



BOARD OF DIRECTORS MEETING
November 2, 2023

MINUTES

On November 2, 2023, 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 4:02 PM and recorded the following members in attendance:

1. Roll Call:

Name (District): Sharon Attick, Region 15
Deb Bell, Region 7
Kate Conetta, Danbury
Roxy Fainer, Thomaston
Christine Faressa, Watertown
John Kissko, Torrington
Sarah Robichaud, Colebrook
Dave Schneiderbeck, Litchfield
Deirdre Tindall, New Hartford

**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
Carol Montory, Board Clerk

2. Approval of September 7, 2023 Minutes

Upon a motion by Kate Conetta, duly seconded by Deb Bell, the Board unanimously approved the minutes of the September 7, 2023 meeting.

3. Approval of October 5, 2023 Minutes

Upon a motion by Deb Bell, duly seconded by Roxy Fainer, the Board unanimously approved the minutes of the October 5, 2023 meeting.

4. Questions and Comments from the Public: None

5. Old Business: None

6. New Business:

- a) Action Item: Grant Application for Danbury School Readiness Annual Summer Day of Learning

Upon a motion by Dave Schneiderbeck, duly seconded by Kate Conetta, the Board of Directors unanimously approved EdAdvance's request to submit a grant application to The Jewish Federation Foundation of Western CT with a request for \$10,000 to support the Danbury School Readiness Annual Summer Day of Learning.

- b) Action Item: Grant Application to the CT Community Investment Fund 2030 (CIF)

Upon a motion by Sarah Robichaud, duly seconded by Dave Schneiderbeck, the Board of Directors unanimously approved EdAdvance's request to submit a grant application to the CT Community Investment Fund 2030 (CIF) to support a Capital Improvement Project for the College and Career Accelerator Program at The Regional Learning Center.

- c) Action Item: Certification Statement as a Risk Assessment for CSDE Grant Applications

Upon a motion by Kate Conetta, duly seconded by Deb Bell, the Board of Directors unanimously approved EdAdvance's use of a Certification Statement as a Risk Assessment for CSDE grant applications ensuring that critical project personnel are capable of effectively managing federal-aid projects.

- d) Action Item: Subrecipient Monitoring Tool

Upon a motion by Sarah Robichaud, duly seconded by Dave Schneiderbeck, the Board of Directors unanimously approved EdAdvance's Subrecipient Monitoring Tool as part of our monitoring plan required by federal regulations for passthrough entities with subrecipients.

- e) Presentation/Approval: Proposed EdAdvance Membership Dues for FY2024-2025

Jeff shared the proposed membership dues for FY2024-2025. He reviewed the history of the annual dues structure. This year's proposed dues are based on enrollment figures provided by the Connecticut State Department of Education's Grade by District report.

Upon a motion by Kate Conetta, duly seconded by Dave Schneiderbeck, the Board unanimously approved the proposed EdAdvance Membership Dues for FY 2024-2025.

- f) Approval: Personnel Reports for September and October 2023

Upon motion by Dave Schneiderbeck, duly seconded by Deb Bell, the Board of Directors unanimously approved the Personnel Report for September and October 2023 as submitted.

7. Reports/Updates:

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

- Jeff reported that Patrice McCarthy from CABE would like to attend a virtual Board meeting to provide a brief legislative overview. The Board agreed that this was a good idea, so Jeff will reach out to her to schedule this presentation.
- The Hartland school district would like to transfer from being a CREC member district to an EdAdvance member district. Jeff reported that he will be attending Hartland's Board of Education meeting on November 13 to speak to them about this transfer. At our January 4, 2024 Board meeting, we will include an agenda item to discuss this transfer and request Board of Directors approval.
- Our 2022-2023 annual report is complete. We will be mailing copies to our Board members, our districts, and state agencies in the coming week.
- Jeff spoke about the December Board meeting. On our meeting schedule, this meeting is listed as optional, and it is typically cancelled if we do not have any urgent agenda items. We will reach out to Board members one week to 10 days before the meeting to update them on the status of this meeting.
- Jeff reported that our Early Childhood and Family Programs department held two trainings about the new kindergarten entry age and its impact on districts. The workshops provided information on planning for this change in the coming year.

ii. Professional Learning – *Jonathan P. Costa, Sr.*

- Jonathan stated that the Professional Learning team is busy working with districts on the new state mandates including the FAFSA federal student aid form for high school seniors, climate change education, and the Diversity, Equity, and Inclusion plan.

iii. Business and Operations - *Richard Carmelich*

- Rich spoke about the regional transportation collaborative that we have with Bethel, Brookfield, Region 14, Region 15, and Watertown school districts. We have developed a procedures and policy manual and are working to develop a transparent pricing model.
- Rich reported that our two facilities projects are continuing. The second-floor construction at the Regional Learning Center (RLC) is wrapping up and the walls are going up at the Early Childhood Center on Grove Street. There is a camera across the street that has captured the construction progress at Grove Street. A link to the time lapse video will be emailed to the Board members after today's meeting.

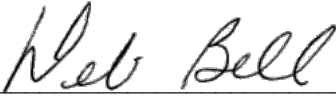
iv. Talent and Development – *Tracey Lay*

- The Red Cross blood drive was successful with 25 donors. We plan on holding the blood drives twice a year.
- The flu and Covid vaccination clinic was held on October 16 with 60 staff participating.
- Tracey reported that the Employer Assistance Program (EAP) is being well received by staff. Program managers are taking advantage of the mandated state trainings.
- Our Fall Fest Farmers Market was a success with over 100 staff attending. We had the Big Green Pizza Truck providing lunch with seven local vendors and farms offering items for sale. Each staff member received a \$5 voucher to spend at any vendor.
- The free Spanish classes for staff were held in Litchfield and Southbury with 17 staff members in attendance.
- Tracey stated that the agency is holding a Diversity, Equity, and Inclusion (DEI) in Hiring training on November 8 with Inclusion and Equity Consultant Kathy Taylor.
- The agency is having a Veterans Appreciation Gathering on November 9 at 10:00 am. We collaborated with Friends in Service to Humanity (FISH) of Northwestern CT and asked staff to bring donations of socks and toiletries to the event for the Life for Vets program at FISH.

8. Adjournment

Upon a motion by Dave Schneiderbeck, duly seconded by Deb Bell, the meeting was adjourned at 4:44 PM.

Minutes recorded by:
Carol Montory, Board Clerk



Deb Bell, Secretary