

**BOARD OF DIRECTORS MEETING**

**May 4, 2017**

**MINUTES**

On May 4, 2017, EdAdvance's Board of Directors held a meeting during which a quorum was present. President, Chris Sanders called the meeting to order at 7:05 PM and recorded the following members in attendance:

**1. Roll Call:**

Name (District):	Frederick Karrat, Danbury	Brian McCauley, New Milford
	Michelle Ku, Newtown	Chris Sanders, Region 6
	Deb Bell, Region 7	Michelle Gorra, Region 12
	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 Technology Operations  
Joyce DeAngelo, Board Clerk

President, Chris Sanders welcomed new board members Brian McCauley and Frederick Karrat to the Board.

**2. Approval of April 6, 2017 Minutes:**

Upon a motion by Joanne Brogis, duly seconded by Deb Bell, the Board approved the minutes for the April 6, 2017 meeting with 5 in favor and 2 abstentions.

**3. Questions and Comments from the Public: None**

**4. Communications:**

Written:

Jeff passed around the Board Communications. He highlighted:

- article in the Republican American where EdAdvance, under the direction of Juleen Flanigan, Director of Early Childhood Services, had provided training for day care center staff in seven northwest CT towns. This training will help expand their use and understanding of the CT Early Learning and Development Standards, which were introduced in April 2014.

Jeff also recognized Ms. Flanigan for her fine work to the agency and reported that she has retired.

- article in the Register Citizen where Jonathan Costa and Rich Carmelich collaborated with Dr. Judith Palmer to present “Working Together for Our Children” at the American Superintendent’s Annual Conference in New Orleans in March. Their presentation described the steps taken to form the Northwestern CT Youth and Adolescent Mental Health Coalition and the innovative work they are doing and the Coalition’s impact within the community.

**5. Old Business:** None

**6. New Business:**

- (a) Action Item: Approval to submit the 2017-2018 Adult Education Program Enhancement Projects “Comprehensive Initiatives” grant application to the Bureau of Health/Nutrition, Family Services and Adult Education for grant award consideration.

Upon a motion by Joanne Brogis, duly seconded by Michelle Gorra, the Board of Directors unanimously approved of EdAdvance’s participation in these grants which will be effective July 2017 – June 2018.

- (b) Action Item: Approval to submit a grant application to the Connecticut Office of Head Start of Early Childhood for continued Enhancement (wrap around) and Link (behavioral health support) funding.

Upon a motion by Deb Bell, duly seconded by Joanne Brogis, the Board of Directors approved of EdAdvance’s participation in this Head Start supplementary grant.

- (c) Presentation/Election: Slate of Officers for FY 2017-2018

Chris Sanders presented the Slate of Officers for FY 2017-2018:

President:	Chris Sanders
Vice President:	Michelle Ku
Secretary:	Deb Bell
Treasurer:	Melissa Miller
Member at Large:	Joanne Brogis

Upon a motion by Michelle Gorra, duly seconded by Brian McCauley, the Board of Directors unanimously accepted the Slate of Officers for FY 2017-2018 as presented.

Upon a motion by Michelle Gorra, duly seconded by Frederick Karrat, the Board of Directors unanimously approved the appointment of the presented Slate of Officers for FY 2017–2018.

- (d) Presentation: Proposed Agency Goals for FY 2017-2018

Jeff shared a handout with the Board highlighting EdAdvance’s Mission Statement and the agency’s vision. He reported that if we utilize a systemic collaborative approach of 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 our customers require at a level of excellence they should expect.

To further implement this collaborative, Jeff reported that he has met with department heads and

requested each department collaborate with another department to work systemically to expand a level of connection and customization within their programs. Jeff also shared a document “Agency & Department Goals 2017-2018” that reflects programs expanding a level of connection and customization within departments.

(e) Update: Status of Current Budget FY 2016-2017

Jeff reviewed the Third Quarter Actuals / End of Year Projection 2016-2017 Report with the Board. Currently we are looking at a positive year-end balance of approximately \$146,156.

He reviewed benchmarking the agency’s financial position. He shared a handout with the Board reflecting the Level 1) Operating Reserves, Level 2) Building and Capital Asset Reserves, Level 3) Opportunity Reserves and an overview with “How Would the Reserve Targets Look Now?”

(f) Presentation: Proposed Agency Budget for FY 2017-2018

Jeff presented EdAdvance’s projected annual budget for FY 2017-2018.

Upon a motion by Michelle Gorra, duly seconded by Joanne Brogis, the Board of Directors unanimously approved the FY 2017-2018 budget.

(g) Presentation/Approval: FY 2017-2018 COLA Increase

Jeff presented the proposed agency COLA for FY 2017-2018. Based on the presented budget, a 2.25% COLA for FY 2017-2018 was recommended to the Board.

Upon motion by Michelle Ku, duly seconded by Michelle Gorra, the Board of Directors unanimously approved a 2.25% COLA for FY 2017-2018.

(h) Presentation: Workforce Analysis Information Sheet

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

(i) Approval: Personnel Report for April 2017

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

## 7. Reports/Updates

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

Jeff reported that Jonathan Costa, Rich Carmelich, and members of the Small Schools Collaborative, have been meeting to discuss the needs of the districts and ways in which to save them money. The cost of insurance is an area that districts seem to be interested in. As a result, a meeting of superintendents, business managers, and town officials is scheduled for May 24. Mary Glassman, CREC, who has done much research in this area, will speak to the group to look at possible cost saving options.

Jeff reported that he and Rich Carmelich continue to look for space in the Torrington area to duplicate our ACCESS Program currently running in the Danbury area.

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

Jonathan announced that October 6<sup>th</sup> will be the first regional professional development day where EdAdvance helps to coordinate on supporting teachers from as many non-core content areas as possible (the arts, world languages, etc.).

Jonathan reported that there is a possibility that many of the technical assistance and training supports that have been provided for TEAM by the state may be eliminated. The RESCs are working together to put a training in place that would support beginning teachers with an easier implement process that will save districts some time and money should they be asked to shoulder the entire burden of the program.

Jonathan reported that we have 48 scholarship applications; 24 from the southern region and 24 from the northern region.

The southern region winners are:

Sonia Barrios, Danbury H.S., who will be attending Northeastern University, majoring in biology.

Arielle Rosenthal, Bethel H.S., who will be attending McGill University, majoring in political science/international development.

The northern region winners are:

Erica Morrison, Torrington H.S. who will be attending Syracuse University, majoring in business/communications.

Shelby Luminati, HVRHS who will be attending the University of Maine at Machias, majoring in marine biology.

iii. Business and Operations - *Richard Carmelich*

Rich reported that under the direction of Becky Tyrell, Food Service Director, they recently submitted an RFP to the Torrington Public Schools which incorporated the new federal and state requirements. Her team did a great job; we should know some time next week if our bid was accepted.

We have received 2 responses for our auditor invitation to bid. The bidders were from Blum-Shapiro of West Hartford and Venman & Co. of Shelton. Rich also offered compliments to our previous auditor, Roger Chase, DeLeo & Company for the many years of service to our agency.

The Kennedy Center of Trumbull, CT has funded a project and a position to study regional mobility. Rich reported that he and Bert Hughes, Director of Transportation, recently attended a Northwest Hills Council of Governments (COG) meeting where this project was discussed. He said our expertise in this area will be a good opportunity to assist them in this regional study.

Rich announced “Residency & Investigative Services,” a new service that we are offering, has its first customer.

8. Executive Session: Personnel Matter

Upon a motion by Joanne Brogis, duly seconded by Deb Bell, the meeting was adjourned to Executive Session at 8:40 PM to discuss a personnel matter.

Upon a motion by Michelle Gorra, duly seconded by Joanne Brogis, the Board moved that the contract of the Executive Director be extended for the period of 7/1/17 – 6/30/20, and the Board President be authorized to amend the contract as presented and discussed by the Board.

The Board came out of Executive Session at 8:55 PM and the meeting adjourned.

*Minutes recorded by:  
Joyce DeAngelo, Board Clerk*

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Deb Bell, Secretary