

Minutes

ACES Governing Board April 12, 2018

205 Skiff Street
Hamden, CT 06517

Present: Jana Balsamo, North Branford; Robyn Berke (12:30pm), Regional District #5; Elizabeth Brown, Waterbury; Tom Buzzelli, Wolcott; Lynn Campo, Hamden; Fran DiGiorgi, Ansonia; Ethel Grant, Naugatuck; Karen Hlavac, Wallingford; Norm Hicks, Regional District #13; Inez Kelso, Bethany; Dorothy Logan, North Haven; Ken Marcucio, Derby; Susan O'Brien (12:40pm), Oxford; Susan Riccio, Orange

ACES: Carol Bunk, Thomas Danehy, Tim Howes, William Rice, Nadine Savage, Elaine Sein, Rachel Sexton

Not Present: Cheshire, East Haven, Meriden, Middletown, Milford, West Haven

Guests: Tim Gunn, ACES; Jim Hoko, ACES; Carol May; WIMS; John Prins; CABE; David Stein, Silver Petrucelli; Todd Solli; WIMS

1. Call to Order

Norm Hicks called the ACES Governing Board meeting to order at 12:17 PM after determining a quorum was present.

2. Pledge of Allegiance

Ms. Brown led the Pledge of Allegiance.

3. Public Participation/Communications

- John Prins, CABE presented Jim Hoko The 2017 Bonnie B. Carnie Award of Excellence for educational communications for the ACES Behavioral Services Catalog. Dr. Danehy commended Dr. Hoko and Dr. Rossetti-Ryan for their work on the catalog.
- Carol May, Todd Solli and WIMS students provided a brief demonstration on coding. The Osmo devices used were purchased with funds awarded from the ACES Education Foundation.
- Mr. Hicks welcomed Tom Buzzelli, alternate from Wolcott.

- Mr. Hicks shared thank you notes from Mr. Marcucio and Ms. Logan. Mr. Hicks also thanked the Board for the recent gift.
- Mr. Hicks offered congratulations to Ethel Grant for the recent award from the CT State Democrats for her remarkable humanitarian efforts in the greater Naugatuck community.
- Susan Riccio commented that the ACES Education Foundation Gala was amazing with funds supporting ACES programming.

4. Approval of Minutes

Ms. Riccio moved to accept the ACES Governing Board minutes of March 8, 2018.
Ms. Brown seconded.

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

Abstention: None

Opposed: None

VOTE

5. Executive Director's Report

- 1) Update on Leeder Hill Renovation Project: Tim Gunn, ACES and David Klein, Silver Petrucelli provided an update on the renovation project indicating the project is on target and is within budget.
- 2) Update on Real Estate: Dr. Danehy reported that after interviewing firms, ACES is working with Dow Realty to plan for the properties that will become vacant once Leeder Hill is completed as well Central Office and Technology Services.
- 3) Update ACES Education Foundation Gala: Dr. Danehy reported an estimate of \$114,000.00 was raised of which \$74,000 came from corporate sponsorships. Dr. Danehy thanked Dr. Rossetti-Ryan and Mr. Gunn for securing many of the sponsors. The event hosted over 350 attendees. ACES will be able to award grant funds to ACES schools and programs to enrich and enhance educational experiences to our students and clients.
- 4) 2018-2019 Budgets: Budgets for TEMS, WIMS, ECA, PDSI and ACES International were distributed with the request for approval in May.

6. New Business

- 1) Action on Change to Daily Rates for Substitute Teachers
 - i. With BS/BA degree from \$65 per diem to \$90 per diem
 - ii. Daily sub with certification \$110
 - iii. With certification beginning 41st day of assignment to BA step 1

Ms. Logan moved to approve the daily rate for substitute teachers as presented.
Ms. O'Brien seconded.

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

Abstention: None

Opposed: None

VOTE

Board discussion followed. Ms. Logan made the recommendation to revisit the matter at the June meeting to further increase the pay for next school year.

2) Approval of Job Descriptions

The Executive Director recommended the approval for the Project CHOICE Coordinator and Behavior Technician I job descriptions.

Ms. Riccio moved to approve the Project CHOICE Coordinator and Behavior Technician I job descriptions.

Ms. O'Brien seconded.

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

Abstention: None

Opposed: None

VOTE

7. Old Business

1) Approval of Budgets for 2018-2019

- a. Special Education Schools (Mill Road, Village, EIBI, SAILS, Whitney East/West, Whitney North)
- b. Services (Pupil Services, Extension Therapy, Behavior Services, Assistive Technology, Technology, Transportation, Facilities)
- c. Governing Board, Executive Director, Fiscal Services, Human Resources, Information Systems, Programs and Curriculum, Finance and Operations, ACES Institute, Marketing & Outreach

Ms. Riccio moved to approve the Budgets for 2018-2019 as presented.

Ms. Brown seconded.

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

Abstention: Regional District #5

Opposed: None

VOTE

The overall budget increase is 1.95% and includes no reduction in force.

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 the financial position has crossed over into positive territory. Student enrollment in the special education schools has increased and ACES has received additional contracts within the services group which enhances our surplus. The Choice Program has been awarded the supplemental funds from the State for transportation bringing the revenue and expenses in line for the program. Through expense management ACES has identified savings in salaries, wages and health insurance costs to bring us into a surplus position. As the final months of the school year follow, ACES will continue to manage expenses, enroll students and procure new contracts to strengthen our financial standing.

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

Ms. Logan seconded.

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

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

Ms. Bunk reviewed the Human Resources report indicating few replacement hires to cover leaves and individual aides for new students. The remainder of report was routine.

Ms. Bunk reported that the Executive Director's Recognition Award process is underway.

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

Ms. DiGiorgi seconded.

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

Abstention: None

Opposed: None

VOTE

10. Curriculum & Instruction

Mr. Rice reported:

- Enrollment data trend is in alignment with historical trends
- Collecting nominations for TOY
- Wintergreen Theatre Works Presentation went well and was well attended
- Wintergreen had a Hip-Hop strings player - StringSlayer - 80 students in strings program
- Wintergreen, Thomas Edison, Mill Road All had CECA presentations unfortunately the event at the capitol was cancelled. Saw WIMS today and we are hoping to do a virtual presentation for the other programs
- Wintergreen held a science fair this week
- Grades 6-8 (Theater at the Green) will be doing a performance at ECA in May - Beauty and the Beast Jr.
- Held our first ARTS Advisory Council Meeting - ARTS for Learning, Long Wharf, Shubert, New Haven Museum, CT Alliance for the Arts
- TEMS students will be presenting at the Expo Fest May 18-19 at Oakdale
- Schools gathered testimonials from families for Magnet School Policy Conference - Fruits of our labor was an increase in Federal Magnet School Funding of There - In an impressive victory for MSA and the magnet school community, last night the United States Congress agreed to a final budget agreement that provides an additional \$7.35 million for the Magnet Schools Assistance Program (MSAP) or \$105 million in funding for FY 2018. This added support will allow the department to award new grants in the future.
- Village school provided for the team from SCSU earlier this year, they reached out to me to have one class come and do some observations in our classroom as a whole class. Last week we hosted SED 325 for three days for a total of 14 students. Each group got to see two classrooms (a Village room and an EIBI space including DTI). Each group asked great questions and I had several even asked if we accepted student teachers!
- Analyzing nursing needs at Village
- April 6th Whitney High East/West presented their musical
- ASPIRE program in New Haven is a full capacity and scheduled to be at full capacity in the 18-19 school year
- Beginning to advertise for ACES Summer Academy - Flyer
- DIY PD 3/29 was successful
- Met with A Non-Profit called Everyone whose mission is to decrease the barriers to connectivity in the US - ACES has applied and was accepted to be a Digital Equity Champion
 - Unique URL that we will put on our site where people can enter their zip code and a short qualification survey and they will be presented with low cost offers for internet access
 - Sprint Program - 4 yrs
 - Devices run on the 4GLTE network
 - No blackouts or cost overtures
 - All devices come with filters so students can not access inappropriate material
 - Hot Spots can connect 5 different devices
 - More information and video tutorials can be found at sprint.com/connected

- The fee for a device is \$85
- T-Mobile
 - T-Mobile's EmpowerED™ program works with eligible school districts nationwide to put digital access into the hands of the students who need it most.
 - EmpowerED Mobile Equipment includes: select free hotspots, data sticks, tablets or laptops ranging in value from \$80 to \$200.
 - EmpowerED Mobile Internet Rate Plans include two-year contracts for the following discounted education rate plans:
 - 2GB for \$10—our unlimited data plan with up to 2GB of high-speed data, followed by reduced speeds up to 128kbps*
 - T-Mobile ONE™ for \$20—our unlimited data plan with the most high-speed data
 - EmpowerED Service and Support includes:
 - All data plans come with T-Mobile's Web Guard content filter. This service helps prevent access, to adult content through three usage levels that include child, teen and young adult.
 - All school systems participating in the program will receive planning, implementation and deployment support.
 - EmpowerED Students—students and their families will not be required to pay any money for devices and/or wireless service received through this program.
- Bulk purchase program
- Million Device Program for HS - Distribute a million free devices - (phone, tablet, hotspot) by 2020
 - Our mission is to help 1 million high school students who do not have reliable Internet access at home reach their full potential by giving them mobile devices and free high-speed Internet access.
- Programs with College Board - Free SAT Prep
- Municipality Program - Dark Fiber
 - New Haven Housing
 - Pittsburgh
 - Rhode Island

11. 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 8 new referrals (8 Middletown) and completed 4 eligibility intakes
- There are 5 families pending eligibility determination.
- The program has 0 eligible families on the wait list. There 2 Over Income families on a waitlist.
- The program has 11 children enrolled with IFSPs, meeting and exceeding the 10% requirement.

- 3 children and 1 expectant mother exited the program during this period. (1 child transitioned to preschool, 1 pregnant mother delivered, 1 family moved. 1 family requested to be discharged due to other commitments).

Policy Council Updates

- Policy Council met March 28th at the ACES Education Center 300 Washington, Middletown. There was no quorum and members agreed to meet again April 4th to discuss and vote on pressing business.
- Members of the policy council received a 2nd quarter monitoring update in which all programmatic content areas were discussed. Of our 60 children, 3 were not up to date with their health and developmental screenings. The goal is to work with providers and families to ensure these children receive their screenings on time. In these cases, attendance was a significant factor.
- A recruitment plan was reviewed with the policy council to bring attention to target areas prioritized by the Early Head Start Program. We need to increase the number of families from the shoreline. In addition, there is a need to strengthen relationships with the foster care system.
- Policy council reviewed updated procedures for reimbursement, purchases, and in-kind contributions.
- Policy council received information on a reported Middlesex Hospital deficit. The hospital over spent beyond their contracted amount. Rebecca Cuevas, Early Head Start Coordinator, was informed of this over spending on March 9, 2018. Middlesex Hospital stated, at this meeting, that they had made a fiscal mistake. Much of the increase in spending was determined to be attributed to merit raises and fringe benefits that were never disclosed to Rebecca Cuevas or policy council. The federal leaders for Region 1 were contacted for guidance and have supported that ACES Early Head Start use a small amount of their carry-over balance designated for special projects to help the hospital for the 2018 period. Rebecca Cuevas, with approval from the policy council, proposes giving the hospital \$8,000. The hospital would have to replace \$26, 897. The federal officers reinforced ACES Early Head Start to move with caution as they believe the hospital broke the terms of their contract with ACES and should not expect additional funds from the federal grant. Any additional funds provided by ACES Early Head Start are meant to alleviate the impact to program services. A report of staff salary of benefits is available for the governing board to review. Tim Howes, Assistant Executive Director, and Kolby Bowen, System Program Specialist joined Rebecca Cuevas and Middlesex Hospital on March 15th to discuss the hospital's fiscal reporting moving forward. The remainder of the funds in the carry-over proposal are to complete the flooring on the second floor of 300 Washington Street, Middletown and to implement the federally mandated plan for practice based coaching.

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.
- Wesleyan University presented a mini workshop to introduce the content being offered to Early Head Start families on March 27th. The first session for families of the Lullaby project begins April 3rd. Five Wesleyan students were selected to facilitate the program. 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.

Governing Board Approvals

1. Special projects carry-over proposal

Attachments

1. Updated Fiscal Report
2. Carry-Over Balance Proposal
3. FY15 – FY18 MDSX Increases

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

Ms. Riccio seconded.

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

Abstention: None

Opposed: None

VOTE

12. Healthy Food Certification

The Executive Director recommended that the ACES Governing Board approve the following motions:

Language for Healthy Food Option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2018, through June 30, 2019. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

Exemption for Food Items: *If the board votes “yes” for the healthy food option, the board must also vote “yes” or “no” on whether to allow food exemptions.*

Language for Exemption for Food Items: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event

occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

Language for Beverage Exemptions: The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

Ms. O’Brien moved to approve the Healthy Food motions.
Ms. Kelso seconded.

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

Abstention: None

Opposed: None

VOTE

Ms. Brown moved to allow food exemptions.
Ms. Logan seconded.

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

Abstention: None

Opposed: None

VOTE

13. Other

- Next meeting: May 10, 2018.

14. Executive Session

The Executive Director requested an Executive Session for the purpose of discussing:

- 1) Employment salary and benefits for Assistant AEDs, Director of Human Resources, and Chiefs of ACES Institute and Marketing and Outreach effective July 1, 2018.

2) Executive Director's Evaluation for 2017-2018.

Ms. DiGiorgi moved to go into Executive Session.

Ms. Riccio seconded.

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

Abstention: None

Opposed: None

VOTE

Return to Regular Session.

15. Adjournment

The ACES Governing Board meeting adjourned at 2:30pm.

Sincerely,

Elaine Sein
Secretary to the ACES Governing Board