



BOARD OF DIRECTORS MEETING

May 2, 2019

MINUTES

On May 2, 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): Lynn Stone, Litchfield	Dominic Cipollone, New Fairfield
Michelle Ku, Newtown	Melissa Johnson, Plymouth
Chris Sanders, Region 6	Deb Bell, Region 7
John Kissko, Torrington	

EdAdvance

Personnel:

Jeffrey Kitching, Executive Director
Jonathan P. Costa Sr., Assistant Executive Director
Richard Carmelich, III, Chief Operations Officer
Mia Toimil, Director of Finance
Joyce DeAngelo, Board Clerk

At this time Board President Chris Sanders welcomed Dominic Cipollone of New Fairfield to the Board.

Upon a motion by John Kissko, duly seconded by Lynn Stone, the Board unanimously approved to amend the agenda to add the "Discussion of Status and Strategy Regarding Pending/Threatened Claims re: State Department of Education ACCESS North Complains/Investigations and Response Thereto" as item 9.

2. Approval of April 4, 2019 Minutes:

Upon a motion by John Kissko, duly seconded by Deb Bell, the Board approved the minutes for the April 4, 2019 meeting with 5 in favor and 2 abstentions.

3. Questions and Comments from the Public: None

4. Communications:

Written:

Jeff passed around the Board Communications. He reported:

- ✓ he has attended about 15 district board meetings and in the next month and a half he has another 5-6 to attend. He explained that he felt it was important for the BOE's to hear from the Executive Director and learn about the agency. The meetings have been very productive.

- ✓ article in the Register Citizen that announced EdAdvance’s School Age Programs, under the direction of Tracey Lay, joined with the National After School Association (NAA) to celebrate the professionals who are at the heart of afterschool programs during “Afterschool Professionals Week” - April 22-26, 2019.

5. Old Business: None

6. New Business:

(a) Action Item: Healthy Food Certification

Upon a motion by Melissa Johnson, duly seconded by John Kissko, the Board of Directors approved of EdAdvance’s *Healthy Food Option* as stated in the Healthy Food Certification.

Upon a motion by John Kissko, duly seconded by Deb Bell, the Board of Directors approved of EdAdvance’s *Exemption for Food Items* as stated in the Healthy Food Certification.

Upon a motion by Melissa Johnson, duly seconded by Lynn Stone, the Board of Directors approved of EdAdvance’s *Information on Beverages* as stated in the Healthy Food Certification.

(b) Action Item: School Wellness Policy

Upon a motion by Melissa Johnson, duly seconded by Lynn Stone, the Board of Directors approved of EdAdvance’s updated School Wellness Policy.

(c) Action Item: Head Start Office of Early Childhood Innovative Initiative Grant Application

Upon a motion by John Kissko, duly seconded by Melissa Johnson, the Board of Directors approved of EdAdvance’s submission of an Innovative Initiative grant application to the Office of Early Childhood (OEC) to continue our Full Day/Full Year program for 42 Head Start children at the Torrington site.

(d) Action Item: Approval of Change in Banking Vendor

Upon a motion by Melissa Johnson, duly seconded by Deb Bell, the Board of Directors approved of EdAdvance’s change of agency banking functions from Union Savings Bank to Thomaston Savings Bank.

(e) Action Item: 2019-20 Adult Education Program Enhancement Projects Grant Continuation Application

Upon a motion by Melissa Johnson, duly seconded by Lynn Stone, the Board of Directors approved of EdAdvance’s participation in these grants, which will be effective July 2019 – June 2020.

(f) Presentation/Election: Slate of Officers for FY 2019-2020

Jeff presented the Slate of Officers for FY 2019-2020:

President: Chris Sanders

Vice President: Michelle Ku

Secretary – Deb Bell

Treasurer: Melissa Miller

Member at Large: John Kissko

Upon a motion by Melissa Johnson, duly seconded by Lynn Stone, the Board of Directors approved the Slate of Officers for FY 2019-2020 as presented to the Board.

(g) Update: Status of Current Budget FY 2018-2019

Jeff shared a document, “Budget Assumptions 2019-2020” that he reviewed with the Board. He shared the potential increases, decreases and some other variables that have an impact on the budget assumption.

Jeff also thanked Mia Toimil, Director of Finance, for all her assistance this fiscal year. Mia has implemented some systems/set of tools for program directors to use internally, so that we can better monitor the budget.

(h) Presentation/Approval: FY 2019-2020 COLA Increase

Jeff presented the proposed agency COLA for FY 2019-2020. Based on the presented budget, a 1.50% COLA for eligible staff for FY 2019-2020, was recommended to the Board.

Upon a motion by Melissa Johnson, duly seconded by Deb Bell, the Board of Directors unanimously approved the COLA for FY 2019-2020 as presented to the Board.

(i) Presentation/Approval: Proposed Agency Budget for FY 2019-2020

Jeff presented EdAdvance’s preliminary projected annual budget for FY 2019-2020 to the Board.

Upon a motion by Lynn Stone, duly seconded by Michele Ku, the Board of Directors unanimously approved the FY 2019-2020 budget.

(j) Presentation: Workforce Analysis Information

Jeff shared the Workforce Analysis which is updated annually. The Workforce Analysis provides demographic data on our employees.

(k) Approval: Personnel Report for April 2019

Upon a motion by Lynn Stone, duly seconded by Melissa Johnson, the Board unanimously approved the Personnel Report for April 2019 as submitted.

7. Reports/Updates

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

- Reported that we facilitated a joint conference for the WCSA/LCSA superintendents on May 2. Approximately 30 area superintendents in attendance heard nationally known speaker, Dr. Bill Daggett. Dr. Daggett is recognized for his proven ability to move preK-12 educational systems towards more rigorous and relevant skills and knowledge for all students.
- Reported that Regional School District 10 contacted us looking for assistance in their search for a new superintendent. We presented a proposal to their Board of Directors and they have accepted it; work will begin shortly to assist them in their search.

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

- Jonathan reported that we had over 80 applicants apply for our four scholarship offerings – the inquiries were almost equally divided from the northern and southern regions.

The southern region winners are:

Kiera Sughrue, Newtown H.S., will be attending the University of Michigan, majoring in Movement Science.

Michael Quinn, Brookfield H.S., pending his college decision, will be majoring in Biology, pre-med.

The northern region winners are:

Madison Lynn Simonds, Regional School District 1, will be attending the University of Vermont, majoring in Animal/ Veterinary Science and Food Systems.

Julia Spielman, Torrington H.S., pending her college decision, will be majoring in ECE Elementary Education.

- Jonathan reported that because our National Science Foundation (NSF) funding exceeded \$1,000,000 in the same fiscal year, the NSF initiated a routine “Desk Audit” of our Skills21 program and the agency’s fiscal policies and practices. The audit was excellent; they had one recommendation that required action and that is a more formal policy to guide the circumstances under which cost allocations are allowed. This policy is being crafted and we will share it with the Board at the June meeting.

iii. Business and Operations - *Richard Carmelich*

- Announced an approved grant, written by Joyce Dunn and Rose Forzano, to the Workers’ Compensation Trust Fund was funded in the amount of \$5,620. This grant will be used to improve the safety of staff.
- Announced that Tony DiLeone, Director of Technology will be leaving at the end of May. He has taken a position as School Business Manager in Region 16. We thank him for his service at the agency and wish him well.

8. Executive Session: Personnel Matter – Discussion of Executive Director’s Evaluation and Contract.

Upon a motion by John Kissko, duly seconded by Lynn Stone, the meeting was adjourned to Executive Session at 9:00 PM, to discuss the Executive Director’s Evaluation.

9. Executive Session: Discussion of Status and Strategy Regarding Pending/Threatened Claims re: State Department of Education ACCESS North Complaints/Investigations and Response Thereto.

10. Adjournment

The Board came out of Executive Session at 9:30 PM.

Minutes recorded by:

Joyce DeAngelo, Board Clerk

Deb Bell, Secretary