



EdAdvance
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**BOARD OF DIRECTORS MEETING
June 6, 2019**

MINUTES

On June 6, 2019, EdAdvance’s Board of Directors held a meeting during which a quorum was present. President Chris Sanders called the meeting to order at 7:03 PM and recorded the following members in attendance:

1. Roll Call:

Name (District): Lynn Stone, Litchfield	Melissa Johnson, Plymouth
Michelle Ku, Newtown	Chris Sanders, Region 6
John Kissko, Torrington	Janelle Wilk, Watertown

EdAdvance

Personnel: Jeffrey Kitching, Executive Director
Jonathan P. Costa, Sr., Assistant Executive Director
Kathi Bleacher, Director of Head Start
Carmella Galipault, Head Start Data Coordinator
Joyce DeAngelo, Board Clerk

Upon a motion by John Kissko, duly seconded by Michelle Ku, the Board unanimously approved to amend the agenda to add “Approval of the Executive Director’s Evaluation and Contract Extension” as item 9.

2. Approval of May 2, 2019 Minutes:

Upon a motion by Melissa Johnson, duly seconded by Michelle Ku, the Board approved the minutes for the May 2, 2019 meeting with 6 in favor and 0 abstentions.

3. Questions and Comments from the Public: None

4. Communications:

Written:

Jeff passed around the Board Communications. He shared:

- ✓ copies of the letters that were sent to the (4) scholarship winners.
- ✓ distributed a copy of the EdAdvance Customer Relationship Data for 2018/19. This data reflects a monthly average of 22,067 email communications.

5. Old Business: None

6. New Business:

- (a) Presentation: Head Start: Prenatal to Five Annual Training – Kathi Bleacher, Director

Kathi Bleacher provided a training session on our Head Start: Prenatal to Five Program. She distributed a Head Start/Early Head Start packet to the Board. She reviewed all packet materials including: System of Governance, Governance and Management Responsibilities, expectations of the Board of Directors members, including Monthly Reports, Annual Reports and Review Program Updates and By-Laws. She concluded the Board training with a question and answer period.

- (b) Action Item: Approval of Head Start: Prenatal to Five’s Annual Grant Renewal Application

Upon a motion by Lynn Stone, duly seconded by Janelle Wilk, the Board of Directors approved of EdAdvance’s annual grant renewal application for Head Start: Prenatal to Five with 6 in favor and 0 abstentions.

- (c) Action Item: Approval of Head Start: Prenatal to Five Program Recruitment, Selection, and Enrollment Practices (ERSEA) for 2019-2020

Upon a motion by Melissa Johnson, duly seconded by Lynn Stone, the Board of Directors approved of EdAdvance’s Head Start: Prenatal to Five Program’s Selection and Enrollment Practices (ERSEA) for the 2019-2020 program year with 6 in favor and 0 abstentions.

- (d) Action Item: Approval of Head Start: Prenatal to Five’s 2019-2020 Annual Grant Program Self-Assessment

Upon a motion by Janelle Wilk, duly seconded by Melissa Johnson, the Board of Directors approved of EdAdvance’s 2019-2020 Head Start: Prenatal to Five Annual Program Self-Assessment with 6 in favor and 0 abstentions.

- (e) Action Item: Approval of the Purchase and Financing of Main Street School, Plymouth, CT

Upon a motion by Melissa Johnson, duly seconded by Janelle Wilk, the Board of Directors approved of these motions to allow the Executive Director to sign the purchase agreement, allow the town to use the parking lot in exchange for the use of the ball field, and to obtain a loan from Thomaston Savings Bank with 6 in favor and 0 abstentions.

- (f) Presentation/Approval: 2020-2021 Uniform Regional School Calendar

Upon a motion by Michelle Ku, duly seconded by John Kissko the Board of Directors unanimously approved of the 2020-2021 Uniform Regional School Calendar.

- (g) Approval: Cost Transfer Policy for Federal Grants

Upon a motion by Lynn Stone, duly seconded by Janelle Wilk, the Board of Directors unanimously approved of the Cost Transfer Policy for federal grants.

(h) Approval: Personnel Report for May 2019

Upon a motion by Melissa Johnson, duly seconded by Michelle Ku, the Board unanimously approved the Personnel Report for May 2019 as submitted with 6 in favor and 0 abstentions.

7. Reports/Updates

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

- Reported things are going well in the Region 10 superintendent search. We are beginning to build a candidate pool; interviews begin in a week and hoping to hire someone by mid-July.
- If all goes well, we will be closing on the Plymouth property on Friday.
- The deficit previously reported could be cut almost in half by the end of the fiscal year.
- Developing an H. R. support proposal that will be shared with Thomaston, Region 12, and Watertown.
- Held our annual end-of-the-year Leadership Council Retreat for staff. Anne Yurasek, the guest speaker, who is an organizational development consultant and trainer, engaged staff in how to think differently, i.e. selling our services. Her presentation was well received by staff.
- Invited by Judy Palmer, Jeff attended the end of the year culmination for the Yale Center for Emotional Intelligence Ruler Training. At this event, Judy Palmer publicly thanked EdAdvance for their support to the districts in this new endeavor.
- Reported that the RESC Alliance held a mini convocation and retreat where statewide initiatives were discussed. Jeff reported that Jonathan Costa, along with Esther Bobowick facilitated one of the sessions.

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

- Reported that Skills21 held their annual Expo Fest at the Toyota Oakdale Theatre in Wallingford with the largest group of participants ever, with over 1,000 non-students in attendance as well. Also in attendance was Fran Rabinowitz, Executive Director of CAPSS. Fran reported that she was impressed with the Expo and that she is going to try and promote interest in Skills21 over the next year.
- Held the kick-off meeting with New Britain administration and curriculum team to begin our three-year curriculum renewal project. The approach and process were very well received.
- National speaker, Dr. Robert Lynn Canady, Canady Consulting, Inc. facilitated a workshop on school scheduling for middle school/high schools for staff from Torrington, Litchfield and Plymouth here at our Litchfield facility. This work came as a direct result of district requests for this support.
- We are looking to offer two new curriculum resources to support social and emotional learning for next year. One is a Rutgers University non-credit credential and the other is a content-specific materials set which would be part of a Newsela Pro membership.
- There is a new requirement for Minority Teacher Recruitment (MTR) planning for local districts that looks like it will be in place for next school year. We are exploring options to create a regional MTR plan that would satisfy this requirement on behalf of all our districts.

8. Executive Session – Executive Director's Evaluation and Contract Extension

Upon a motion by Lynn Stone, duly seconded by Janelle Wilk, the meeting was adjourned to Executive Session to discuss the Executive Director's evaluation and contract extension.

9. Approval: Executive Director’s Evaluation and Contract Extension

I move that the current contract of the Executive Director be extended for the term of July 1, 2019 to June 30, 2022 and that the Executive Director’s salary for 2019-2020 be set to his base salary from the current fiscal year plus a percentage adjustment equal to the COLA increase approved by the Board for the general staff of the Agency. The President of the Board is hereby authorized to take whatever actions may be required to amend the contract with the Executive Director to implement these changes and to execute the contract on behalf of the Board.

Upon a motion by Lynn Stone, duly seconded by Janelle Wilk, the Board unanimously approved the Executive Director’s Evaluation and Contract Extension.

10. Adjournment

With the agenda completed and no further business to discuss, President Chris Sanders adjourned the meeting at 8:52 p.m.

Minutes recorded by:

Joyce DeAngelo

Deb Bell, Secretary