

**LEARN EXECUTIVE COMMITTEE MEETING**

**OCTOBER 27, 2023**

**8:30-10:00**

**Room 216**

**LEARN**

**44 Hatchetts Hill Road, Old Lyme**

*Zoom option available - login below.*

AGENDA

- 1.0 Review of November Board Agenda
- 2.0 Review of Executive Director's Goals (attached)
- 3.0 Bid Waiver Request: Fire panel
- 4.0 Plumbing Contract Approval
- 5.0 LEARN updates
- 6.0 Adjournment

Zoom login:

<https://us02web.zoom.us/j/87021782451?pwd=K29EcFh6QmNRd3QvK1RJWERMdG1Ndz09>

Meeting ID: 870 2178 2451

Passcode: 110204

Dial in:

*1 929 205 6099 US (New York)*

*Meeting ID: 870 2178 2451*

*Passcode: 110204*

**REGULAR BUSINESS MEETING**  
**BOARD OF DIRECTORS**  
LEARN, Room 107  
44 Hatchetts Hill Road, Old Lyme, CT

*A remote meeting option is provided for those unable to attend in person. The login information is on page 2. A live Zoom link will be forwarded via email and to your Outlook calendars.*

DATE: November 9, 2023  
PLACE: LEARN  
TIME: 9:00am-11:00am

1. Call to Order:
2. Audience and Guests:
3. Public Comment:
4. Reading and/or Review of Correspondence:
  
5. Superintendent's Perspective: Westbrook Superintendent of Schools, Kristina Martineau to present
  
6. Consent Agenda:
  - 6.1 Approval of the Minutes: Regular business meeting—October 12, 2023
  - 6.2 Approval of budget summary as of October 31, 2023
  - 6.3 Approval of Grant Applications:
  
7. Information from the Executive Director:
  - 7.1 Hiring-
  - 7.2 Distributions –
  - 7.3 Executive Committee meeting minutes – October 27, 2023
  - 7.4 SSS Building Committee minutes – last meeting: August 25, 2023
  - 7.5 Legislative Update
  - 7.6 LEARN Agency Update
  
8. Old Business: none
9. New Business:
  
10. Educational Perspective: CT Association of Boards of Education (CABE) Executive Director and General Counsel, Attorney Patrice McCarthy to speak
  
11. Roundtable/Future Agenda Items: Childcare Programs (a.m. & p.m.), Union Negotiations, Building/Facilities Conditions
  
12. Adjournment:



## Executive Director Goals 2023-2024

### **Goal Area One: Educational Leadership**

**To establish and maintain high quality relationships that support the vision of the agency, to innovate, connect, and serve the educational community.**

- To execute next steps in the five-year strategic plan for the agency that spans across schools, programs, and offices.
  - Building each school/program Multi-Tiered System of Support (MTSS) menu
  - Continue to diversify LEARN staff through the Teacher Residency Program
- Partner with the HILL for Literacy for systemic and systematic change in literacy instruction based on the Science of Reading (leading to district decision on literacy materials)
- Support the region with opportunities to introduce international student exchange programs through partnership with ACES International to build global competencies.
- Pilot a regional curriculum writing program with music teachers from four districts.
- Renovate and open LEARN’s Transition Academy at a new location, and double regional enrollment.

### **Goal Area Two: Operational Management**

**To provide the effective facilitation of the day-to-day operations of LEARN to ensure the health, safety, and well-being of all staff and those we serve.**

- To execute a five-year strategic plan for the agency that spans across schools, programs, and offices.
  - Develop and communicate a clear definition of organizational and operational excellence
  - Full implementation of LEARN’s Human Resource Information System that links directly to our financial system (MUNIS)
  - Communicate and market all LEARN services
- Closeout Project 2 for The Ocean Avenue LEARNing Academy
- To update and maintain, district and school-based safety plans through the facilitation of the All-Hazards School Security and Safety Committee
- Continue to improve on the district wellness program for staff and students

### **Goal Area Three: Community and Board Relationships**

**To promote positive relationships that enable us to establish and lead the vision of LEARN, and to communicate and operationalize that vision in action.**

- To seek out and provide a framework for regional projects that maximize participating districts’ resources and increase their capacity to create equity and access for all students.
  - Expand LEARN’s new regional technology consortium to more districts.
  - Develop communication tools, set up meetings, and work with our regional legislators to secure state funding for a Priority Grant with a reimbursement rate of 80% for LEARN’s new Early Childhood School
- Continue to build relationships through my board membership on Eastern Connecticut Chamber of Commerce
- Meet with each superintendent, as a key stakeholder in the region, to collect data on regional needs to guide LEARN’s expansion of support and services.



**BID WAIVER REQUEST**

WAIVER FOR: Replacement of a Fire Panel at Marine Science Magnet High School

DATE OF REQUEST: October 27, 2023

FISCAL YEAR OF PURCHASE OR SERVICES: 2023-2024

DEPARTMENT/SCHOOL PROGRAM BUDGET CODE: 40132 (MSMHS Capital Improvements)

SUPERVISOR OF PROGRAM: Chief Finance Officer, Michael Belden/SSC Gary Cymbala

MATERIALS OR SERVICES TO BE PROVIDED: \_\_\_\_\_

RECOMMENDED VENDOR/CONTRACTOR: ADT is the sole source provider for this equipment. We have a contract for the maintenance and repair of all fire safety equipment with ADT.

COST OF REQUEST: \$39,996.00

BID/WAIVER REQUEST RATIONALE: ADT

RECOMMENDED BY: Katherine Ericson, LEARN Executive Director DATE: 10/27/2024

## **PURCHASING POLICY**

LEARN's purchasing policy and procedures are intended to comply with state and federal laws and regulations, applicable case law, and the Uniform Commercial Code (UCC). In addition, purchases involving federal funds shall comply with C.F.R. Sections 200.318-200.326. Other LEARN policies which are integral to the purchasing function include Relations with Vendors (3301) and Conflicts of Interest (4158/4258/9317).

The following objectives form the basis for the purchasing function:

- Buy the proper product for the purpose required;
- Have the product available when needed;
- Buy the proper amount of the product; and
- Pay the proper price.

The following guidelines apply to purchases of materials and services, subject to exclusions below:

- Micro-purchases (under \$10,000) may be made without soliciting competitive quotes if LEARN considers the price to be reasonable, based on review or industry knowledge. To the extent practicable, micro-purchases should be distributed among qualified suppliers.
- Small purchases (\$10,000 and higher, but less than \$25,000) require documented quotes from an "adequate" number of sources (generally, three).
- Large purchases (\$25,000 and higher) require competitive bidding through sealed bid (lowest price); competitive proposal (RFP/RFQ – best fit for need); or, under limited and approved circumstances, a sole source provider.
- Any purchases of \$250,000 and higher must be separately reviewed for compliance with Federal funding regulations, including C.F.R. Sections 200.322-323.

Purchasing thresholds pertain to the full amount of a purchasing agreement, not an individual purchase. Where an agreement relates to more than one fiscal year, the full amount of the contract shall apply. Small and large purchases under \$250,000 may be sourced under a competitively bid contract through a third party such as CT State Dept. of Administrative Services, an agency such as NASPO, or purchasing cooperatives or consortia such as PEPPM, Omnia and RESC-based cooperatives.

The Executive Director is authorized to set appropriate specifications for a contract or agreement to purchase. Solicitations will clearly describe the materials or services being requested; outline minimum standards and expectations; and identify requirements and criteria for evaluating bids. Bid solicitations will be made in a public manner, without regard to supplier's location or prequalification. LEARN is committed to providing equal opportunities to certified Small,

Minority & Women-owned businesses for procurement of goods and services.

Bid or quote awards shall be made in the best interests of LEARN and may not necessarily be the lowest bid or quote. Other factors to be carefully considered are quality, suitability and delivery terms. The Executive Director may award bids and may reject any or all such bids. All bid awards shall be reported to the Executive Committee of the Board.

LEARN is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, bid evaluation, protests, disputes, and claims.

Bidding and quote requirements may be waived by the Executive Committee if it is in the best interest of LEARN to do so. Any decision to waive bid or quote requirements will be reported in the Executive Committee minutes.

The authority to enter into and sign contracts is delegated to the Executive Director by the Board. General purchasing procedures for LEARN will be centralized under the Chief Financial Officer, as designee for the Executive Director.

Bids and quotes are not required for the following:

- Purchases where only one supplier exists, if approved by the Executive Director.
- Architectural services.
- Legal services.
- Services requiring specific expertise (consultants, specialists).
- Textbook purchases.

Policy Adopted: March 8, 1990

Revised: September 10, 2015

Revised: January 9, 2020

LEARN