



BOARD OF DIRECTORS MEETING

April 6, 2017

MINUTES

On April 6, 2017, EdAdvance's Board of Directors held a meeting during which a quorum of the Executive Committee 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	Gayle Carr, Litchfield
	Michelle Ku, Newtown	Chris Sanders, Region 6
	Deb Bell, Region 7	Joanne Brogis, Torrington

EdAdvance

Personnel: Jeffrey Kitching, Executive Director
Richard Carmelich, III, Chief Operations Officer
Tony DiLeone, Technology Operations Manager
Joyce DeAngelo, Board Clerk

2. Approval of February 2, 2017 Minutes:

Upon a motion by Melissa Miller, duly seconded by Gayle Carr, the Board approved the minutes of the February 2, 2017 meeting with 5 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:

- a copy of EdAdvance's "Making Connections" quarterly newsletter produced by Kim Egan, EdAdvance's Marketing and Communications Coordinator.
- a letter received from DeLeo & Company, our auditor for many years, informing us their firm made a number of changes recently which caused them to assess their ability to provide quality audit services to government and non-profit clients. After careful review of their staff and resources, they have made a decision to discontinue audit services to EdAdvance.
- an article in the Register Citizen where Jonathan Costa and the School Services Staff provided a curriculum audit presentation to the Winchester BOE.
- an article, in the Register Citizen written by Owen Canfield, highlighting staff member Michelle Anderson, our Family Resource Center Coordinator at the Vogel-Wetmore School.

5. Old Business: None

6. New Business:

- a) Appoint: Nominating Committee for Officers for FY 2017-2018

Anyone interested in serving to develop the slate of Board officers or interested in becoming a candidate, please contact Jeff.

- b) Presentation/Approval: Board Meeting Schedule for FY 2017-2018

Jeff presented the FY 2017-2018 Board Meeting Schedule to the Board.

Upon a motion by Melissa Miller, duly seconded by Joanne Brogis, the Board unanimously approved the Meeting Schedule for FY 2017-2018 with a modification. The schedule should reflect the Danbury Office meetings to be held in a Southern Member District. The location will be decided by the Board closer to the meeting date.

- c) Approval: Personnel Report – February and March 2017

Upon a motion by Gayle Carr, duly seconded by Melissa Miller, the Board unanimously approved the Personnel Report for February and March 2017 as submitted.

7. Reports/Updates

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

Jeff reported that he and Rich Carmelich continue to review various facilities in Torrington and Winsted that might house most of our Head Start programs and provide space for a special education program that would mirror our ACCESS Program in Danbury. He has looked at the UCONN Torrington Branch Campus, the Register Citizen facility, among others. It is his hope to have all programming in the Torrington area under one roof.

They also continue to pursue any interest from neighboring owners in purchasing the extra parcels of land at our Litchfield facility.

Included in the monthly Board packet is the Head Start/Early Head Start information that is mandated by the federal government that the Board receive. It was recommended that an information sheet be included with these documents to provide more clarity to the Board. Jeff is going to work with Kathi Bleacher, Head Start Director to provide this information.

Jeff shared a handout with EdAdvance's Mission Statement. He feels if EdAdvance utilizes a systemic collaborative approach internally with a positive CULTURE, CONNECTION to the community, and the ability to CUSTOMIZE services/programs to our districts, then we can produce exactly the services and supports they require, at a level of excellence they should expect.

Jeff reported that the ACCESS Program students have moved back over into the main facility from the portable classrooms. As of 4/10/17, they expect 20 students to be enrolled. The program is really beginning to grow; it is felt that we will have a full house by the start-up of the new year. Jeff indicated he is making another round of individual meetings with superintendents. He is pushing to work with them to pilot programs/services needed in their districts.

Jeff reported he has been attending meetings of the Northwest Hills Council of Governments (COG) to collaborate services between agencies to save them money. He is also trying to meet with the Western CT Council of Governments to share with them the services our agency can provide to their towns to save them money.

ii. Business and Operations – *Rich Carmelich*

Rich reported that he continues to be very impressed with his staff. He reported that Mia Toimil, Director of Finance, has implemented the positive pay and debit block service with the bank. This service allows you to quickly identify, review and act upon suspicious or unauthorized checks presented for payment, significantly reducing monetary loss from check fraud.

Tim Noel, Facilities Supervisor is currently working with the company, “World Energy” to focus on assessing our Litchfield facility for energy efficient recommendations for lighting and heating and cost savings.

Tony DiLeone, Technology Operations Manager, is currently offering technical services to Thomaston, Sherman, North Canaan and a non-profit agency in Waterbury.

Rich reported that health insurance costs are going up approximately 20%. He reported he has met with Mary Glassman, CREC who has done much research regarding collaboration of health insurance. He reported he is setting up a committee of first selectmen, superintendents and business managers; if we work collaboratively, we can look at options that we can offer districts to save them money. A survey was also sent out to districts to collect data.

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

Upon a motion by Gayle Carr, duly seconded by Joanne Brogis, the meeting was adjourned to Executive Session at 8:02 PM to discuss a personnel matter.

The Board came out of Executive Session at 8:25 PM.

9. Adjournment

Upon a motion by Joanne Brogis duly seconded by Michelle Ku, the meeting was adjourned at 8:26 PM.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary