

**BOARD OF DIRECTORS MEETING  
June 2, 2016**

**MINUTES**

On June 4, 2016, EDUCATION CONNECTION's Board of Directors Executive Committee held a meeting during which a quorum was present. President Chris Sanders called the meeting to order at 7:03 PM and recorded the following members in attendance:

**1. Roll Call:**

Name (District):	Melissa Miller, Colebrook	Chris Sanders, Region 6
	Deb Bell, Region 7	Joanne Brogis, Torrington
	Janelle Wilk, Watertown	

**EDUCATION CONNECTION**

**Personnel:** Dr. Jeffrey Kitching, Executive Director  
Jonathan P. Costa Sr., Director of School/Program Services  
Rob Parenti, Director of Business Operations and Special Services  
Mia Toimil, Director of Finance  
Kathi Bleacher, Director of Head Start  
Joyce DeAngelo, Board Clerk

**2. Approval of May 5, 2016 Minutes:**

Upon motion by Melissa Miller, duly seconded by Janelle Wilk, the Board approved the minutes for the May 5, 2016 meeting with 4 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 a letter from the United States Department of Education regarding audit findings for a 3 year grant that has ended. Jeff reported that the findings have been successfully resolved.

Jeff also noted a letter from DeLeo & Company that confirms the understanding and scope of services that they will be providing our agency.

**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 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 new Head Start Prenatal to Five Program flyer. She concluded the Board training with a question and answer period.

(b) Action Item: Approval of Head Start: Prenatal to Five Program Recruitment, Selection, and Enrollment Practices (ERSEA) for 2016-2017

Upon motion by Melissa Miller, duly seconded by Deb Bell, the Board of Directors approved of EDUCATION CONNECTION's Head Start: Prenatal to Five program's selection and enrollment priorities (ERSEA) for the 2016-2017 Program Year.

(c) Action Item: Approval of the 2015-2016 Head Start: Prenatal to Five Annual Program Self-Assessment.

Upon motion by Melissa Miller, duly seconded by Joanne Brogis, the Board of Directors approved of EDUCATION CONNECTION's 2015-2016 Head Start: Prenatal to Five Annual Program Self-Assessment.

(d) Action Item: Approval of Head Start: Prenatal to Five's COLA Funds Grant Application

Upon motion by Melissa Miller, duly seconded by Joanne Brogis, the Board of Directors approved of EDUCATION CONNECTION's submission of a grant application for Head Start: Prenatal to Five COLA funds of 1.8% (\$41,159) retroactive for FY'16.

(e) Action Item: Approval to submit our annual grant renewal application for Head Start: Prenatal to Five funds to provide services for 191 Head Start 3-5 and 32 Prenatal to 3 children and their families in FY'17.

Upon motion by Janelle Wilk, duly seconded by Melissa Miller, the Board of Directors approved of EDUCATION CONNECTION's submission of the Head Start: Prenatal to Five annual grant renewal application.

(f) Action Item: Approval to submit a grant application for Head Start: Prenatal to Five requesting Dosage and Duration Funding Grant Application

Upon motion by Joanne Brogis, duly seconded by Melissa Miller, the Board of Directors approved of EDUCATION CONNECTION's submission of a grant application for Head Start: Prenatal to Five requesting Dosage and Duration funding.

- (g) Action Item: Approval to authorize a signature change on the ED-099 Agreement for Child Nutrition Programs

Upon motion by Joanne Brogis, duly seconded by Melissa Miller, the Board of Directors approved of EDUCATION CONNECTION's request to revise the Authorized Signers of the ED-099 Agreement for Child Nutrition Programs.

- (h) Approval: Proposed FY 2016-2017 Agency Goals

Upon motion by Joanne Brogis, duly seconded by Janelle Wilk, the Board of Directors approved of EDUCATION CONNECTION's 2016-2017 Agency Goals.

- (i) Approval: Proposed Agency Budget for FY 2016-2017

Upon motion by Melissa Miller, duly seconded by Janelle Wilk, the Board of Directors unanimously approved the FY 2016-2017 Agency Budget.

Jeff noted that he will be working with the Finance Director over the summer to develop a new reporting format that will provide the Board with the most updated, accurate and useful information.

- (j) Presentation: 2015-2016 Year End Agency Program Plan Status Report

Jeff presented the Year End Agency Program Plan for 2015-2016. He reported that in most areas of our plan, we either met or exceeded our goals.

We will continue to work to sustain productive, existing programs and will seize new opportunities. We will also continue to work closely with other educational organizations and our districts to deliver services in a cost effective manner.

- (k) Approval: Personnel Report 4/16/16 – 5/13/16

Upon motion by Joanne Brogis, duly seconded by Melissa Miller, the Board unanimously approved the Personnel Report as submitted.

Jeff noted that over the summer, he will be reviewing this report and looking to develop a more defined and informational report that will be more useful for the Board.

## **7. Reports/Updates**

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

Jeff reported he has been at his position going on 6 weeks and has met with approximately 50 staff and 12 superintendents. He is hoping to meet with the remaining superintendents by the end of June. He continues to listen and learn and to get their impressions of the agency. In his meetings, he has found our reputation to be outstanding; the information and feedback he has received has been invaluable. He is going to review this information and over the summer prepare a plan/vision that will promote managed and strategic growth. It is his hope to share this vision with the Board in September.

He again reiterated that the April transition has meant a lot to him; it has made the transition run very smoothly.

Jeff reported the Leadership Council will hold their final meeting on June 7<sup>th</sup> off site. This meeting will be held at the White Memorial Foundation with a catered lunch. Jeff discussed some of the issues we have run into with our agency name; this issue and resolution(s) will be a major focus at this meeting. He will report back to the Board the results and how he would like to move forward on this.

Jeff reported that on June 14<sup>th</sup> he and Dani will participate in EDUCATION CONNECTION's Adult Education graduation ceremonies.

Jeff also reported that he attended the Expo Fest at the Oakdale Theatre in Wallingford, CT that was held on May 13-14<sup>th</sup>. He was overwhelmed at the level of creativity and ingenuity of the students and it made him feel very proud to be a part of EDUCATION CONNECTION.

ii. School/Program Services – *Jonathan P. Costa, Sr.*

Jonathan reported that the 2016 Expo Fest, a culmination of over 50 participating schools, was a huge success. He also reported that Dani Thibodeau was honored with the “Founders” Award for her many years of support of the film festival.

As a result of the success of our awards at the 2016 Expo Fest, the Board discussed the possibility of expanding our EDUCATION CONNECTION scholarships to include a Digital Media category. Jonathan will discuss the possibility with the Director for the Center for 21<sup>st</sup> Century Skills and will add this to our September meeting agenda.

Jonathan reported that it is his understanding that the funding for the Interdistrict Grants in the State budget was cut 11.5%. We have not been notified of the allocations yet, but we continue to be hopefully optimistic.

Jonathan also reported that we have received our first Mental Health Grant. He advised the Board that through this grant, we have many resources available to our districts should you need assistance in this area.

Jonathan announced that his team is planning a retreat the first week of July to map out a plan of services to be offered to our districts next year.

Due to complaints from trainers, Jonathan reported that the last week of June contractors will begin to construct a sound abatement in Conference Room 110 to help eliminate any noise from the kitchen area while a workshop is in session.

iii. Business and Operations – *Rob Parenti*

Rob reported that our health insurance increased 17% and our dental insurance increased 4%.

Rob reported that our open enrollment period has begun; staff are now enrolling online and it seems to be going very well.

Rob reported that we have completed the roofing on the portable classrooms at our Miry Brook Road facility.

Rob reported that we are gearing up for our Summer Feeding Program. We will be operating 11 sites in Torrington and 2 sites in Winsted/Winchester.

**8. Adjournment**

Upon motion by Melissa Miller, duly seconded by Joanne Brogis, the meeting was adjourned at 8:02 PM.

*Minutes recorded by:  
Joyce DeAngelo, Board Clerk*

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Deb Bell, Secretary