

## Minutes

### ACES Governing Board September 14, 2017

205 Skiff Street  
Hamden, CT 06517

Present: Lynn Campo, Hamden; Sue Cohen, Regional District #5; Fran Digiorgi, Ansonia; Ethel Grant, Naugatuck; Paula Guillet, Oxford; Margaret Hamilton, Woodbridge; Norm Hicks, Regional District #13; Inez Kelso, Bethany; Roberta Leonard, Wolcott; Vincent Loffredo, Middletown; Dorothy Logan, North Haven; Kenneth Marcucio, Derby; Sara Querfeld, North Branford; Susan Riccio, Orange; Earl Whiskeyman, Milford

ACES: Thomas Danehy, Carol Bunk, Jo-Anne Cegan, Tim Howes, William Rice, Evelyn Rossetti-Ryan, Elaine Sein, Rachel Sexton  
Technology Services Staff: Jim Moyle  
Union Representation: Bill Jacobs

Not Present: Branford, Cheshire, East Haven, Meriden, Wallingford, Waterbury, West Haven

Guests: Attorney Joe Fasi, Robyn Berke, Regional District #5; Susan O'Brien, Oxford

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#### 1. Call to Order

Norm Hicks called the ACES Governing Board meeting to order at 12:16 PM after it was determined that a quorum was present.

#### 2. Pledge of Allegiance

Ms. Riccio led the Pledge of Allegiance.

#### 3. Public Participation/Communications

- a) Mr. Hicks thanked the Governing Board for all the well wishes. Mr. Hicks indicated he will be having surgery in October and indicated that if he is unable to make any meetings Ms. Querfeld would chair.
- b) Mr. Hicks welcomed Margaret Hamilton who was representing Woodbridge. In addition, Mr. Hicks welcomed Robyn Berke, Regional District #5 and Susan O'Brien, Oxford who were in

attendance observing the meeting and may serve as their district representatives since Sue Cohen and Paula Guillet will not be running for re-election.

- c) Mr. Hicks thanked Ms. Cohen for her time serving as Vice Chair.
- d) Mr. Hicks noted the new seating arrangement and is hopeful the arrangement will help with the acoustics of the room.

#### 4. Approval of Minutes

Ms. Cohen moved to accept the ACES Governing Board minutes of June 8, 2017.

Ms. Leonard seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott

Abstention: Middletown, Woodbridge

Opposed: None

VOTE

#### 5. Executive Director's Report

- 1) Dr. Danehy thanked the Governing Board for the sympathy wishes.
- 2) Audit Fiscal Year ending June 2016: The completed audit was distributed.
- 3) ACES Mission and Vision Statement Drafts: Dr. Danehy reported that the ACES mission & vision are in the process of being updated to reflect the current work at ACES and will be coming out soon. The mission and vision were discussed and worked on at the Administrative Retreat and other recent meetings to capture the purpose and themes of ACES' work.
- 4) Bold Steps Update: Dr. Danehy reported that the Design Team will reconvene on October 30 to review the Bold Steps and determine which steps have been completed and can be removed from the plan, which steps need continued work, and any new steps that need to be added to continue the work of the plan.
- 5) Executive Director Goals: Dr. Danehy referenced his goals focused on the Design Plan, academic achievement, human capital development for staff opportunities, and financial capital. Dr. Danehy will request for approval of the goals later in the agenda.
- 6) Grant Award Information: Ms. Sexton indicated that ACES was the only RESC to be awarded a grant from the National Endowment for Humanities Summer Seminars and Institute Programs for \$154,991.00. One of only thirty-two awards in the nation, the grant represents a collaboration between ACES PDSI and the Gilder Lehrman Center at Yale and will support a two-week professional development conference at Yale in the summer of 2018. The summer institute, titled "The Long Civil Right Movement," will deepen the understanding of k-12 educators from across the nation about how the civil rights movement is not a finite 20<sup>th</sup> century event but an ongoing historical process that continues to influence American society and politics today. ACES Marketing & Outreach is working with PDSI to develop a publicity campaign.
- 7) Resolution for Leeder Hill: Attorney Joe Fasi reviewed the resolution for Leeder Hill appropriating the funds for conversion. The resolution will be on the agenda in October for approval. Board discussion followed and the Board requested the full resolution would be sent for review.

- 8) BAC Dinner: Dr. Rossetti-Ryan invited the Governing Board to the 18<sup>th</sup> Annual Employer Recognition Dinner on October 18, 2017. The annual event recognizes local employers for employing our students and clients.
- 9) RESC Alliance: Dr. Danehy reported that the RESC Alliance is organizing a Personalized Learning Conference on November 1, 2017.

6. Old Business

1. Curriculum & Instruction:

- a) Mr. Rice reviewed the enrollment numbers for ACES schools and reported a good opening of the school year. Mr. Rice highlighted the WIMS 1<sup>st</sup> Annual Palooza which was very successful with many food trucks, face painting and other activities for students and families.
- b) Mr. Rice reported the opening of the new ASPIRE program in New Haven which can enroll up to 40 students.
- c) Mr. Rice reported that the construction process for renovation for the Early Head Start program has begun at 300 Washington Avenue, Middletown.
- d) Mr. Rice reported the enrollment for the ACES Summer Academy and reported 100% successful completion.

2. Salary for Chief of ACES Institute

The Executive Director requested the increase in salary for Rachel Sexton in accordance with the vacancy posting announcement which was included in the packet.

Ms. DiGiorgi moved to approve the salary for the Chief of ACES Institute be changed so that it falls in range with the original posting and that the salary be increased from \$136,500 to \$140,500 effective July 1, 2017.

Mr. Whiskeyman seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown, Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTE

7. New Business

- 1) Next meeting: October 12, 2017
- 2) Distribution of the 2016-2017 ACES Annual Report as mandated under Section 10-66 C.G.S. The report highlighted the Design Plan.

3) Approval of Dress Policy

The Executive Director recommended the approval of the dress policy as a first read. The policy is to help address workers' compensation. Board discussion followed and the recommendation of written administrative regulations for specific programs or schools was recommended. The Board also inquired about whether Union approval or collaboration was required. Dr. Danehy reported that the first read approval would initiate the process and would be brought forward next month for second and final approval.

Ms. Guillet moved to approve the dress policy as a first read.  
Ms. Querfeld seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: Middletown

Opposed: None

VOTE

4) Approval of Executive Director Goals

The Executive Director recommended the approval of the Executive Director goals for 2017-2018 as proposed. Board discussion followed.

Ms. Riccio moved to approve the Executive Director goals for 2017-2018 as proposed.  
Ms. Querfeld seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTE

5) Approval of Language for Non-Bargaining Employees

The Executive Director recommended that the ACES Governing Board approve the proposed language for non-bargaining employees regarding notification of early retirement. The approval will provide equity for employees and will help in budget preparations. The proposal was amended to reflect the same language as the teachers' contract and \$2,000 payment.

Each non-bargaining employee who, having completed a minimum of twenty years of continuous service with ACES, (inclusive of leaves may submit to the Executive Director in writing on or before November 1, of that school year an irrevocable resignation for purposes of retirement effective at the end of any school year, and such staff member shall receive \$2,000.00 payment in their final paycheck.

Mr. Loffredo moved to approve the proposed language for non-bargaining employees regarding notification of early retirement.

Ms. Logan seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTE

6) Approval of Drug or Alcohol Testing

The Executive Director recommended that the ACES Governing Board approve the drug or alcohol testing process for employee handbook. The process was at the advisement of Counsel. Board discussion followed with Mr. Loffredo recommending the process to the Policy Committee so that it can be included in the policy manual. Dr. Danehy reported that the first read approval would initiate the process and would be brought forward next month for second and final approval.

Upon a determination of a reasonable suspicion of drug or alcohol use, ACES may require the suspected employee to submit to testing. A determination of reasonable suspicion will be based on the totality of the circumstances, and will take into account the employee's version of events, and the personal, direct observations of staff or other individuals concerning the employee, including but not limited to the employee's appearance, behavior, speech or the odor of alcohol.

Ms. Querfeld moved to approve the drug or alcohol testing process for employee handbook.

Ms. Logan seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTE

7. Filing of Fiscal Report (subject to audit)

- 1) 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 indicated that ACES has opened the new year on a positive financial note. The customary beginning of the year deficit is less than previous year's beginning deficit. The enrollment numbers are tracking in a strong upward direction and service contracts continue to arrive for approval. Through the work of the new Design Plan and Bold Steps Action Plans, ACES is working on new revenue streams which will contribute to the bottom

line. ACES is awaiting the outcome of the FYE 2018 State Budget to determine if there will be any effect to our budget forecasts. As always we continue to monitor expenses and manage costs and we are confident we will end the year in a surplus position.

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

Ms. Kelso seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTE

#### 9. 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 retirements, confirm the termination, and grant the leaves as detailed on the Human Resources Report.

Ms. Bunk reviewed the Human Resources report updating the Governing Board on the reduction in force noting the outcomes for staff. The remainder of the report was routine for the start of the year.

Ms. Riccio moved to approve authorize the hirings and/or transfer/position changes, accept the resignations and retirements, confirm the termination, and grant the leaves as detailed on the Human Resources Report.

Ms. Cohen seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTE

#### 10. Early Head Start Update

The Executive Director requested the approval of the Early Head Start monthly report.

##### Eligibility, Recruitment, Selection, Enrollment, and Attendance

- Monthly Early Head Start (EHS) enrollment was 60 for the period:
  - 57 children and 3 expectant families enrolled
- The program received 8 new referrals (5 Middletown, 2 Portland, and 1 Cromwell) 5 intakes
- There are 3 families pending eligibility determination.
- The program has 0 eligible family on the wait list.
- The program has 10 children enrolled with IFSPs, meeting the 10% requirement.

- 8 children exited the program during this period. 3 aged out of the program (All 3 attending preschool), 3 were discharged for attendance issues, 2 were considered no show to the program.

#### Policy Council Updates

- Policy Council met for a special meeting August 22, 2017, 10 am – 11 am at the ACES Middletown Community Education Center.
- The interview committee moved to recommend the hire of Sherri O' Shea as Family Development Coordinator. Ava Hart has resigned effective 9/18/17 and Ms. O' Shea would replace her. The committee moved to recommend Melinda Moore as an Early Head Start Home Visitor. Kim Oathout left the position vacant when she was unable to return to work at Middlesex Hospital. The recommendation to hire Ms. O' Shea and Ms. Moore was approved 8/22/17 by the policy council.
- The monthly fiscal report with YTD expenditures were reviewed and approved.
- The current By-Laws will need to be revised to address changes in Performance Standards. By-Laws were distributed for review. Changes will be addressed at the September Policy Council meeting and October ACES Board meeting.

#### Program Updates

- The Early Head Start socialization playgroups were held at three locations (Middletown Community Education Center, Grace Episcopal Church, & Russell Library)
- The Early Head Start facility at 300 Washington Street, Middletown is now under renovations. The projected date of completion is November 7, 2017
- Early Head Start Staff and families had their annual Family Fun Day on August 7th. There were 39 families in attendance.
- The Early Head Start Staff had their professional retreat August 8-10. Areas of ERSEA, Health, School Readiness, Program Goals, Self-Assessment, and Fatherhood Initiatives were the focus.

#### Governing Board Approvals

1. Approve the hiring of Sherri O' Shea as the new Family Development Coordinator effective September 14, 2017
2. Approve the hiring of Melinda Moore as the new Home Visitor for Early Head Start effective September 14, 2017
3. Approve 2017 YTD budget allocation with COLA

#### Attachments

1. Revised YTD Fiscal Report
2. EHS COLA Budget Categories

Mr. Loffredo moved to approve the monthly Early Head Start Report.  
Ms. Querfeld seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None  
Opposed: None

VOTE

11. Adjournment

Ms. Querfeld moved to adjourn the meeting at 2:07pm. Ms. DiGiorgi seconded.

In favor: Ansonia, Bethany, Derby, Hamden, Middletown Milford, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTE

Sincerely,

Elaine Sein  
Secretary to the ACES Governing Board

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