Executive Committee

MEETING SUMMARY

Date: May 22, 2026
Time: 8:30 – 10:00 a.m.
Location: LEARN, Room 216/ 44 Hatchetts Hill Road, Old Lyme, CT 06371

Present: Robert Mitchell, Chair; 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: Maryann O'Donnell, Superintendent of Schools Clinton

Evaluation Committee Guests: Dr. Thomas Danehy

***Amended 05/19/2026, This agenda was updated to include Item 2 on Ransomware Incident.**

Meeting began at 8:33 a.m.

1. Review June 2026 Board of Directors' Agenda

Executive Director Ericson provided an overview of the June 2026 Board of Directors meeting agenda. An outline of the structure for the morning's State of the Agency was provided.

2. Ransomware Incident Closure Report

Executive Director Ericson reported to the committee on the final legal reporting requirements regarding the April 2025 Ransomware attack. Individuals whose personal data was impacted by the data breach were notified by mail of the breach. Elements of personal information that may have been impacted as a result of the incident varied per individual and potentially included; date of birth, Social Security number, diagnosis information, disability information, medical history information, prescription information, e-mail address, special education records, state student number, state issued ID number, and attendance records. Necessary steps taken include the following: LEARN has posted information regarding the data breach on the LEARN website; the Attorney Generals (CT, NC NY, MD) have been informed; a press release was submitted to the Connecticut Post about the ransomware attack; and each of the impacted districts originally notified have been emailed a follow up of the student data breach via email, which included a Family Educational Rights and Privacy Act (FERPA) letter, for districts to place into individual student records to document the breach.

3. Regional Shared Service Solutions (RSSS) Update

Executive Director Ericson shared the successful first year one of the Regional Shared Service Solutions (RSSS) program. Overall, LEARN is providing direct Human Resources, Business, and Information Technology services to 14 districts. Based on current projections, participating districts are expected to realize collective cost savings of just over $325,000.

4. Restructuring Overview

Executive Director Ericson updated the Executive Committee on the Hatchetts Hill/Central Office budget. During Central Office budget development in March, initial projections indicated a need to reduce expenditures by more than $1 million to balance the budget. The budget presented to the Board, included significant cuts to address this shortfall. Following the release of the final state budget figures, the required reduction was adjusted to $778,000. Executive Director Ericson worked closely with her leadership team to make these difficult decisions. At the end of the day, $290,000 in cuts were made by eliminating three positions, $304,000 of spending was transitioned to Magnet School budgets, and LEARN also generated over $150,000 of new revenue from external customers that would preserve positions. Finally, reductions in line items such as travel and purchased services helped create a balanced budget for LEARN's Central Office.

5. Executive Director Evaluation Discussion (including survey results)

The Executive Director's Evaluation Committee discussed the performance of the Executive Director.

6. Adjournment

Motion to adjourn at 10:02 a.m.

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

Respectfully submitted by Jamella A. A. Etienne