



BOARD OF DIRECTORS MEETING
September 1, 2016

MINUTES

On September 1, 2016, EdAdvance's Board of Directors held a meeting during which a quorum was present. President, Chris Sanders, called the meeting to order at 7:05 PM and recorded the following members in attendance:

1. Roll Call:

Name (District):	Melissa Miller, Colebrook	Gary Waugh, Litchfield
	Robert Coppola, New Milford	Chris Sanders, Region 6
	Deb Bell, Region 7	Michelle Gorra, Region 12 (arrived at 7:10 p.m.)

EdAdvance

Personnel: Jeffrey Kitching, Executive Director
Jonathan P. Costa Sr., Director of School/Program Services
Richard Carmelich III, Chief Operations Officer
Joyce DeAngelo, Board Clerk

2. Approval of June 2, 2016 and August 11, 2016 Minutes:

Upon a motion by Gary Waugh, duly seconded by Melissa Miller, the Board approved the minutes of the June 2, 2016 and August 11, 2016 meetings, 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 shared the following:

- * **Member District Calendar** that will be distributed to our area superintendents.
- * Thank you note from Taylor Smart, recipient of one of EDUCATION CONNECTION's scholarships.
- * Letter from U.S. Dept. of Education indicating that our i3 application was not funded, however, we received very good feedback and have been invited to resubmit. He also reported that we received 2 very highly competitive grants from NSF totaling over \$2 million in the areas of science and STEM.
- * Shared "Readers' Choice" results from the Register Citizen; Foothills Adult Education voted the best Adult Education Program in Northwestern, CT.

b) Grant Awards Report

Jeff acknowledged four grant awards. Detailed grant award information was included in the Board packet.

5. **Old Business:** None

6. **New Business:**

(a) New Agency Budget Status Report

Jeff shared the new design structure format for reporting the agency's budget status. This format shows the original approved budget, then year-to-date income and expenses by program. Jeff will share this report quarterly with the Board. Board found this format very informative.

(b) Discussion: New Administration Organizational Chart

Jeff reviewed the new Administration Organizational Chart with the Board. He highlighted the flow of the organization: Board – Executive Director – Central Office Cabinet – Leadership Council – Program Management. This chart also maps out the depth and breadth of what we do.

(c) Discussion: Planning for the Dedication of the Dr. Danuta M. Thibodeau Education Center

Jeff shared the proposed plaque to be placed inside the Dr. Danuta M. Thibodeau Education Center, as well as the sign for the outside of the building and discussed the date for the dedication ceremony. After a brief discussion, the Board agreed to move the October board meeting to Danbury. They agreed the meeting should be held at the Dr. Danuta M. Thibodeau Education Center with the dedication of the Center PRIOR to the board meeting.

(d) Discussion: New Personnel Report Format

Jeff reviewed the new format of the Personnel Report. He explained that this report reflects all departments as of August. He hopes as we add each month, the Board will see the activity within programs. This report depicts accurate data which will give the Board a better picture, and this information would actually reflect the format of our budget reports.

(e) Approval: Personnel Report 5/14/16 – 8/25/16

Upon a motion by Bob Coppola, duly seconded by Michelle Gorra, the Board unanimously approved the Personnel Report as submitted.

(f) Upon a motion by Michelle Gorra, duly seconded by Deb Bell, the Board unanimously approved to amend the agenda to add item 6f.

Action Item: Approval to replace all references to “EDUCATION CONNECTION” with **EdAdvance** to reflect our new name on the Board Constitution (Bylaws), without making changes to the content of the bylaws.

Upon a motion by Melissa Miller, duly seconded by Deb Bell, the Board of Directors approved of EdAdvance's request to replace all references to “EDUCATION CONNECTION” with the new agency name, EdAdvance on the Board Constitution (Bylaws), without making changes to the content of the bylaws.

7. Reports/Updates

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

Jeff gave an abbreviated PowerPoint presentation to the Board on what he presented to staff at All Agency Day on August 19, 2016. This presentation explained what staff can expect from him, what he has learned from staff and our member districts in the few months he has been here, and what we can accomplish together.

In meeting with our member districts in the last 6 weeks, Jeff reported that it is very evident the districts are in need of assistance in the area of special education.

Jeff reported that Litchfield Planning & Zoning had approved our new sign that will be installed at the entrance of our driveway. It will have a stone base with our name displayed on both sides, so that you can see it coming from either direction of the road.

Jeff also reported that he will be attending the CT State Board of Education meeting on September 7, 2016, at which time they will formally recognize our agency name change.

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

Jonathan reported that he and his staff are gearing up for the new school. He announced that in addition to our Curriculum Council Meetings, there will be (4) meetings focused on the needs of our smaller schools and districts that will be held in Litchfield. All members are welcome to attend any and/or all of these meetings. Board members expressed an interest in receiving copies of the minutes of these meetings. Jonathan will send them out electronically.

Jonathan reported that the CT State Dept. of Education has asked us to lead their efforts in their year 2 Strategic Planning activities.

Jonathan discussed the advantages of having the flexibility of an agency such as ours. An opportunity became available for a staff member to work in a program that they were very passionate about. Since our agency has the ability to work with others and be flexible, we have entered into an agreement with Bnai Israel Hebrew School in Woodbury, CT where we will oversee the management of their after school religious programs.

Jonathan also reported that we have entered into an agreement with Americore. They have provided us with a staff member who will provide “Youth Mental Health First Aid Training” to our Project AWARE Program, a mental health initiative designed to respond to increased behavioral health needs in adolescents in the Northwestern region of the state. It does not cost our agency anything and it increases our capacity to serve the needs of our district's youth.

iii. Business and Operations – *Rob Parenti*

In Rob's absence, Jeff said he is preparing a list for Rich Carmelich who officially starts on September 6, 2016.

Jeff reported that our fiscal office submitted our end of the year ED001R report to the SDE.

Jeff reported that we are getting quotes/bids for the work needed at our Danbury school facility.

Jeff reported that roof repair work is being done at our Litchfield facility due to significant leaks to our building.

8. Adjournment

Upon a motion by Melissa Miller, duly seconded by Gary Waugh, the meeting was adjourned at 8:20 PM.

*Minutes recorded by:
Joyce DeAngelo, Board Clerk*

Deb Bell, Secretary