



BOARD OF DIRECTORS MEETING
February 1, 2018

MINUTES

On February 1, 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):	Frederick Karrat, Danbury	Lynn Stone, Litchfield
	Chris Sanders, Region 6	Deb Bell, Region 7
	Joanne Brogis, Torrington	

**EdAdvance
Personnel:**

Jeffrey Kitching, Executive Director
Jonathan P. Costa, Sr., Assistant Executive Director
Richard Carmelich, III, Chief Operations Officer
Tony DiLeone, Director of Information Technology
Bert Hughes, Director of Transportation
Laurene Pesce, Director of Human Resources
Rebecca Tyrrell, Director of Food Services
Joyce DeAngelo, Board Clerk

Upon calling the meeting to order, Board President Chris Sanders welcomed new Board Member Lynn Stone to the meeting.

2. Approval of November 7, 2017 Minutes:

Upon a motion by Deb Bell, duly seconded by Lynn Stone, the Board approved the minutes of the November 7, 2017 meeting with 5 in favor and 0 abstentions.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff passed around the Board Communications. He highlighted:

- ✓ Press release for the EdAdvance CABE Co-Sponsored 2018 Regional Leadership-Legislative Forums in Litchfield Northern Fairfield Counties
- ✓ To assist in the identification of priorities, Forum participants were invited in advance, to participate in an online survey tool, called ThoughtExchange. This tool permits individuals to share their ideas anonymously and then given the opportunity to rate all the ideas generated using a starring system. The top 10 priorities will be forwarded to our legislators.
- ✓ The CABE Journal February 2018 issue featuring (2) Legislative Breakfasts: one at EdAdvance in Litchfield and one in Newtown.

b) Grant Awards Report:

Jeff acknowledged two (2) grant awards. Detailed grant award information was included in the Board packet.

5. Old Business: None

6. New Business:

- a) Department Updates (4 Departments): Food Service, Transportation, Human Resources, IT Services

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) Update: Agency Financial Position:

Jeff shared a handout with the Board, reflecting the Mid-Year Budget Analysis & Projection, as of 12/31/17. He discussed some of the issues that have affected the budget, as well as the projected year-end balance.

- c) Presentation: Audit Report

Rich reported that our new auditors, Blum Shapiro, have completed their audit. He indicated the auditors were pleased with the processes we have in place and found no material weaknesses. They did note that our net assets decreased, however, Rich was not concerned because it is not a trend. He explained that money was used to do necessary work at our ACCESS South facility. Rich reported that we are still in a very good financial position.

- d) Presentation/Approval: 2019-2020 Uniform Regional School Calendar

Jeff explained that while CT law had changed, and no longer mandates that districts follow the Regional Calendar completely, each RESC is still required to develop and approve one.

Upon a motion by Lynn Stone, duly seconded by Joanne Brogis, the Board approved the 2019-2020 Uniform Regional Calendar as submitted.

- e) Facilities Update:

Jeff reported that:

- ✓Miry Brook is in the final stages of being finished
- ✓We submitted a proposal to purchase St. Mary’s School, St. Mary’s Church & St. Peter’s School properties, which the Archdiocese appears to be receptive to.
- ✓We submitted a proposal to purchase the UCONN property on University Dr., Torrington. It would include purchasing the building and some of the land around it; the City of Torrington could still purchase the surrounding property.

Jeff reported that both property investments would provide very good financial advantages for us.

f) Approval: Personnel Report – November 2017 thru January 2018

Upon a motion by Joanne Brogis, duly seconded by Deb Bell, the Board unanimously approved the Personnel Report for November 2017 thru January 2018 as submitted.

7. Reports/Updates

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

Jeff reported that EdAdvance recently held a successful job fair that was geared to fill some of the more difficult positions within the agency. He reported that more than 80 people attended. He thanked Laurene and her staff for their hard work in putting this job fair together.

He referenced a packet given to each board member that included EdAdvance’s District Data, along with a fact sheet of how EdAdvance has served their district. He also thanked Carol and Joyce from Central Office for the work that they do.

Jeff reported that he was invited to attend a regional meeting of superintendents/business managers where they brainstormed ideas on how to save money. Almost everyone turned to him to see if EdAdvance could help them. Jeff reported that they are meeting again next week, at which time he will bring the Central Office Team.

Jeff reported that he has hired former Superintendent Dave Erwin. In this part time position, Dave will be working with Laurene Pesce, H.R. office, in developing a pool of candidates for Personnel Services.

Jeff reported that we hosted a legislative breakfast both in our north and south regions.

Jeff reported that the Northwest CT Chamber of Commerce, together with the Northwest Hills Council of Governments (COG), hosted a breakfast that was held at EdAdvance.

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

Jonathan reported that scholarship notices will be going out shortly to districts. EdAdvance will again be offering four (4) \$1,500 scholarships this year. Two (2) scholarships will be awarded to our southern districts and two (2) scholarships will be awarded to our northern districts. Scholarship winners will be announced at our May meeting. Board members from the winning districts will have the option of presenting this check to their student at their district’s award ceremony if they so choose.

Jonathan reported that our Interdistrict Grants took a hit this year. He reported that last year our agency had 24 grants, this year there were only 14 for the entire state and only one of them directly involves our staff. Jonathan said that we will continue to see less money from the state in the future, so we continue to look to build our capacity to serve our districts through fee for service programs.

Jonathan reported that TEAM suddenly became an unfunded mandate this year when the state announced it would not be able to fund it well after local school district budgets were already finalized. To assist districts, Jonathan announced that his staff has designed a revised TEAM Induction Program which is more efficient and is designed to have better outcomes while costing less money. This program meets all the state requirements and several EdAdvance districts have already adopted it.

iii. Business and Operations – *Rich Carmelich*

Rich reported that Charmaine Bradshaw-Hill, who had been providing business manager services to Region 6 and Torrington through EdAdvance, has left to take another position closer to home. In Region 6, they have filled the position in-house, but we will continue to provide them with assistance as needed.

He also noted that we have replaced the vacancy in Torrington and have hired someone to provide business manager services in Plymouth.

Rich reported that the Health Insurance Collaborative went out to bid. Bids are back, and the broker is currently crunching the numbers. The collaborative will be meeting next week, at which time they will review the information and will then share the cost savings to the participating districts that were interested.

8. Adjournment

With the agenda completed and no further business to discuss, President Chris Sanders adjourned the meeting 8:40 p.m.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary