



**BOARD OF DIRECTORS MEETING**  
**February 1, 2024**

**MINUTES**

On February 1, 2024, the EdAdvance Board of Directors held a Zoom online meeting during which a quorum was present. President John Kissko called the meeting to order at 4:02 PM and recorded the following members in attendance:

**1. Roll Call:**

**Name (District):** Joseph Abdella, Region 12  
Deb Bell, Region 7  
Kate Conetta, Danbury  
Roxy Fainer, Thomaston  
John Kissko, Torrington  
Alison Plante, Newtown  
Sarah Robichaud, Colebrook

**EdAdvance  
Personnel:**

Jeffrey Kitching, Executive Director  
Jonathan P. Costa, Sr., Assistant Executive Director  
Richard Carmelich, III, Chief Operations Officer  
Tracey Lay, Chief Talent & Development Officer  
Carol Montory, Board Clerk

**2. Approval of January 4, 2024 Minutes**

Upon a motion by Kate Conetta, duly seconded by Roxy Fainer, the Board unanimously approved the minutes of the January 4, 2024 meeting.

**3. Questions and Comments from the Public: None**

**4. Communications**

**a) Written**

Jeff spoke about an article in the January 18, 2024 edition of the Republican-American newspaper. The article featured the Litchfield/Region 6 school day nutrition program which is administered by EdAdvance Food Services Department.

**5. Old Business:** None

**6. Executive Session: Personnel Matter – New Executive Director Search/Appointment**

Upon motion by Joseph Abdella, duly seconded by Kate Conetta, the meeting was adjourned to Executive Session at 4:06 PM to discuss a personnel matter and invited Carol Montory, Board Clerk, to join the session.

The Board came out of Executive Session at 4:12 PM.

**7. New Business:**

a) Discussion and Possible Appointment of Executive Director

Upon motion by Kate Conetta, duly seconded by Joseph Abdella, the Board voted unanimously to approve Jonathan Costa to be appointed as Executive Director effective July 1, 2024 and that the Board President be directed to negotiate the terms of his contract for presentation to the full Board at the next meeting.

b) Presentation/Approval: 2025-2026 Uniform Regional School Calendar

Jeff presented the Uniform Regional Calendar for FY 2025-2026 to the Board. A second page was added to the calendar to include a list of religious and other observations for the year.

Upon a motion by Sarah Robichaud, duly seconded by Deb Bell, the Board of Directors unanimously approved the 2025-2026 Uniform Regional School Calendar as presented.

c) Approval: Personnel Report

Upon motion by Joseph Abdella, duly seconded by Deb Bell, the Board of Directors unanimously approved the Personnel Report for January 2024 as submitted.

**8. Reports/Updates:**

a) Executive Director's Report – *Jeffrey C. Kitching*

- Jeff commended the Board on appointing Jonathan as the next Executive Director. It is good to know that there will be a smooth transition and all the work the Executive Team has accomplished will continue in the future.
- The College and Career Accelerator program is progressing. We currently have seven school districts on board with the program – Plymouth, The Gilbert School, Thomaston, Regions 1, 7, 10 and 12. We plan on offering dual enrollment with four pathways - Manufacturing Engineering, Early Education, Public Safety, and Health Care. Our goal is to have two of the pathways, Manufacturing Engineering and Early Childhood Education, ready for September 2024.
- Connecticut Association of Boards of Education (CABE) held a Legislative Breakfast on January 22 at Pomperaug High School. Two legislators were in attendance along with several superintendents.
- Jeff reported that there are two additional Legislative Breakfasts happening this month. On Monday, February 5, the Northwest Hills Council of Governments (NHCOC) will be

holding a breakfast and on Friday, February 9, a breakfast will be held at CT State NW campus.

- b) Professional Learning – *Jonathan P. Costa, Sr.*
  - Jonathan thanked Jeff, Rich, and Tracey for their support in his appointment to be the next Executive Director.
  - Friday, February 9 is the State Mandate Support and Relief Day that EdAdvance is sponsoring. There are currently 33 participants, and we expect that number to increase.
  - Jonathan reported that the Connecticut Educator Certification Council will be holding a full-day meeting on Monday, February 5. The Council continues to meet and hopes to have a legislative package ready for approval this month.
- c) Business and Operations - *Richard Carmelich*
  - Rich provided an update on the Grove Street, Torrington, construction project. The roof decking and the second-floor decking are up. They have broken through to the existing building and the roof, windows, and cement floor are soon to come.
  - Rich reported that we are about halfway through the fiscal year, and he is meeting with program directors and working on their budget projections. Starting in March, he will begin looking at the agency budget for next year.
- d) Talent and Development –*Tracey Lay*
  - Tracey reported that our Human Resources department is working on a plan to streamline our recruitment process. We now have a shared staff person who is assisting to provide more recruitment resources for our directors.
  - We hired a social worker for our BASES and Early Childhood programs. This position is grant funded.
  - Our agency's Winter Breakfast was held on Friday, January 26 with 95 staff in attendance. Our Food Services department provided catering, raffle prizes were drawn, and staff enjoyed conversing with their colleagues.
  - An agency outing to a Wolfpack game is planned for Friday, March 8.
  - Tracey spoke about the EdAdvance Spirit Week that is being planned for March. At all our sites, staff will be encouraged to wear clothing that reflects the theme for each day of that week.

## 9. Adjournment

Upon a motion by Kate Conetta, duly seconded by Joseph Abdella, the meeting was adjourned at 4:38 PM.

*Minutes recorded by:*  
*Carol Montory, Board Clerk*

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Deb Bell, Secretary