EdAdvance
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BOARD OF DIRECTORS MEETING
February 6, 2020

MINUTES

On February 6, 2020, the EdAdvance Board of Directors held a meeting during which a quorum was present. Vice President Michelle Ku called the meeting to order at 7:00 PM and recorded the following members in attendance:

1. **Roll Call**:

Name (District): Jill Kidik, Barkhamsted; Michelle Ku, Newtown; Deb Bell, Region 7; Janelle Wilk, Watertown; Lynn Stone, Litchfield; Melissa Johnson, Plymouth; John Kissko, Torrington

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

At this time Vice President Michelle Ku welcomed Jill Kidik of Barkhamsted to the Board.

2. **Approval of January 9, 2020 Minutes**:

Upon a motion by Lynn Stone, duly seconded by Melissa Johnson, the Board approved the minutes of the January 9, 2020 meeting with 5 in favor and 1 abstention. NOTE: Janelle Wilk arrived after the vote had been taken.

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

4. **Communications:**

a) Written:

At this time there was no print communications to share with the Board.

5. **Old Business:** None

6. New Business:

a) Election/Appointment of Vacant Board of Director's Officers

Upon a motion by Deb Bell, duly seconded by Lynn Stone, the Board of Directors approved to elect Michell Ku, as Board of Director's President for the remainder of the current term to end June 30, 2020.

Upon a motion by Deb Bell, duly seconded by Janelle Wilk, the Board of Directors approved to elect John Kissko, as Board of Director's Vice-President for the remainder of the current term to end June 30, 2020.

Upon a motion by Deb Bell, duly seconded by Melissa Johnson, the Board of Directors approved to elect Lynn Stone as Board of Director's Member-at-Large for the remainder of the current term to end June 30, 2020.

b) Resolution: Acceptance of the Submission of a Proposal to the CT Office of Policy and Management Regional Performance Incentive Program

Upon a motion by Melissa Johnson, duly seconded by Janelle Wilk, the Board of Directors approved the resolution to accept the submission of a proposal to the CT Office of Policy and Management Regional Performance Incentive Program.

c) Action Item: Approval of Healthy Food Certification – Healthy Food Option

Upon a motion by Melissa Johnson, duly seconded by Janelle Wilk, the Board of Directors approved of EdAdvance's Healthy Food Option Certification for the schools which will come under our sponsorship for the National School Lunch Program and approval of allowable exemptions.

d) Action Item: Health Food Certification: Food and Beverage Exemptions

Upon a motion by Melissa Johnson, duly seconded by John Kissko, the Board of Directors approved of EdAdvance's Combined Food and Beverage Exemptions for the schools which will come under our sponsorship for the National School Lunch Program and approval of allowable exemptions.

e) Presentation: Audit Report

Rich reported that we had a clean audit with no significant findings.

f) Update: Agency Financial Status

Jeff shared the *FY 2019-2020 Budget vs. Year-to-Date Projections* with the Board. He shared a slide reflecting the breakdown of our revenue: 63% is now generated from fee for services, and 37% from state/federal funds which shows that we are definitely going in the right direction. He also discussed the increases, decreases and other variables that have had an impact on the budget.

g) Update: Facilities

Jeff reported that we have been looking to break our lease at 4 Mountainview Terrace, Danbury because it is way too expensive per square foot. We have found new tenants that will take over our lease. We are working out the final details and hopefully, we should be out of that location very soon.

Jeff reported that we have found new space at 30 Miry Brook Rd, Danbury that we are looking to lease. It is just a short distance from our ACCESS Program, which is located at 103 Miry Brook Rd. This new location will be twice the amount of space than we currently have, and at half the cost. In addition, it would allow us to relocate the high school students at ACCESS to this location if it's determined to be the better option. It could also allow us to expand our K-8 population at ACCESS.

h) Approval: Personnel Report – January 2020

Upon a motion by Lynn Stone, duly seconded by Melissa Johnson, the Board unanimously approved the Personnel Report for January 2020 as submitted.

7. Reports/Updates

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

- Announced that Mary Bevan, Chief Grants & Development Officer will be retiring at the end of this fiscal year. He also reported that Central Office will be meeting in the weeks ahead to discuss this vacancy and our options to move the agency forward.

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

- Thanked the Board members from Plymouth and Torrington for participating in EdAdvance sponsored work he has facilitated for those districts.
- The contract with New Britain keeps growing as they continue to press us to increase the services we provide to their district. We have already hired three curriculum specialists and we are working to hire three more. We are currently recruiting staff both from within their district, as well as from the outside, to assist us in delivering these services.
- We are partnering with Putnam Northern Westchester BOCES in New York to develop a marketing plan that will allow us to market our combined services to districts beyond our own service area.

iii. Business and Operations - *Rich Carmelich*

- We submitted a transportation bid to Newtown Public Schools which was very competitive. We were awarded the 5-year contract to provide transportation services to their district – kudos to our transportation dept.
- Gave credit to the Finance Department, they successfully completed all their end of year reporting.
- Reported the Food Service Department is working very hard to restructure in order to decrease their deficit.
- Health Insurance – reported that we are coming to the completion of Year-2 of being self-insured. Rich reported that we are performing well.

- Announced that the RESC Alliance is looking at health insurance to see if there are ways we can save money collectively.

At this time, Jeff acknowledged the attendance of Tracey Lay, Chief Talent & Collaboration Officer. She will now begin attending and reporting at the Board meetings each month.

8. Adjournment

With the agenda completed and no further business to discuss, Vice President, Michelle Ku adjourned the meeting at 8:03 PM.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

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Deb Bell, Secretary