



BOARD OF DIRECTORS MEETING
September 6, 2018

MINUTES

On September 6, 2018, EdAdvance's Board of Directors held a meeting during which a quorum was present. President Chris Sanders, called the meeting to order at 7:00 PM and recorded the following members in attendance:

1. Roll Call:

Name (District):	Donna Farr, Barkhamsted	Melissa Miller, Colebrook
	Lynn Stone, Litchfield	Michelle Ku, Newtown
	Chris Sanders, Region 6	Michelle Gorra, Region 12
	John Kissko, Torrington	

EdAdvance

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

President Chris Sanders introduced and welcomed the return of John Kissko, Torrington to the Board.

2. Approval of June 7, 2018 Minutes:

Upon a motion by Lynn Stone, duly seconded by Michelle Ku, the Board approved the minutes of the June 7, 2018 meeting with 5 in favor and 2 abstention.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff passed around the Board Communications. He highlighted

- ✓ Handed out a copy of the fall Foothills Adult & Continuing Education Catalog; he also noted the addition of the new center pull-out highlighting our Preschool & School Age Enrichment Programs, along with our new Driver Education Program.
- ✓ Article in Republican American announcing the expansion of our Head Start Program in Watertown.

- ✓ Article in Republican American reporting EdAdvance, part of the WCSA Regional Efficiency Group, developed an interactive map that will show where students live and where they travel for school.
- ✓ Article in Waterbury Republican expressing the Five Points Gallery's interest in expanding into the former Torrington UCONN branch campus.
- ✓ Jeff highlighted thank you notes from all the scholarship winners.
- ✓ Handed out the 2018-2019 Member District Calendar.

5. Old Business: None

6. New Business:

(a) Nomination and Approval of Replacement Executive Committee Member (Member at Large)

As a result of the resignation of Joanne Brogis from the Board, Chris Sanders reported that we needed to replace the Member at Large position on our Executive Committee. Requesting any volunteers from the Board, Michelle Gorra volunteered for this position.

Upon a motion by Melissa Miller, duly seconded by Michelle Ku, the Board of Directors approved of Michelle Gorra as the new Member at Large to the EdAdvance Executive Committee.

(b) Presentation of Facilities Update

Jeff reported that we are moving forward with the purchase of the St. Mary School, St. Mary Church and St. Peter School. We have a draft sales agreement with the archdiocese and are just ironing out a couple of details. Jeff indicated that the mortgage payment, after the purchase of these properties, should be less than what we are currently paying to lease them.

Jeff reported that we have swapped buildings: we have moved our Head Start Program to St. Peter's School and our ACCESS North Program to St. Mary's School. He indicated that it made more sense to keep the little children in a one-story structure, and felt it was more appropriate to have a 2-story structure for the ACCESS Program. Significant renovations have been taking place at both facilities; i.e. painting, lighting, flooring.

Jeff also reported that the ACCESS programs opened on August 29 and all went well. We currently have 26 students enrolled at our ACCESS North facility, ACCESS South has 21 enrollments, and we expect to be at 30 by the end of this month.

(c) Review of All Agency Day

Jeff shared with the Board his presentation to staff on All Agency Day held on August 17, 2018.

To assist leadership in determining what the agency could do better to help staff to succeed, an interactive activity with "ThoughtExchange" was administered by Jonathan Costa.

This interactive activity encouraged staff to walk around the room to brainstorm, share thoughts, and prioritize ideas with other staff. This activity was well received by staff. Jonathan will process/prioritize all the ideas and will share with Central Office to discuss next steps.

(d) Presentation: 2018-2019 Agency Budget

Jeff shared the closeout “Actuals” End of Year FY 2017-2018 budget to the Board. He also presented and discussed the “Proposed” budget for FY 2018-2019.

He also handed out a “Save the Date” reminder to the Board for the upcoming Annual Board Meeting which will be held on October 4, 2018 from 4 pm to 6 pm. The Board requested that this handout be emailed to them so that they could share electronically with their superintendent and appropriate staff in their districts.

(e) Approval: Personnel Report June - August 2018

Upon a motion by Lynn Stone, duly seconded by Michelle Gorra, the Board unanimously approved the Personnel Report for June – August 2018 as submitted.

7. Reports/Updates

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

Jeff reported that this summer we funded teams from the districts of Barkhamsted, Colebrook, Hartland, Plymouth, Region 1, Region 7, Thomaston, Watertown and EdAdvance to attend a 3-day training on Seedlings Institute for School Leaders at Yale. This training supports programs that nourish the physical and mental health of children and families and fosters an educated and engaged citizenship. These same districts will be sending new teams to the next training that is scheduled for October.

Jeff reported on the regional collaboration of the newly formed group of Danbury area superintendents and other administrators who worked together to develop the Special Education Transportation and Interactive Map. This map was designed to inform consumers of data in real time. Districts can go in and look at a route; it will help them see if they can pair up students from other towns who might take the same route, as well as compare how much other van services charge. Jeff reported that we have collected information from 15 districts in Fairfield and Litchfield counties and expect to receive data from other districts. He reported that superintendents and special education directors are very excited about this endeavor. It is their hope that the sharing of these transportation services will eventually be significant cost savings to the districts.

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

Jonathan reported as a result of our All Agency Day activity, which identified more professional learning as a key interest among staff, we are going to hold our first ever “All Agency Learning Day” in conjunction with the Harvest Luncheon that is scheduled for November 15th. We will be holding both morning and afternoon workshops open to all employees with the Harvest Lunch and an agency update session held in-between. Staff will be surveyed to determine which sessions they are most interested in attending and then we will arrange for presenters. All staff and Board members are welcome to attend.

Jonathan reported that he will be attending a CAPSS Technology Committee Meeting next week where he will discuss a proposal for changing the way the state defines an “actual school session” to allow school districts to implement an Alternative School Session plan when the number of taken snow or weather days puts pressure on a school district’s calendar. The policy

recommendations have been developed by him and they describe how this structure would be allowed to be used.

Jonathan announced that he is offering a workshop on Board of Education Roles and Responsibilities free to member districts. This session focuses on the 5 most important things that all successful Boards of Education do and how that translates into the most productive roles and responsibilities for Board members and staff. If interested, please contact him to set up your district's session.

iii. Business and Operations – *Richard Carmelich*

Rich reported that for a very long time Laurene Pesce, Director of H.R. and our attorney have been fighting with Dept. of Labor over the status of EdAdvance as an educational employer. The court and Dept. of Labor now finally determined EdAdvance as an educational employer. This determination will help with many of our seasonal positions, i.e. bus drivers, and cafeteria workers who request unemployment compensation during the summer.

Rich reported we have signed on with Greenleaf Energy Solutions to complete a lighting upgrade project at our Litchfield facility. Work will begin next week in the hallways and common areas but will eventually need to include work areas as well. Tim Noel, our custodian, will work with Greenleaf and staff to ensure there is as little disruption as possible.

Rich announced that we have been providing business manager services to Sherman Public Schools until they hire a permanent manager.

Rich reported that we have assisted New Hartford Public Schools in completing their Educational Finance System (EFS) Report, previously known as the ED001.

Rich reported that we had placed an EdAdvance employee in the Plymouth Public Schools to provide business manager and technical services. He was happy to report that our employee was hired by the Plymouth School District as of September 1st.

Rich announced a new Driver Education program being offered at EdAdvance, Litchfield facility with a variety of instruction courses enabling students to understand and safely execute driving tasks and be prepared to complete their CT-DMV road test.

8. Adjournment

Upon a motion by John Kissko, duly seconded by Michelle Gorra, the meeting was adjourned at 8:40 p.m.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary