

Minutes

ACES Governing Board October 11, 2018

205 Skiff Street
Hamden, CT 06517

Present: Jana Balsamo, North Branford (12:40pm); Lynn Campo, Hamden; Michele DeLucia, East Haven; Fran DiGiorgi, Ansonia; Ethel Grant, Naugatuck; Laura Harris, Derby; Norm Hicks, Regional District #13; Karen Hlavac, Wallingford; Roberta Leonard, Wolcott; John Lineen, Meriden; Dorothy Logan, North Haven (12:25pm); Ellen Michaels, Branford; Susan Riccio, Orange

ACES: Carol Bunk, Thomas Danehy, Valerie Fenn, Tim Howes, William Rice, Evelyn Rossetti-Ryan, Elaine Sein

Not Present: Bethany, Cheshire, Middletown, Milford, Oxford, Regional District #5, West Haven

Guests: Cynthia Ratchelous, Elizabeth Stammel; ACES Mill Elementary School
Tim Gunn, ACES
David Stein, Silver Petrucelli

1. Call to Order

Norm Hicks called the ACES Governing Board meeting to order at 12:15 PM after determining a quorum was present.

2. Pledge of Allegiance

Ms. Ratchelous led the Pledge of Allegiance.

3. Public Participation/Communications

N/A

4. Approval of Minutes

Ms. Riccio moved to accept the ACES Governing Board minutes of September 13, 2018.
Ms. DiGiorgi seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None

Opposed: None

VOTE

5. Executive Director's Report

- 1) Status of Leeder Hill Construction Progress: David Stein, Silver Petrucelli and Tim Gunn, ACES, provided an update on Leeder Hill indicating that the project is moving along well. There is a slight delay with the opening of the school due to the delivery of steel. The project is scheduled to be completed by the week of August 20, 2019. If need be the students will start the year at their current location and transition over after the start of the year. The project remains under budget.
- 2) Wintergreen Facility Update: The WIMS building appraisal was completed and Dr. Danehy has a meeting with Hamden on October 17, 2018. WIMS parents have come out to support the school. Dr. Danehy will keep the Board apprised of further developments.
- 3) Executive Director Goals: The Executive Director goals were distributed and focused on new lines of business, structure, real estate, Bold Steps, employee attendance, audit recommendations.
- 4) Job Descriptions Update: Dr. Danehy referenced two new part job descriptions; Director of ACES International to provide the support needed to manage the program and Director of School and Program Security. The positions will be combined to make one full time position. There was Board discussion and concern over the part-time status of the Director of School and Program Security. Discussion continued under New Business.
- 5) Banking Provider: Dr. Danehy reported that at the recommendation from the State Department of Education, ACES has interviewed three banks and is looking to make a change. ACES is finalizing the decision and will keep the Board informed.
- 6) Calendar Development for 2019-2020 and 2020-2021: Dr. Danehy reported that there is a meeting scheduled with superintendents on October 25, 2018 to design the calendars as mandated. ACES is required to complete the calendars for the region, however, school districts are not obligated to follow the regional calendars.

6. Filing of Fiscal Report (subject to audit)

Summary/Detail by Category

The Executive Director recommended that the ACES Governing Board approve the filing of the Fiscal Report (subject to audit).

Ms. Riccio reviewed the Fiscal Report and reported that at the time of the meeting ACES was in a deficit position of approximately \$225,000, however this is lower than in past years in the same time period. ACES will continue to market our programs and schools, work on building enrollment and monitor expenses with expectations to be in a surplus position by the end of the year.

As the enrollment transiency (movement) continued in September. ACES has experienced a decrease in enrollment in some schools and slow growth in others. Overall, enrollment trend is low at this time,

however, it is expected to increase as the year progresses. Most notably, Wintergreen underwent a decline of approximately 67 students and Thomas Edison had a decrease of 22 students. Whitney East/West enrollment is down by 14 students, however, Mill Middle, Whitney North and SAILS are on target with enrollment. The Educational Center for the Arts and Village School have enrollment higher than expected.

This year there are two new startup programs with ACES International and Mill Elementary. At this time ACES is building the enrollment within Mill Elementary and expect to continue to enroll students within the program. ACES International has shown significant increase in revenue opportunities and it is expected to continue throughout the school year. The ACES Services group has begun the year in an upward trend and as contracts for services continue to come in, it is expected to be a respectable year for growth.

Ms. Riccio moved to approve the filing of the Fiscal Report (subject to audit).
Ms. Grant seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None

Opposed: None

VOTE

7. Approval of Human Resources Report

The Executive Director recommended that the ACES Governing Board authorize the hirings and/or transfer/position changes, accept the resignations and retirement, and grant the leaves as detailed on the Human Resources Report.

Ms. Bunk reviewed the Human Resources report indicating 11 new hires during the past month, a few which were replacements for ABA Trainers, there were a few transfers, and 1 retirement. The remainder of report was routine.

Ms. Bunk also reported that during convocation in August, administrators identified 32 staff that have gone above and beyond, across disciplines and that those staff members were rewarded with professional development opportunities or other incentives. In efforts to continue to recognize staff ACES implemented this process for the first time and continues to seek ways to appreciate staff. Ms. Bunk also indicated a new induction program for new teachers.

Ms. Hlavac moved to authorize the hirings and/or transfer/position changes, accept the resignations and retirement, and grant the leaves as detailed on the Human Resources Report.

Ms. Leonard seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None
Opposed: None

VOTE

8. New Business

1) Approval of FF & E Motion for Leeder Hill Construction Project

The Executive Director recommended the approval of the plans, specifications and estimated dated 9/18/2018 for Phase 2 of 2 to proceed the Office of School Construction Grants for a Plan Completion Review and, if approved, issue for Bid.

After Board discussion, it was agreed that a list of FF&E was needed to move forward with the approval. The item was tabled until the documents were provided. Once provided the documents were reviewed and Board discussion and questions followed.

Ms. Riccio moved to approve the plans, specifications and estimated dated 9/18/2018 for Phase 2 of 2 to proceed the Office of School Construction Grants for a Plan Completion Review and issue for Bid.

Ms. DiGiorgi seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None
Opposed: None

VOTE

2) Approval of Job Descriptions

The Executive Director recommended the approval of job descriptions for Director of ACES International, Director of School and Program Security, Director of Transportation, Grant Writer, Occupational Therapist, School Counselor, Secretary, and Social Worker.

Ms. Riccio moved to approve to approve the of job descriptions for Director of ACES International, Director of School and Program Security, Director of Transportation, Grant Writer, Occupational Therapist, School Counselor, Secretary, and Social Worker.

Ms. Grant seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None
Opposed: None

VOTE

Board discussion continued on the part-time status of the Director of School and Program Security and if it was adequate for the role. The Board agreed to revisit the item in 6 months to determine if any changes would be needed.

Ms. Riccio moved to amend the motion to reassess the position of Director of School and Program Security in six months.

Ms. DiGiorgi seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None

Opposed: None

VOTE

9. Old Business

1) Mill Road School

The Executive Director recommended that the former K-8 school name 'Mill Road School' be changed to differentiate between the original site which now only houses students in grades 4-8 and the new site at the former St. Stephen's School on Ridge Road, Hamden which houses students in grades K-3. The Executive Director recommends that the new site be named ACES Mill Elementary School and the original site to be named ACES Mill Academy.

Ms. Riccio moved to approve the re-naming Mill Road School. The new site will be named ACES Mill Elementary School and the original site will be named ACES Mill Academy.

Ms. DeLucia seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None

Opposed: None

VOTE

2) **Approval of Policies****

The Executive Director recommended the approval of two new policies after second reading.

#3997 Disposition of Assets

#4118.25 Fraternization

Ms. Hlavac moved to approve the two new policies after second reading.

Mr. Lineen seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None

Opposed: None

VOTE

3) Curriculum & Instruction

Mr. Rice reported:

Schools

ACES ECA/ECA International

- New visual arts course in virtual reality is going well.
- Taught by an instructor from Yale and currently has 7 students.
- Visited classroom and was able to view the students work and it is phenomenal.
- Most impressed that there were 4 young women in the class.
- Secretary General of the International Shanghai Exchange Bureau - He is responsible for all Shanghai students studying overseas.
- On October 18, we begin a 10 day visit from the Children's Palace team from Shanghai - There are eight Children Palaces in Shanghai and our goal is to obtain all eight in the Visiting Scholars Program.

ACES Thomas Edison Middle School

- Discovery Education staff developers have completed 2 instructional visits to date.
- Next major cohort visit is on Election Day.
- Beginning in November the ELA teachers will begin professional learning with Teachers College Reading and Writing Project in collaboration with middle school ELA teachers at Wintergreen.

ACES Wintergreen Interdistrict Magnet School

- Arts for Learning Cultural Arts Expo 2018 that was held on September 28, 2018 from 9-2:30 pm and was a success.
- Eileen Carpinella the Executive Director of Arts for Learning indicated that the attendance at this years event surpassed the attendance of the last two years combined.
- WIMS also received a \$10,000 grant from Department of Economic and Community Development (DECD) to support Arts Integration and will be beginning that work next month with the support of a resident teaching artist.

ACES Mill (Middle)

- Biweekly meetings with Behavior staff about re-envisioning the behavior system
- Behavior System Committee

ACES Center for Autism Spectrum and Developmental Disorders (SAILS)

- Hiring to fill vacancies in programmatic staff and working on creative ways to cover leaves.

ACES Village School

- Fully staffed at the start of the year but due to promotions of staff they are now in the process of hiring.

ACES Mill Elementary

- Final external evaluation report for the TAIL program is complete.
- Findings show that:
 - Engagement in TAIL helped to increase students' feelings of safety and increased confidence levels with the adults in the room which lead to an increased willingness for students to share stories or experiences that were traumatic.
- Suggestions for improvement:
 - Roll out TAIL to the entire school to support consistency of practice/expectations
 - Provide ongoing training for all staff
 - Transition planning for students as the leave the TAIL classroom/program

- Work on mindset shifts of adults

Seclusion/Restraint and Exclusionary Time-Out

- Legal counsel provided some clarity but we are still working our way through the nuances of the law and to manage it in practice.
- On October 17th, ACES legal counsel will do the same presentation that was done for the principals in an effort to get the information to staff who work directly with students.

Principal Ratchelous and Behavior Analyst Elizabeth Stammel from Mill Elementary School presented on the Trying All I can to Learn Program (TAIL) which focuses on students experiencing significant trauma and how to reduce challenging behaviors that interfere with classroom learning.

11. Early Head Start Update

Eligibility, Recruitment, Selection, Enrollment, and Attendance

- Monthly Early Head Start (EHS) enrollment was 60 for the period:
 - 54 children and 6 expectant families enrolled
- The program received 15 new referrals (14 Middletown, 1 Cromwell) and completed 7 eligibility intakes
- There are 2 families pending eligibility determination.
- The program has 0 income eligible families on the wait list. There 4 Over Income families on a waitlist.
- The program has 13 children enrolled with IFSPs, meeting and exceeding the 10% requirement.
- 4 exited the program during this period. (1 child transitioned to a preschool, 1 never engaged, 2 moved out of service area).
- Recruitment and community outreach efforts have continued in the shoreline towns and greater Middletown area.

Policy Council Updates

- Policy Council (PC) met September 26th at the ACES Education Center 300 Washington, Middletown. There was no quorum but a great deal of business was reviewed. .
- PC Members received governance training to start out the program year.
- PC Members received the list of priorities that will be addressed at each policy council meeting and the updated calendar for parent committees. The parent voice remains a strong component of Early Head Start Standards.
- PC Members received a 4th quarter monitoring report revealing areas of strength and areas needing improvement in the program. One of the areas in need of improvement is ensuring pediatricians are receiving screening results in a timely fashion for children enrolled in the EHS. A second area is to improve access to dental services for expectant mothers and children.

Program Updates/Activities

- The Program Information Report (PIR) was successfully submitted detailing all our program services and supports for early head start as required by the Office of Head Start (OHS).
- The Community Garden celebration was held at 300 Washington where the head chef and manager of G-Zen in Branford cooked the vegetables offered to the families and demonstrated

how to cook some of these vegetables in a healthy manner. Families enjoyed this experience which involved other community partners.

- Socialization playgroups have been held in the greater Middletown area again this month. The shoreline group in Old Saybrook has reopened.
- The Board of Directors for the CT Association of Infant Mental Health met September 11th. Becky Cuevas, EHS Coordinator is a board member and was recently elected Treasurer, for the CT Head Start Association.
- The CT Birth to Three Program - Rehabilitation Associates facilitated their weekly therapeutic playgroups onsite.
- CRT Head Start relinquished their head start grant in August and since then many in the community have expressed concern about a new grantee coming to town. ACES Middlesex County Early Head Start is supportive of the interim agency CDI Head Start during this transition but will explore any available future options for ACES. This information will be shared with the governing board.

Governing Board Approvals

1. None at this time

Attachments

1. Updated Fiscal Report

Ms. Riccio moved to approve the monthly Early Head Start Reports.

Ms. Grant seconded.

In favor: Ansonia, Branford, Derby, East Haven, Hamden, Meriden, Naugatuck, North Branford, North Haven, Orange, Regional District #13, Wallingford, Wolcott

Abstention: None

Opposed: None

VOTE

11. Other

A) Next meeting: November 8, 2018.

B) Mr. Hicks welcomed John Lineen back after a short absence.

12. Adjournment

The ACES Governing Board meeting adjourned at 1:56pm.

Sincerely,

Elaine Sein
Secretary to the ACES Governing Board