

**LEARN Executive Committee Meeting Summary**  
**February 25, 2022**  
**LEARN, 44 Hatchetts Hill Road**  
**Old Lyme , CT 06371**  
**Remote Meeting via zoom**

Present: Craig Esposito; Chair, Aaron Daniels; Vice Chair, Robert Mitchell; Fiscal Officer, Rita Volkmann; Secretary, Katherine Ericson; LEARN Executive Director, Maryann O'Donnell; Superintendent, Clinton Public Schools,

Not in attendance: Cynthia Ritchie; Superintendent, New London Public Schools,

Meeting began at 8:33am

1.0 Review March Agenda

Kate Ericson has invited Mariana Reyes, Principal of the Regional Multicultural Magnet School to speak to the LEARN board about the impact of the MSAP grant on the school.

2.0 Review of Organization Chart

Kate Ericson has shared with the Executive Committee the latest iteration of the LEARN organization chart. The purpose of the chart is to identify all leadership positions in the agency and their respective roles. Another purpose of the chart is to highlight the interconnected nature of the Office of Teaching and Learning and the Student Support Services. The physical overlap of the two departments is meant to ensure to lessen the tendency to marginalize students who require any type of support service at any stage of their development. The Young Children and Families department has been enveloped by the SSS department as a means to recognize Early Childhood services as the beginning of student support services.

3.0 Review of Departmental Functions Chart

Kate Ericson walked the Executive Committee through the draft of LEARN's office function chart. Building the function chart has been the task of the Admin team for the past three months. The purpose of the functions chart is to highlight the core processes of each of the LEARN offices. Furthermore, this provides clarity to the agency about what functions we are able to execute internally and externally for the region.

4.0 Hatchetts Hill Roof bid packages

LEARN put together a bid package for the Roof Top HVAC unit. The agency received two bids. Action Air Systems, Inc. Manchester, CT (\$544,647) and SAV-MOR Cooling and Heating, Inc. (\$519,000).

***Motion to accept the SAV-MOR Cooling and Heating, Inc bid at \$519,000 by Robert Mitchell, second, Rita Volkmann***

***Approved 4-0.***

Meeting adjourned @ 9:43 am