

**BOARD OF DIRECTORS MEETING**  
**October 6, 2016**

**MINUTES**

On October 6, 2016, EdAdvance's Board of Directors held a meeting during which a quorum was present. President, Chris Sanders, called the meeting to order at 6:58 PM, immediately following a ceremony to mark the dedication of the ACCESS School as the Dr. Danuta M. Thibodeau Education Center. The following members were recorded in attendance:

**1. Roll Call:**

Name (District):	Robert Coppola, New Milford	Michelle Ku, Newtown
	Chris Sanders, Region 6	Valerie Andersen, Region 12
	Joanne Brogis, Torrington	Janelle Wilk, Watertown

**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 September 1, 2016 Minutes:**

Upon a motion by Robert Coppola, duly seconded by Janelle Wilk, the Board approved the minutes of the September 1, 2016 meeting with 4 in favor and 2 abstentions.

**3. Questions and Comments from the Public: None**

**4. Old Business:**

**5. New Business:**

- (a) Action Item: Approval to Authorize a Signature Change on the ED-099 Agreement for Child Nutrition Programs

Upon a motion by Valerie Andersen, duly seconded by Joanne Brogis, the Board unanimously approved to authorize a signature change on the ED-099 Agreement for Child Nutrition Programs.

- (b) Presentation: Updated 2017 Agency Budget

Jeff shared with the Board the updated agency budget. He reviewed the May approved budget

and reported where each program was as of October 2016. A budget update in this format will be shared with the Board on a quarterly basis, to keep the Board informed on changes to the different department's revenue and expenditure status.

(c) Approval: Personnel Report for September 2016

Upon a motion by Janelle Wilk, duly seconded by Michelle Ku, the Board unanimously approved the Personnel Report as submitted.

Jeff shared the second monthly version of this new document, highlighting a few minor changes in the staffing levels across departments. A question was raised regarding the alignment of the personnel report rows (department list) and the Budget Report. Jeff agreed to revise the Personnel Report to mirror the Budget Report for better clarity.

## 6. Reports/Updates

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

Jeff shared with the Board:

- the RESC Alliance Brochure "***Working as One***"
- a flyer announcing the new ***Clinical Services*** offerings by EdAdvance that are available to individual students, schools or district-wide
- the ***Professional Learning Opportunities for 2016-2017*** flyer
- ***Skills21 Academy*** brochure "*where students are natural innovators, we give them a venue*"

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

Jonathan reported that the future of Interdistrict Grants is uncertain due to the ongoing budget challenges in the state of Connecticut. He reported that we will learn more at the upcoming bidder's conference on October 24 that Abby Peklo will attend; he will update the Board when we have more information.

Jonathan reported that we are providing curriculum support to Winchester in the area of LA/Math Curriculum on behalf of the CSDE Turnaround Office.

He reported that the Commissioner of Education has once again turned to the RESC Alliance and EdAdvance to assist in a data collection effort – this time to gather feedback from constituents regarding the upcoming Connecticut CSDE ESSA Implementation Plan. In this process, we will provide support to gather data based on questions provided by the department.

Skills21 is looking to scale up their exposure. They will be presenting at the Fall AESA conference in Savannah, Georgia. Over the past year, all Skills21 programs and content have been redesigned to make it possible for schools all across the country to take advantage of their approach to blended learning and 21<sup>st</sup> Century Skills support.

iii. Business and Operations – *Rich Carmelich*

Rich reported that he has narrowed the list of bidders for work to be done at the ACCESS Program from four (4) to two (2) contractors. Based on pricing, he indicated that we may need to prioritize our projects and scale down what gets done at this time. Rich is hoping that work will get under way shortly.

He reported that a section of the Litchfield facility roof is being replaced due to a substantial water leak.

Rich indicated that we have entered into an employment agreement with Region 6. We have hired a school Business Manager for their district. She has been hired to work 3 days/wk in Region 6 and we are hoping to contract her services out to other districts as needed.

Rich also reported that we are looking to implement a self-service business system that will allow staff to print off their own tax forms, leave time records and time sheets.

## **7. Adjournment**

Upon a motion by Valerie Andersen, duly seconded by Janelle Wilk, the meeting was adjourned at 8:05 PM.

*Minutes recorded by:*  
*Joyce DeAngelo, Board Clerk*

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Deb Bell, Secretary