create additional administrative work and affect military families. Education leaders continue to engage legislators and provide testimony, with final funding decisions expected from the Appropriations Committee by May 6th.

7.6 LEARN Agency Updates: Executive Director Ericson shared that the Ocean Avenue LEARNing Academy (OALA) received a \$50 gift card from Stop and Shop in January. LEARN is set to receive \$87,838 through the District Repair and Improvement Project (DRIP), which funds building maintenance projects, including recent elevator repairs, and annual expense reports are due by September 1. The Regional Multicultural Magnet School (RMMS) hosted its March Curriculum Night, featuring art projects from 4th graders at the Lyman Allen Art Museum and a piano recital by 5th and 6th graders. Next month Executive Director Ericson will attend the Association of Educational Service Agencies (AESAs) Leadership Academy International Trip, with visits to Portugal and Spain. LEARN has been finalizing budgets for May board review. Additionally, the disABILITY Summit will be held on Saturday, March 14, from 10:00 a.m. to 3:00 p.m. at the Great Wolf Lodge Conference Center in Mashantucket, Connecticut, and the board members were invited to participate in the EASTCONN and LEARN Regional Practices Event on Friday, March 20, 2026.

8. Old Business:

8.1 Office of Teaching and LEARNing (OTL) Consultant Rates

Motion to Approve the increase of Office of Teaching and LEARNing Consultant Rates as presented.

- Presented by Laurie Wolfley
- Second Beverly Washington
- Motion passed unanimously with 11 votes in favor and 0 votes against

9. New Business:

9.1 Healthy Food Certification (HFC)

9.1a Public Schools Participating in the National School Lunch Program (NSLP)—Healthy Food Certification (HFC) Statement for 2026-2027: To be eligible for HFC during SY 2026-27 (July 1, 2026, through June 30, 2027), the Board must conduct the HFC votes by July 1, 2026. The Connecticut State Department of Education requires all district governing boards to vote “yes or no” on the following 2 motions as written by the State;

Motion 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the LEARN Board of Directors certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2026, through June 30, 2027. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- Presented by Robert Mitchell
- Second Beverly Washington
- Motion passed unanimously with 11 votes in favor and 0 votes against



9.1b Food and Beverage Exemptions

Motion 2: Required vote for food and beverage exemptions for BOEs voting “yes” to the healthy food option of HFC

The LEARN Board of Directors will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

- Presented by Robert Mitchell
- Second Dale Bernardoni
- Motion passed unanimously with 11 votes in favor and 0 votes against

9.1c Approval for the Executive Director to sign the 2026-2027 Healthy Food Certification Statement

Motion to approve LEARN Executive Director, Katherine Ericson, to sign the Healthy Food Certification (HFC) Statement for School Year 2026-2027

- Presented by Beverly Washington
- Second Robert Mitchell
- Motion passed unanimously with 11 votes in favor and 0 votes against

9.2 Non-renewals of Non-tenured Certified Staff

(Executive Director to read the following)

Per Article IV – EXECUTIVE DIRECTOR, Item. 2, of the LEARN Membership Agreement and Constitution; In my capacity as Executive Director, I recommend that the Board of Directors non-renew the teaching contracts of those named in the motion below at the end of the 2025-2026 school year, in accordance with the provisions of the Connecticut General Statutes 10-151, and that the Board accept, adopt, and ratify my determination that the contracts be non-renewed. I am making this recommendation for the following reason(s), any one or all of which I view to be a sufficient basis for the recommended action:

1. Elimination of position or loss of position to another teacher.
2. Other— due and sufficient cause
 - a. budget considerations
 - b. contract reduction in force procedures
 - c. legal requirements in accordance with 10-151 of the Connecticut General Statutes
 - d. failure to meet our minimum standards for continued employment

Any requested hearing on the non-renewal of a non-tenured teacher must be held before an impartial hearing panel. It is my recommendation that you vote to have the hearing held before the Board so there will be no procedural misunderstandings in the event a hearing is necessary. I also recommend that I be authorized and instructed to communicate notice of this action in writing to the affected party and to respond for the Board to any appropriate requests which may be forthcoming from the teachers, or their representatives as provided in the Teacher Tenure Law.

(Board Chair to request the suggested motion for non-renewal of non-tenured certified staff):

MOTION

Move that pursuant to Connecticut General Statutes 10-151, the LEARN Board of Directors non-renew the teaching contracts of those named as follows, at the end of the 2025-2026 school year, as recommended by the Executive Director; and ratify, adopt and, accept the Executive Director’s determination that the contracts be non-renewed:

1. Ballantyne, Sarah
2. Folden, Nichole
3. Grills, Lynn
4. Hernandez, Elda
5. Hibson, Robert
6. Holley, Pamela
7. Jacksin, Reide
8. Jouver, Mariah
9. Krawiec, Kathleen
10. Ludington, Kelsey
11. Overcash, Kevin



- 12. Schenk-Belisle, Julia
- 13. Swanson, Karli
- 14. Troutman, Merin
- 15. Van Pelt, Kelly
- 16. Young, Tara

Further move that the Executive Director be directed to communicate this action of the Board in writing to those named in this motion, and that the Executive Director be authorized to respond on behalf of the Board of Directors to any requests for a hearing or for other data which may be forthcoming from those named in this motion and/or their representative pursuant to applicable provisions of Connecticut General Statutes 10-151; and further move that the Executive Director be further directed that any response to a request for a hearing, if a hearing is required by law, indicate that such hearing is to be before the Board of Directors.

Motion to accept the non-renewals as presented.

- **Presented by Robert Mitchell**
- **Second Dale Bernardoni**
- **Motion passed unanimously with 11 votes in favor and 0 votes against**

9.3 Approval of 2026 Graduation Date – Marine Science Magnet High School (MSMHS)

Motion to approve June 16, 2026 as the official graduation date for Marine Science Magnet High School seniors as presented.

- **Presented by Marijke Kehrhahn**
- **Second Beverly Washington**
- ***Motion passed unanimously with 11 votes in favor and 0 votes against**

**Administrative Note: Subsequent to the Board's approval of the MSMHS graduation date, the Principal notified LEARN administration that the ceremony would be moved to June 17 due to scheduling considerations.*

9.4 Approval of 2026 Graduation Date – Three Rivers Middle College Magnet High School (TRMC)

Motion to approve June 17, 2026 as the official graduation date for Three Rivers Middle College Magnet High School seniors as presented.

- **Presented by Beverly Washington**
- **Second Dale Bernardoni**
- ***Motion passed unanimously with 11 votes in favor and 0 votes against**

**Administrative Note: Subsequent to the Board's approval of the TRMC graduation date, the Principal notified LEARN administration that the ceremony would be moved to June 18 due to scheduling considerations.*

- 10.** Educational Perspective: None
- 11.** Roundtable Discussion: Board members discussed artificial intelligence (AI), and student cell phone policies, noting the importance of balancing student access with classroom focus, especially for students with medical needs, and how districts are reviewing policies and possible legislative guidance. Budget considerations were also discussed, including the impact of rising healthcare costs, staffing challenges, and funding for support positions such as paraprofessionals. The need to prioritize resources thoughtfully while maintaining quality programs and instructional support was also emphasized.
- 12.** Future Roundtable Topics: Regionalized Student Skill Programs Discussion
- 13.** Adjournment:

Motion to adjourn at 11:00 a.m.

- **Presented by Eric Bauman**
- **Second Beverly Washington**
- **Motion passed unanimously with 11 votes in favor and 0 votes against**

Respectfully submitted by:
Jamella A. A. Etienne

[Click Here to Join the Meeting via Teams](#)

Meeting ID: 217 352 681 153 1
Passcode: CP7Vs2gH

LEARN									
BUDGET & ACTUAL (FY 2025-2026)	REVENUES				EXPENDITURES				
CURRENT YEAR REVIEW	Original Adopted Budget FY 25/26	Revised Budget	Year-to-Date Actual Revenues	Estimated Revenues Receivable	Original Adopted Budget FY 25/26	Revised Budget	Year-to-Date Actual Expenditures	Year-to-Date Actual Encumbrances	Actual Available Budget
* in thousands		<i>as of 3-31-26</i>	<i>as of 3-31-26</i>	<i>as of 3-31-26</i>		<i>as of 3-31-26</i>	<i>as of 3-31-26</i>	<i>as of 3-31-26</i>	<i>as of 3-31-26</i>
Departments & Programs									
Student Support Services	\$ 21,198	\$ 21,425	\$ 18,496	\$ 2,928	\$ 21,198	\$ 21,425	\$ 13,312	\$ 4,381	\$ 3,732
MSAP	\$ 4,102	\$ 4,550	\$ 1,539	\$ 3,011	\$ 4,102	\$ 4,550	\$ 2,209	\$ 656	\$ 1,685
Office of Teaching & Learning	\$ 1,575	\$ 1,663	\$ 293	\$ 1,370	\$ 1,575	\$ 1,663	\$ 1,081	\$ 393	\$ 189
Early Childhood Education	\$ 2,630	\$ 944	\$ 1,040	\$ (96)	\$ 2,630	\$ 944	\$ 595	\$ 228	\$ 120
Creating Connections Early Learning Center	\$ 491	\$ 491	\$ 150	\$ 342	\$ 491	\$ 491	\$ 290	\$ 58	\$ 143
Tri-Share	\$ -	\$ 793	\$ 482	\$ 311	\$ -	\$ 793	\$ 235	\$ 331	\$ 227
Transportation	\$ 568	\$ 568	\$ 238	\$ 330	\$ 568	\$ 568	\$ 395	\$ 142	\$ 32
COVID Relief	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Executive Services, Special Projects, IT	\$ 3,023	\$ 2,787	\$ 1,070	\$ 1,718	\$ 3,023	\$ 2,787	\$ 2,987	\$ 1,620	\$ (1,819)
Dept & Programs Subtotal	\$ 33,587	\$ 33,221	\$ 23,308	\$ 9,914	\$ 33,587	\$ 33,221	\$ 21,104	\$ 7,809	\$ 4,309
Magnet Schools									
Regional Multicultural Magnet School	\$ 6,099	\$ 6,039	\$ 4,156	\$ 1,883	\$ 6,099	\$ 6,039	\$ 3,603	\$ 1,495	\$ 940
Marine Science Magnet High School	\$ 4,216	\$ 4,161	\$ 3,171	\$ 990	\$ 4,216	\$ 4,161	\$ 2,555	\$ 1,193	\$ 414
The Friendship School	\$ 6,519	\$ 6,708	\$ 3,740	\$ 2,968	\$ 6,519	\$ 6,708	\$ 4,144	\$ 1,600	\$ 964
Three Rivers Middle College High School	\$ 1,383	\$ 1,432	\$ 1,057	\$ 375	\$ 1,383	\$ 1,432	\$ 817	\$ 467	\$ 148
Magnet Schools Subtotal	\$ 18,217	\$ 18,340	\$ 12,124	\$ 6,216	\$ 18,217	\$ 18,340	\$ 11,119	\$ 4,755	\$ 2,466
Non-Operating Items									
ECHMC Insurance	\$ 38,247	\$ 39,592	\$ 27,244	\$ 12,348	\$ 38,247	\$ 39,592	\$ 28,514	\$ 9,525	\$ 1,553
Food Service	\$ 1,028	\$ 1,078	\$ 441	\$ 636	\$ 1,028	\$ 1,078	\$ 636	\$ 432	\$ 10
Construction Projects / Capital Expenditures	\$ 19,142	\$ 19,142	\$ 4,842	\$ 14,300	\$ 19,142	\$ 19,142	\$ 5,087	\$ 11,482	\$ 2,572
Non-Operating Items Subtotal	\$ 58,417	\$ 59,812	\$ 32,527	\$ 27,284	\$ 58,417	\$ 59,812	\$ 34,237	\$ 21,439	\$ 4,135
Grand Total	\$ 110,221	\$ 111,373	\$ 67,959	\$ 43,414	\$ 110,221	\$ 111,373	\$ 66,460	\$ 34,003	\$ 10,910
Notes	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.								
	MSAP = The MSAP 5 year LEAP grant began in October 2022 for \$9.8m and runs through September 2028. In October 2024, LEARN was awarded a new 5 year MSAP grant (SOARS) for \$9.1m and runs through September 2029.								
	Creating Connections Early Learning Center (CCELC) = The infant toddler program will be operating two classrooms during the year located at The Friendship School.								
	Tri-Share = LEARN is working with the Office of Policy & Management on a program to fund childcare expenses with participating companies. LEARN will be the fiscal agent.								
	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.								
	Construction Projects = LEARN anticipates spending ~\$1m for the Early Childhood Center of Excellence project in addition to several projects at each of LEARN's magnet schools.								

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 3-31-26	as of 3-31-25	as of 3-31-26	as of 3-31-26		as of 3-31-26	as of 3-31-26	as of 3-31-25	as of 3-31-25	as of 3-31-26	as of 3-31-26
BUDGET & ACTUAL (FY 2025-2026)												
PRIOR YEAR COMPARISON												
* in thousands												
Departments & Programs												
Student Support Services	\$ 21,425	\$ 16,818	\$ 18,496	\$ 1,678	10%	\$ 21,425	\$ 12,892	\$ 3,331	\$ 13,312	\$ 4,381	\$ 1,470	9%
MSAP	\$ 4,550	\$ 982	\$ 1,539	\$ 557	57%	\$ 4,550	\$ 1,276	\$ 1,768	\$ 2,209	\$ 656	\$ (179)	-6%
Office of Teaching & Learning	\$ 1,663	\$ 105	\$ 293	\$ 188	>100%	\$ 1,663	\$ 973	\$ 302	\$ 1,081	\$ 393	\$ 200	16%
Early Childhood Education	\$ 944	\$ 2,543	\$ 1,040	\$ (1,503)	-59%	\$ 944	\$ 1,893	\$ 620	\$ 595	\$ 228	\$ (1,688)	-67%
Creating Connections Early Learning Center	\$ 491	\$ -	\$ 150	\$ 150	>100%	\$ 491	\$ 7	\$ 19	\$ 290	\$ 58	\$ 322	>100%
Tri-Share	\$ 793	\$ -	\$ 482	\$ 482	>100%	\$ 793	\$ -	\$ -	\$ 235	\$ 331	\$ 566	>100%
Transportation	\$ 568	\$ 196	\$ 238	\$ 42	21%	\$ 568	\$ 308	\$ 70	\$ 395	\$ 142	\$ 160	42%
COVID Relief	\$ -	\$ 98	\$ -	\$ (98)	>100%	\$ -	\$ 99	\$ -	\$ -	\$ -	\$ (99)	>100%
Executive Services, Special Projects, IT	\$ 2,787	\$ 1,821	\$ 1,070	\$ (751)	-41%	\$ 2,787	\$ 4,386	\$ 49	\$ 2,987	\$ 1,620	\$ 172	4%
Dept & Programs Subtotal	\$ 33,221	\$ 22,563	\$ 23,308	\$ 746	3%	\$ 33,221	\$ 21,834	\$ 6,158	\$ 21,103	\$ 7,811	\$ 924	3%
Magnet Schools												
Regional Multicultural Magnet School	\$ 6,039	\$ 4,537	\$ 4,156	\$ (381)	-8%	\$ 6,039	\$ 3,446	\$ 1,387	\$ 3,603	\$ 1,495	\$ 265	5%
Marine Science Magnet High School	\$ 4,161	\$ 3,145	\$ 3,171	\$ 26	1%	\$ 4,161	\$ 2,452	\$ 983	\$ 2,555	\$ 1,193	\$ 314	9%
The Friendship School	\$ 6,708	\$ 3,576	\$ 3,740	\$ 163	5%	\$ 6,708	\$ 3,696	\$ 1,202	\$ 4,144	\$ 1,600	\$ 846	17%
Three Rivers Middle College High School	\$ 1,432	\$ 1,054	\$ 1,057	\$ 3	0%	\$ 1,432	\$ 723	\$ 368	\$ 817	\$ 467	\$ 192	18%
Magnet Schools Subtotal	\$ 18,340	\$ 12,312	\$ 12,124	\$ (187)	-2%	\$ 18,340	\$ 10,316	\$ 3,940	\$ 11,118	\$ 4,756	\$ 1,618	11%
Non-Operating Items												
ECHMC Insurance	\$ 39,592	\$ 24,501	\$ 27,244	\$ 2,744	11%	\$ 39,592	\$ 26,245	\$ 6,859	\$ 28,514	\$ 9,526	\$ 4,938	15%
Food Service	\$ 1,078	\$ 545	\$ 441	\$ (104)	-19%	\$ 1,078	\$ 616	\$ 284	\$ 636	\$ 432	\$ 167	19%
Construction Projects / Capital Expenditures	\$ 19,142	\$ -	\$ 4,842	\$ 4,842	>100%	\$ 19,142	\$ 2,561	\$ 1,020	\$ 5,087	\$ 11,482	\$ 12,988	>100%
Non-Operating Items Subtotal	\$ 59,812	\$ 25,045	\$ 32,527	\$ 7,482	>100%	\$ 59,812	\$ 29,422	\$ 8,163	\$ 34,238	\$ 21,440	\$ 18,092	48%
Grand Total	\$ 111,373	\$ 59,921	\$ 67,959	\$ 8,039	13%	\$ 111,373	\$ 61,572	\$ 18,262	\$ 66,459	\$ 34,007	\$ 20,635	26%
<u>Variances: Revenues & Expenditures</u>												
ECE: Decrease in revenue and expenditures for FY 2026 relates to OEC change of School Readiness Pass-Thru dollars. The ECE now represents the Local Governance Partner (LGP) dollars, not the pass-thru.												
SSS: Increased in revenues due to 5% Board Approved rate increase.												
MSAP: Year 2 of SOARS and Year 4 LEAP show increased expenditures primarily due to the continuation and expansion of established program budgets. Last year, SOARS expenses were just beginning, so this year reflects a full year of activity.												
TRMC: Includes College and Career Readiness Tutor and instructor, additional college classes and new rent payment to TRCC.												
TFS: Includes expenses for one additional classroom.												



One-Page Summary For Submitted Grant Applications

Please complete this form after your grant application has been signed by the Executive Director and submitted. The information in this form will be used to update the Board of Directors about the overall focus and purpose of your grant.

Title of Grant: Workers Compensation Safety Grant

Funding Source: Workers Compensation Trust

Funding Agency: Workers Compensation Trust

Grant Period: May 1, 2026 – December 31, 2026

Amount Requested: \$13,888.75

Description of Activities:

LEARN continues to see winter employee slips/falls on snow and ice across sidewalks, paths, parking lots, and when getting in & out of vehicles, leading to a range of injuries, including broken limbs, sprains, and concussions. Employees are unable to work and file Workers' Compensation claims. LEARN's multi-pronged response includes: Employee education on winter safety, the use of ice-melt products, proper footwear; ensuring parking lots & walkways are cleared and maintained; Purchasing safety mats for building entrances and "ice grippers" for employees. LEARN will promote these precautions through all communication channels.

Staffing Requirements:

None

Costs Covered by the Grant: \$13,888.75

Costs Covered by LEARN: \$0.00

What are the key benefits of this Grant for LEARN?

LEARN's HR Department will take responsibility for managing this equipment and for its appropriate use. HR will work with LEARN's Communications Team to develop its employee awareness campaign to support this effort. This project will provide LEARN staff with safe, protective options to support the prevention and minimization of employee injury from icy, wet, and snowy conditions. LEARN also hopes that this effort will reduce incidences of employee leave and Workers Compensation claims due to these client interactions.

Board Approval: Required Not Required

Department or School: Human Resources

Submitted By: Elizabeth McCaffery

Date: 03/30/2026



One-Page Summary For Submitted Grant Applications

Please complete this form after your grant application has been signed by the Executive Director and submitted. The information in this form will be used to update the Board of Directors about the overall focus and purpose of your grant.

Title of Grant: Title III and Bilingual subgrant

Funding Source: Federal Title I Funds

Funding Agency: USDOE/CSDE

Grant Period: July 1, 2025 - June 30, 2026

Amount Requested: N/A

Description of Activities:

To date, funds have been used as follows:

- RMMS educators, includes several taking part in the ARCTEL program, attended Nov. 2025 ConnTESOL Conference.
- Puentes & TESOL teachers (RMMS) attended Multistate Association for Bilingual Education, Northeast (MABE) conference Mar. 2026.
- Spanish decodable libraries purchased for Gr. K-2 Puentes' classrooms.



Staffing Requirements:

None

Costs Covered by the Grant: N/A

Costs Covered by LEARN: \$0.00

What are the key benefits of this Grant for LEARN?

Teachers continue to grow their capacity in serving our ML students through a range of program models. Students will have greater access to Spanish early literacy materials to support their development as Spanish readers.

Board Approval: Required Not Required

Department or School: Regional Multicultural Magnet School (RMMS)

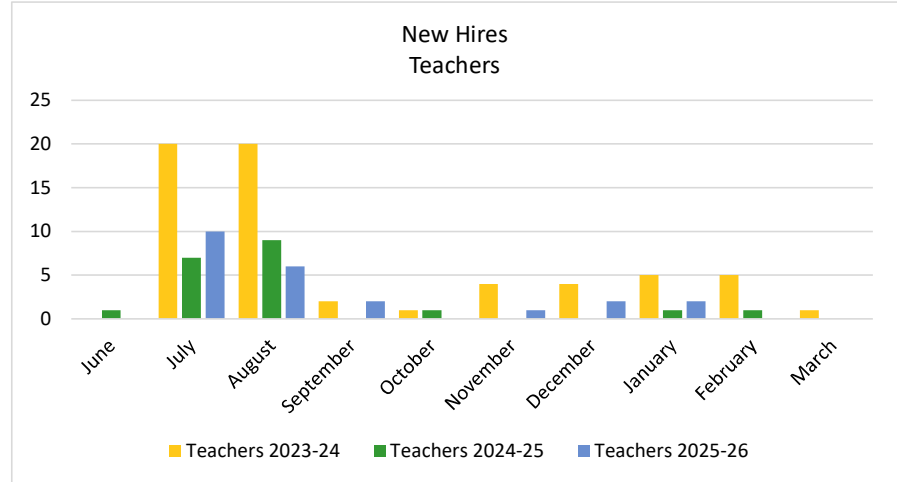
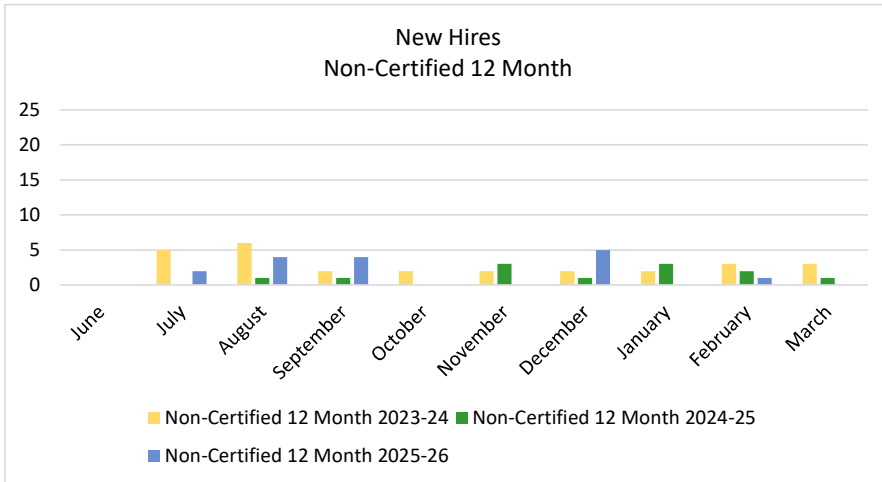
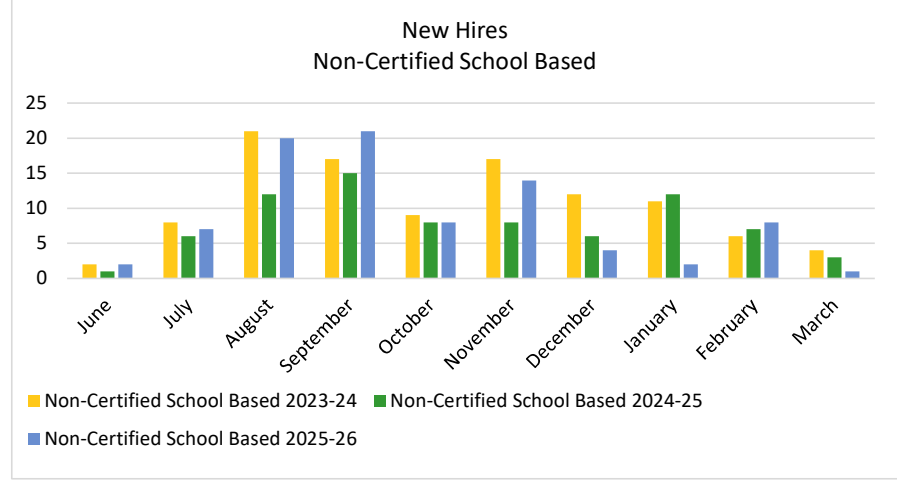
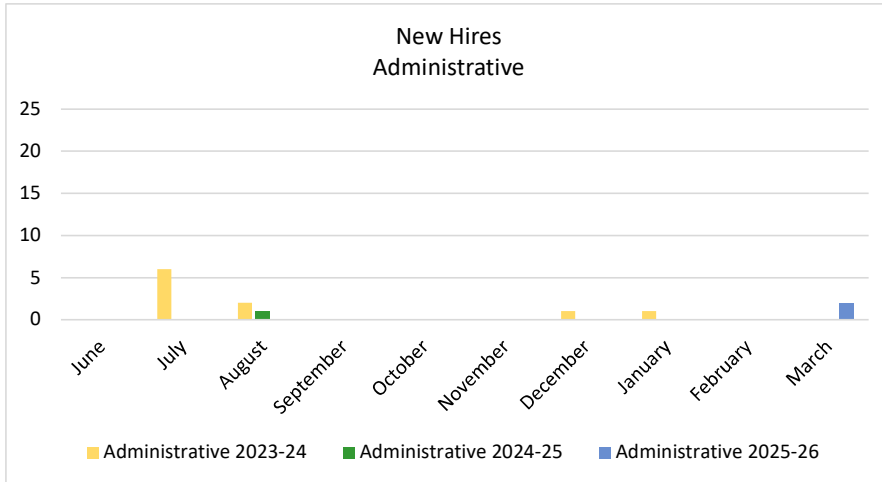
Submitted By: Lisanne Kaplan

Date: 03/30/2026





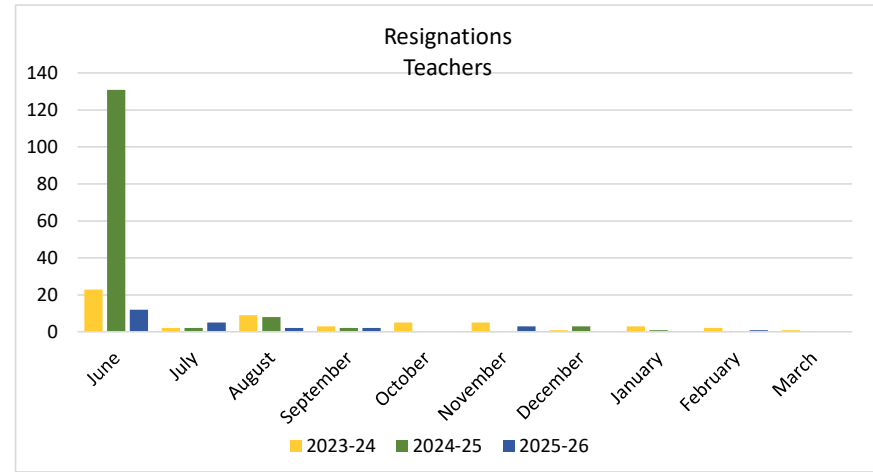
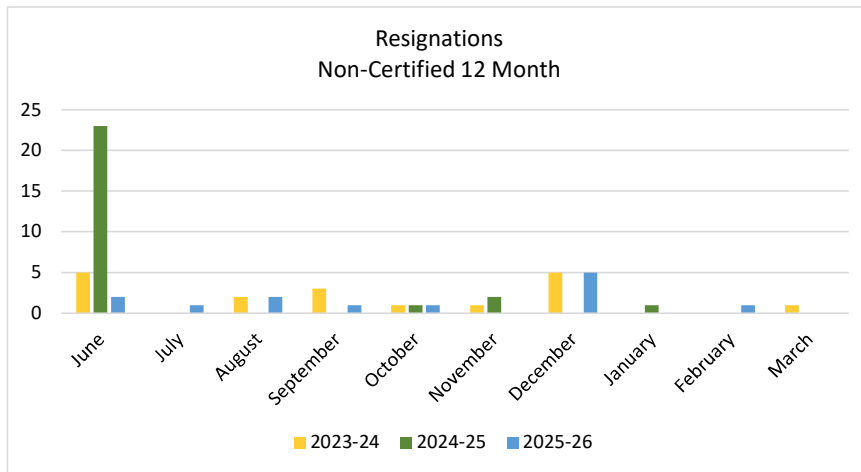
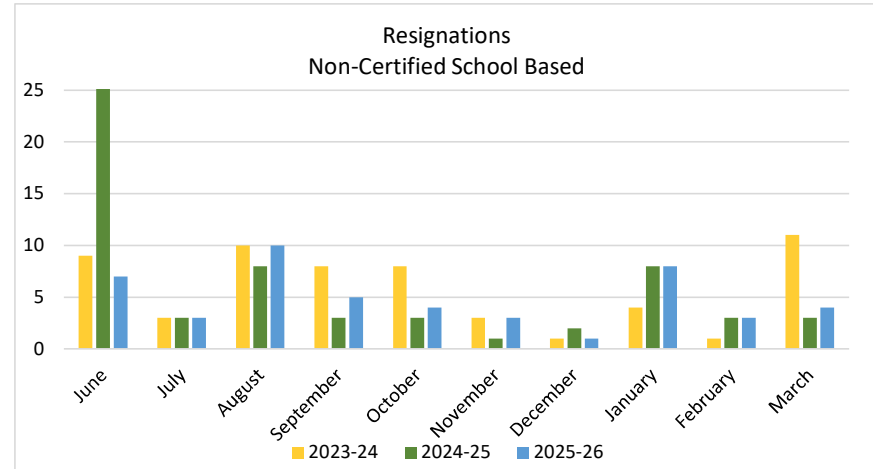
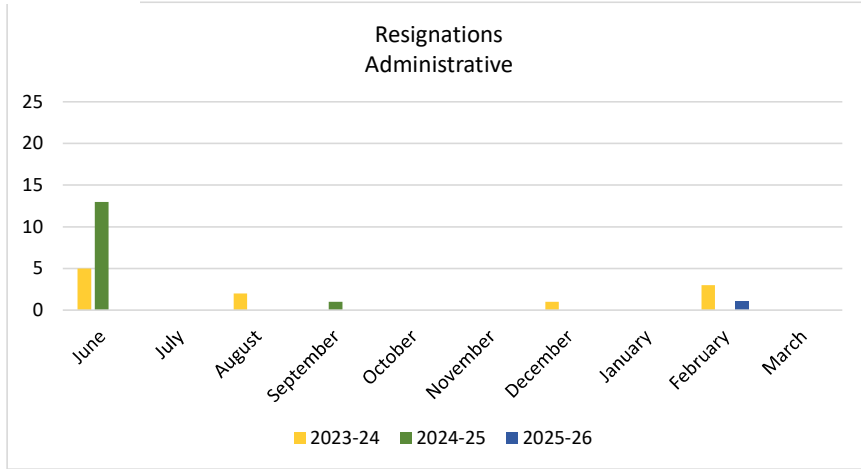
New Hires Trend Report
March 2026



LAST NAME	FIRST NAME	POSITION	DEPT	DATE	PAY	RATE	COMMENTS
ALLEN	JOCELYNN	CCEL SUBSTITUTE TEACHER	CCELC	03/31/2026	HOURLY	\$19.00	NEW POSITION
CIMMINO	JENNIFER	SSS SUPERVISOR	SSS	03/02/2026	SALARY	\$116,992.00	TRANSFER
DUPOINTE-NOTT	KATELYN	JOB COACH	SSS	03/30/2026	HOURLY	\$30.26	REPLACEMENT
SANTERRE	PAMELA	EDUCATIONAL CONSULTANT	OTL	03/02/2026	SALARY	\$110,813.00	TRANSFER
LOCATION KEY							
CCELC - CREATING CONNECTIONS EARLY LEARNING CENTER							
OTL - OFFICE OF TEACHING & LEARNING							
SSS - STUDENT SUPPORT SERVICES							



Resignation Trend Report
March 2026



MARCH 2026

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
FERNANDEZ	RAYLLA	INTERVENTION SPECIALIST	SSS	03/27/2026	RESIGNATION
STOKES	STARJAHREM	INTERVENTION SPECIALIST	SSS	03/09/2026	SEPERATION
WHITE	ALANAH	INTERVENTION SPECIALIST	SSS	03/20/2026	RESIGNATION - NEW POSITION
WHITMORE	MATTHEW	LPN	SSS	03/06/2026	SEPERATION
<u>LOCATION KEY</u>					
SSS - STUDENT SUPPORT SERVICES					



Executive Committee

MEETING SUMMARY

Date: March 27, 2026
Time: 8:30 – 10:00 a.m.
Location: LEARN, Room 216/ 44 Hatchedts Hill Road, Old Lyme, CT 06371

Present: Robert Mitchell, Chair; Dale Bernardoni, Vice Chair; Jennifer Favalora, Fiscal Officer; Beverly Washington, Secretary; Maryann O'Donnell, Superintendent of Schools Clinton; and Kate Ericson, LEARN Executive Director

Not Attending: Dr. Cynthia Ritchie, Superintendent of Schools New London

Guests: Michael Belden, LEARN Chief Financial & Operations Officer; and Joanne Lund, LEARN Assistant Director of Business

Meeting began at 8:45 a.m.

1. Review April 2026 Board of Directors' Agenda

The Executive Director reviewed the components of the budget with the reminder that the Board Chair, Robert Mitchell, and Executive Director Ericson will not be in attendance. Vice Chair, Dale Bernardoni, and Associate Executive Director, Dr. Ryan Donlon will be filling in for their respective roles.

2. Budget Process Overview

Executive Director Ericson informed the Executive Committee that this year's budget has been extremely challenging due to frozen state funding, a decrease in interest rate revenue, as well as the loan payment for the first building project at the Ocean Avenue LEARNing Academy (OALA). LEARN is waiting to see where legislation lands on funding before finalizing any significant decision regarding staffing.

3. M&T/CHEFA Bond Closing

LEARN's Chief Finance and Operations Officer, Michael Belden, and Assistant Business Director, Joanne Lund, provided the Executive Committee with a high-level overview of LEARN's bonding practices: LEARN will be securing a Revolving Taxable Loan which is a Line of Credit \$30,000,000 with a secured interest rate of 6.65%. Upon completion of the project LEARN will then take on a tax-exempt Long-Term Bond (Maximum \$15,000,000) with an interest rate that will be set at project conclusion. The formal closing date for this financial transaction will be Tuesday, March 31, 2026.

4. EASTCONN/LEARN Partnership in Practice Conference Recap

Committee members briefly discussed key highlights and takeaways from the conference.

5. Bid Waiver Request: Pentera Software

Motion to approve the bid waiver pursuant to LEARN Purchasing Policy 3323 to retain Pentera Software as LEARN's continued provider of security software in the amount of \$40,000.00.

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

6. Legislative Update

LEARN continues to monitor the legislation process. The Education Committee has finalized its list of proposed bills and now work is being done in the Appropriations Committee. Executive Director Ericson shared with the Executive Committee that this will be a roller coaster until May 6, 2026 when the session ends.

7. Adjournment

Motion to adjourn at 9:52 a.m.

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

Respectfully submitted by: Jamella A. A. Etienne

SPECIAL MEETING**Date:** March 12, 2026**Time:** 11:19-11:33 a.m.**Location:** VIRTUAL**Meeting Minutes**

1.0 Construction Change Orders

Change Orders for Discussion and Possible Action

A. OCO-0001 Builders Risk Insurance

Motion: Motion to approve Change Order OCO-0001 for Builders Risk Insurance in the amount of \$79,950.

- Presented by: Robert Mitchell
- Seconded by: Beverly Washington
- Motion carried unanimously

B. ATP-0001 Bid RFI #9 Additional Backfill Required at Crawl Space

Motion: Motion to approve Change Order ATP-0001 for additional backfill required at the crawl space area in the amount of \$59,520.

- Presented by: Kate Ericson
- Seconded by: Jennifer Favalora
- Motion carried unanimously

C. ATP-0003 Credit for Topsoil, Seed, & Hay (Demo & Abatement)

Motion: Motion to approve Change Order ATP-0003 reflecting a credit for topsoil, seed, and hay associated with demolition and abatement work in the amount of (\$20,752).

- Presented by: Jennifer Favalora
- Seconded by: Beverly Washington
- Motion carried unanimously

D. ATP-0004 Additional Test Pits for Langan

Motion: Motion to approve Change Order ATP-0004 for additional test pits required by Langan in the amount of \$8,200.

- Presented by: Jennifer Favalora
- Seconded by: Beverly Washington
- Motion carried unanimously

E. ATP-0005 Reconciliation of Unused HBM Allowances

Motion: Motion to approve Change Order ATP-0005 reflecting reconciliation of unused HBM allowances resulting in credit to the project in the amount of (\$237,702).

- Presented by: Kate Ericson
- Seconded by: Robert Mitchell
- Motion carried unanimously



F. ATP-0006 Offsite Disposal of Polluted Topsoil at WC-21

Proposed Motion: Motion to approve Change Order ATP-0006 for the offsite disposal of polluted topsoil at WC-21 in the amount of \$159,759.

- Presented by: Kate Ericson
- Seconded by: Robert Mitchell
- Motion carried unanimously

2.0 Architectural Change Order

Change Order for Discussion and Possible Action

A. Modification to Current Door Design

Motion: Motion to authorize the project architects to proceed with modifying the project design to incorporate the storefront door option in place of the currently specified doors.

- Presented by: Kate Ericson
- Seconded by: Jennifer Favalora
- Motion carried unanimously

3.0 Adjournment

- Presented by: Robert Mitchell
- Seconded by: Beverly Washington
- Motion carried unanimously



Date: March 27, 2026

Time: 10:05 a.m. – 10:40 a.m.

Location: LEARN, 44 Hatchetts Hill Road, Old Lyme

Meeting Minutes

Building Committee Members: Robert Mitchell, Chair LEARN Board of Directors; Dale Bernardoni, Vice-Chair LEARN Board of Directors; Beverly Washington, Secretary LEARN Board of Directors; Jennifer Favalora, Fiscal Officer LEARN Board of Directors; Craig Esposito, Past Chair LEARN Board of Directors; Kate Ericson, LEARN Executive Director

Meeting Attendees: Katelyn Chapman, Newman Architects; John Holden, Newman Architects; Nick Conti, Gilbane, Inc.; Taylor Crouse, Gilbane, Inc.; Charles Warrington, Colliers Engineering and Design; Erica Pudvelis, Colliers Engineering and Design; Molly Haas, RDG; Lance Hagen, LEARN Director of IT; Gary Cymbala, SSC

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

Agenda

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

Discussion and Decisions:

1.0 Approval of Minutes

- February 27, 2026 - Building Committee Meeting Minutes
- March 12, 2026 - Building Committee Meeting Minutes
 - Motion to approve both the February 27 and the March 12 meeting minutes
 - Presented by: Beverly Washington
 - Seconded by: Craig Esposito
 - Vote: Motion carried unanimously

2.0 Updates & Reports

- Combined report from Architects: Newman Architects, PC/RDG Architects and Construction Manager: Gilbane, Inc.
 - Preparation of the southern portion of the building footprint is currently underway, with site work progressing as planned.
 - Foundation work is anticipated to begin during the week of March 30, marking a significant milestone in the construction timeline.
 - The general building permit has been received, allowing construction activities to proceed.
 - Classification and analysis of all on-site soils have been completed, supporting foundation planning and ensuring compliance with requirements.



- Focused planning meetings for the playground will also take place in April, with the goal of finalizing design elements that support student engagement and safety.
- Gilbane, Inc. shared updated site photos and drone footage during the meeting, providing participants with a clearer understanding of construction progress and next steps.
- Collier's Engineering & Design
 - Collier's affirmed and supported the updates provided by Newman Architects and Gilbane Inc., noting alignment across all reported areas of progress.
 - Chuck (Warrington) reported that the project remains in strong fiscal standing, with ongoing monitoring and oversight of budget and expenditures. The project continues to track favorably as work progresses.

3.0 Financial Update

- Discussion and possible action on invoices for Project #245-0090MAG/N/PF

Company/Vendor	Invoice	Amount Approved
Newman Architects	24630	\$ 97,829.50
Gilbane Building Company	9	\$2,042,163.88
Colliers Project Leaders	1151521	\$ 16,368.30
Shipman & Goodman		\$ 4,717.00
Sustainable Engineering Solutions LLC (SES)	5811	\$ 1,160.00
Independent Materials Testing Labs, Inc. (IMTL)	6965-C	\$ 722.00
Independent Materials Testing Labs, Inc. (IMTL)	7039-A	\$ 918.00
EBI Consulting	73251	\$ 4,000.00
CT DEEP, SWC Filing 139512	AV0N1B9E0C8E	\$ 1,250.00
Total		\$2,169,128.68

- Motion to approve invoices as presented
 - Presented by: Kate Ericson
 - Seconded by: Jennifer Favalora
 - Discussion: Beverly Washington inquired whether a detailed financial report could be provided, including a breakdown of overages and underruns. Colliers confirmed that such a report can be provided.
 - Vote: Motion carried unanimously

4.0 Other Reports

- Town of Waterford
 - A Waterford Selectmen shared a public update on the 51 Daniels Avenue project via a professional Facebook page, including photos and video from the site. Some of the information presented was not fully accurate.
 - Kate Ericson reached out to offer clarification and support in ensuring accurate public communication.
 - As a result of this outreach, LEARN has been invited to participate in an upcoming Board of Selectmen meeting to provide a face-to-face public update on the project.



5.0 Old Business

- Furniture, Fixtures, & Equipment (FF&E)
 - Sample materials will be available on-site at Hatchetts Hill in April, providing an opportunity for stakeholders to review, assess, and provide input on selections prior to final decisions.

6.0 New Business

- Moisture Mitigation System
 - Motion: To incorporate an add service to Newman Architects for design services for a moisture mitigation system in the amount of \$6,105
 - ❖ Presented by: Robert Mitchell
 - ❖ Seconded by: Dale Bernardoni
 - ❖ Vote: Motion carried unanimously
- Geotechnical Special Inspections
 - Motion: To approve an additional service for geotechnical special inspections through Newman Architects to be performed by Lagan in the amount of \$92,950
 - ❖ Presented by: Kate Ericson
 - ❖ Seconded by: Robert Mitchell
 - ❖ Vote: Motion carried unanimously
- Rock Excavation
 - Motion: To approve a change order for rock excavation in the amount of \$55,395.00
 - ❖ Presented by: Kate Ericson
 - ❖ Seconded by: Beverly Washington
 - ❖ Vote: Motion carried unanimously

7.0 Next Meeting

- April 24, 2026, 10:00 a.m. at LEARN
- Anticipated Agenda Items:
 - Approval of Minutes
 - Updates & Reports
 - Financial Update
 - Other Reports
 - Old Business
 - New Business
 - Next Meeting
 - Adjournment

8.0 Adjournment

- Motion to adjourn at 10:45 a.m.
 - Presented by: Kate Ericson
 - Seconded by: Robert Mitchell
 - Vote: Motion carried unanimously



TUITION REIMBURSEMENT

Purpose:

LEARN encourages the continued professional growth and development of its staff to improve their professional skills and knowledge. [When in the judgment of the Executive Director, the course for which reimbursement is requested will make a meaningful contribution to a more effective job performance of the duties to which the certified or non-certified is assigned, then such reimbursement shall be granted] LEARN Tuition Reimbursement supports courses that are job-related or advance professional development aligned with LEARN's mission. All requests for tuition reimbursement must be submitted through the Tuition Reimbursement App.

Eligibility:

- **CSDE Certified Staff: Eligible upon employment and must be employed through June 30th, the end of the school year in which the course is taken.**
- **Non-Certified Staff: Must have completed at least one full year of continuous employment and remain employed through June 30th, the end of the school year in which the course is taken.**
- **All Employees: Must be scheduled to work 20 hours per week or more.**

Reimbursement:

- **CSDE Certified Staff**
 - **Reimbursement: The UCONN tuition rate will serve as the standard benchmark for all certified staff reimbursement calculations. CSDE Certified staff shall be eligible for tuition reimbursement for approved graduate-level coursework. Reimbursement will be calculated as the lesser of:**
 - **30% of the University of Connecticut's (UCONN) current-year tuition rate for the same number of credits or**
 - **A maximum of 50% of the actual tuition cost**

Non-Certified Staff:

- **Shall be eligible for tuition reimbursement through an annual pool of \$12,000, per fiscal year, to be distributed among eligible applicants in accordance with established procedures.**
- **If total approved requests exceed the available pool, funds will be distributed proportionately among eligible applicants.**

Personnel (Certified/Non-Certified)

- **All Employees:**
 - **Submit all course requests at least 15 days prior to course start via the Tuition Reimbursement App**
 - **Tuition reimbursement covers tuition and mandatory course fees only; it does not cover room, board, personal expenses, or materials such as textbooks or online access.**
 - **All required documentation for reimbursement must be submitted by July 1st and January 1st.**
 - **Reimbursement percentages, deadlines, and procedures are defined in the Tuition Reimbursement Regulation.**

Approval:

- **Final approval for eligible courses is at the discretion of the Executive Director or designee, in accordance with applicable collective bargaining agreements and LEARN policy.**

Reference:

- **Detailed procedures, submission requirements, and timelines are outlined in the Tuition Reimbursement Regulation.**

Personnel (Certified/Non-Certified)

[Each course must be submitted for approval through the Tuition Reimbursement APP 15 days prior to the course start date and include the employee's name, job title, name of higher education institution, course name, number, description, amount of credits, and cost. All support documents for graduate level courses meeting the above criteria must be uploaded to the website by the first day of the payout month in order to be considered for reimbursement and have earned a grade of B or higher. An official transcript or grade report is required. Proof of payment and a zero balance must be included. It is mandatory that an employee be on the staff at the time of payment in order to receive any of the following reimbursements.

Non-Certified staff will share an annual pool of \$12,000 to be divided among the applicants meeting all the required documentation by July 1st (\$6,000) and January 1st (\$6,000) in accordance with their costs and distributed proportionately to those with completed documentation for all college level courses. Reimbursements will be included in staff paychecks in the second pay period in the months of July and January.

Certified staff will receive their reimbursement at a maximum rate of 50% or 30% of UCONN's current year's tuition rate for the same number of credits for each course meeting all the required documentation submitted by July 1st and January 1st. Reimbursement will be included in staff paychecks in the second pay period in the months of July and January.]

Policy Adopted: September 9, 1993

Policy Amended: February 16, 1995

Policy Amended: January 8, 1998

Policy Amended: February 12, 1998

Policy Amended: May 10, 2001

Policy Amended: February 14, 2008

Policy Revised June 8, 2023

LEARN

TUITION REIMBURSEMENT FOR EMPLOYEES

Purpose: This regulation provides detailed procedures for administering LEARN's Tuition Reimbursement program in accordance with board-approved policy 4129/4229 and applicable collective bargaining agreements.

A. Eligibility Requirements

1. CSDE Certified Staff:

- Eligible immediately upon employment.
- Must remain employed through the end of the school year to receive reimbursement.

2. Non-Certified Staff:

- Must have completed one full year of continuous employment.
- Must remain employed through the end of the school year to receive reimbursement.

3. All Employees:

- Must work at least 20 hours per week.
- Must submit all tuition reimbursement requests via the Tuition Reimbursement App.

B. Course Requirements

1. CSDE Certified Staff:

- Eligible courses include credit-bearing graduate, or post-graduate courses.

2. Non-Certified Staff:

- Eligible courses include college-level, credit-bearing undergraduate, graduate, or post-graduate courses.

3. All Employees:

- Courses must benefit the employee's role and responsibilities at LEARN.
- Courses must be pre-approved via the Tuition Reimbursement App.
- A brief course summary (title, number, description, credits, cost) is required for approval.
- Final reimbursement requires:
 1. Course completion
 2. Minimum grade of B (undergraduate, graduate, and post-graduate)
 3. Proof of payment and zero balance

Personnel (Certified/Non-Certified)

C. Application Process

- 1. Submit all course requests at least 15 days prior to course start via the Tuition Reimbursement App.**
- 2. Include:**
 - **Employee name and job title**
 - **Institution, course name and number**
 - **Course description and credits**
 - **Tuition cost**
 - **Proof of payment with zero balance**
- 3. Step-by-Step Guidance:**
 - **For multi-course tuition bills, employees should allocate tuition proportionally to each course and submit supporting documentation.**
 - **If course schedules are tentative or adjusted, employees must update documentation once finalized.**
- 4. The Executive Director or designee reviews requests for approval in accordance with contract/policy language.**

D. Reimbursement Process

- **CSDE Certified Staff**
 - **Reimbursement: The UCONN tuition rate will serve as the standard benchmark for all certified staff reimbursement calculations for tuition reimbursement for approved graduate-level coursework. Reimbursement will be calculated at 30% of the University of Connecticut's (UCONN) current-year tuition rate or a maximum of 50% of the actual tuition cost for the same number of credits.**
 - **Submission deadlines: July 1 and January 1.**
 - **Processed in the second pay period of July and January.**

Personnel (Certified/Non-Certified)

- **Non-Certified Staff:**
 - **Share an annual reimbursement pool of \$12,000, per fiscal year. Funds will be distributed in two equal allocations of \$6,000 each, among applicants meeting requirements.**
 - **Reimbursement documentation submission deadlines: July 1 and January 1.**
 - **Reimbursements are processed in the second pay period of July and January. If requests exceed the pool, funds are distributed proportionally.**

E. Documentation Requirements

- **Official transcript or grade report confirming successful course completion.**
- **Proof of payment and zero balance.**
- **All documents must be uploaded to the Tuition Reimbursement App by the submission deadline.**

F. Exceptions and Special Circumstances

- **Courses not pre-approved or missing documentation will not be reimbursed.**
- **If an employee leaves LEARN before completing the course or leaves LEARN prior to the end of the school year in which the course is taken, reimbursement is forfeited.**
- **Exceptions may be considered at the discretion of the Executive Director.**

G. Compliance and Recordkeeping

- **All requests, approvals, and reimbursements are tracked in the Tuition Reimbursement App.**
- **HR and the Executive Office monitor compliance with policy deadlines, eligibility, and reimbursement amounts.**

Personnel (Certified/Non-Certified)

[DELETE: When in the judgment of the Executive Director, or designee, the course for which reimbursement is requested will make a meaningful contribution to a more effective job performance of the duties to which the certified or non-certified employee is assigned, then such reimbursement shall be granted.

Each course must be submitted for approval through the Employee Tuition Reimbursement App in accordance with policy requirements and all support documentation uploaded by the required dates for certified and non-certified staff to be eligible for reimbursement.

In addition, the employee must have met the following:

- The employee must have completed at least one year of continuous employment at LEARN and be actively employed at LEARN at the time of reimbursement
- The employee must be scheduled to work 20 hours a week or more to be eligible for tuition reimbursement.

Tuition Reimbursement (non-certified staff)

Tuition reimbursement for non-certified staff includes any job-related college level course. Non-certified staff will share an annual pool of \$12,000 to be divided among the applicants meeting all the required documentation by July 1st (\$6,000) and January 1st (\$6,000) in accordance with their costs and distributed proportionately to those with completed documentation. Reimbursements will be included in staff paychecks the last pay period in the months of July and January.

Graduate Study Reimbursement (certified staff)

In accordance with the LEA and LAO collective bargaining agreements, certified staff will receive reimbursement for graduate level courses at a maximum rate of 50% of cost of tuition or 30% of UCONN' current year's tuition rate for the same number of credits for each course meeting all the required documentation submitted by July 1st and January 1st. Reimbursements will be included in staff paychecks the last pay period in the months of July and January.]

Regulation Adopted: June 8, 2023

LEARN

REIMBURSEMENT FOR DAMAGED PERSONAL PROPERTY

All noncertified employees may be [reimbursed] eligible for reimbursement for personal property damaged by [the] students, [and not through the] provided the damage did not result from employee['s] negligence[, in accordance with the following schedule:].

Reimbursement shall be subject to the following limits:

1. Eyeglasses: [may be reimbursed] up to \$500.00
2. Watches: [may be reimbursed] up to \$50.00
3. Cloth[es]ing: [may be reimbursed] up to \$75.00.

[A.] The total reimbursement [for all noncertified employees] shall not exceed \$2,000 in any [one] fiscal year. [However, an employee who is denied reimbursement on the basis that the \$2,000 limit has been met in a particular fiscal year, may refile his/her claim in the next fiscal year. All damaged property claims must be made to the Executive Director or his/her designee within five (5) business days of the incident giving rise to the claim. The claim must be in writing. At a minimum, LEARN will require a brief description of the incident, a brief description of the property as well as the original cost, original receipts or current prices of the same or comparable items, and the original date that the article are purchased.]

Employees must submit a claim within five (5) business days of the incident using the designated online reimbursement form. Claims must include:

- A description of the incident
- A description of the damaged property
- Documentation of the original cost and date of purchase or receipts for repair or replacement, or documentation of comparable current pricing

Claims will be reviewed by the Executive Director or designee. Approval and reimbursement amounts will be determined based on the submitted documentation and in accordance with this policy.

If the annual reimbursement limit has been reached, employees may resubmit their claim for consideration in the next fiscal year.

LEARN reserves the right to request additional documentation as needed to process a claim.

Policy approved: March 12, 1992

Revised: May 8, 2008

Revised: December 8, 2016

LEARN

[APPLICATION FOR REIMBURSEMENT FOR DAMAGED PERSONAL PROPERTY

EMPLOYEE NAME _____

Program _____

Date of Incident _____

Time of Incident _____

Place of Incident _____

Detailed Description of Incident

Description of Property Damaged

of repair or replacement \$ _____

Please attach the original receipt for property or current prices of same or comparable items and the original date the article was purchased.

Employee Signature

Date

For Central Office Use Only:

_____ Approved _____ Not Approved \$ _____ Amount allowable _____

Executive Director

Date

Date paid: _____

reference policy: 4145/4245]