



BOARD OF DIRECTORS MEETING
March 1, 2018

MINUTES

On March 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:

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|------------------|---------------------------|---------------------------|
| Name (District): | Donna Farr, Barkhamsted | Melissa Miller, Colebrook |
| | Chris Sanders, Region 6 | Deb Bell, Region 7 |
| | Michelle Gorra, Region 12 | |

**EdAdvance
Personnel:**

Jeffrey Kitching, Executive Director
Jonathan P. Costa, Sr., Assistant Executive Director
Richard Carmelich, III, Chief Operations Officer
Susan Domanico, Regional Director, Foothills Adult & Continuing Education
Kevin Glass, Director, Center for Program Research & Evaluation
Matt Mervis, Director, Skills21
Abby Peklo, Director of Student and Community Programs
Joyce DeAngelo, Board Clerk

2. Approval of February 1, 2018 Minutes:

Upon a motion by Deb Bell, duly seconded by Michelle Gorra, the Board approved the minutes of the February 1, 2018 meeting with 3 in favor and 2 abstentions.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff passed around the Board Communications. He shared:

- ✓ a press release announcing EdAdvance's Student Scholarships where four different students will each receive a \$1,500 scholarship based on their responses to an essay regarding their perspective on service.
- ✓ an article where the Northwest Hills Council of Governments (COG) held a legislative breakfast at our facility.

- ✓ a letter from the Administration for Children & Families, Office of Head Start. They conducted a monitoring review of our Head Start and Early Head Start Programs. Jeff reported that we did very well in this review; all indicators show that we have either met or have exceeded the standards. Congratulations to Kathi Bleacher and her staff.

5. Old Business: None

6. New Business:

- a) Department Updates (4 Departments): Skills21, Adult Education, Program Research & Evaluation, and Student & Community Programs

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) Appoint: Nominating Committee for Officers for FY 2018-2019

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

Jeff also reported that Brian McCauley, New Milford Board Member has resigned from the Board; he has taken a position with our ACCESS South Program.

- c) Facilities Update:

- ✓ Jeff updated the Board on the UCONN property. He shared a press release from UCONN announcing their plan to sell the Torrington Campus in which the city of Torrington has first rights to negotiate a purchase.

Jeff reported that the city has 45 days in which to notify UCONN if they are interested in negotiating a purchase. If they decide against buying the site, UCONN would be free to move forward to negotiate a purchase agreement with another buyer.

Jeff shared an aerial picture of the UCONN property highlighting the (3) buildings and some parcels of land around the buildings that EdAdvance has submitted a proposal to purchase. He indicated if we were to ascertain the property, we would use it for our early childhood, elementary and adult education programs.

- ✓ Jeff announced the addition of Dr. David Erwin, Berlin retired superintendent, to our staff. As Personnel Services Coordinator, Dr. Erwin will be responsible for developing a pool of candidates for a variety of hard to find administrative and educational positions. He is currently meeting with district superintendents to discuss their district's needs.

- d) Approval: Personnel Report – March 1, 2018

Upon a motion by Melissa Miller, duly seconded by Michelle Gorra, the Board unanimously approved the Personnel Report for March 1, 2018 as submitted.

7. Reports/Updates

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

Since all updates were presented or discussed earlier, Jeff had no further updates at this time.

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

Jonathan reported that we have had issues with our current agency on-line registration system; as a result, a committee was formed to discuss our needs and goals. Five companies presented/demonstrated their system to the committee. A decision was made to select RegPack; this company's system seemed to best match the needs of our agency and our programs. Jonathan reported that we will begin phasing in this new registration system starting with our School Age Programs in the spring, and phasing in our other programs during the summer.

iii. Business and Operations – *Rich Carmelich*

Rich reported that we are currently providing business manager services to two (2) school districts – Torrington and Plymouth. Both staff members started this past Monday.

Rich announced that the state is implementing a new model for districts to report their finances – previously known as the ED001. As a result, EdAdvance will be hosting a workshop on March 9 for business managers where training will be provided for this new state reporting model.

Rich reported that he continues to work with the Health Insurance Collaborative. Fifteen entities submitted their data; the information was forwarded to the broker and the numbers aggregated. Collaboratively, there is potential cost saving of approximately \$1.7. To move forward, Rich stated that he is willing to go out into the districts to meet with them to discuss and answer questions regarding this initiative.

Rich reported our:

- ✓ Food Service Dept. is pricing out a proposal for Region 6 to manage and/or operate their school lunch program
- ✓ Technology Dept. is working with the Northwest Hills Council of Government (COG) on a Cyber Security System
- ✓ Technology Dept. is working on a proposal to provide network support to the Torrington Public Schools
- ✓ Mia has created an internal process that allows department heads can begin to enter their budgets electronically into our Munis system

Jeff reminded board members that their attendance at the May meeting is important because we will be voting on the proposed 2018-2019 budget. He said he would be sure to get the budget information to them well in advance of the meeting so that they would have ample time to review it.

In discussing the next board meeting and location, the Board unanimously agreed to hold its April meeting in Litchfield.

8. Adjournment

Upon a motion by Melissa Miller, duly seconded by Michelle Gorra, the meeting adjourned at 8:35 p.m.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary