BOARD OF DIRECTORS MEETING  
February 4, 2021

MINUTES

On February 4, 2021, 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 4:01 PM and recorded the following members in attendance:

1. Roll Call:

   Name & District:
   Deb Bell, Region 7
   Kate Conetta, Danbury
   Melissa Johnson, Plymouth
   John Kissko, Torrington
   Eileen Monaghan, New Milford
   Jennifer Pote, Region 12
   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 & Development Officer
   Joyce DeAngelo, Board Clerk

2. Approval of January 7, 2021 Minutes

   Upon a motion by Melissa Johnson, duly seconded by Kate Conetta, the Board approved the minutes of the January 7, 2021 meeting with 4 in favor and 2 abstentions.

3. Questions and Comments from the Public: None

4. Communications
   a. Written

   Jeff highlighted a letter that Board President, John Kissko signed on behalf of the Board, to Elizabeth Radday, Research Specialist/Principal Investigator at EdAdvance. This letter offers our unified commitment to the goals and objectives for the proposed CSforAll Research Strand project, *Project-Based Computer Science & Climate Science Integration in Middle School Science (PBCS²)*.
5. **Old Business:** None

6. **New Business:**

   a) **Discussion: Uniform Regional School Calendar – Columbus Day or Indigenous Peoples’ Day**

   Jeff reported that EdAdvance is beginning to develop the Uniform Regional School Calendar for our region and was asked by one of our districts if we would be considering a change from Columbus Day to Indigenous Peoples’ Day. A discussion followed and the final recommendation, at this time, was to leave the date on the calendar unlabeled and allow districts to make their own decision.

   At this time, Jennifer Pote joined the meeting.

   b) **Discussion: Including Virtual Meeting Options in the 2021-2022 Board of Directors Schedule**

   Jeff reported that by having our meetings virtually, attendance has increased significantly. In preparing the Board of Directors schedule for 2021-2022, he inquired as to their thoughts on including virtual meetings in this schedule. The Board expressed their appreciation for the flexibility as they like the mix. Discussion followed and the Board agreed to a combination of in-person and virtual meetings. In-person meetings will include the months of February – audit, May - preliminary budget, and October - annual meeting.

   c) **Presentation: Audit Report**

   Rich began by thanking Mia Toimil for her outstanding job overseeing the audit. He reported that we received a very good review from the auditors, noting that we have very strong processes in place and good stabilization. Overall, our finances are holding steady.

   d) **Approval: Personnel Report**

   Upon a motion by Deb Bell, duly seconded by Eileen Monaghan, the Board unanimously approved the Personnel Report for January as submitted.

**Reports/Updates**

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

   - Jeff reported that the Transportation Department was hit hard, reporting that of 5 staff in the department, 4 tested positive for the virus. In addition, 9 drivers resigned recently. He reported that he notified superintendents to inform them of the situation just in case they should they hear of any transportation issues. He also noted that Jody Minotti, Director of Specialized Services and Supports, notified Special Education Directors to let them know of the situation as well. Jeff commented on how hard available staff worked to fill in wherever possible during this time.
   - He reported that we continue to struggle with our three group homes. Although we have increased salaries, we continue to struggle to recruit and hire new staff. He indicated that we need to look at how better to serve the needs of these clients and if we are the best agency to serve these programs. COVID has made us realize that we may need to consider alternative plans in the coming months.
   - Jeff announced that there is another line of relief funding through the CT SDE coming, however, we are not eligible to receive any of these relief funds. Jeff said he had
conversations with both Charlene Russell-Tucker, Deputy Commissioner of Education and Kathy Dempsey, Chief Financial Officer, who both agreed to find a way to provide funds to EdAdvance, as we are the only RESC without a Title I funding formula, and therefore, not included in funding thus far.

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

- Jonathan announced that as part of a CT RESC Alliance Grant that supported the development and holding of 9 courses on blended learning for teachers across Connecticut, there are additional resources to provide up to 50 days of technical assistance and coaching in support of those courses. He is working with members of the Curriculum Council to provide these days to those that requested them.
- Jonathan reported that EdAdvance has received a CT SDE Supplemental Grant of $300,000 for Adult Education. Because of our past record of service in this area, our Adult Ed program will receive a portion of these funds to provide additional professional learning to Adult Education teachers across Connecticut.
- Jonathan reported that his staff has started planning for teaching and learning after COVID. Our staff will be working on recovery strategies for students and teachers and will be offering these programs late this spring and then again, hopefully, in person later in the summer.

iii. Business and Operations - Rich Carmelich

- Rich reported that we are keeping up with COVID.
- Our Technology Department is working on our network security.
- Food Service hit it out of the park assisting our districts.
- Transportation is doing well with the hybrid schedules and many variations.
- Finance sent W2’s out and the audit was completed.
- Facilities is keeping on top of the snow and continue to keep our facilities safe and warm.

iv. Talent and Development – Tracey Lay

- Tracey reported we continue to cross share staff in our BASES, Early Childhood and Head Start departments to maximize efficiency.
- She is working with Human Resources on the agency COVID-19 dashboard and staying on top of the employer Phase 1B vaccine process across departments with directors and managers.
- Working with our Marketing Department to expand our social media and brand awareness and to share tips.

7. Adjournment

Upon a motion by Eileen Monaghan, duly seconded by Janelle Wilk, the meeting was adjourned at 4:51 PM.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

Deb Bell, Secretary