

BOARD OF DIRECTORS MEETING
June 1, 2017

MINUTES

On June 1, 2017, EdAdvance's Board of Directors held a meeting during which a quorum was present. President Chris Sanders called the meeting to order at 6:58 PM and recorded the following members in attendance:

1. Roll Call:

Name (District):	Melissa Miller, Colebrook	Frederick Karrat, Danbury
	Gayle Carr, Litchfield	Brian McCauley, New Milford
	Michelle Ku, Newtown	Chris Sanders, Region 6
	Deb Bell, Region 7	

EdAdvance

Personnel: Dr. Jeffrey Kitching, Executive Director
Richard Carmelich, III, Chief Operations Officer
Kathi Bleacher, Director, Head Start: Prenatal to Five
Joyce DeAngelo, Board Clerk

Upon a motion by Gayle Carr, duly seconded by Deb Bell, the Board unanimously approved to amend the agenda to add item #8 under New Business – Executive Session to discuss a personnel matter.

2. Approval of May 4, 2017 Minutes:

Upon a motion by Gayle Carr, duly seconded by Deb Bell, the Board approved the minutes for the May 4, 2017 meeting with the correction of the roll call to reflect EdAdvance, not EDUCATION CONNECTION. The vote was 6 in favor and 1 abstention.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff passed around the Board Communications. He highlighted:

- the letters sent to EdAdvance's 2017 four scholarship winners.
- shared the article in the Register Citizen announcing registration for our 2017-2018 BASES (Before and After School Enrichment Services) is now open.

- shared an article in the Republican American highlighting the culmination of our interdistrict enrichment program “Immigration Celebration: Diversity in America Comes from Immigration.”

5. Old Business: None

6. New Business:

(a) Presentation: Head Start: Prenatal to Five Annual Training

Kathi Bleacher provided a training session on our Head Start: Prenatal to Five Program. She distributed a Head Start/Early Head Start packet to the Board. She also distributed the books, *Head Start Program Performance Standards and the Head Start Early Learning Outcomes Framework*. She reviewed all packet materials including: System of Governance; Governance and Management Responsibilities; expectations of the Board of Directors members, including Monthly Reports, Annual Reports and Review Program Updates. She also shared the Head Start: Prenatal to Five Community Assessment & Self-Assessment, as well as the Head Start & Early Head Start flyer. She concluded the Board training with a question and answer period.

At the request of Gayle Carr, Kathi will forward to the board information on the free Career Training for SNAP recipients at Northwestern CT Community College.

(b) Action Item: Approval of Head Start: Prenatal to Five’s Annual Grant Renewal Application

Prior to the vote, during Kathi Bleacher’s annual training, she reviewed and discussed the 5 Year Project Report and then asked for the Board’s approval to submit the Continuation Grant (including the proposed COLA when final notice is received) for FY’18.

Upon a motion by Gayle Carr, duly seconded by Brian McCauley, the Board of Directors approved of EdAdvance’s annual grant renewal application for Head Start: Prenatal to Five.

(c) Action Item: Approval of Head Start: Prenatal to Five Program Recruitment, Selection, and Enrollment Priorities (ERSEA) for 2017-2018

Upon a motion by Melissa Miller, duly seconded by Gayle Carr, the Board of Directors approved of Head Start: Prenatal to Five Program’s Selection and Enrollment Priorities (ERSEA) for the 2017-2018 Program Year.

(d) Action Item: Approval of the 2016-2017 Head Start: Prenatal to Five 2016-2017 5 Year Project Progress Report.

Upon a motion by Deb Bell, duly seconded by Melissa Miller, the Board of Directors approved of Head Start: Prenatal to Five program’s 2016-2017 5 Year Project Progress Report.

(e) Discussion: Obtaining Building Space in Torrington

Jeff reported that, unfortunately, our realtor and the seller of the space currently under consideration, cannot come to an agreed selling price at this time; however, our agent feels hopeful they may come back to negotiate. In the meantime, Jeff reported we will continue to look for space in the Torrington area.

Jeff also reported his frustration at the lack of response from the Hartford Archdiocese in looking

to negotiate space with them.

Gayle Carr suggested that we might want to look at the Beth El Synagogue in Torrington for space.

Jeff reported that if we do not find space right away in Torrington, there is Plan B. We currently have space at Forest Court and we have also been working with the Torrington Public Schools negotiating space for our ACCESS North Program at the Torrington BOE office. This space would need some minor renovations, but could be ready for the beginning of the 2017-2018 school year.

(f) Approval: Personnel Report May 2017

Jeff handed out the Personnel Report for May 2017. Upon a motion by Gayle Carr, duly seconded by Deb Bell, the Board unanimously approved the Personnel Report as submitted.

7. Reports/Updates

i. Executive Director's Report – *Dr. Jeffrey Kitching*

Jeff reported the agency's June Leadership Council meeting, which is traditionally held offsite, will be at The Britain Museum of American Art. This meeting will welcome some new members to the team; it will also be an opportunity for Jeff and Jonathan to share information on agency direction, changes, planning, leadership, and management focus.

Jeff reported that according to our lobbyist, don't expect a State budget until maybe September. With the impending budget cuts, he reported that we anticipate there will be staff layoffs within some of our programs. The program managers will make affected staff aware of the situation.

Jeff shared a handout OLR Bill Analysis sHB 7276 (as amended by House A) – An Act Concerning Education Mandate Relief. This bill alters or eliminates (4) state mandates placed upon local and regional boards of education.

Jeff reported that he attended the Skills21 amazing Expo Fest at the Oakdale Theatre in Wallingford on May 19-20, 2017, where over 2,000 Connecticut middle and high school students showcased their cutting-edge STEM, digital media, and entrepreneurial projects.

The Expo Fest kicked off the event with a red carpet Film Fest, featuring student films in several categories.

Jeff also reported that we have been in the process of revitalizing and revamping our agency website. The expected date to unveil the new website is June 12th.

ii. Business and Operations – *Richard Carmelich*

Rich reported that under the direction of Becky Tyrrell, Food Services Director, EdAdvance was awarded the Torrington contract to provide management services to the Torrington Public Schools' Food Services Program.

Rich shared that Bert Hughes continues to work effectively to grow the department. He just submitted a proposal to the Torrington Public Schools for transportation services. If awarded, we will be adding approximately 30 new runs.

Rich reported that he had his first Regional Health Insurance Committee Meeting on May 24, at which time Mary Glassman, CREC gave a presentation to the group. Rich felt that the meeting had a lot of energy. As a result, Rich has been asked to attend the Litchfield Hills Council of Governments' (COG) July meeting.

Rich announced that we are expanding our business services in the following areas: residency cases, HR office support and IT services.

8. Executive Session: Personnel Matter

Upon a motion by Melissa Miller, duly seconded by Deb Bell, the meeting was adjourned to Executive Session at 8:05 PM to provide feedback to the Executive Director regarding his annual evaluation and contract extension.

The Board came out of Executive Session at 8:28 PM and the meeting adjourned.

*Minutes recorded by:
Joyce DeAngelo, Board Clerk*

Deb Bell, Secretary