



BOARD OF DIRECTORS MEETING
March 7, 2019

MINUTES

On March 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):	John Kissko, Torrington	Michelle Ku, Newtown
	Chris Sanders, Region 6	Deb Bell, Region 7
	Michelle Gorra, Region 12	Melissa Miller, Colebrook

EdAdvance

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

Upon a motion by Melissa Miller, duly seconded by Michelle Ku, the Board unanimously approved to amend the agenda to add the “Discussion of the 2019-2020 Board Meeting Schedule” as item 6g.

2. Approval of February 7, 2019 Minutes:

Upon a motion by Melissa Miller, duly seconded by Deb Bell, the Board approved the minutes of the February 7, 2019 meeting with 5 in favor and 0 abstentions.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff mentioned:

- ✓ An article in the Republican American reporting the Plymouth Main Street School Building may be purchased by EdAdvance.
- ✓ Announced two students from our Foothills Adult & Continuing Education Program are being recognized. One student will receive an award for “Student of the Year” at the CAACE Conference in March and the COABE (Coalition of Adult Basic Education) will be featuring a student’s essay in their national newsletter. These students represent the districts of Torrington and Watertown. Jeff will send the link to the Board members.

5. Old Business: None

6. New Business:

a) Appoint: Nominating Committee for Officers for FY 2019-2020

Anyone interested in serving to develop the slate of Board officers or interested in becoming a candidate is asked to contact Jeff.

b) Update: Space Planning

- ✓ Jonathan shared a handout “Long-Range Facility Strategy/Planning” with the Board. As a result of meeting with program managers, this document reflects our current space utilization and future space needs. This is a working document which will allow us to make changes as our needs change.
- ✓ Jeff explained that we will be meeting with the State Office of School Construction Grants. We plan to discuss some of the regional planning we are looking to do to assist our districts and to inquire what types of state funding we may be eligible for.
- ✓ Jeff reported that Head Start and ACCESS North programs need to be in Torrington. He announced that we have signed a 1-yr agreement with the Archdiocese to rent St. Peter’s School for Head Start.
- ✓ He also reported that at the Torrington BOE meeting last evening, they agreed to a 5-yr. lease for East School. ACCESS North and Head Start will occupy the space on the 1st floor of the school. Torrington will pay tuition for 30 students in the program, with room to take 8-10 students out of district. Some of this money will be set aside for capital improvements.
- ✓ Both John Kissko and Jeff publicly thanked Torrington BOE Chairperson, Fiona Cappabianca for supporting Superintendent Sue Lubomski in this endeavor.

c) Update: Plymouth School Facility

- ✓ Reported that he and Rich Carmelich attended a public hearing in Plymouth last evening. Hearing went well; the proposal currently would include a purchase/sale price of \$400,000. A \$50,000 economic grant from the town of Plymouth could be used to improve the look of the front of the school building.
- ✓ Jeff reported that this facility would be used for a regional elementary K-5 behavioral/diagnostic needs model placement facility. In addition, it may also provide autism spectrum support/services to districts. He also reported that we will begin to approach districts to purchase seats by days upfront.

d) Presentation: Audit Report

Richard reported that this is the 2nd year we have used Blum Shapiro. It was a clean audit; they are happy with our procedures/processes in place and our record keeping.

e) Update: Agency Financial Position

- ✓ Jeff reported that our net assets decreased by \$1.6 million. This decrease is due to the investments in facilities and the purchase of new vehicles for our transportation department and other investments.
- ✓ Jeff noted that there will be a deficit again this year due to investments made in our special education programs.
- ✓ The affidavit filed last year has had a negative impact on the agency. Lower enrollment has been seen in both of our ACCESS programs. Other programs have also been delayed until the state findings report is released.
- ✓ Jeff shared a “Budget Savings/Revenue Enhancement Actions” document with the Board. It identifies plans and actions taken to reduce expenses.

f) Approval: Personnel Report – February, 2019

Upon a motion by Michelle Ku, duly seconded by Deb Bell, the Board unanimously approved the Personnel Report for February 2019 as submitted.

g) Discussion: 2019-2020 Board Meeting Schedule

Jeff reviewed the proposed Board Meeting Schedule for 2019-2020 which will now include the months of August and January. He will also review the By-Laws for clarification of *Full Board Meetings* and *Executive Committee Meetings*. Based on his findings, the last statement on the proposed schedule may be removed.

7. Reports/Updates

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

Jeff reported that he has been scheduling appointments to attend Board of Education meetings within our districts to discuss our agency and the work we are doing. He has attended Region 1 and Region 14, and several others have been scheduled.

On May 2, 2019 the LCSA/WCSA will hold a joint meeting at the Heritage Conference Center in Southbury where we will have a national guest speaker.

Jonathan Costa, in the absence of Jeff, will preside over our April meeting.

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

Jonathan reported that the National Science Foundation (NSF) has hired a third party to perform a “Desk Audit” of our Skills21 program. The audit was triggered because we received in excess of \$1,000,000 in NSF funds within our fiscal year. There was a list of over 50 documents that the agency needed to put together within an 8-day period. There was a 1.5-hour follow-up phone call in which a few additional documents were also requested. The preliminary results were to suggest a few minor policy changes but otherwise the agency received a “clean bill of health” for our accounting and accountability structures and practices.

Jonathan reported that the annual scholarship application is out and the process underway. Announcement of winners will be at our May meeting.

Jonathan reported beginning in the spring of 2020, prospective teachers graduating from teacher preparation programs approved by the Connecticut State Board of Education will need to earn a passing score on *edTPA* Educator Portfolio assessment to be eligible to teach in the state. This is a performance-based, subject-specific assessment and support system used by education prep programs to emphasize, support, and measure the skills that teacher candidates need to help all students in real classrooms learn.

iii. Business and Operations – *Rich Carmelich*

Rich reported that Phoenix Software has been bought out by PowerSchool. Both he and Tony DiLeone recently attended a meeting where the sunsetting of this software in 2020 was discussed. Districts need to be aware of this change. EdAdvance will be offering to assist staff as needed.

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