



BOARD OF DIRECTORS MEETING
February 7, 2019

MINUTES

On February 7, 2019, 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	Lynn Stone, Litchfield
	Michelle Ku, Newtown	Melissa Johnson, Plymouth
	Chris Sanders, Region 6	Deb Bell, Region 7
	John Kissko, Torrington	Janelle Wilk, Watertown

Guest: Doug Pfenninger, CABE Board of Directors

EdAdvance

Personnel: Jeffrey Kitching, Executive Director
Jonathan P. Costa, Sr., Assistant Executive Director
Richard Carmelich, III, Chief Operations Officer
Rose Forzano, Director of Human Resources
Joyce DeAngelo, Board Clerk

Chris Sanders, Board President welcomed new board member, Melissa Johnson, Plymouth to the Board. Also introduced was Mr. Doug Pfenninger, a member of CABE’s Board of Directors, also a member of the Winchester BOE.

At this time, Mr. Pfenninger presented Executive Director, Jeffrey Kitching with three (3) Bonnie B. Carney Communication Awards of Excellence. These awards were for EdAdvance’s Professional Learning Opportunities Catalog 2018-2019, EdAdvance’s Program Folder and EdAdvance’s Agency PowerPoint.

Mr. Pfenninger, also a Winchester BOE member, praised the work of the agency.

2. Approval of November 1, 2018 Minutes:

Upon a motion by John Kissko, duly seconded by Deb Bell, the Board approved the minutes of the November 1, 2018 meeting with 6 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:

- ✓ Letter from CT Community Foundation thanking Jonathan Costa for his presentation - *State of Education in Connecticut*.
- ✓ Article in Waterbury Republican where we hosted a breakfast for the Northwest Hills Council of Governments and the Northwest Chamber of Commerce. The breakfast gave members an opportunity to discuss legislative priorities with the nine state representatives and state senators.
- ✓ Shared a 1-page EdAdvance information sheet that he is handing out as he meets with legislators and others in the community.

5. Old Business: None

6. New Business:

- a) Presentation: CABE Communications Award of Excellence Plaques Awards were presented at the beginning of the meeting.
- b) Introduction of Rose Forzano, Director of Human Resources
Rich Carmelich introduced Rose Forzano, the new Director of Human Resources to the Board.
- c) Action Item: Approval of Head Start Grant Application

The Board has been fully informed of the Federal Grant Application and its intended usage.

Upon a motion by Melissa Miller, duly seconded by Michelle Ku, the Board of Directors approved of EdAdvance's submission of a grant application for Head Start: Prenatal to Five Supplement Funds.

- d) Revisit EdAdvance Proposed Membership Dues for FY2019-2020

Jeff reported that there have been no membership dues increase in over 20 years, in addition, enrollment is declining in several districts. Jeff has heard from districts about the need for research and data collection that no one district could afford on their own. If the proposed membership dues were approved, the agency could contract with a company like Hanover Research Company. Hanover Research provides high quality, custom research and analytics through a cost-effective model that helps clients in the education sector make informed decisions, identify and seize opportunities, and heighten their effectiveness. This service would be available for all districts to use. Jeff gave examples of the types of research and/or data collection they provide, i.e. school start times and district shared services. A brief discussion followed.

Upon a motion by John Kissko, duly seconded by Lynn Stone, the Board approved the new proposed EdAdvance Membership Dues for FY 2019-2020 with 7 in favor, and 1 opposed – Michelle Ku.

- e) Update: Facilities Report and Approval of Potential Facility Purchase

Jeff reported:

- We need to be out of St. Mary's School by the end of the year.
- We stopped renovations at St. Peter's School because it is no longer for sale.
- We are exploring, with the Torrington BOE, the option to lease East School.

- Since there is no final agreement with Torrington BOE, we need a back-up plan. We are looking at purchasing the vacant Main Street School in Plymouth. If purchased, this could be used for a regional elementary behavioral/diagnostic placement facility. It could provide autism spectrum support/services and it could be the backup location for ACCESS North.

Upon a motion by Melissa Miller, duly seconded by Janelle Wilk, the Board approved 7 in favor, and 1 abstention – Melissa Johnson, to give the Executive Director the authority to spend no more than \$1.5 million for purchase and renovations of the Plymouth Main Street School.

f) Update: ACCESS North Program

- Based on a complaint filed by an employee, the SDE Director of Special Education has investigated the Torrington BOE and the ACCESS Program. We have already remedied some issues. To date we have not received the final report but continue to check weekly for it.
- We currently have 30 students from Torrington and approximately 10 students from other districts.
- Jeff reported how proud he is with the staff and the systems that they have put in place. John Kissko also reported that Torrington Public Schools is really pleased with the program and the staff. He said this program has met the needs of these students, and the needs were much greater than they had ever anticipated.

g) Approval: Personnel Report – November 2018 thru January 2019

Upon a motion by John Kissko, duly seconded by Michelle Ku, the Board unanimously approved the Personnel Report for November 2018 thru January 2019 as submitted.

7. Reports/Updates

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

- Shared the RESC Alliance brochure highlighting the sheet with the 2019 RESC Alliance Legislative Priorities.
- Shared a handout of (2) proposed bills regarding “An Act Concerning the Size of School Districts” and “An Act Concerning the Creation of Regional School Districts”. A brief discussion followed.
- Reported that there is a proposed bill on the revision of special education funding.
- Reported that we have secured space at Post University for a new transition program, Life after High School, for 18 to 21-year-olds with identified needs. The space will include classroom space, gym, cafeteria, and the possibility of work experience at the school. We have hired Joseph Kowalczyk as the Transition Coordinator.

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

- As a follow-up to Mr. Pfenninger’s comments, Jonathan reported that our staff worked with Winchester to audit then enhance their curriculum and then provided support to their staff to ensure effective practice. The latest round of standardized tests showed they had the largest increase in math and language arts scores of any Alliance District in the state.
- As a result of the success in Winchester, the State Turnaround Office has recommended EdAdvance to Derby and New Haven school districts for similar curriculum improvement projects.

- Reported that he and Rich Carmelich have been meeting with staff on long range planning space needs. They are looking at current space needs and projected space needs. They have created an active space/facilities document that he will share with the Board at the March meeting.
- Announced that we will again be offering four (4) \$1,500 scholarships to member district students; two (2) scholarships will be awarded to our southern districts and two (2) scholarships will be awarded to our northern districts. Letters will be going out to districts next week.
- Through an opportunity provided by our previous Executive Director, Jonathan started working with the Commission on International Education. Since he started that work, he has completed several international schools' accreditation visits and was asked to serve on the NEASC Commission itself. Jonathan will go on his first visit as a Commissioner to Madrid next week.

iii. Business and Operations - *Rich Carmelich*

- Food Service:
 - Region 6 – survey results for year one indicate they are happy with our services.
 - Watertown – in discussion with business manager to provide consulting services.
 - Region 1 and Torrington going well.
- Transportation
 - Newtown and Litchfield services continue to grow.
- Driver's Education
 - Fully up and operational; 10 students enrolled in class.
 - Obtained space at Explorations School in Winsted, both Explorations and Gilbert students can attend.
 - Northwestern CT Community College (NCCC) provides a TEAM Success Grant for students who cannot afford the cost of driver's ed. NCCC will work with us to assist those students in need.
- Technology
 - We continue to provide services to Plymouth.
 - We will again offer districts the opportunity to purchase Chromebooks at a reduced cost.
- Human Resources
 - Rose Forzano, our new Director of Human Resources continues to review and streamline all processes in the H.R. Dept.
 - All is going well in the fiscal department.

8. Executive Session – To discuss a personnel issue

Upon a motion by Michelle Ku, duly seconded by Janelle Wilk, the meeting was adjourned to Executive Session at 8:45 PM, to discuss a salary compensation issue related to the Executive Director.

The Board came out of Executive Session at 8:55 PM.

9. Adjournment

With the agenda completed and no further business to discuss, President Chris Sanders adjourned the meeting at 8:55 PM.

*Minutes recorded by:
Joyce DeAngelo, Board Clerk*

Deb Bell, Secretary