BOARD OF DIRECTORS MEETING
October 1, 2020

MINUTES

On October 1, 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 4:01 PM and recorded the following members in attendance:

1. Roll Call:

   Name (District):  Deb Bell, Region 7
   Kate Conetta, Danbury
   Dan Delia, Newtown
   Pete Helmus, New Milford
   John Kissko, Torrington
   Jennifer Pote, Region 12

   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

   At this time, Jeff Kitching introduced new board member, Pete Helmus, New Milford to the Board.

2. Approval of September 3, 2020 Minutes:

   Upon a motion by Deb Bell, duly seconded by Kate Conetta, the Board approved the minutes of the September 3, 2020 meeting with 4 in favor and 1 abstention.

3. Questions and Comments from the Public:  None

4. Old Business:  None

5. New Business:

   a) Presentation/Approval:  2021-2022 Uniform Regional School Calendar

      Jeff presented the 2021-2022 Uniform Regional School Calendar to the Board. Upon a motion by Kate Conetta, duly seconded by Deb Bell, the Board of Directors unanimously
approved the 2021-2022 Uniform Regional School Calendar as presented to the Board.

At this time Jennifer Pote joined the meeting.

b) Approval: Personnel Report

Upon a motion by Deb Bell, duly seconded by Kate Conetta, the Board unanimously approved the Personnel Report for September 2020 as submitted.

c) Presentation/Discussion: 2020-2021 Agency Budget

Jeff reviewed the proposed budget for FY 2020-2021 with the Board, updating them to the various changes since the preliminary budget was presented.

Upon a motion by Dan Delia, seconded by Jennifer Pote, the Board unanimously approved the 2020-2021 budget as submitted to the Board.

6. Reports/Updates

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

➢ Jeff announced that the agency’s Annual Report was being mailed out and that everyone should be receiving it shortly. Jeff also thanked Carol Montory for her work to create the Annual Report.
➢ Jeff reported that he has obtained drafts from RESC colleagues of a policy statement for online Zoom and virtual digital Board of Director meetings. Attorneys are currently reviewing the statement and he will share it with the Board when approved.
➢ Jeff also announced the discontinuation of our Driver’s Education program because it has been consistently under-enrolled and is no longer financially sustainable. The trial initiative will end once those currently enrolled complete the program.

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

➢ Jonathan reported that as a member of the NEASC Commission on International Education, he has been asked to help conduct an entirely virtual NEASC accreditation visit due to COVID-19. In preparing for this process, he said he and his team have learned a lot about how to conduct and prepare for a successful virtual visit. Jonathan said that he would be glad to talk with any interested district who may have to prepare for a virtual visit.
➢ The CSDE and the RESCs are working to put together 6 courses on how to effectively conduct blended learning courses in public schools. These courses will provide training to teachers who teach blended learning and will be free of charge. They include at least one synchronous and two asynchronous course modules each and should be ready by the end of October.
➢ We are currently looking at compacting curriculum strategies to help districts recover lost learning post-COVID. We are looking to provide guidance to districts on what standards really matter the most and how to recover any learning lost during the pandemic.
iii. Business and Operations - Rich Carmelich

- Rich was happy to report that Operations functions were close to back to business as usual. He reported that our Fiscal Department is finishing up with our audit and currently upgrading their software.
- He also reported:
  - Food Service Department is providing service to Explorations and Watertown.
  - Technology Department is busy getting everyone all connected in our remote locations.
  - Transportation Department is also very busy hiring drivers for our runs.
  - Our Facilities Department is running smoothly, keeping up with the daily needs of the departments.

iv. Talent and Development – Tracey Lay

- Tracey reported that as a result of a survey given to staff thru ThoughtExchange, the Health and Wellness Committee will hold a flu clinic at the agency on October 14 & 15 for staff.
- Reported that the staff handbook has been updated. They are also working on an agency “perks” list that will include discounts for shopping, banking, and pet insurance.
- Human Resources is working to update Title IX training.
- Marketing is updating our digital board in the lobby to include advertising of our programs/services, recruiting students, etc.

7. Adjournment

Upon a motion by Jennifer Pote, duly seconded by Kate Conetta, the meeting was adjourned at 4:38 PM.

Minutes recorded by:  
Joyce DeAngelo, Board Clerk

_________________________________________  Deb Bell, Secretary