



BOARD OF DIRECTORS MEETING
November 2, 2017

MINUTES

On November 2, 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):	Brian McCauley, New Milford	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
Joyce DeAngelo, Board Clerk

2. Approval of September 7 and October 5, 2017 Minutes:

Upon a motion by Michelle Ku, duly seconded by Joanne Brogis, the Board approved the minutes of the September 7, 2017 meeting with 4 in favor and 1 abstention.

Upon a motion by Michelle Ku, duly seconded by Brian McCauley, the Board approved the minutes of the October 5, 2017 meeting with 3 in favor and 2 abstentions.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff highlighted the award of the highly competitive National Science Foundation (NSF) Grant in the amount of \$1,249,991. STEM21 + CS will integrate newly developed, digital computer science learning modules into three existing full-year high school STEM21 science courses which meet state graduation requirements (biology, chemistry, earth and energy essentials).

Jeff highlighted a letter from CAFE announcing the Bonnie B. Carney Award of Excellence for Educational Communications Winners 2017. EdAdvance was an Award Winner for our newsletter, *Making Connections*. We also received honorable mention for our *Annual Report and Member District 2017-2018 Calendar*.

Jeff reported that the Office of Head Start (OHS) will conduct a Classroom Assessment Scoring System (CLASS) and a Focus Area 2 (FA2) monitoring review of EdAdvance during the week of December 11, 2017.

b) Grant Awards Report:

Jeff acknowledged two additional grant awards. Detailed grant award information was included in the Board packet.

5. Old Business: None

6. New Business:

(a) Presentation/Approval: Proposed EdAdvance Membership Dues for FY2018-2019

Jeff shared the proposed membership dues for FY2018-19. He reviewed the history of the annual dues structure. This year's proposed dues are based on 2017-2018 enrollment figures provided by the Connecticut State Department of Education's Grade by District report.

Upon a motion by Deb Bell, duly seconded by Joanne Brogis, the Board unanimously approved the proposed EdAdvance Membership Dues for FY2018-2019.

(b) Update from the Executive Director

Jeff shared a slide presentation to the Board and updated the following:

- ✓ We have signed a lease for St. Peter's School for one year. There were minor renovations to be done. ACCESS North program moved in on 9/5. Ten students enrolled as of today; several referrals pending.
- ✓ UCONN-Torrington Campus back on the table. Finalizing lease. Architect and contractor preparing renovations plans/costs; awaiting approval for renovations plans from UCONN. The goal is to begin construction on Dec 1 with occupancy in mid-January. Occupants would include Head Start & Early Head Start, limited Early Childhood programs, limited Foothills Adult Ed programs, various professional development events and potential elementary ACCESS and autism programs.
- ✓ Jeff shared SB 1502, an act concerning the state budget for the biennium ending June 30, 2019, making appropriations therefore, authorizing and adjusting bonds of the state and implementing provisions of the budget.

In this bill, Jeff highlighted several actions: repeal of the municipal spending cap; ECS decreases for FY 18 and FY 19; minimum budget requirement; special education excess cost increases for FY 18 and FY 19; continues the existing ban on Sheff region host magnet schools charging tuition; RESC non-Sheff magnets – eligible for increased grant; creates a task for to study feasibility of forming a special education cost cooperative or other models to minimize volatility in municipal special education spending and costs; and increased teacher's retirement contribution by teachers by 1%.

- ✓ In the state budget, Jeff also shared a slide listing the Municipal mandate reliefs to the towns.
- ✓ Jeff shared a handout with the Board reflecting the governor's Education Cost Sharing Grant Final Budget Proposals for FY 2018 and 2019.
- ✓ Jeff has been promoting VISION, CULTURE, CONNECTION AND CUSTOMIZATION. He reported that in order to monitor our efforts, EdAdvance will be leaving Google mail and switching to Office suite (customer/manager/relations component). This change will allow us to collect data and monitor i.e. who has been contacted, who contacted them, how many times, and who has not been contacted.
- ✓ Jeff reported that the School on the Green lost their facility this summer and contacted us for space. Since our Head Start students moved back to Torrington, we have leased classroom space to the School on the Green.
- ✓ Jeff reported we will be looking to gradually work toward closing one of our group homes. Currently our Community Services Department operates four homes. We need to reduce this to three to ensure staffing quality.
- ✓ Jeff reported that our staff is meeting Region 7 administrators to discuss collaborating on a regional program called ChangeMakers, to bring social/emotional learning professional development to the region.
- ✓ Jeff announced that we will be hosting a marketing workshop for area superintendents. This workshop is designed to connect budgets to expenses.
- ✓ Jeff reported that the RESC Alliance hosted their Fall Conference – *Personalized Learning Think Shop* at SCSU in which 40 different school districts were in attendance.
- ✓ Jeff announced that he is going to develop a schedule for the spring, where 3-4 managers will give a 4-5 minute presentation about their program to the Board. This will give the Board a little more insight about our programs and what we do.

(c) Approval: Personnel Report – September and October 2017

Upon a motion by Michelle Ku, duly seconded by Brian McCauley, the Board unanimously approved the Personnel Report for September and October 2017 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. Business and Operations – *Rich Carmelich*

Rich reported that he has formed a Regional Health Coalition (RHC). The goal of the RHC is to save the towns and Boards of Education money. They are currently looking at a self-insured plan and are ready to begin talking with the towns and BOE about this venture. The RHC is meeting tomorrow with brokers and they will be asking them to share their claims data with them.

Rich indicated that the RHC is ready to market this plan to the BOE and towns. He also stated that he would be more than happy to go out to a district to meet with them to discuss and answer any questions they may have.

Rich announced in addition to providing a Business Services Official to Region 6, we are expanding our business services a couple of days per week to Torrington.

Leadership is looking to develop more fee for service opportunities. Rich reported that our Technology department has been working with our Fiscal office to develop an efficient business system that will allow all software to “talk” with one another.

Rich reported that our interim audit has been completed; although it is not final, by all accounts everything looks very good.

8. Adjournment

With the agenda completed and no further business to discuss, the meeting adjourned at 8:20 p.m.

*Minutes recorded by:
Joyce DeAngelo, Board Clerk*

Deb Bell, Secretary