



BOARD OF DIRECTORS MEETING
September 5, 2019

MINUTES

On September 5, 2019, EdAdvance's Board of Directors held a meeting during which a quorum was present. President Chris Sanders, called the meeting to order at 6:55 p.m. following a ribbon cutting ceremony to mark the opening of The Partnership Learning Academy in Plymouth. The following members were recorded in attendance:

1. Roll Call:

Name (District):	Michelle Ku, Newtown	Melissa Johnson, Plymouth
	Chris Sanders, Region 6	Deb Bell, Region 7
	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
Tracey Lay, Chief Talent & Collaboration Officer
Joyce DeAngelo, Board Clerk

2. Approval of June 6, 2019 Minutes:

Upon a motion by John Kissko, duly seconded by Melissa Johnson, the Board approved the minutes of the June 6, 2019 meeting with 5 in favor and 1 abstention.

3. Questions and Comments from the Public: None

4. Communications:

a) Written:

Jeff passed around the Board Communications. He shared copies of:

- ✓ Foothills Adult & Continuing Education course catalog which is distributed to over 88,000 homes in our region.
- ✓ Member District Calendar 2019-2020; Jeff publicly thanked his assistant, Carol Montory, for the excellent work done on this calendar.
- ✓ A tweet/picture from a parent whose child was starting his first day of Transitioning from School to Life Program at Post University.

- ✓ An article in the Republican-American where Watertown has agreed to share Human Resource services from EdAdvance with two other school districts.
- ✓ A thank you note from one of our scholarship recipients.

b) Grant Awards Report

Jeff acknowledged one (1) grant award. Detailed grant award information was included in the Board packet.

5. Old Business: None

6. New Business:

a) Action Item: Approval of Family Resource Center Plymouth Grant Application

Upon a motion by Melissa Johnson, duly seconded by Deb Bell, the Board of Directors approved of EdAdvance's submission of a grant application for the Plymouth Family Resource Center.

b) Action Item: Approval of Family Resource Center Torrington Grant Application

Upon a motion by John Kissko, duly seconded by Michelle Ku, the Board of Directors approved of EdAdvance's submission of a grant application for the Torrington Family Resource Center.

c) Presentation: Student Programs Policy Manual

Although Jeff shared the Student Programs Policy Manual with the Board electronically, he wanted them to have a hard copy of it to review. He explained that Jody Lambert has worked closely with legal counsel and districts on this manual. He asked that they review the manual and we will bring it back to our October meeting for approval.

d) Review of All Agency Day

On August 16, 2019 our annual All Agency Day was held. Jeff presented a brief overview of the day which included highlights and priorities for the agency, followed by our annual staff recognition ceremony. Since this event was focused on "It's All About You," staff were treated to a Health and Wellness Expo where they had the opportunity to select 2-3 mini workshops to attend. In addition, there were several vendors with informational displays and demonstrations for staff to learn more about how to improve their personal health and well-being. Staff received a passport and for each workshop and/or vendor they visited, their passport was stamped, and they became eligible for prizes. This event was attended by approximately 280 staff.

e) Updates:

Center for Children's Therapy – Brooker Memorial

Jeff shared an email from Cathy Coyle, Executive Director of Brooker Memorial. After meetings with program managers and staff, a collaborative decision was made between Brooker Memorial and EdAdvance to turn the management of this program over to Brooker Memorial effective on or about October 1, 2019.

Early Learning Center – Danbury

Jeff shared a letter from Sean Loughran, Assoc. Vice President for Finance & Administration at Western CT State University. The letter states that the University has elected to terminate the services agreement with EdAdvance effective December 31, 2019. Jeff reported that Michelle Anderson, Director of Early Childhood and Family Programs, has met with all the families. Jeff noted that Michelle has found placements for more than half of the children enrolled in the program and will continue to work with families to place their children through December 31st.

Steps Program

Steps, formerly known as ACCESS North, had a seamless transition to their new location – East School, Torrington. As of the 1st day of school, Jeff reported that there were 32 students enrolled with 26 students from Torrington and the remaining students from surrounding districts.

Head Start administrative staff have also moved their offices to this location.

Annual Meeting (October)

Jeff reported that the past few October meetings were scheduled in either early afternoon or late afternoon with very low attendance. In order to get more participation from member district superintendents, board members and other colleagues, he suggested perhaps trying a breakfast meeting. After discussion, the Board recommended that we create/market the invitation so that it would give people a “reason” to come to this meeting; i.e. make it a learning experience. It was recommended that a breakfast meeting be held in Plymouth where we can showcase our new facility and program.

f) Presentation: CT RESC Alliance Accord

Jeff shared a document titled, *The Connecticut RESC Alliance “RESC Alliance Accord” – A Statement of Beliefs*. This document, signed by all the RESC Executive Directors, serves as the framework for relations between and among the service centers and provides them with a base to pursue common goals and objectives.

g) Presentation: 2019-2020 Agency Budget

Jeff reported that due to many variables of the budget being “up in the air” at this time, he felt he wouldn’t be giving the Board an accurate budget, so he would like to table the presentation until the October meeting. For example, he explained that the National Science Foundation (NSF), has verbally told us that we have been funded, however, we have not received written confirmation. Another example is The Partnership Learning Academy in Plymouth, which has no history because it has just started. The building is now ready, staff hired, and we are now just beginning to recruit students. These variables impact us in presenting an accurate budget to the Board.

h) Approval: Personnel Report June - August 2019

Upon a motion by Michelle Ku, duly seconded by John Kissko, the Board unanimously approved the Personnel Report for June – August 2019 as submitted.

7. Reports/Updates

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

- reported that we will no longer administer the Title V Program, a federally funded older worker program filtered through the CT State Dept. of Rehabilitation Services. This is a program we have administered for many years. The Commissioner from the Department of Rehabilitation Services notified us that an out of state agency in Vermont will now be handling this grant. Jeff told the Board that he has written a letter to the State Dept. of Rehabilitation Services requesting an explanation as to why this has happened. He has also contacted our state legislator David Wilson and our lobbyist Chris Smith to check into the process of this RFP.
- thanked Tracey Lay for her attendance at tonight's ceremony and board meeting, He also commented that she has been such an asset to the Central Office Team.

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

- shared a copy of the Professional Learning Opportunities 2019-2020 catalog with the Board.
- announced that we have contracted with the New Britain Public Schools to do curriculum work in their district over the next couple of years. We are hiring 3 staff now in limited roles; next year we will be looking to hire approximately 10 more curriculum specialists.
- reported that Curriculum Council will hold its first meeting of the 2019-2020 school year next week.
- reported that Skills21 has developed a Capstone course with the support of the National Science Foundation which districts can adopt to help them meet the new graduation requirements for the class of 2023.

iii. Business and Operations – *Richard Carmelich*

- Rich reported that our office space in Danbury is very expensive and underutilized. Since we have another 2 to 2-1/2 years left on our lease, we have entered into an agreement with a realtor to explore subleasing this space.
- reported that he has also been looking for space for the WCSA special education program.
- announced that we have hired Jaren Havell as our new Director of Technology, who comes to us with many new ideas from the Master's School, West Simsbury, CT.
- with the recent ransomware security threats in schools, Rich reported that he is looking to put together a professional development workshop toward the end of the month for superintendents and business managers. The workshop would focus on tips to prevent this type of event from happening or if it did happen, what are the next steps.
- reported the Fiscal department completed the EFS state report; Transportation continues to add more runs to their current ones; and Food Services has confirmed a new contract with Region 12 and has renewed all on-going contracts.

8. Adjournment

With the agenda completed and no further business to discuss, President Chris Sanders adjourned the meeting at 8:21 p.m.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary