



BOARD OF DIRECTORS MEETING
November 1, 2018

MINUTES

On November 1, 2018, 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	Chris Sanders, Region 6
	Deb Bell, Region 7	Michelle Gorra, Region 12
	John Kissko, Torrington	Janelle Wilk, Watertown

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 John Kissko, duly seconded by Lynn Stone, the Board unanimously approved to amend the agenda to add action item 7 (d) - to request Board approval to submit a Dosage and Duration grant application for Head Start.

2. Approval of September 6, 2018 Minutes:

Upon a motion by John Kissko, duly seconded by Lynn Stone, the Board approved the minutes of the September 6, 2018 meeting with 2 in favor and 3 abstentions.

3. Approval of October 4, 2018 Minutes

Upon a motion by John Kissko, duly seconded by Deb Bell, the Board approved the minutes of the October 4, 2018 meeting with 4 in favor and 1 abstention.

NOTE: Janelle Wilk arrived after the votes were taken.

4. Questions and Comments from the Public: None

5. Communications:

a) Written:

Jeff passed around the Board Communications. He highlighted:

- ✓ Thank you note from the School on the Green students.
- ✓ Congratulations letter from Union Savings Bank Foundation awarding a \$10,500 grant to support the After School/Summer Enrichment Program for Special Needs Adolescents and Young Adults.
- ✓ Letter of congratulations from CABE. EdAdvance won three Bonnie B. Carney Award of Excellence for Educational Communications for the following: 1. Professional Learning Opportunities Catalog 2018-2019; 2. EdAdvance Program Folder; and 3. EdAdvance Agency PowerPoint Slideshow Presentation.

b) Grant Awards Report:

Jeff acknowledged one additional grant award. Detailed grant award information was included in the Board packet.

6. Old Business: None

7. New Business:

a) Presentation/Approval: Proposed EdAdvance Membership Dues for FY2019-2020

Jeff shared the proposed membership dues for FY2019-20. He reviewed the history of the annual dues structure. This year's proposed dues are based on 2018-2019 enrollment figures provided by the Connecticut State Department of Education's Grade by District report.

Upon a motion by Michelle Gorra, duly seconded by John Kissko, the Board unanimously approved the proposed EdAdvance Membership Dues for FY2019-2020.

b) Facilities Update – Jeff Kitching

Jeff reported that Fr. John Granato contacted him to let him know that he had been reassigned, leaving the closing of the property deal to the new pastor, Fr. Emmanuel. Fr. Emmanuel requested some additional time to review the information so that he could make an informed decision. After reviewing the information, he determined that it was not in the best interest of the parish to sell the St. Peter's School.

Jeff discussed with Central Office the potential option of only purchasing St. Mary's School and church. Since it was going to be so costly to demolish the church, it was decided that our offer to purchase only the two properties would be significantly lower than offered when including the purchase of St. Peter's School. Jeff met with Fr. Emmanuel and presented our new offer, which he refused. Currently, we are looking at alternative space options.

c) Approval: Personnel Reports for September and October 2018

Upon a motion by Michelle Gorra, duly seconded by Janelle Wilk, the Board unanimously approved the Personnel Report for September and October 2018 as submitted.

d) Action Item: Approval to submit a Dosage and Duration grant application for Head Start: Prenatal to Five funds to provide funding for two current part day/part year classrooms to extend their hours of service to school day/school year.

Upon a motion by John Kissko, duly seconded by Michelle Gorra, the Board of Directors

approved of EdAdvance's submission of a Dosage and Duration grant application.

8. Reports/Updates

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

Jeff reported:

- ✓ WCSA superintendents' Regional Efficiencies Group hosted a breakfast to meet with candidates of the State legislature. Superintendents explained how the Regional Efficiencies Group is already working together and provided examples, i.e. regionalizing student transportation and technology purchasing. The discussion also covered unfunded mandates and recent data privacy legislation.
- ✓ an informal reception was held for Laurene Pesce, H.R. Director, who will be retiring in a few short weeks.
- ✓ the December board meeting is on the books as a conference call. Unless something comes up between now and then, we don't anticipate a December meeting.
- ✓ Plymouth will be sending a board member as the representative to our board.
- ✓ Jody Minotti, Director of Special Education, recently 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.
- ✓ the hiring of Joseph Kowalczyk, Coordinator of Transition Services. Jeff reported that Joe started today and had already met with 2 school districts.

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

- ✓ Jonathan reported that according to Dr. Charles Dumais, the CAPSS Technology Committee's "Alternative Learning Day" structure may have a chance to be picked up and promoted to the legislature by the CAPSS Legislative Committee. Jonathan will keep the Board updated.
- ✓ Reported that our professional development staff has worked over the last year to support Winchester in reviewing, rewriting, and training teachers to effectively support their Reading, Writing, and Math curriculum. This work has led the district to have the largest year to year improvement in math and language arts performance in the state. The superintendent credits our work as a partner in supporting her staff's efforts to achieve these gains.
- ✓ As a result of the success in Winchester, School Services has created a framework that will allow us to offer similar resources and supports to other districts for approximately one-third of its original cost.
- ✓ On November 14th from 9-11 a.m. here in Litchfield, we will be hosting our first Social/Emotional Council Meeting for districts who either attended a RULER training from YALE or have an interest in pursuing other improvements to the social and emotional

learning experiences of their students.

- ✓ One of the strongest messages we received during our most recent All Agency Day activity was that staff wanted more opportunities for professional learning for themselves. As a result, our first All Agency Learning Day will take place on Thursday, November 15th in conjunction with the agency's Harvest Luncheon. Six different workshops will be offered to staff that day with sessions being held both in the a.m. and p.m. Staff will have the opportunity to sign up for their choice.

iii. Business and Operations – *Rich Carmelich*

- ✓ Rich reported that they have completed the hiring process for the new Human Resources Director and have selected Rose Forzano. She will begin in mid-November.
- ✓ After consulting with Central Office and the Director of Transportation, it has been decided to consolidate the Danbury transportation office with the Litchfield office. This move will provide more efficiency in the department, eliminating duplication of services and will free up staff to do other things that they were unable to do when having 2 locations.
- ✓ We are currently looking to invest in a transportation software that will have the capability of tracking the maintenance of our vehicles. Moving forward, we ideally would like to have our own maintenance garage where we could service the vehicles ourselves, which would be more cost effective.
- ✓ Rich reported that this fall he has been making a push to go out to all our districts and meet with their business managers and to offer our assistance to them in any way that we can.

9. Adjournment

Upon a motion by John Kissko, duly seconded by Lynn Stone, the meeting was adjourned at 8:00 p.m.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary