

## Minutes

### ACES Governing Board February 8, 2018

205 Skiff Street  
Hamden, CT 06517

Present: Jana Balsamo, North Branford (12:30pm); Elizabeth Brown, Waterbury; Fran DiGiorgi, Ansonia; Ethel Grant, Naugatuck; Karen Hlavac, Wallingford; Norm Hicks, Regional District #13; Inez Kelso, Bethany; Dorothy Logan, North Haven (1:15pm); Susan O'Brien, Oxford; Susan Riccio, Orange

ACES: Carol Bunk, Jo-Anne Cegan, Thomas Danehy, Tim Howes, Evelyn Rossetti-Ryan, Elaine Sein, Rachel Sexton  
Technology Services Staff: Nathan Tavares

Not Present: Cheshire, Derby, East Haven, Hamden, Meriden, Middletown, Milford, Regional District #5, Wolcott

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#### 1. Call to Order

Norm Hicks called the ACES Governing Board meeting to order at 12:19 PM. A quorum was reached at 1:15pm.

#### 2. Pledge of Allegiance

Ms. O'Brien led the Pledge of Allegiance.

#### 3. Public Participation/Communications

- Mr. Hicks requested volunteers to join the Finance Committee and Executive Team. Board members interested can contact Mr. Hicks.
- Mr. Hicks welcomed new Board Member Jana Balsamo representing North Branford.

#### 4. Approval of Minutes

Ms. Riccio moved to accept the ACES Governing Board minutes of January 11, 2018.  
Ms. DiGiorgi seconded.

In favor: Bethany, Naugatuck, North Haven, Orange, Oxford, Regional District #13, Waterbury

Abstention: Ansonia, North Branford, Wallingford

Opposed: None

VOTE

#### 5. Executive Director's Report

- 1) Six Bold Steps Update: Dr. Danehy and the Executive Leadership Council provided an update on the Design Plan highlighting the status of the Six Bold Steps and working recommendations.
- 2) Real Estate Update: Dr. Danehy reported that ACES is interviewing four firms to plan for the properties that will become vacant once Leeder Hill is completed as well Central Office and Technology Services. Once interviews are completed Dr. Danehy will make a recommendation to the Board.
- 3) Budget Process Update: Dr. Danehy reported that workshops will be established for the Finance Committee to review each budget before bringing them to the full Board for approval. The goal is to bring all policies at one time for Board approval.
- 4) Regional Special Education Transportation Update: Ms. Sexton updated the Board on the regionalized out-of-district of special education transportation efforts indicating that several districts have expressed interest. ACES would manage the program and will start with services to six non-ACES sites at the start of the 2018-2019 school year. ACES is hoping to finalize a one year agreement by February 28. ACES will be developed possible runs by April 6. Districts will not be penalized if they decide to opt out by this date.
- 5) Next Meeting: Dr. Danehy reported that Patrice McCarthy, CABE and Thomas Hennick, Freedom of Information Commission are invited to the next meeting to provide legislative and FOI updates, respectively.

#### 6. New Business

##### 1) Nomination of Vice Chair

Mr. Hicks nominated and moved to approve Ethel Grant as Vice Chair.

Ms. Riccio seconded.

In favor: Ansonia, Bethany, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #13, Wallingford, Waterbury

Abstention: None

Opposed: None

VOTE

##### 2) Approval of Job Descriptions

The Executive Director recommended the approval of the new job descriptions.

- a) Technology Services - Technology Support Specialist
- b) Technology Services - Technology Support Manager
- c) Technology Services - Senior Network Manager

- d) Technology Services - Network Manager
- e) Technology Services - Data Services Manager
- f) Technology Services - Data Services Coordinator
- g) Fiscal Services – Payroll Specialists

Ms. DiGiorgi moved to approve the new job descriptions.  
Ms. O'Brien seconded.

In favor: Ansonia, Bethany, Naugatuck, North Branford, North Haven, Orange, Oxford,  
Regional District #13, Wallingford, Waterbury

Abstention: None  
Opposed: None

VOTE

### 3) Approval of Policies

The Executive Director recommended the approval of policies as a first read.

- a) Policy #3281 School or Agency Fundraisers including Online Campaigns
- b) Policy #4112.52 Security Check/Fingerprinting  
/4212.52
- c) Policy #4118.11 Nondiscrimination – Act Concerning Discriminatory Practices  
/4218.11 Against Veterans in accordance with PA17-127  
0521
- d) Policy #4145.1 Tax Sheltered Annuities  
/4245.1
- e) Policy #5118.1 Homeless Students
- f) Policy #6172.4 Parent and Family Engagement Policy for Title I Students

The policies were presented as a first read. The policies will be updated to identify the changes and shared with the Board prior to the second read. Mr. Hicks announced that Ms. Brown agreed to Chair the Policy Committee.

### 7. Filing of Fiscal Report (subject to audit)

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 the financial position continues to make headway. The last month ACES once again saw improvement in revenue from the Special Education programs. Enrollments continued to increase at Mill Road, Village and North. The financial projection for the magnet schools has improved over the month due to the change in State funding. The State's original magnet school funding reduction was 10% and the State has revised the budget cut to 7.5% instead.

During the month, ACES will review the salary projections in all of the programs for savings due to absences, unfilled positions and staff turnover. ACES will also review costs and projections for employee benefits. Once this review is complete, ACES will adjust our financial position to reflect any savings. As the year progresses it is anticipated that it will end in a surplus position.

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

In favor: Ansonia, Bethany, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #13, Wallingford, Waterbury

Abstention: None

Opposed: None

VOTE

#### 8. 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 the retirement, and grant the leaves as detailed on the Human Resources Report.

Ms. Bunk reviewed the Human Resources report highlighting the transfer of staff that have grown into new positions and one retirement. The remainder of report was routine.

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

Ms. Riccio seconded.

In favor: Ansonia, Bethany, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #13, Wallingford, Waterbury

Abstention: None

Opposed: None

VOTE

#### 9. Curriculum & Instruction Update

No report given.

#### 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:
  - 56 children and 4 expectant families enrolled
- The program received 5 new referrals (4 Middletown and 1 Cromwell) and completed 4 eligibility intakes

- There are 2 families pending eligibility determination.
- The program has 0 eligible families on the wait list.
- The program has 9 children enrolled with IFSPs, meeting and exceeding the 10% requirement.
- 7 children exited the program during this period. 3 of these were closed due to poor attendance. 2 aged out of the program and entered preschool programs. 1 child moved. 1 family requested to be discharged overwhelmed with multiple providers.

#### Policy Council Updates

- Policy Council met January 24, 2018 at the ACES Middletown Community Education Center.
- Chris Drake joined the Policy Council for the first time as the new ACES Governing Board Representative.
- The Policy Council received the fall school readiness data report. The report was generated with TS GOLD data September 1, 2017-December 31, 2017 of 48 children. Data was analyzed at the child levels and cross referenced with reports indicating if a child had an individualized family service plan or newly enrolled. There were 7 children with little data to analyze. The program level strengths were identified in the following areas; social and emotional development, approaches to learning, language and literacy, and perceptual, motor, and physical development. The following objectives/dimensions show areas in need of improvement; demonstrating traveling skills, use of expanded expressive vocabulary, and using social rules of language. The full report is available for the governing board members for today's meeting.
- Nancy Sudhoff provided the human resource training to Policy Council members as required by federal standards on January 24th. This included personnel policies, recruitment, interview, and evaluation of staff.
- The Early Head Start Coordinator shared the first quarter program data highlighting success in maintaining full enrollment, meeting requirements for screenings, meeting disabilities allocation requirement, and family outcome data. The areas that need attention include; increase in recruitment and enrollment in the shoreline communities and data entry and collection of well child checks.

#### Program Updates/Activities

- The Early Head Start socialization playgroups were held at our three locations (Middletown Community Education Center/EHS Site, Russell Library, and Grace Episcopal).
- The Early Head Start program hosted weekly Circle of Security sessions facilitated by Nurturing Families.
- The CT Birth to Three Program - Rehabilitation Associates facilitated their weekly therapeutic playgroups onsite.
- The Opportunity Knocks Collaborative and Nurturing Families Advisory Group met at the EHS site January 8th. Becky Cuevas, EHS Coordinator is a member of both advisory groups.
- Wesleyan University visited Early Head Start on January 24<sup>th</sup> to explore a partnership on the Lullaby Project. Through the Lullaby Project pregnant women and new mothers are invited to create personal lullabies for their babies with the help of professional musicians. It is intended to promote maternal health, child development, and parent-child attachment.

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

Ms. Brown seconded.

In favor: Ansonia, Bethany, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #13, Wallingford, Waterbury

Abstention: None

Opposed: None

VOTE

Dr. Danehy reported that the Middletown location for Early Head Start has been renovated and is now pursuing early childhood partners, possibly the YMCA, to join the setting.

#### 11. Approval of Calendar

The Executive Director recommended the approval of the Wintergreen Interdistrict Magnet School 2018-2019 calendar. The calendar was approved by the WIMS Steering Committee.

Ms. Brown moved to approve the Wintergreen Interdistrict Magnet School 2018-2019 calendar.

Ms. Grant seconded.

In favor: Ansonia, Bethany, Naugatuck, North Branford, Orange, Oxford, Regional District #13, Wallingford, Waterbury

Abstention: None

Opposed: North Haven

VOTE

#### 12. Old Business

#### 13. Other

Next meeting: March 8, 2018.

#### 14. Adjournment

Ms. Riccio moved to adjourn the meeting at 1:42pm.

Ms. DiGiorgi seconded.

In favor: Ansonia, Bethany, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #13, Wallingford, Waterbury

Abstention: None

Opposed: None

VOTE

Sincerely,

Elaine Sein  
Secretary to the ACES Governing Board