



BOARD OF DIRECTORS MEETING
September 7, 2017

MINUTES

On September 7, 2017, EdAdvance’s Board of Directors held a meeting during which a quorum was present. President, Chris Sanders, called the meeting to order at 7:00 PM and recorded the following members in attendance:

1. Roll Call:

Name (District):	Melissa Miller, Colebrook	Frederick Karrat, Danbury
	Brian McCauley, New Milford	Chris Sanders, Region 6
	Deb Bell, Region 7	Joanne Brogis, Torrington

EdAdvance

Personnel: Jeffrey Kitching, Executive Director
Jonathan P. Costa Sr., Assistant Executive Director
Mia Toimil, Director of Finance
Joyce DeAngelo, Board Clerk

2. Approval of June 1, 2017 Minutes:

Upon a motion by Melissa Miller, duly seconded by Deb Bell, the Board approved the minutes of the June 1, 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 highlighted

- an article in the Republican-American announcing our Food Service’s Summer Meals Program in Torrington & Winsted
- an article in the Republican-American mentioning Michelle Anderson, EdAdvance’s Director of Early Childhood and Family Programs, who helped students with the project, “The Care Closet” (a place where high school students, who are homeless or have unstable housing, can get clothes, bags and other necessities to help them)
- an article in the Register Citizen highlighting Tracey Lay, EdAdvance’s Director of School Age Programs, as the Chairman of the National After School Association
- thank you notes from three of our scholarship winners

5. Old Business: None

6. New Business:

- (a) Action Item: Approval of the United Way of Western CT City of Danbury Funding

Upon a motion by Brian McCauley, duly seconded by Joanne Brogis, the Board of Directors approved of EdAdvance's participation in the 2017-2019 grant cycle for the United Way of Western CT City of Danbury Funding.

- (b) Action Item: Approval of Head Start: Prenatal to Five's Grant Application for COLA Funds

Upon a motion by Melissa Miller, duly seconded by Deb Bell, the Board of Directors approved of EdAdvance's Head Start: Prenatal to Five COLA funds of 1% retroactive for FY '17.

- (c) Presentation: Updated 2017-2018 Agency Budget

Jeff presented the closeout "Actuals" End of Year FY 2016-2017 budget to the Board. He also presented and discussed the "Proposed" budget for FY 2017-2018.

- (d) Presentation: Facility Update

Jeff announced that the UCONN lease has been put on hold due to some environmental testing issues which he elaborated on. After discussion with our attorney and the Mayor of Torrington, a decision was made not to sign a lease at this time until these issues are resolved.

As a result, EdAdvance reopened discussions with the Hartford Archdiocese and Fr. John Granato, Pastor of St. John Paul the Great, to rent space in Torrington. A lease is currently being drawn up to rent the St. Peter School in Torrington. We are hoping to move our programs into this space early next week as a one year solution.

- (e) Presentation: Special Education Structure

Jeff handed out a map of our new Special Education structure. This map defined the ACCESS North and ACCESS South Program regions. The restructuring of our Special Education Program & Services will better meet the needs of our school districts and their students.

Jeff reported that staff will be meeting with all regional Special Education Directors next week. At that time, we will present our Special Education structure and discuss alternative programs and services that we have available for their districts.

- (f) Review of All Agency Day

Jeff shared with the Board his presentation to staff at All Agency Day on August 18, 2017. His focus was on optimism and how we can get the agency to where we can become a "75% fee-for-service agency."

To get staff input, an interactive activity called "ThoughtExchange" was administered by Jonathan Costa. This activity, which involved all staff, was designed to generate ideas of new business development opportunities for the agency.

This activity was well received by staff; they really felt like a part of the decision making

process. Jonathan is currently processing/prioritizing all the ideas and will share the results with our Leadership Team.

(g) Approval: Personnel Report July-August 2017

Upon a motion by Melissa Miller, duly seconded by Brian McCauley, the Board unanimously approved the Personnel Report as submitted.

7. Reports/Updates

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

Jeff publicly thanked Mia Toimil, Director of Finance, for all her hard work on the budgets.

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 highlighted the newly released EdAdvance Professional Learning Opportunities brochure for 2017-2018. Organized under the theme of “Back to the New Basics,” Jonathan discussed the brochure that was distributed at the meeting. Jonathan noted that we are in the process of personally visiting every district to explain the offerings for the year and how we can assist each member district. Jonathan reported that we are looking to serve our customers in as cost effective a manner as possible to soften the blow of ever tightening budget resources and a wave of new unfunded state mandates. As an example, he highlighted our new Teacher Evaluation and TEAM offerings which have been redesigned to be newly aligned to reduce their time requirements and costs.

8. Adjournment

With the agenda completed and no further business, President Chris Sanders officially closed the meeting at 8:35 PM.

*Minutes recorded by:
Joyce DeAngelo, Board Clerk*

Deb Bell, Secretary