



BOARD OF DIRECTORS MEETING

November 3, 2016

MINUTES

On November 3, 2016, EdAdvance’s Board of Directors held a meeting during which a quorum was present. President, Chris Sanders, called the meeting to order at 6:57 PM, and recorded the following members in attendance:

1. Roll Call:

Name (District):	Melissa Miller, Colebrook	Gary Waugh, Litchfield
	Robert Coppola, New Milford	Michelle Ku, Newtown
	Michelle Lucian, Plymouth	Chris Sanders, Region 6
	Deb Bell, Region 7	Valerie Andersen, Region 12
	Joanne Brogis, Torrington	

EdAdvance

Personnel: Jeffrey Kitching, Executive Director
Jonathan P. Costa, Sr., Assistant Executive Director
Richard Carmelich, III, Chief Operations Officer
Joyce DeAngelo, Board Clerk

2. Approval of October 6, 2016 Minutes:

Upon a motion by Robert Coppola, duly seconded by Michelle Ku, the Board made a motion to amend the minutes of the October 6, 2016 meeting to include: “The meeting was called to order immediately following a ceremony to mark the dedication of the ACCESS School as the Dr. Danuta M. Thibodeau Education Center.” The motion carried and minutes approved as amended with 7 in favor and 1 abstention.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff shared a copy of the EdAdvance **Making Connections Fall 2016 Newsletter** with the Board.

5. Old Business: None

6. New Business:

- (a) Action Item: Head Start Grant Application to Request Funding to Purchase a Bus

Upon a motion by Melissa Miller, duly seconded by Gary Waugh, the Board unanimously approved of EdAdvance's request to submit a grant application requesting one time funding to finance the purchase of a new bus.

- (b) Presentation: 2016 Annual Report

Jeff presented the 2016 Annual Report to the Board. He briefly highlighted our program offerings, governing board, organizational structure and the User Services Matrix. Jeff thanked Carol Montory for her work on this project. A copy of the report was distributed to each board member.

- (c) Presentation/Approval: Proposed EdAdvance Membership Dues for FY2017-2018

Jeff shared the proposed membership dues for FY2017-18. He reviewed the history of the annual dues structure. This year's proposed dues are based on 2016-2017 enrollment figures provided by the Connecticut State Department of Education's Grade by District report.

Upon a motion by Joanne Brogis, duly seconded by Deb Bell, the Board unanimously approved the proposed EdAdvance Membership Dues for FY 2017-2018.

- (d) Presentation: Board of Directors Bylaws

Jeff shared a copy of the CONSTITUTION of EdAdvance with the Board. He gave a brief overview of the CONSTITUTION and explained that we are different from Boards of Education. We are viewed by the State as Quasi public education, Quasi Non-Profit. When asked about the other RESCs, Jeff reported that we are different from other RESCs because they have magnet school operations and we are a service center only. Not operating schools allows EdAdvance to operate under a simplified structure.

- (e) Presentation: Agency Financial Position

Jeff shared our financial status reviewing our Current Banking Asset Summary - reflecting our checking/savings and CD accounts, our on-hand assets, and our net available after current debts. After some discussion, the Board recommended that we include a capital plan into the budget process which includes prioritizing the projects.

Bob Coppola requested a copy of Jeff's presentation slide be shared with the Board.

- (f) Presentation: Final Scope of Work for The Dr. Danuta M. Thibodeau Education Center

Jeff reported that we have contracted with A. Secondino & Son to begin work at The Dr. Danuta M. Thibodeau Education Center. Based on the allocation of money the Board allocated to this project in August, Jeff shared the building plans that A. Secondino & Son would be focusing on. Jeff noted that although we have scaled back the amount of work to be done due to high costs, he feels we are getting a lot done for our initial investment of approximately \$515,000.

Jeff reported the good news that we will have 9 students enrolled at the end of this week, with potential enrollment going up to 11 or 12 by spring. These additional students will help offset the extra cost to this project.

Based on Jeff's presentation of the final scope and cost of work for The Dr. Danuta M. Thibodeau Education Center, a motion was made by Valerie Andersen, duly seconded by Bob Coppola, the Board unanimously approved to increase the spending from \$400,000 to \$550,000 in fiscal year 2016-2017 for repairs, maintenance, and renovations to the Dr. Danuta M. Thibodeau Education Center, located at 103 Miry Brook Road in Danbury, Connecticut.

(g) Approval: Personnel Report – October 2016

Upon a motion by Bob Coppola, duly seconded by Michelle Lucian, the Board unanimously approved the Personnel Report for October 2016 as submitted.

7. Reports/Updates

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

Jeff shared with the Board that a new sign and lights have been installed at the entrance of our driveway and the final landscaping around it will be completed shortly.

He also reported that we currently own 26 acres of land at our Litchfield facility that is problematic and of no use to us programmatically. He reported that he has been in contact with a realtor, attorney and surveyor to determine the value of the property, and what if anything can be done with it. Once this information is received, Jeff will report back to the Board to see if we should do anything with this land.

Jeff reported that he met with the Litchfield Hills Council of Governments (COG) to introduce himself and explain who we are and what we do. There had been some controversy over State monies budgeted previously to COG that possibly could now go to RESC's. Jeff clarified with COG members that we had no knowledge of this nor did we request this funding.

Jeff announced that he is planning a leadership breakfast at both the Litchfield and Danbury offices. Invitations will be extended to superintendents, board chairs, town managers, etc. to start a dialog in the hopes of collaboratively working together on perhaps 2 or 3 projects outside of State government.

Jeff announced that the Uniform Regional Calendar for 2018-2019 has been approved.

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

Jonathan reported that he held a Small Schools Collaborative Meeting in which they discussed many different approaches to regional cooperative arrangements – including ELL services, special education services, truancy/residency investigations and curriculum development.

He announced he has formed an internal team to work on refreshing the design and content of our agency web page. The web page will be much more interactive and will be able to provide much more information for current and prospective clients.

Jonathan reported that we continue to collect data from constituents regarding the upcoming Connecticut CSDE ESSA Implementation Plan.

iii. Business and Operations – *Rich Carmelich*

Rich reported that he is in the process of having the potholes at our Litchfield facility repaired.

He announced that we have hired a new facilities supervisor, Tim Noel. With Tim’s experience, Rich indicated he will help us see the bigger picture, especially for future capital plans and prioritizing projects for our facility.

Rich also reported that Charmaine Bradshaw-Hill has begun working in Region 6. We have contracted with them to provide personnel services for a school business official and technical support. We are hoping to contract out Charmaine’s services to other districts in the near future.

Rich reported that we may be adding a couple of additional school districts to our Food Services Program shortly.

8. Adjournment

Prior to adjournment, Dr. Kitching noted Gary Waugh has resigned from the Litchfield Board of Education. On behalf of EdAdvance’s Board of Directors, Jeff personally thanked Gary for his time serving on our Board and wished him well.

Upon a motion by Melissa Miller, duly seconded by Valerie Andersen, the meeting was adjourned at 8:45 PM.

*Minutes recorded by:
Joyce DeAngelo, Board Clerk*

Deb Bell, Secretary