On November 5, 2020, 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):  
     - Dan Delia, Newtown  
     - Melissa Johnson, Plymouth  
     - John Kissko, Torrington  
     - 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 & Development Officer  
   - Joyce DeAngelo, Board Clerk

2. **Approval of October 1, 2020 Minutes:**

   Upon a motion by Lynn Stone, duly seconded by Dan Delia, the Board approved the minutes of the October 1, 2020 meeting with 2 in favor and 2 abstentions.

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

4. **Old Business:**  
   - None

5. **New Business:**

   a) **Action Item: Approval of Head Start Non-Federal Share Waiver**

   Upon a motion by Melissa Johnson, duly seconded by Lynn Stone, the Board of Directors unanimously approved EdAdvance’s request to submit a waiver for $63,807 out of our $649,869 in Non-Federal Share for the Head Start grant year 2020.
b) Discussion: Board of Directors’ December and January Meetings

Jeff discussed, with the Board, that typically the December meeting is on the calendar and held only if needed. Since there is nothing on the agenda for this meeting, there will be no meeting in December.

With the current uptick in COVID-19, the Board agreed to keep the January meeting virtual.

Under the governor’s executive order, Boards of Education are currently allowed to have meetings remote and virtually. Jeff reported that our attorneys are currently reviewing a policy statement for online Zoom and virtual digital Board of Director meetings. Once approved, he said that perhaps the Board may want to consider changing the EdAdvance Constitution to permanently include the operation of board meetings through remote and virtual participation and move to a hybrid model. This would allow for more board participation from some of our more distantly located districts.

At this time, Janelle Wilk joined the meeting.

c) Presentation/Approval: Proposed EdAdvance Membership Dues for FY 2021-2022

Jeff shared the proposed membership dues for FY2021-2022. He reviewed the history of the annual dues structure. This year’s proposed dues are based on 2019-2020 enrollment figures provided by the Connecticut State Department of Education’s Grade by District report.

Upon a motion by Lynn Stone, duly seconded by Melissa Johnson, the Board unanimously approved the proposed EdAdvance Membership Dues for FY 2021-2022.

d) Update: COVID-19 Debrief/Planning Discussions

Jeff reported that the Executive Team has been meeting with directors to discuss:
- lessons learned from the COVID-19 shutdown between March to July
- issues since we have opened
- financial impact
- long term planning to avoid some of the negative outcomes

Jeff reported if there should be a forced shut down in the future, we cannot take a “blanket approach” again. We would need to go department by department and consider fee for service programs; we could need to consider furloughs, layoffs, and reduction of hours.

e) Approval: Personnel Report

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

Reports/Updates

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

- Jeff reported that an article “Equipping all Students for Remote and Blended Learning,” written by Jonathan Costa and Doug Casey, Executive Director of CT Commission for Educational Technology, is featured in the November issue of the CT Association of Boards of Education (CABE) Journal.
- Highlighted an article in the Record Journal on our BASES Program.
In the past, we have shared a “communications binder” at our meetings for the Board to review. Jeff reported that he and Carol have set up a “shared” folder that Board members will have access to. Each month articles and communications will be put into this folder for our members to review.

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

Jonathan reported that he hosted a special Curriculum Council meeting in which the CT State Dept. of Education discussed the flexibilities for this year related to teacher evaluation and support. This includes no requirement for summative ratings this year. This may be the first step in an overall rethinking of the state’s approach to teacher evaluation process.

Reported that we have been working with Newsela, an online curriculum educational platform company, on a potential partnership that would host the content from our model curriculum units and make them available to a broader audience.

iii. Business and Operations - Rich Carmelich

The state has revised their requirements for providing meals on snow days, “to like, but not mandated.” Rich reported Food Service is getting guidance on how to provide meals on these days. If they know in advance that school will be cancelled due to weather, they will be able prepare meals to send home. They are making every effort to ensure that all students in need are provided meals. He also reported that participation in the school lunch program is very low this year, which affects our reimbursement from the state.

Announced that we have hired Ian Rodriguez-Torrent to fill an open position in our IT department.

Reported we are upgrading our servers in the fiscal department.

Mia is working on a cash management project that will project our cash flow more efficiently.

Since we are moving back to Phase 2, Tim is handling the facilities so that we continue to be safe.

iv. Talent and Development – Tracey Lay

Tracey reported that our H.R. Department is currently working with directors to provide trainings in specific areas of personnel management and procedures.

Announced we will be partnering with Harvard Business School in a research project on equity and inclusion. Staff will be included in this survey which will begin in February and Harvard will provide us with their findings.

Since we will not be holding our annual Fall Harvest Luncheon or our Winter Breakfast due to COVID-19 restrictions, the Health and Wellness Committee is holding an Agency Healthy Recipe Contest. Staff are invited to submit their favorite healthy recipes which will be included in our first EdAdvance Healthy Cookbook. Staff who submit recipes will be entered into a raffle to win some exciting prizes. Copies of the cookbook will be distributed to staff.

6. Adjournment

Upon a motion by Melissa Johnson, duly seconded by Janelle Wilk, the meeting was adjourned at 4:35 PM.

Minutes recorded by:
Joyce DeAngelo, Board Clerk

______________________________
Deb Bell, Secretary