



BOARD OF DIRECTORS MEETING

May 3, 2018

MINUTES

On May 3, 2018, EdAdvance's Board of Directors held a meeting during which a quorum was present. President Chris Sanders called the meeting to order at 7:01 PM and recorded the following members in attendance:

1. Roll Call:

Name (District):	Melissa Miller, Colebrook	Frederick Karrat, Danbury
	Lynn Stone, Litchfield	Michelle Ku, Newtown
	Chris Sanders, Region 6	Deb Bell, Region 7
	Michelle Gorra, 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
Steve Culbertson, Director of Special Education, North
Tony DiLeone, Director of Information Technology
Jennifer Douglas, Director of Special Education, South
Tracey Lay, Chief Talent & Collaboration Officer
Jodi Nasinnyk, Director of Community Services
Mia Toimil, Director of Finance
Joyce DeAngelo, Board Clerk

2. Approval of April 5, 2018 Minutes:

Upon a motion by Michelle Ku, duly seconded by Lynn Stone, the Board approved the minutes for the April 5, 2018 meeting with 9 in favor and 0 abstentions.

3. Questions and Comments from the Public: None

4. Communications:

Written:

Jeff passed around the Board Communications. He reported:

- ✓ Our technology department has been working on developing a Customer Relationship Management System for the agency where we can track the number of email connections made to our districts and towns. Jeff shared a chart that quantified, by department, the number of

connections made to each district over a 19-day period.

- ✓ On a sad note, Jeff shared a note from Dani Thibodeau, whose husband passed away unexpectedly a week ago, thanking the staff for their support during this difficult time.
- ✓ A note to Jonathan Costa from Dr. Charles Dumais, thanking him for taking the time to share his insight and expertise with the CAPSS Technology Committee.
- ✓ Article in the New Haven Register highlighting our “Youth Mental Health First Aid Training Program.”
- ✓ Jonathan Costa was interviewed by NBC 30 regarding Small Schools and Regionalization in CT.
- ✓ We are the recipient of a \$50,000 grant award funded by NBC Connecticut/WVIT, Telemundo Connecticut and the NBC Universal Foundation. This grant, *Enhancing Youth STEM Engagement through Digital Media Arts*, will support the expansion of the evidence-based Skills21 STEM digital medial program to 100 middle school students in the communities of Torrington and Winchester, CT.

5. Old Business: None

6. New Business:

- (a) Department Updates (4 Departments): Special Education, School Age, Community Services, Finance

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. Questions and answers followed.

- (b) Action Item: Approval to submit the 2018-2019 Adult Education Program Enhancement Projects “Comprehensive Initiatives” Grant Continuation Application

Upon a motion by Melissa Miller, duly seconded by Joanne Brogis, the Board of Directors unanimously approved of EdAdvance’s participation in these grants which will be effective July 2018 – June 2019.

- (c) Update: Status of Current Budget FY 2017-2018

Jeff shared the following handouts:

- reminder of our mission/vision/goals
- budget assumptions for 2018-2019
- 3rd quarter analysis & projection
- budget recap
- preliminary budget 2018-2019
- 5-yr. capital plan

- (d) Presentation/Approval: Proposed Agency Budget for FY 2018-2019

Jeff presented EdAdvance’s projected annual budget for FY 2018-2019.

Upon a motion by Melissa Miller, duly seconded by Michelle Gorra, the Board of Directors

unanimously approved the FY 2018-2019 budget.

(e) Presentation/Approval: FY 2018-2019 COLA Increase

Jeff presented the proposed agency COLA for FY 2018-2019. Based on the presented budget, a 2.25% COLA for non-administrative staff, and a 2% COLA for administrators (those at the director level and above) for FY 2018-2019 was recommended to the Board.

Upon a motion by Michelle Ku, duly seconded by Joanne Brogis, the Board of Directors unanimously approved the COLAs for FY 2018-2019 as presented to the Board.

(f) Presentation: Workforce Analysis Information Sheet

Jeff shared the Workforce Analysis, which is updated annually. The Workforce Analysis provides demographic data on our employees.

(g) Approval: Executive Director's Evaluation and Contract Extension

I move that the current contract of the Executive Director be extended one-year to June 30, 2021 and that the Executive Director's salary for 2018-2019 be set to his base salary from the previous fiscal year plus a percentage adjustment equal to one-quarter of one-percent less than the COLA increase approved by the Board for the general staff of the Agency. All other provisions of the contract will remain the same. The President of the Board is hereby authorized to take whatever actions may be required to amend the contract with the Executive Director to implement these changes and to execute the contract on behalf of the Board.

Upon a motion by Melissa Miller, duly seconded by Lynn Stone, the Board unanimously approved the Executive Director's Evaluation and Contract Extension.

(h) Approval: Personnel Report for April 2018

Upon a motion by Joanne Brogis, duly seconded by Janelle Wilk, the Board unanimously approved the Personnel Report for April 2018 as submitted.

7. Reports/Updates

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

Jeff announced that Tracey Lay will now serve as the Chief Talent and Collaboration Officer for the agency. She has long been recognized as an outstanding professional in her field, a highly effective leader, and a valued colleague. On the state and national level, Tracey has repeatedly been asked to take on leadership roles based on her expertise, skill, and commitment.

In her new role, she will take on new responsibilities designed to build capacity in our staff, enhance the collaborative culture in the agency, and to facilitate cooperation across departments. Moving forward, Tracey's extensive knowledge, skill set, and experience will be an asset to the entire organization, in a variety of situations and she will bring valuable insight to the Central Office team. While she will maintain the overall supervision of School Age Programs, planning for adjustments in the leadership structure within that department are underway to account for this change.

Jeff discussed the upcoming June 7th board meeting. He indicated that there was very little on the agenda; however, at previous meetings, members discussed the possibility of holding a meeting at the ACCESS South Program located at The Dr. Danuta M. Thibodeau Education Center, so everyone could see the renovations that have taken place. Jeff surveyed the Board to see if they wanted to hold a meeting at the

ACCESS South Program in Danbury, schedule a teleconference call or cancel the meeting. The Board agreed to hold the June meeting at the ACCESS South Program.

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

Jonathan reported that we had a record number of applicants (132) apply for our four scholarship offerings.

The southern region winners are:

Ryan Horn, Newtown H.S., who will be attending Sacred Heart University, majoring in nursing.

Julia Quinn, New Milford H.S., who will be attending the University of Connecticut, majoring in biology.

The northern region winners are:

Connor Hanggi, Nonnewaug H.S., pending his college decision, he will be majoring in engineering (mechanical, biomechanical).

Kaitlyn Root, Thomaston H.S., who will be attending St. Michael’s College, majoring in psychology.

Jonathan reported that the CT Commission for Education Technology, CABE, and the CAPSS Technology Committee have been reviewing the policy implications of using the idea of a “Digital Snow Day” or Alternative Learning Day. The term Alternative Learning Day will be used as the most feasible pathway for this to work which includes districts having the choice of doing hands-on take home packets in addition to online learning under these circumstances. Regardless, there will be numerous guidelines developed to protect districts from some obvious policy problems – capping the number of days that this could be used for (2-4) and outlining the conditions under which they could be used. Jonathan will report back as the proposal develops over the next couple of months.

Jonathan reported that over many years, CREC was the sole provider of ATDN (Adult Training and Development Network) services on behalf of the State Department of Education. Two years ago, our Adult Education Program was asked to assist CREC with providing these mandated services. In that first year, we received about 15% of the funding; in year two we received almost half of the funding. This year, we are pursuing the possibility of obtaining the entire allocation which is \$630,000.

iii. Business and Operations - *Richard Carmelich*

Rich, along with Tony DiLeone, Director of Information Technology have been working to create a Regional Efficiency Group. Tony created a survey of which 18 districts submitted data. Through those efforts, Bethel will be purchasing chrome books at a reduced cost.

Rich reported that our initial health insurance quote for next year has increased 13.8%. He indicated that he will be meeting with the broker to discuss costs for moving from a fully insured to a self-insured policy.

8. Adjournment

With the agenda completed and no further business to discuss, President Chris Sanders adjourned the meeting at 9:15 p.m.

Minutes recorded by:

Joyce DeAngelo, Board Clerk

Deb Bell, Secretary