

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.
A live Zoom link will be forwarded via email and to your Outlook calendars.*

DATE: February 8, 2024
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: Nikoleta McTigue, of the accounting firm, CliftonLarsonAllen, to present the 2023 LEARN audit
6. Consent Agenda:
 - 6.1 Approval of the Minutes: Regular business meeting – January 11, 2024
 - 6.2 Approval of budget summary as of January 31, 2024
 - 6.3 Approval of Grant Applications:
7. Information from the Executive Director:
 - 7.1 Hiring-
 - 7.2 Distributions –
 - 7.3 Executive Committee meeting minutes January 26, 2024
 - 7.4 SSS Building Committee meeting minutes – no meeting
 - 7.5 Legislative Updates-
 - 7.6 LEARN Agency Updates-
8. Old Business: none
9. New Business:
 - 9.1 2022-2023 LEARN Audit
 - 9.2 Revised policy # 3323, Series 3000; Business and Non-instructional Operations, *Purchasing Policy (Regulation included)*
 - 9.3 Revised policy # 3301, Series 3000; Business and Non-instructional Operations, *Relations with Vendors*
 - 9.4 Revised policy # 4158/4258, Series 4000; Personnel Certified/Non-Certified, *Conflict of Interest*
10. Educational Perspective: HR Director, Beth McCaffery to present, LEARN's Increasing Educator Diversity (IED) District Plan
11. Roundtable/Future Agenda Items: PreK Programs, Building/Facilities Conditions
12. Adjournment:

LEARN Board of Directors
AGENDA NOTES
February 8, 2024

1. Call to Order: Pledge of Allegiance
2. Audience and Guests: Introductions
3. Public Comment:
4. Reading and/or Review of Correspondence: .
5. Superintendent’s Perspective: Nikoleta McTigue, of accounting firm, CliftonLarsonAllen to present the 2022-2023 LEARN audit
6. Consent Agenda:
 - 6.1 Approval of the Minutes: Regular Business meeting—January 11, 2024
 - 6.2 Approval of 2023-2024 Budget Summary as of January 31, 2024
 - 6.3 Approval of Grant Applications

Motion to accept the Consent Agenda as presented.
7. Information from the Executive Director:
 - 7.1 Hiring- *New Hires and Resignations update included in packet with accompanying trend report.*
 - 7.2 Distributions- included in packet
 - 7.3 Executive Committee meeting minutes – January 26, 2024
 - 7.4 SSS Building Committee minutes – no meeting
 - 7.5 Legislative Updates -
 - 7.6 LEARN Agency Updates -
8. Old Business: none
9. New Business:
 - 9.1 2022-2023 LEARN Audit
Motion to approve the 2022-2023 LEARN audit as presented
 - 9.2 Revised policy # 3323, Series 3000; Business and Non-instructional Operations, *Purchasing Policy- amount revisions (Regulation included)*
Motion to approve revised policy #3323, Series 3000; Business and Non-instructional Operations, “Purchasing Policy” as presented
 - 9.3 Revised policy # 3301, Series 3000; Business and Non-instructional Operations, *Relations with Vendors-minor revisions*
Motion to approve revised policy #3301, Series 3000; Business and Non-instructional Operations, “Relations with Vendors” as presented
 - 9.4 Revised policy # 4158/4258, Series 4000; Personnel Certified/Non-Certified, *Conflict of Interest-minor revisions*
Motion to approve revised policy #4158/4258, Series 4000; Personnel Certified/Non-Certified, “Conflict of Interest” as presented

10. Educational Perspective: HR Director, Beth McCaffery, to present, LEARN's Increasing Educator Diversity (IED) District Plan
11. Roundtable/Future Agenda Items: Union Negotiations, Building/Facilities Conditions
12. Adjournment: **Motion to adjourn**

LEARN Board of Directors
Minutes
January 11, 2024

Call to Order: Pledge of Allegiance @ 9:03 am

Present: Chester; Dale Bernardoni, East Haddam; Terri Garrity, East Lyme; Eric Bauman, Groton; Beverly Washington, LEARN; Kate Ericson, Ledyard; Mary Harris, Madison; Mary Ann Connelly, Montville; Robert Mitchell, Preston; Cindy Luty, Region # 17; Jen Favalora, Region #18; Scott Brown; Craig Esposito,

Not Attending and Not Represented Clinton; Michael Hornyak, Deep River; vacant, East Hampton; vacant, Essex; Carolyn Rotella, Guilford; Kristen Peck, New London; vacant, North Stonington; Christine Wagner, Norwich; vacant, Old Saybrook; Steven Beeler, Salem; Sean Reith, Stonington; Sara Baker, Waterford; vacant, Westbrook; vacant

Presenters Staff and Other Guests: Michael Belden, Donna Worst, Jacqui Endorf

1. Audience and Guests: All present were introduced
2. Public Comment:
3. Reading and/or Review of Correspondence: none
4. Superintendent Perspective: Executive Director Ericson to present New Board Member Orientation (*PowerPoint will be distributed with board meeting synopsis*)
5. Consent Agenda:
 - 5.1 Approval of the Minutes: Regular Business meeting December 14, 2023
 - 5.2 Approval of 2023-2024 Budget Summary as of December 31, 2023
 - 5.3 Approval of Grant Applications: *Stronger Connections Grant* (\$50,760 for Sept.1, 2023 – September 30, 2026) funded by CT State Dept. of Education, funding agency: CSDE, *Perkins V Consortium Grant* (\$103,970) funded by CT State Dept of Education, funding agency, CSDE. Consortium Members are: East Haddam Public Schools, Nathan Hale-Ray High School, Ledyard Public Schools, Ledyard, High School, North Stonington Public Schools Wheeler High School, Portland Public Schools, Portland Middle School & High School, Region 4, Valley Regional High School, Region 18, Lyme-Old Lyme High School and Westbrook Public Schools, Westbrook High School
Motion to accept the consent agenda as presented by Luty, second by Bernardoni
Abstain: Washington
Motion passed
6. Information from the Executive Director:
 - 6.1 Hiring- *The New Hires and Resignations update was included in the packet with accompanying trend report* with a comment from the Executive Director that resignations have slowed significantly, and that high level talent are joining LEARN
 - 6.2 Distributions – *none*
 - 6.3 Executive Committee meeting minutes- December 15, 2023 (*were included in packet*)
 - 6.4 SSS Building Committee minutes – December 15, 2023 (*were included in the packet*)
 - 6.5 Legislative Updates: On Dec 15th, LEARN was informed that the Early Childhood School Construction project was placed on DAS's project list. DAS is proposing an 80% reimbursement for the full project that includes the infant/toddler program and the two regional special education classrooms which equates to \$76,589,325 million of the \$95,736,325. On January 24th, the School Construction Funding Committee will convene to discuss and approve DAS' proposed projects. LEARN is hopeful that our legislative

advocates with fight for a higher reimbursement rate, as LEARN does not have the resources to fund a higher than 20%.

No current additional updates-Legislature will convene for the short session in February 2024

- 6.6 Agency Updates : Executive Director Ericson provided information on hiring, services being provided to LEARN Districts, and the finalizing of the LEA & LAO union contracts for teachers and the administrators.

7. Old Business: none

8. New Business:

9.1 Proposed Salaries & Benefits 2024-2025

Motion to accept 2024-2025 Salaries & Benefits as presented by Esposito, second by Luty

Motion passed unanimously

9.2 Proposed 2024-2025 LEARN Executive Committee & Board of Directors meeting schedules as presented

Motion to approve 2024-2025 LEARN Executive Committee and Board of Directors meeting schedules as presented by Esposito, second by Bernardoni

Motion passed unanimously

9.3 LEARN Administrators Organization (LAO) 2024-2027 union contract

Motion to approve the 2024-2027 LEARN Administrators Organization union contract as presented by Esposito, second by Luty

Motion passed unanimously

9.4 LEARN Education Association (LEA) 2024-2027 union contract

Motion to approve the 2024-2027 LEARN Education Association union contract as presented by Bauman, second by Harris

Motion passed unanimously

9.5 Executive Committee Fiscal Officer

Motion to approve Jen Favalora to fill the Fiscal Officer vacancy on the Executive Committee until the next election by Harris, second by Bernardoni

Motion passed unanimously

10. Educational Perspective:

11. Roundtable/Future Agenda Items: - Union Negotiations, Facility Conditions, District Facilities Manager's role, responsibilities, and compensation and PreK programs: admission, cost, schedules

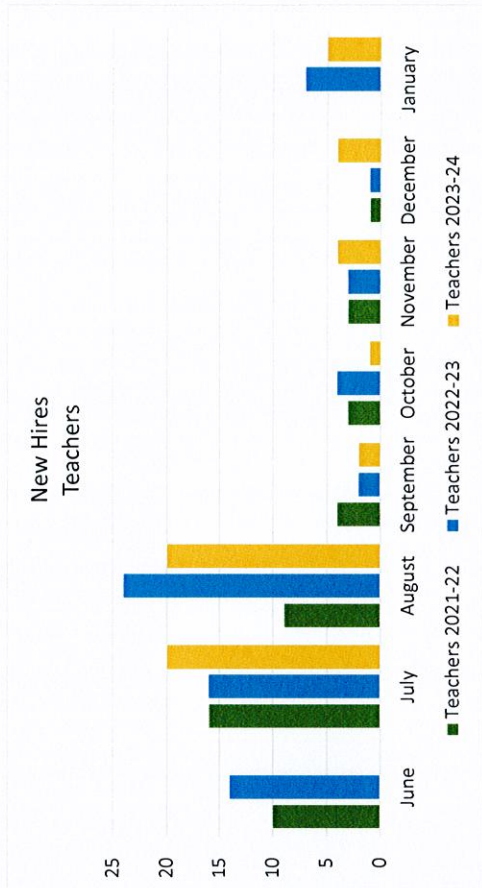
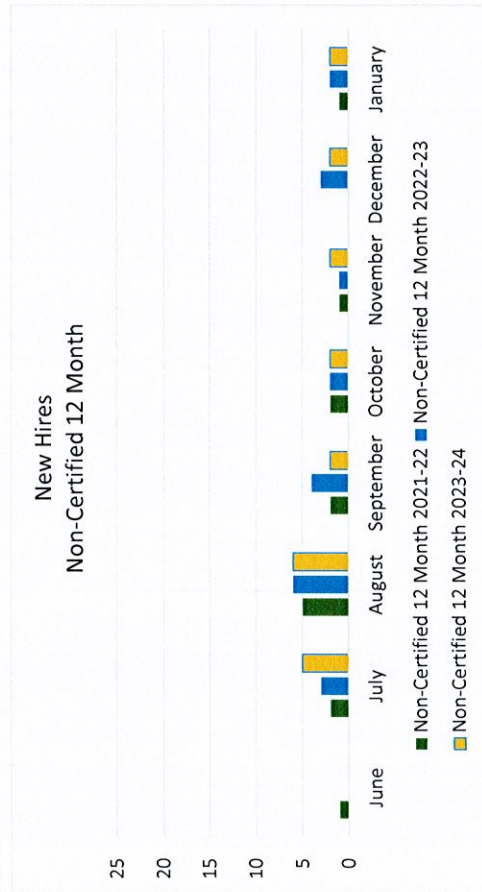
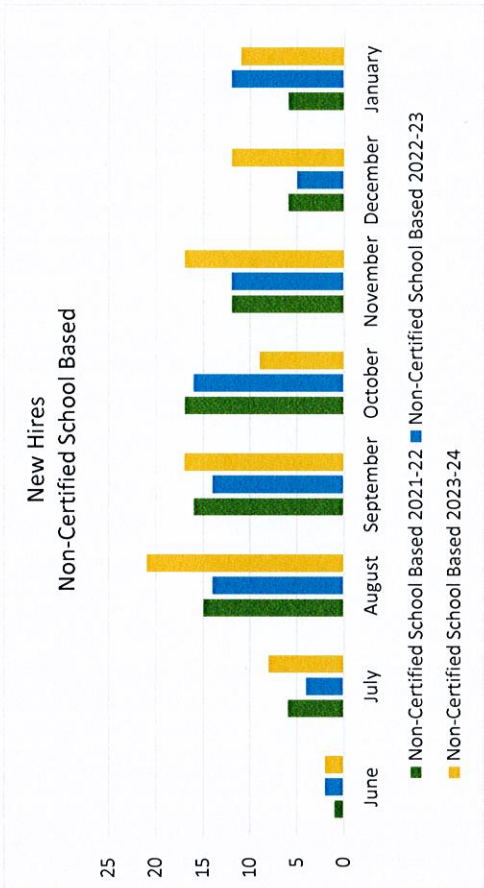
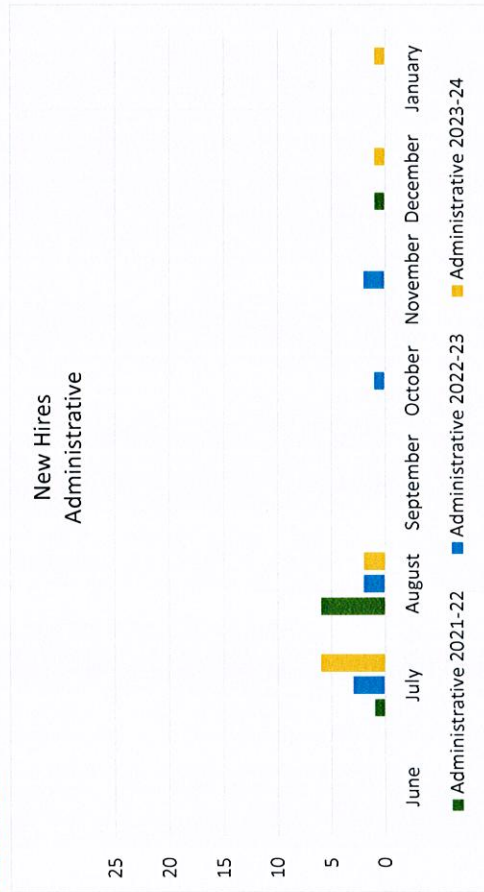
12. Adjournment

Motion to adjourn @ 11:10am by Mitchell, second by Favalora

Motion passed unanimously

LEARN	REVENUES				EXPENDITURES				Actual Available Budget as of 1-31-24
	Original Adopted Budget FY 23/24	Revised Budget as of 1-31-24	Year-to-Date Actual Revenues as of 1-31-24	Estimated Revenues Receivable as of 1-31-24	Original Adopted Budget FY 20/21	Revised Budget as of 1-31-24	Year-to-Date Actual Expenditures as of 1-31-24	Year-to-Date Actual Encumbrances as of 1-31-24	
BUDGET & ACTUAL (FY 2023-2024)									
CURRENT YEAR REVIEW									
* in thousands									
Departments & Programs									
Student Support Services	\$ 16,353	\$ 16,789	\$ 14,558	\$ 2,231	\$ 16,353	\$ 16,789	\$ 8,160	\$ 5,396	\$ 3,233
Goodwin Schools	\$ 12,334	\$ 12,334	\$ 7,237	\$ 5,097	\$ 12,334	\$ 12,334	\$ 7,292	\$ 5,042	\$ (1)
MSAP	\$ 1,918	\$ 1,559	\$ 515	\$ 1,044	\$ 1,918	\$ 1,559	\$ 616	\$ 457	\$ 486
Office of Teaching & Learning	\$ 1,271	\$ 1,541	\$ 108	\$ 1,433	\$ 1,271	\$ 1,541	\$ 655	\$ 447	\$ 439
Young Children & Families	\$ 2,318	\$ 2,456	\$ 945	\$ 1,511	\$ 2,318	\$ 2,456	\$ 1,108	\$ 1,214	\$ 134
Transportation	\$ 421	\$ 421	\$ 265	\$ 156	\$ 421	\$ 421	\$ 191	\$ 133	\$ 97
COVID Relief	\$ 840	\$ 2,832	\$ -	\$ 2,832	\$ 840	\$ 2,832	\$ 589	\$ 473	\$ 1,770
Executive Services, Special Projects, IT	\$ 2,269	\$ 2,269	\$ 1,788	\$ 481	\$ 2,269	\$ 2,269	\$ 3,531	\$ 1,676	\$ (2,938)
Dept & Programs Subtotal	\$ 37,724	\$ 40,201	\$ 25,416	\$ 14,785	\$ 37,724	\$ 40,201	\$ 22,142	\$ 14,838	\$ 3,220
Magnet Schools									
Regional Multicultural Magnet School	\$ 6,016	\$ 6,024	\$ 4,436	\$ 1,588	\$ 6,016	\$ 6,024	\$ 2,711	\$ 2,058	\$ 1,255
Marine Science Magnet High School	\$ 3,948	\$ 3,948	\$ 3,262	\$ 686	\$ 3,948	\$ 3,948	\$ 1,865	\$ 1,330	\$ 753
The Friendship School	\$ 6,204	\$ 6,228	\$ 2,977	\$ 3,251	\$ 6,204	\$ 6,228	\$ 2,671	\$ 1,842	\$ 1,715
Three Rivers Middle College High School	\$ 1,172	\$ 1,181	\$ 968	\$ 213	\$ 1,172	\$ 1,181	\$ 520	\$ 403	\$ 258
Magnet Schools Subtotal	\$ 17,340	\$ 17,381	\$ 11,643	\$ 5,738	\$ 17,340	\$ 17,381	\$ 7,767	\$ 5,633	\$ 3,981
Non-Operating Items									
ECHMC Insurance	\$ 27,817	\$ 38,026	\$ 16,306	\$ 21,720	\$ 27,817	\$ 38,026	\$ 17,329	\$ 6,441	\$ 14,256
Food Service	\$ 1,523	\$ 1,740	\$ 675	\$ 1,065	\$ 1,523	\$ 1,740	\$ 755	\$ 207	\$ 778
Construction Projects / Capital Expenditures	\$ 907	\$ 1,801	\$ -	\$ 1,801	\$ 907	\$ 1,801	\$ 847	\$ 329	\$ 625
Non-Operating Items Subtotal	\$ 30,247	\$ 41,567	\$ 16,981	\$ 24,586	\$ 30,247	\$ 41,567	\$ 18,931	\$ 6,977	\$ 15,659
Grand Total	\$ 85,311	\$ 99,149	\$ 54,040	\$ 45,109	\$ 85,311	\$ 99,149	\$ 48,840	\$ 27,448	\$ 22,860
Notes	Original budget amounts tie to the Board approved budget package dated June 8, 2023; revised budgets reflect ongoing activity such as new contracts and roll forward of 2 year grants.								
	MSAP = THE MSAP Expect federal grant ended March 2023 after a 6th year extension. In October 2022, LEARN was awarded a 5 year MSAP LEAP federal grant for \$9.8m. MSAP recipients include TFS, MSMHS, and two Goodwin Magnet Schools. Budget updates reflect anticipated spend for FY 23-24.								
	OT&L = Revised revenue budget increased to reflect additional service contract work (e.g. New Haven Leadership Coaching, Montville Coaching & Professional Learning Sustainers of the Sound).								
	COVID Relief = LEARN received \$1,151,329 from the CARES Act; COVID funds of \$317,365; \$1,407,056 of ESSER II, and \$2,568,834 of ARP ESSER. The ARP ESSER grant has a remaining balance of \$2.4m, all other COVID grants have been fully spent. Budget updates reflect remaining ARP ESSER funding.								
	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.								

**New Hires Trend Report
January 2024**



LAST NAME	FIRST NAME	POSITION	DEPT	DATE	PAY	RATE	COMMENTS
BEAUMONT	MADISON	SUBSTITUTE INSTRUCTOR	RMMS	01/09/2024	PER DIEM	\$120.00	NEW POSITION
BOISMENU	KATHERINE	BEHAVIOR INTERVENTION COORDINATOR	CRAM	01/05/2024	SALARY	\$48,756.00	REPLACEMENT
BRADY	KELLY	TEACHER	CRAM	01/02/2024	SALARY	\$62,490.00	REPLACEMENT
CARTAGENA	KATHIRIA	SUBSTITUTE INSTRUCTOR	RMMS	01/02/2024	PER DIEM	\$120.00	NEW POSITION
CIVITELLO	MICHAEL	REGISTERED BEHAVIOR TECHNICIAN	SSS	01/22/2024	SALARY	\$31,032.20	REPLACEMENT
DUFF	GENEVIEVE	TEACHER	RMS	01/02/2024	SALARY	\$56,010.00	REPLACEMENT
GOYCOECHEA	JORALIZ	SUBSTITUTE TEACHER	RMS	01/26/2024	PER DIEM	\$175.00	NEW POSITION
HAN	MICHELE	EDUCATIONAL CONSULTANT	OTL	01/02/2024	SALARY	\$130,000.00	NEW POSITION
HORTON	ALLISON	HUMAN RESOURCES GENERALIST	HR	01/02/2024	SALARY	\$53,000.00	REPLACEMENT
KISHORN	JUSTINA	TEACHER	MSMHS	01/02/2024	SALARY	\$56,181.00	REPLACEMENT
LANGLEY	SARA	TEACHER	CRAM	01/02/2024	SALARY	\$88,500.00	REPLACEMENT
LEONARD	RICHARD	SUBSTITUTE TEACHER	CRAH	01/22/2024	PER DIEM	\$128.00	NEW POSITION
LOZADA	ADRIAN	SUBSTITUTE INSTRUCTOR	RMMS	01/02/2024	PER DIEM	\$120.00	NEW POSITION
MELENDEZ-ORTIZ	THAIRIS	OUTPLACEMENT INTERVENTION SPECIALIST	SSS	01/08/2024	SALARY	\$28,479.36	REPLACEMENT
MILLER	MORGAN	OCCUPATIONAL THERAPIST	SSS	01/16/2024	SALARY	\$60,000.00	REPLACEMENT
RICHARDSON	KEVIN	INTRAMURAL COACH	CRAH	01/02/2024	STIPEND	\$1,500.00	NEW POSITION
RODRIGUEZ	BRENDALEE	SUBSTITUTE INSTRUCTOR	RMMS	01/24/2024	PER DIEM	\$120.00	NEW POSITION
SAMALOT	LIANNE	TEACHER	CRAM	01/29/2024	SALARY	\$64,403.00	REPLACEMENT
WEGELER	SAMUEL	OFFICE MANAGER	SSS	01/29/2024	SALARY	\$46,500.00	NEW POSITION
KEY							
CRAH - CT RIVER ACADEMY HIGH SCHOOL			RMMS - REGIONAL MULTICULTURAL MAGNET SCHOOL				
CRAM - CT RIVER ACADEMY MIDDLE GRADES PROGRAM			RMS - RIVERSIDE MAGNET SCHOOL				
HR - HUMAN RESOURCES DEPARTMENT			SSS - STUDENT SUPPORT SERVICES				
OTL - OFFICE OF TEACHING & LEARNING							

7.16

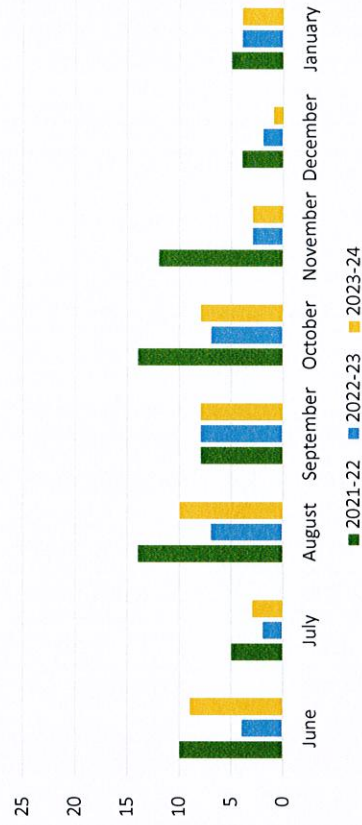


Resignation Trend Report January 2024

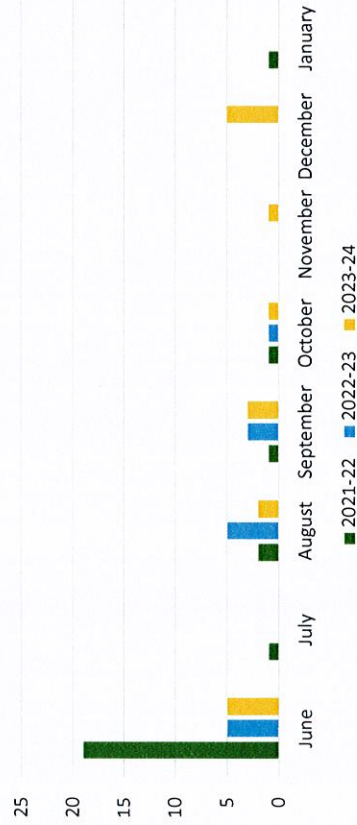
Resignations Administrative



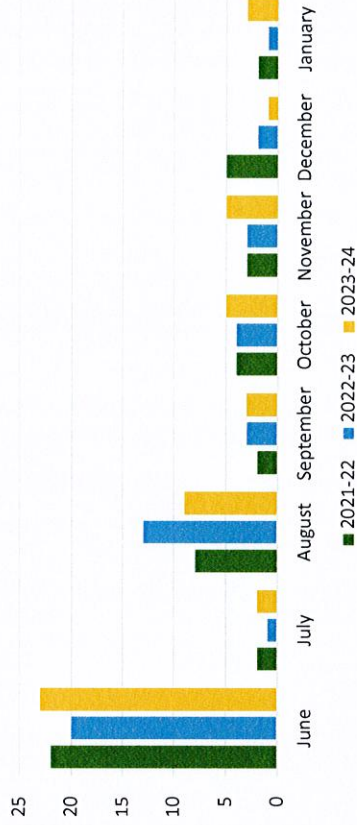
Resignations Non-Certified School Based



Resignations Non-Certified 12 Month



Resignations Teachers



7.1c

JANUARY 2024

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
COSTARDO	NATASHA	TEACHER	RMS	01/05/2024	RESIGNATION - NEW POSITION
KOSCHMIEDER	LASHELLE	OUTPLACEMENT INTERVENTION SPECIALIST	SSS	01/19/2024	RESIGNATION
LANGDON	JACQUELINE	INTERVENTION SPECIALIST	RMS	01/19/2024	RESIGNATION - NEW POSITION
LONSDALE	SHANNON	TEACHER	RMS	01/19/2024	RESIGNATION
ROSENBAUM	ANNABEL	SUBSTITUTE TEACHER	MSMHS	01/19/2024	RESIGNATION - BACK TO SCHOOL
TOTI	CHRISTINA	READING INTERVENTION	RMS	01/05/2024	RESIGNATION - NEW POSITION
WILD	KYLEB	SUBSTITUTE TEACHER	CRAM	01/05/2024	RESIGNATION - NEW POSITION
KEY					
CRAM - CT RIVER ACADEMY MIDDLE GRADES			RMS - RIVERSIDE MAGNET SCHOOL		
MSMHS - MARINE SCIENCE MAGNET HIGH SCHOOL			SSS - STUDENT SUPPORT SERVICES		

7.1d

RESIGNATIONS

LEARN EXECUTIVE COMMITTEE MEETING SUMMARY

January 26, 2024

8:30-10:00

Room 216

LEARN

44 Hatchetts Hill Road, Old Lyme

Zoom option available - login below.

Present: Bob Mitchell, Dale Bernardoni, Craig Esposito, Jen Favalora, Kate Ericson, Maryann O'Donnell

Not Attending: Cynthia Ritchie

Meeting Began: 8:36am

- 1.0 Request to add Bid Waiver to Agenda
Motion to add agenda item; Fuss & O'Neill Contract and bid waiver request by Mitchell, second by Favalora
Motion passed unanimously
- 2.0 Review of February Agenda
- 3.0 Update on Transition Academy Renovation Mrs. Ericson provided information on the status of the renovations at the Pennsylvania Avenue location of the new Transition Academy.
- 4.0 Goodwin Transition Update- The Executive Directro informed the committee that the transition of all staff to Goodwin is nearly complete with all but one tenured educator resigning from LEARN and accepting positions at Goodwin. The final handoff of all responsibilities will be completed by June 30, 2024, as anticipated.
- 5.0 Daniels Avenue Update- Mrs. Ericson informed the committee that the DAS State School Project's Priority list was voted upon and LEARN's Daniels Avenue project was approved at the Committee level and will be brought before the education committee and then onto the full legislature for final approval.
- 6.0 RESC Alliance Legislative Priorities- As the legislature convenes, the RESC Alliance will continue to advocate for equitable funding of magnet schools, increased Educator Diversity and maintain the currently funded Trauma- informed training
- 7.0 Preview of Audit- Nikoleta McTigue of accounting firm, CLA, presented the draft audit to the committee which will be shared with the board in February.
- 8.0 Fuss & O'Neill contract and bid waiver request. Mrs. Ericson provided details of the contract which requires a Phase II Environmental Site Assessment of the 51 Daniels Ave, Waterford, CT property. Fuss & O'Neill are approved on the State vendors list and by DAS and provided a quote for the work to be performed.
Motion to approve the request for a bid waiver and approve the contract with Fuss & O'Neill for the site environmental assessment at the 51 Daniels Ave, Waterford CT property by Mitchell, second by Bernardoni
Motion passed unanimously
- 9.0 Adjournment @ 9:55am
Motion to adjourn by Bernardoni, second by Mitchell
Passed Unanimously

Revised policy
Additional text is **bolded** Deleted text is [bracketed]

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)] (**under \$20,000**) 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)] (**\$20,000 and higher, but less than \$50,000**) require documented quotes from an "adequate" number of sources (generally, three).
- Large purchases [(\$25,000 and higher)] (**\$50,000 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

Revised:

LEARN

LEARN

PURCHASING MATRIX:

SIZE OF PURCHASE	DOLLAR RANGE	REQUIREMENTS	DOCUMENTATION
MICRO-PURCHASES	Under [\$10,000] \$20,000	“Reasonable price” based on review or industry knowledge. Documented quotes not required. To the extent practicable, micro-purchases should be distributed equitably among qualified suppliers.	It is a good practice to note in the requisition what resources were reviewed to establish reasonable pricing (for instance, based on review of online pricing at other vendors).
SMALL PURCHASES	[\$10,000 or higher, but less than \$25,000] \$20,000 or higher but less than \$50,000 (LEARN limit per Board policy.)	Documented price or rate quote from adequate number of sources, generally three. Competitively bid contract, cooperative or consortium pricing may be used.	Requisition should reference other vendors considered or clearly identify which contract/coop/ consortium is used. Copies of quotes not chosen may be requested by Business Office.
LARGE PURCHASES	[\$25,000] \$50,000 or higher (LEARN limit per Board policy. New Federal limit is \$250,000.)	Three options for purchase: <ul style="list-style-type: none"> (a) Sealed Bid – lowest price takes priority. (b) Competitive proposal (RFP/RFQ) – most advantageous source based on documented evaluation criteria. Competitively bid contract, cooperative or consortium pricing may be used if matching needed materials or services. (c) Sole source – item/service is only available from one source, or funding agency gives approval upon written request, or under exigent circumstances. <p>* Approval from funding agency is REQUIRED for purchases \$250,000 and higher.</p>	Business Office to retain copies of bid documents, summary of submissions, evaluation reviews and final award decisions. Sole source documentation is expected to be thorough and objective. Requisition should include adequate documentation to describe decision-making and final award. LEARN policy allows Executive Committee to waive bid requirements with adequate support. Waivers will be reported in meeting minutes.

LEARN

Per Board policy, 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.

Sample Invitation to Bid:

LEARN
Regional Educational Service Center
44 Hatchetts Hill Road, Old Lyme CT 06371

INVITATION TO BID

LEARN is accepting proposals for:

[DESCRIPTION] at

- [LOCATION 1]
- [LOCATION 2]
- [LOCATION 3] ETC.

Sealed bids for the proposal named above will be received until [_____ a.m./p.m.] on [DAY, DATE AND YEAR] at the office of the Executive Director, 44 Hatchetts Hill Road, Old Lyme, CT 06371. Thereafter, proposals will be opened publicly and recorded as read.

All proposals shall be made in the form specified in the Request for Proposal.

[IF APPLICABLE TO RFP, INSERT MANDATORY PRE-BID INFORMATION]

For copies of the RFP and associated documents, please go to the LEARN webpage at www.learn.k12.ct.us/requestforproposals.

RFP Standard Instructions:

LEARN
Regional Education Service Center
REQUEST FOR PROPOSAL
STANDARD INSTRUCTIONS

[DESCRIPTION OF RFP]
FOR [LOCATION(S)]
[DATE]

1. INTRODUCTION

LEARN is soliciting proposals for the above named project. If there are any conflicts between the instructions in these Standard Instructions and any other proposal document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	[DATE]
Mandatory Pre-bid Conference	[TIME AND DATE]
Public Proposal Opening	[TIME AND DATE]
Proposal Awarded (On or About)	[DATE]
Commencement of Work	Upon Notice of Award

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from LEARN's website at www.learn.k12.ct.us/requestforproposals.

4. PROPOSAL SUBMISSION INSTRUCTIONS

- a. One (1) original and three (3) copies of all proposals must be submitted in a sealed envelope clearly marked "[DESCRIPTION OF RFP]". If forwarded by mail or courier, the sealed envelope must be addressed to "Chief Financial Officer", LEARN, 44 Hatchetts Hill Road, Old Lyme, Connecticut 06371. Proposals must be stamped at 44 Hatchetts Hill Road by the time of the Public Proposal Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy.
- b. Emailed and/or faxed proposals will not be accepted. Late bids will not be opened. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted
- c. Valid proposals must include completed Appendixes A through F, along with a minimum of three references (Appendix G).
- d. All information must be submitted in ink or typewritten. Mistakes may be crossed out

and corrections inserted. Corrections must be initialed by the person signing the proposal.

- e. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.
 - f. Proposals must be signed by an authorized person representing the legal entity of the firm submitting the proposal.
 - g. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form[,] or written on the proposal form.
 - h. Addenda or other clarifying information may be issued and will be posted to LEARN's website prior to the bid closing date. It is the responsibility of the proposer to check LEARN's website for updated information. All proposals must comply with the most recent updates at the time of submission.
5. PRESUMPTION OF PROPOSER BEING FULLY INFORMED
At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project[,] and has performed an on-site inspection of the work location. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.
6. INTERPRETATION OF ACCEPTABLE WORK
The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to LEARN. Any substantive changes or interpretations will be issued by LEARN in writing as an addendum.
7. TAX EXEMPTIONS
LEARN is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.
8. INSURANCE (1)
The firm awarded this proposal must provide a current Certificate of Insurance to the Chief Financial Officer PRIOR to commencement of work, with the following requirements:
- a. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate
 - b. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence
 - c. Contractual liability, \$1,000,000 per occurrence
 - d. Professional liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided
 - e. Owner's, Contractors Protective Liability (OCP) \$1,000,000 per occurrence, when required by LEARN.

- f. Worker's Compensation, as required by Connecticut State statute
- g. "LEARN" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- h. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of LEARN.
- i. Insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "CFO, LEARN, 44 Hatchedts Hill Road, Old Lyme, Connecticut 06371".

(1) Coverage requirements may be modified according to the final scope of work.

FAIR EMPLOYMENT PRACTICES

The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

9. AWARDING THE PROPOSAL

The project will be awarded based on pricing; location and/or proximity of services; and LEARN's assessment of the Bidder's ability to perform. LEARN reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of LEARN.

LEARN reserves the right not to award the continuation of a multiple year bid. The award of each year's contract is contingent upon adoption and approval of budgetary funds for this purpose.

LEARN reserves the right to cancel the contract at any time, for any or no reason. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary considerations or other discretionary considerations, then the cancellation shall be upon thirty (30) days written notice. In the event of cancellation of the contract, all amounts due and owing shall be adjusted to the effective date of the termination.

END OF STANDARD INSTRUCTIONS

Sample Bid Waiver Request:

BID WAIVER REQUEST

WAIVER FOR:

DATE OF REQUEST:

FISCAL YEAR OF PURCHASE OR SERVICES:

DEPARTMENT/SCHOOL PROGRAM BUDGET CODE:

SUPERVISOR OF PROGRAM:

MATERIALS OR SERVICES TO BE PROVIDED:

RECOMMENDED VENDOR/CONTRACTOR:

COST OF REQUEST:

BID WAIVER REQUEST RATIONALE:

RECOMMENDED BY: DATE _____

3323 (g)

Bid Tabulation Summary LEARN
(Product/Service)

VENDORS	ITEMS FOR BID	BID PRICE

Bid Opening Time: _____

Bid Opening Date: _____

Witness: _____

Witness=-----,-----

9.1k

3 323 (e)

LEARN
[P.O. BOX 085]
44 Hatchetts Hill Road
Old Lyme, CT 06371

BID AWARD

PROGRAM/BUILDING _____ BUDGET COI :>E _____

SUPERVISOR OF PROGRAM _____

KIND OF MATERIAL _____

FUNDS ALLOCATED IN OFFICIAL BUDGET _____

COSTS NOT ALLOCATED IN OFFICIAL BUDGET _____

WHERE WILL UNALLOCATED FUNDS COME FROM _____

IF RECOMMENDED BID AWARD IS TO OTHER THAN THE LOW BIDDER, PLEASE GIVE RATIONALE:

RECOMMENDED BY _____ DATE _____

Business and Non-instructional Operations**Revised Policy****Additional text is Bolded** Deleted text is [bracketed]**RELATIONS WITH VENDORS**

Purchasing personnel shall promptly acknowledge inquiries from suppliers' representatives. LEARN shall not extend favoritism to any vendors. Each order shall be placed on the basis of adherence to bid specifications, acceptable quality, service, price, and delivery.

LEARN shall not solicit funds or materials from vendors. No purchase will be made from an employee of LEARN, or from a member of the immediate household of an employee of LEARN without the approval of the Board of Directors.

No LEARN employee or member of the Board of Directors' shall secure or attempt to secure personal profit or gain by virtue of his/her position.

No employee shall endorse any product of any type or kind in such manner [as] **that** will identify **themselves** [him/her] in any way as an employee of LEARN.

The purchasing personnel should visit suppliers' places of business whenever possible to acquaint themselves with the product lines carried and with the vendors' ability to serve LEARN.

Policy Adopted: November 8, 2001

Revised:
LEARN

Revised Policy

Additional text is bolded

Deleted text is [bracketed]

CONFLICT OF INTEREST

No employee, or member of the Board of Directors of LEARN shall engage in any transaction[,] or shall have a financial interest or other personal interest which is incompatible with the proper discharge of official duties [,] or would tend to impair official duties. No employee or member of the Board of Directors shall grant any special consideration, treatment, favor, or advantage, to any person.

Specific conflicts of interest are hereby set forth, but are not limited to, the following, for the guidance of all employees and Board members.

- a. Incompatible Employment
No employee or member of the Board of Directors shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of official duties or would tend to impair the independence of judgment or action in the performance of official duties.
- b. Use of Facilities
No employee or member of the Board of Directors shall request or permit the use of LEARN owned vehicles, equipment, facilities, materials, or property for personal convenience or profit, except when such are available to the public generally or are provided by LEARN policy for the use of such individual in the interest of LEARN.
- c. Gifts and Favors
No employee or member of the Board of Directors or [his/her] **their** immediate family shall accept a gift, favor, loan or promise, which might tend to influence the performance or non-performance of official duties.
- d. Disclosure of Confidential Information
No employee or member of the Board of Directors shall, without proper authorization and as defined by statute, disclose confidential information concerning the property, government, or affairs of LEARN, nor shall such information be used to advance the financial or private interest of the Board member, employee, or others.
- e. Failure to Comply
Any employee or Board member who violates this policy will be subject to disciplinary action, up to and including discharge.

Disclosure of Interest

Any employee or member of the Board of Directors having a financial interest or other personal interest in any transaction with LEARN or in any action to be taken by LEARN, shall first divulge and disclose such interest in writing to the Board, and shall further refrain from using the office to exert influence or vote on such transaction or action. Any member of the Board of Directors shall excuse [himself/herself] **themselves** from deliberations, discussions, and voting on any matter in which such Board member has an interest.

“Interest” will mean any pecuniary or material benefit accruing to a Board member, or employee, their relatives, or close associate resulting from a contractual relationship with LEARN.

Policy Adopted: November 8, 2007

Revised:

LEARN