



**BOARD OF DIRECTORS MEETING**  
**April 5, 2018**

**MINUTES**

On April 5, 2018, 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): Donna Farr, Barkhamsted	Frederick Karrat, Danbury
Lynn Stone, Litchfield	Chris Sanders, Region 6
Deb Bell, Region 7	Joanne Brogis, Torrington

**EdAdvance  
Personnel:**

Jeffrey Kitching, Executive Director  
Jonathan Costa, Assistant Executive Director  
Richard Carmelich, III, Chief Operations Officer  
Michelle Anderson, Director of Early Childhood and Family Programs  
Mary Bevan, Chief Grants & Development Officer  
Kathi Bleacher, Director of Head Start Prenatal to Five  
Bruni Edwards, Director of Birth to Three Services  
Rebecca Tyrrell, Director of Food Services  
Joyce DeAngelo, Board Clerk

**2. Approval of March 1, 2018 Minutes:**

Upon a motion by Donna Farr, duly seconded by Deb Bell, the Board approved the minutes of the March 1, 2018 meeting with 4 in favor and 2 abstentions.

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

**4. Communications:**

a) Written:

Jeff passed around the Board Communications. Jeff announced:

- ✓ that EdAdvance's Technology Specialist, Sean Sonntag wrote an extension for G Suite – Customer Relationship Management for the agency. This system will assist the agency in collecting/reporting the frequency of contacts (via emails & calendars) with our districts and customers.

- ✓ Highlighted an article where Tracey Lay, Director of School Age Programs & Development Services & NAA Board Chairwoman, spoke to a group at the National Afterschool Association Convention in Atlanta where she said what we are doing is so important; youth violence shows how necessary after school programs are.
- ✓ Shared a letter from CABA (Connecticut Association of Boards of Education) congratulating EdAdvance for receiving Honorable Mention in the CABA Bonnie B. Carney Award of Excellence for Educational Communications contest.
- ✓ Article in Register Citizen reporting that UCONN to sell local campus.
- ✓ Article in Register Citizen announcing EdAdvance will award four \$1500 student scholarships this spring. Scholarships will be awarded based on responses to an essay regarding their perspective on service.

**5. Old Business:** None

**6. New Business:**

a) Presentation: CABA Communications Award Plaque

On behalf of CABA, Becky Tyrrell presented Jeff Kitching, Executive Director and Chris Sanders, Board President, with the 2017 Bonnie B. Carney Award of Excellence for Educational Communications Plaque for their newsletter *Making Connections*.

In addition, Becky Tyrrell presented Jeff and Chris with plaques for Honorable Mention in the 2017 Bonnie B. Carney Awards of Excellence for Educational Communications Program for its *Member District Calendar* and *Annual Report*.

Upon receiving these awards, Jeff thanked Mary Bevan, Devonna Dunlap and Carol Montory for their work on these agency communications.

b) Department Updates (4 Departments): Communications/Marketing, Birth-to-Three, Early Childhood, Head Start/Early Head Start

Each department manager/director introduced themselves to the Board and gave a brief presentation describing their program and the services they provide to the districts. Kathi Bleacher also presented the Head Start: Prenatal to Five Annual Training. Questions and answers followed.

c) Action Item: Office of Early Childhood Grant Application

Upon a motion by Lynn Stone, duly seconded by Joanne Brogis, the Board of Directors unanimously approved of EdAdvance's submission of a grant application to the Office of Early Childhood.

d) Presentation/Approval: Board Meeting Schedule for FY 2018-2019

Jeff presented the FY 2018-2019 Board Meeting Schedule to the Board.

Upon a motion by Fred Karrat, duly seconded by Lynn Stone, the Board unanimously approved the meeting schedule for FY 2018-2019.

- e) Presentation/Election: Slate of Officers for FY 2018-2019

Jeff presented the Slate of Officers for FY 2018-2019:

President: Chris Sanders  
Vice-President: Michelle Ku  
Secretary: Deb Bell  
Treasurer: Melissa Miller  
Member at Large: Joanne Brogis

Upon a motion by Lynn Stone, duly seconded by Donna Farr, the Board unanimously approved the Slate of Officers for 2018-2019 as presented.

- f) Approval: Personnel Report – March 2018

Upon a motion by Joanne Brogis, duly seconded by Fred Karrat, the Board unanimously approved the Personnel Report for March 2018 as submitted.

## 7. Reports/Updates

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

Jeff reported that we continue to move forward and are making progress with both UCONN and the Archdiocese in purchasing the properties.

With UCONN, it is slow and steady; there are many legal intricacies, but all parties (UCONN, City of Torrington and EdAdvance) all are on the same page and want the same end result.

We are preparing a letter of intent to the Archdiocese; we are just working out some minor details.

Jeff reported that he, Jonathan Costa and Judy Palmer are working on an initiative with the Yale Center for Emotional Intelligence. The Center uses the power of emotions to create a more effective and compassionate society. The Center conducts research and teaches people of all ages how to develop their emotional intelligence. They use pioneering research and partner with field experts to build effective approaches for teaching emotional intelligence. Each approach is rigorously tested and refined for maximum impact.

They partner with school organizations, large and small, to foster the emotional intelligence of all students and adults in that community. This approach leads to measurable improvements in emotional skills, effectiveness, and well-being. We are looking to send some interested districts to a 3-day training at Yale. Upon completion of the training, we would look to begin to implement this approach in their district.

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

Jonathan reported that he recently did a training for the Danbury BOE on Board Roles and Responsibilities. As a service to our districts, he is going to offer this training to our districts for free. Fred Karrat, who attended the Danbury training, stated it was by far the best he had ever seen.

Jonathan reported that Abby Peklo, Director of Student and Community Programs, is now overseeing the scholarship recruitment/scoring responsibility. Through Abby's efforts, we have received 130 applications so far. With the deadline being this evening, we anticipate several more applications to be submitted by the end of the day. Since offering these scholarships, the most applications ever received was 61. Kudos to Abby and her team for their fine work promoting and organizing the EdAdvance scholarship process.

Jonathan reported that the CT Commission for Educational Technology, CABE, and the CAPSS Technology Committee are all reviewing the policy implications of using the idea of a "Digital Snow Day." The idea is that by using technology and prepared learning activities, on a limited basis, education can continue on snow days. This is an idea that has been tested positively in Massachusetts. Jonathan is working with the MASS DOE and interested parties here in Connecticut to design a pilot for possible use here next year.

iii. Business and Operations – *Rich Carmelich*

Rich reported that our transportation director, Bert Hughes, continues to add runs. He is currently pricing out a run for Regional School District #1.

Our technology department has just completed their billing for their outside technology work which brings them to the break even point; any billing after this will be retained earnings.

Rich reported that our H.R. Dept. is looking to digitize our personnel resources.

He reported that Mia Toimil has submitted our indirect cost proposal to the state and it has been accepted.

Rich announced that the budget would be presented at the May meeting.

Jeff thanked both Rich and Mia for all their work they have done on the budgets.

**8. Executive Session: Personnel Matter – Evaluation of Executive Director**

Upon a motion by Joanne Brogis, duly seconded by Donna Farr, the meeting was adjourned to Executive Session at 9:00 PM to discuss a personnel matter.

The Board came out of Executive Session at 9:20 PM.

**9. Adjournment**

Upon a motion by Joanne Brogis, duly seconded by Lynn Stone, the meeting was adjourned at 9:21 PM.

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

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Deb Bell, Secretary