On May 6, 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

2. Approval of April 1, 2021 Minutes

   Upon a motion by Kate Conetta, duly seconded by Dan Delia, the Board approved the minutes of the April 1, 2021 meeting with 5 in favor and 0 abstentions.

3. Questions and Comments from the Public: None

4. Communications

   a) Written:

   Jeff acknowledged an email from Lisa Carter, Superintendent of Region One Schools where she thanked the EdAdvance team for helping them rethink the Human Resources functions within their district. Our staff was able to understand the complexity of the district and identified areas where they could improve their H.R. functions throughout the region.
5. **Old Business:** None

6. **New Business:**

   a) **Action Item:** Approval of Head Start 2020-2021 Annual Program Self-Assessment and 2021-2022 Improvement Plan.

      Upon a motion by Melissa Johnson, duly seconded by Kate Conetta, the Board of Directors approved of EdAdvance’s Head Start 2020-2021 Annual Program Self-Assessment and 2021-2022 Improvement Plan.

   At this time, Lynn Stone joined the meeting.

   b) **Update:** Status of Current Budget FY 2020-2021

      Jeff reviewed the current 2020-2021 budget projections with the Board. He explained the projections reflect program savings through efficiency, as well as using existing staff over multiple contracts, in addition to the receipt of $200,000 in ESSER state funding.

   c) **Presentation/Approval:** 2022-2023 Uniform Regional School Calendar

      Jeff presented the Uniform Regional Calendar for FY 2022-2023 to the Board.

      Upon a motion by Deb Bell, duly seconded by Lynn Stone, the Board of Directors unanimously approved the 2022-2023 Uniform Regional School Calendar as presented.

   d) **Presentation/Approval:** FY 2021-2022 COLA Increase

      Jeff presented the proposed agency COLA for FY 2021-2022. Based on the presented budget, a 1.5% COLA for eligible staff for FY 2021-2022, was recommended to the Board.

      Upon a motion by Lynn Stone, duly seconded by Kate Conetta, the Board of Directors unanimously approved the COLA for FY 2021-2022 as presented to the Board.

   e) **Presentation/Approval:** Proposed Agency Budget for FY 2021-2022

      Jeff presented EdAdvance’s projected annual budget for FY 2021-2022.

      Upon a motion by Deb Bell, duly seconded by Melissa Johnson, the Board of Directors unanimously approved the FY 2021-2022 budget as presented.

   f) **Approval:** Personnel Report for April 2021

      Upon a motion by Lynn Stone, duly seconded by Kate Conetta, the Board unanimously approved the Personnel Report for April 2021 as submitted.
7. Reports/Updates

i. Executive Director’s Report – Jeffrey C. Kitching

- Announced the closing on the Bethel workspace is May 12, 2021. Invitations for a ribbon-cutting ceremony will be sent out shortly to superintendents, board members, etc. There will also be a press release announcing the ribbon-cutting ceremony to be held on June 7 at 5 p.m.

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

- As we continue our curriculum writing work in New Britain, we will be expanding these services as we contract with Naugatuck, North Haven and Wethersfield. We have also had an inquiry from Wolcott.
- Jonathan reported that we had a total of 85 applicants apply for our four - $1500 scholarship offerings.

**The southern region scholarship winners are:**

Jenna Landmon, Pomperaug Regional H.S., Region 15 will be attending either Boston College, Fairfield University or Yale. Her essay was on a children’s book that she wrote and published and donated all proceeds to the Children’s Miracle Network Hospitals.

Arav Parikh, Bethel H.S., will be attending Carnegie Mellon University. His essay was about his efforts to volunteer as a tutor for his peers to support their studies in math and science.

**The northern region scholarship winners are:**

Emi Rosenthal, Newtown H.S., will be attending the University of Michigan. Her essay focused on the range of her numerous activities with a particular focus on her work as a volunteer Emergency Medical Technician.

Megan Strzepa, Northwestern Regional H.S. – Region 7, will be attending either Simmons University or the University of St. Joseph. Her essay focused on her volunteer work with ECAD – Educated Canines Assisting with Disabilities, and involved a discussion of playful barks, eager eyes, and wagging tails.

iii. Business and Operations - Richard Carmelich

- Transportation - announced that we submitted 20 bids for special education runs in Torrington and we were low bidder on 18 of the runs.
- Food Service – will be providing service to Litchfield schools and are in conversations with Region 12.
- Finance - Employee Retention Credit, received additional assistance for this year and next year.
- Bethel facility – in discussion with Jody Minotti (EdAdvance) and Peggy Sullivan (CES) on ways to generate additional revenue for this facility.

iv. Talent and Development – Tracey Lay

- Looking to host a socially distanced, in-person Memorial Day event for staff on May 28. In working with the Health and Wellness Committee, the event will host a “Farmer’s Market” where staff will be able to purchase items from area local vendors. This event will not only promote health and wellness, it will also support our local community.
Post University will be attending our Memorial Day event and will be discussing the Employer Paid Tuition Program. Three departments - BASES, Head Start and Special Education will be represented in the first (summer) session.

We continue to add to the Perk’s List. Relias is an online training tool. We use the package on Applied Behavior Analysis and Autism. There are numerous trainings offered and we are opening this to all staff beyond our Special Education Department, as it has various training topics, including Employee Wellness, so it can be beneficial to all staff.

8. Adjournment

Upon a motion by Lynn Stone, duly seconded by Melissa Johnson, the meeting was adjourned at 4:52 PM.

Minutes recorded by:
Joyce DeAngelo

Deb Bell, Secretary