BOARD OF DIRECTORS MEETING
January 7, 2021

MINUTES

On January 7, 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 4:00 PM and recorded the following members in attendance:

1. Roll Call:

   Name & District:
   
   Deb Bell, Region 7  
   Kate Conetta, Danbury  
   Dan Delia, Newtown  
   Melissa Johnson, Plymouth  
   John Kissko, Torrington  
   Lynn Stone, Litchfield

   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 November 5, 2020 Minutes

   Upon a motion by Lynn Stone, duly seconded by Deb Bell, the Board approved the minutes of the November 5, 2020 meeting with 6 in favor and 0 abstentions.

3. Approval of December 2, 2020 Minutes

   Upon a motion by Kate Conetta, duly seconded by Lynn Stone, the Board approved the minutes of the December 2, 2020 meeting with 4 in favor and 2 abstentions.

4. Questions and Comments from the Public: None

5. Old Business: None
6. **New Business:**

a) **COVID-19 Update**

Jeff reviewed slides he had shown staff at the Leadership Team meeting in July 2020. It reminds us that despite the pandemic, the 3 C’s - Connection, Culture and Customization, are working. He shared with the Board how we have done our part to assist our school districts and community at large during these difficult and challenging times.

b) **Financial Update**

Jeff shared a slide reflecting the financial impacts of the pandemic to the agency. He reviewed the pros, cons, and neutral losses with the Board. He discussed the budget projection for the year and steps being taken to remain fiscally responsible. He also noted that we continue to explore all options that could generate new revenue.

c) **Approval: Personnel Report**

Upon a motion by Lynn Stone, duly seconded by Deb Bell, the Board unanimously approved the Personnel Report for November and December as submitted.

7. **Reports/Updates**

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

Jeff presented the COVID-19 and Financial Updates above so there were no further updates at this time.

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

Jonathan needed to take a Strategic Planning conference call so there were no updates at this time.

iii. **Business and Operations - Rich Carmelich**

- Rich reported that our ACCESS property has moved to natural gas. The underground oil tank was removed and unfortunately, there was a leak in the tank which led to a $10,000 expense for its removal.
- Reported that on Monday, January 11 he will be meeting with the Superintendent of Schools of Litchfield and Region 6 and their Business Manager, to discuss helping Litchfield with their food service program.
- Reported that there was a water main project being done in front of our Plymouth location and the contractor had asked if they could leave their equipment on our property each night. In appreciation, the contractor will be making a donation on our behalf to the United Way.
- Announced he would have the audit report for our next meeting.
iv. Talent and Development – Tracey Lay

- Tracey reported that she has been working with our department directors on budget constraint issues.
- She has been assisting the Human Resources Department with the agency COVID-19 dashboard.
- She reported that she is staying on top of the employer Phase 1 vaccine process.
- She also reported that the Grants Team continues working on funding opportunities.

8. Executive Session

President John Kissko at this time, invited Dr. Jeff Kitching to join the Board in Executive Session. Upon a motion by Lynn Stone, duly seconded by Kate Conetta, the meeting adjourned to Executive Session at 4:37 PM.

The Board entered into Executive Session to discuss the Executive Director’s recommendation to terminate the employment of a tenured teacher. Following the discussion, the motion was made to accept the recommendation of the Executive Director and terminate the employment of Anthony Magnano, for the reasons discussed in Executive Session. Motion was approved with 6 in favor and 0 abstentions.

9. Adjournment

Upon a motion by Lynn Stone, duly seconded by Deb Bell, the meeting was adjourned at 4:50 PM.

Minutes recorded by:
Joyce DeAngelo, Board Clerk
_____________________________________________
Deb Bell, Secretary