

Minutes

ACES Governing Board December 14, 2017

205 Skiff Street
Hamden, CT 06517

Present: Robyn Berke, Regional District #5; Lynn Campo, Hamden; Chris Drake, Middletown, Ethel Grant, Naugatuck; Paula Guillet, Oxford; Cathy Hellreich, Cheshire; Norm Hicks, Regional District #13; Inez Kelso, Bethany; Roberta Leonard, Wolcott; John Lineen, Meriden; Dorothy Logan, North Haven; Susan Riccio, Orange; Craig Zentkovich, Milford

ACES: Thomas Danehy, Carol Bunk, Tim Gunn, Tim Howes, William Rice, Evelyn Rossetti-Ryan, Elaine Sein, Rachel Sexton Rebecca Cuevas
Technology Services Staff: Nate Tavares
Union Representation: Bill Jacobs

Not Present: Ansonia, Branford, Derby, East Haven, North Branford, Oxford, Wallingford, Waterbury, Woodbridge

1. Call to Order

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

2. Pledge of Allegiance

Ms. Kelso led the Pledge of Allegiance.

3. Public Participation/Communications

4. Approval of Minutes

Ms. Grant moved to accept the ACES Governing Board minutes of November 9, 2017.
Ms. Riccio seconded.

In favor: Bethany, Cheshire, Hamden, Meriden, Naugatuck, North Haven, Orange, Regional District #5, Regional District #13, Wolcott

Abstention: Middletown, Milford
Opposed: None

VOTE

5. Executive Director's Report

- 1) The ACES Governing Board and ACES Administration acknowledged the students who designed the annual ACES holiday cards, mugs and t-shirt. ACES staff, parents, and families were also in attendance to recognize the students for their art work.
- 2) Early Head Start Eligibility Training: Ms. Rebecca Cuevas provided the annual eligibility and compliance training as required by the Federal Government. Ms. Cuevas reviewed the age eligibility requirements, categorical requirements, income eligibility and income verification process along with current enrollment.
- 3) Early Head Start Board Representation: Dr. Danehy indicated that due to the departure of Mr. Loffredo the Early Head Start Council will need new ACES Board representation and that anyone interested should contact Mr. Hicks.
- 4) Design Plan: Dr. Danehy reported that the Design Team met on December 8 and reviewed Six Bold Steps. The Executive Leadership will now meet to review the recommendations and will edit and craft language for the Bold Steps and continuation of the plan.
- 5) ACES Mission, Vision, Tagline: Dr. Danehy reported that the Mission, Vision, and Tagline is on the agenda for approval. The Board can take action or wait until the next meeting.
- 6) Policy Committee: Dr. Danehy indicated that due to the departure of Ms. Cohen and Ms. Guillet the Policy Committee is in need of two new ACES representatives. The Committee vets policies and makes recommendations to the full board and meets between 4-6 times during the school year. Anyone interested should contact Mr. Hicks.
- 7) School Program visit for Board Members: Dr. Danehy reported a bus tour of some ACES programs and schools is offered for December 20. Anyone interested is welcome to attend.
- 8) State Funding for Magnet Schools: Dr. Danehy was informed by the State Department of Education of another 10% cut to magnet school funding Dr. Danehy is hopeful that at the end of June ACES bottom line will absorb the cuts.
- 9) Groundbreaking Ceremony: Dr. Danehy invited the Board to the Leeder Hill Groundbreaking Ceremony that would follow the Board meeting.

6. New Business

1. Approval of Calendar

The Executive Director recommended the approval of ACES 2018-2019 calendar. The ACES calendar follows the recently approved Regional Calendar. At the recommendation of the union ACES made a couple of changes and ACES is now in session on Veterans Day, which will include instruction on the topic and reduced one Jewish holiday. Ms. Logan inquired if staff have the option to observe the Jewish holiday. Staff is able to request the holiday. Ms. Logan expressed her opposition to students starting the school year on a Monday. Board discussion followed.

Ms. Riccio moved to approve the ACES 2018-2019 calendar.
Ms. Campo seconded.

In favor: Bethany, Cheshire, Hamden, Meriden, Middletown, Milford, Naugatuck,
Orange, Regional District #13, Wolcott

Abstention: None

Opposed: North Haven, Regional District #5 VOTE

2. Approval of Construction Documents

The Executive Director recommended the approval of construction documents for Leeder Hill. Mr. Gunn reviewed the bidding results which were favorable and included a 5% reduction and highlighted the construction documents.

Mr. Lineen moved to approve the construction documents for Leeder Hill.
Ms. Riccio seconded.

In favor: Bethany, Cheshire, Hamden, Meriden, Middletown, Milford, Naugatuck, North
Haven, Orange, Regional District #5, Regional District #13, Wolcott

Abstention: None

Opposed: None VOTE

3. Approval of Mission, Vision and Tagline

The Executive Director recommended the approval of ACES Mission, Vision and Tagline.

Mission: Dedicated to transforming lives through education, innovation, leadership.

Vision: To create an equitable and socially just world, one life at a time.

Tagline: Advocacy, Commitment, Excellence, Service.

Dr. Danehy explained that ACES was looking to condense the current mission which contains 12 belief statements. Staff were given the opportunity to share their input and make recommendations at the November Convocation day. Ms. Logan recommended adding the word “enhancing” to the mission statement. After Board discussion it was decided to table the vote until the next meeting and that Board members should contact Dr. Danehy if they have any other modification requests.

4. Approval of Title IV Grant Submission

The Executive Director recommended the approval of the submission of the Title IV, Part A: Student Support and Academic Enrichment Grant.

Mr. Rice reported that ACES was awarded \$10,000 from the Connecticut State Department of Education for the Title IV, Part A: Student Support and Academic Enrichment Grant. ACES

will use the funds for Thomas Edison Middle School, a Title I school, for well-rounded education programming which includes the purchase of STEM/STEAM activities and supplies. Ms. Grant moved to approve the submission of the Title IV, Part A: Student Support and Academic Enrichment Grant.
Ms. Hellreich seconded.

In favor: Bethany, Cheshire, Hamden, Meriden, Middletown, Milford, Naugatuck, North Haven, Orange, Regional District #5, Regional District #13, 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 grant the leaves as detailed on the Human Resources Report.

Ms. Bunk reviewed the Human Resources report indicating just a few new hires which included replacement positions, temp clerk, and ERSEA position. The remainder of the report was routine.

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

Mr. Lineen seconded.

In favor: Bethany, Cheshire, Hamden, Meriden, Middletown, Milford, Naugatuck, North Haven, Orange, Regional District #5, Regional District #13, Wolcott

Abstention: None

Opposed: None

VOTE

8. 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 enrollments in the Special Education and Magnet Schools continue to hold steady. Programs and services continue to service districts and write new contracts. ACES continues to manage expenses and seek new lines of business. Revenues for the magnet schools will be impacted by the State budget cuts. The State has informed us that we will receive a 10% reduction in tuition for the magnet schools for this current school year. The result of the cut has contributed to the increased deficit from last month's report. However, it is anticipated that there will be additional enrollments in the special education schools, additional contracts for service and new business revenue, ACES expects ending the year in a positive financial position.

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

Mr. Lineen seconded.

In favor: Bethany, Cheshire, Hamden, Meriden, Middletown, Milford, Naugatuck, North Haven, Orange, Regional District #5, Regional District #13, Wolcott

Abstention: None

Opposed: None

VOTE

9. 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 16 new referrals (14 Middletown, 1 Cromwell, 1 Clinton) 11 intakes
- There are 2 families pending eligibility determination.
- The program has 0 eligible family on the wait list.
- The program has 7 children enrolled with IFSPs, meeting the 10% requirement.
- 1 child exited the program during this period. 1 Expectant mother exited and her twins were subsequently enrolled. The child that exited was closed due to poor attendance.

Policy Council Updates

- Policy Council met November 17, 2017 and November 29, 2017 at the ACES Middletown Community Education Center.
- Policy Council members approved the hire of Rommy Nelson for the ERSEA Assistant Position on November 17, 2017.
- The policy council received training on fiscal and budget policy and procedures from Nadine Savage, ACES Fiscal Department.
- The Policy Council discussed a plan to have all staff go through background checks before 2018. Older staff must themselves go through background checks every 5 years. A program has 90 days after an employee is hired to complete the back ground check process.
- The monthly fiscal report was reviewed and approved.
- The Policy Council is prepared to meet with the federal reviewers the week of December 18th.

Program Updates

- The Early Head Start socialization playgroups were held at two locations (Middletown Community Education Center, & Russell Library). Due to the renovations that took place at 300 Washington Street, 1 socialization for infants has relocated to Russell library until all the furniture is reorganized.
- The Early Head Start facility at 300 Washington Street, Middletown is now ready for programming after renovations concluded in November.
- Early Head Start Staff attended the New England Regional Leadership Head Start Conference in New Hampshire November 29th and 30th.
- The Early Head Start Coordinator has continued to work with staff to prepare for the federal review expected December 18-20, 2017. The reviewers will be looking at all areas of the

program with particular focus on data. ACES Governing Board members will be asked to participate in a brief interview.

Governing Board Approvals

1. None needed at this time.

Attachments

1. Updated Fiscal Report

Governing Board Training

1. Rebecca Cuevas, EHS Coordinator will be presenting on December 14th the training on Eligibility and Program Compliance.

Mr. Lineen moved to approve the monthly Early Head Start Report.
Ms. Kelso seconded.

In favor: Bethany, Cheshire, Hamden, Meriden, Middletown, Milford, Naugatuck, North Haven, Orange, Regional District #5, Regional District #13, Wolcott

Abstention: None

Opposed: None

VOTE

10. Old Business

Curriculum & Instruction Update

Mr. Rice reported:

- ACES is nearing end of budgeting development process for SPED schools
- Schools are working closely with grant writer to identify potential grant opportunities
- TEMS has a team competing in Expo Fest Design Challenge Middle School Open
- Moving Forward with Mill Road (Trauma Informed Classroom Pilot) - TAIL
- Schools planning or completing holiday activities
 - Village Holiday Fair/Concert
 - Mill givers tree
 - WIMS food drive
- TEAM process moved to internal support due to lack of funding from the state
- School leadership teams are engaged in evaluation calibration work
- CREATE program will need its own program code
- Schools tour scheduled for next week
- Early Headstart construction complete - audit next week - meeting to discuss options for the new space
- ASPIRE Enrollment up to 30

11. Other

- Next meeting: January 11, 2018.
- Dr. Danehy reported that Commissioner Wentzell will attend the next meeting.
- Mr. Hicks had mileage reimbursement forms on hand.

12. Adjournment

The meeting adjourned at 1:30pm.

Sincerely,

Elaine Sein
Secretary to the ACES Governing Board