BOARD OF DIRECTORS MEETING  
May 7, 2020  

MINUTES

On May 7, 2020, the EdAdvance Board of Directors held a Zoom online meeting during which a quorum was present. President Michelle Ku called the meeting to order at 3:04 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  
Michelle Ku, Newtown  
Jennifer Pote, Region 12  
Lynn Stone, Litchfield  
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 & Collaboration Officer

Upon a motion by John Kissko, duly seconded by Melissa Johnson, the Board unanimously approved to amend the agenda to add “Action Item: Head Start: Prenatal to Five COVID-19 One-Time Funding” as item 4-J.

2. Approval of February 6, 2020 Minutes

Upon a motion by Jennifer Pote, duly seconded by Melissa Johnson, the Board approved the minutes of the February 6, 2020 meeting with 7 in favor and 0 abstentions.

3. Approval of March 31, 2020 Minutes

Upon a motion by Deb Bell, duly seconded by Jennifer Pote, the Board approved the minutes of the March 31, 2020 meeting with 6 in favor and 1 abstention.
4. **New Business:**

a) **Action Item: Approval of Head Start Grant Application Supplement Funds**

The Board has been fully informed of the Federal Grant Application and its intended usage.

Upon a motion by John Kissko, duly seconded by Jennifer Pote, the Board of Directors approved of EdAdvance’s submission of a grant application for Head Start: Prenatal to Five Supplement Funds. Motion was approved unanimously.

b) **Action Item: 2020-2021 Adult Education Program Enhancement Projects Grant Continuation Application**

Upon a motion by John Kissko, duly seconded by Melissa Johnson, the Board of Directors approved of EdAdvance’s participation in these grants, which will be effective July 2020 – June 2021. Motion was approved unanimously.

c) **Action Item: Transfer of Litchfield Office mortgages from Union Savings Bank to Thomaston Savings Bank**

Upon a motion by Jennifer Pote, duly seconded by Janelle Wilk, the Board of Directors approved of this motion to authorize and empower to accept the loan from the lender and to borrow up to $1,542,400 from the lender, substantially upon the terms and conditions set forth in the commitment letter, as the same may be amended and to authorize, empower and direct the Executive Director to execute, negotiate, enter into, administer and deliver any and all instruments, documents, certificates, affidavits and agreements required by the Lender in connection with the closing of the Loan. Motion was approved unanimously.

(NOTE: Lynn Stone joined the meeting after these motions were approved.)

d) **Update: Status of Current Budget FY 2019-2020**

Jeff shared a PowerPoint slide that highlighted how our Food Services, Head Start and Special Education programs are reaching out and providing services during the COVID-19 quarantine.

Jeff also shared a “2019-2020 Budget Remediation Effort” slide that showed the impact that COVID-19 has had on our agency’s finances. 65% of our budget is fee for service revenue and the shut down has hit us hard. We have frozen all expenditures outside of salary and benefits and continue to renegotiate district contracts for transportation and tuition.

The agency is investigating two sources of potential financial relief to minimize the deficit for this year’s budget.

e) **Presentation/Approval: FY 2020-2021 COLA Increase**

Jeff shared a PowerPoint slide on the 2020-2021 preliminary COLA increase. Jeff asked the Board to consider delaying the vote to approve the COLA increase until the next Board meeting on June 4. More time is needed to examine additional expense reductions and for clarity on outstanding relief options.
f) Presentation/Approval: Proposed Agency Budget for FY 2020-2021

Jeff presented EdAdvance’s preliminary projected annual budget for FY 2020-2021 to the Board. He asked the Board to delay the approval of the 2020-2021 budget until June 4. As with the COLA increase, additional time is needed to continue to work on the budget as a result of the financial effects of the COVID-19 pandemic.

All Board members agreed to delay approving the COLA increase and FY 2020-2021 budget until the June 4 Board meeting.

g) Presentation/Election: Slate of Officers for FY 2020-2021

Jeff presented the Slate of Officers for FY 2020-2021:

President: John Kissko
Vice President: Lynn Stone
Secretary – Deb Bell
Treasurer: Melissa Miller
Member at Large: Melissa Johnson

Upon a motion by Lynn Stone, duly seconded by Jennifer Pote, the Board of Directors approved the Slate of Officers for FY 2020-2021 as presented to the Board. Motion was approved unanimously.

h) Presentation/Approval: Board Meeting Schedule for FY 2020-2021

Jeff presented the FY 2020-2021 Board Meeting Schedule to the Board.

Upon a motion by Lynn Stone, duly seconded by Deb Bell, the Board unanimously approved the meeting schedule for FY 2020-2021. Motion was approved unanimously.

i) Approval: Personnel Report for February, March and April 2020

Upon a motion by Melissa Johnson, duly seconded by Jennifer Pote, the Board unanimously approved the Personnel Report for February, March and April 2020 as submitted. Motion was approved unanimously.

j) Action Item: Approval of Head Start COVID-19 One-Time Funding

Upon a motion by John Kissko, duly seconded by Lynn Stone, the Board of Directors approved EdAdvance’s submission of a grant application for Head Start: Prenatal to Five COVID-19 One-Time Funding.

5. Executive Session: Discussion of Executive Director’s Evaluation and Contract

Upon a motion by Kate Conetta, duly seconded by Lynn Stone, the meeting was adjourned to Executive Session at 4:08 PM to discuss the Executive Director’s evaluation and contract extension.
6. Adjournment

With the agenda completed and no further business to discuss, President Michelle Ku adjourned the meeting.

Minutes recorded by:  
Carol Montory

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                                     Deb Bell, Secretary