

Minutes

ACES Governing Board October 13, 2011

205 Skiff Street
Hamden, CT 06517

Present: Sally Boske, Middletown; Alicia Clapp, North Haven; Sue Cohen, Regional District #5; Marie Diamond, North Branford; Sheryl Feducia, Regional District #16; Janet Finneran, Bethany; Paula Guillet, Oxford; Thomas Hennessey, Wallingford; Norm Hicks, Regional District #13; Judith Hotz, Branford; Mary Kelly, Wolcott; John Lineen, Meriden; Stephen Mrowka, Cheshire; Kristen Powell, Orange; James Scully, Naugatuck; John Theriault, Waterbury, Sheila McCreven, Woodbridge

ACES: Craig W. Edmondson, Gary Shettle, Erika Forte, Alice Torres, Elaine Sein, Greg Dandio, Don Metz, Tara Rothman

Regrets: Ansonia, Derby, Seymour

Guests: Robert Boudreau, Buckley, Frame, Boudreau & Co, P.C.; Malisa Lucien-Yopp

Prior to the meeting:

Ms. Clapp introduced and welcomed Sheila McCreven to the ACES Governing Board. Ms. McCreven represents Woodbridge Public Schools.

Dr. Edmondson reported that over the next couple of months members of the ACES Governing Board will be leaving the board as a result of elections. Ms. Clapp and Dr. Edmondson acknowledged that the board meeting was Kristen Powell and Sally Boske's last meeting and thanked them for their dedication to ACES and the children served.

1. Call to Order

Alicia Clapp called the ACES Governing Board meeting to order at 12:20 PM after it was determined that a quorum was present.

2. Pledge of Alliance

3. Public Participation/Communications

N/A

4. Approval of Minutes

Thomas Hennessey moved to accept the ACES Governing Board minutes of September 8, 2011.
Norm Hicks seconded.

In favor: Branford, Bethany, Cheshire, Meriden, Middletown, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wallingford, Waterbury, Woodbridge

Abstention: Wolcott

Opposed: None

VOTED

5. Executive Director's Report

- a) Dr. Edmondson welcomed the ACES Governing Board.
- b) Dr. Edmondson announced that Hamden Public Schools had been on lockdown but did not affect Wintergreen Interdistrict Magnet School.
- c) Dr. Edmondson shared that as a result of Dr. Dombroski being on medical leave Principal Erika Forte of Mill Road School is assuming some of her responsibilities and is dividing her time between Central Office and Mill Road School. Dr. Edmondson thanked Ms. Forte for her willingness to support Central Office.
- d) Dr. Edmondson thanked Robert Parker for completing the ACES 2010-2011 Annual Report. ACES is required to supply the report to the State Department of Education and is used for grants applications.
- e) Dr. Edmondson announced that Principal Michelle Coogan gave birth to Mauve Grace Coogan and both are doing well. Dr. Edmondson was pleased to share that Sharyn Esdaile, former principal of WIMS agreed to serve as interim principal.
- f) Dr. Edmondson reported that the first Connecticut Technical High School System (CTHSS) Task Force meeting was scheduled for October 17th at Eli Whitney in Hamden. The meeting was one of a few scheduled and the meetings will be held at school sites. The Task Force is examining the current structure of the technical high school system and possibilities of local school districts or regional educational service centers operating the system. Dr. Edmondson indicated the Task Force will complete its findings by December and make recommendations to the Legislative Education Committee.

- g) Dr. Edmondson indicated that Robert Boudreau of Buckley, Frame, Boudreau & Co, P.C. would provide an overview of the draft 2010-2011 audit.

Mr. Boudreau, Buckley, Frame, Boudreau & Co. reviewed the draft audit for fiscal year 2010-2011 and indicated that ACES is in compliance with state and federal guidelines, is in solid financial standing and that he found no major concerns. Mr. Boudreau reviewed the figures on pages 5-8 adding that he did not expect them to change. Mr. Boudreau highlighted the closing of the Sleeping Giant Bookstore and indicated that the State Department of Education may pursue reimbursement from ACES as a result of the closing of the Collaborative Alternative Magnet School. ACES is seeking legislative relief but has monies reserved in retained earnings in the event ACES is expected to make payment.

Mr. Shettle distributed and discussed the break-down of the retained earnings. Mr. Boudreau indicated that since ACES does not have a municipality as a funding resource that ACES should reserve 15-20% of yearly revenue. Dr. Edmondson indicated ACES may need to use retained earnings to repair the air conditioning unit at TEMS which is outside normal building project expenses.

Mr. Boudreau encouraged board to contact him with questions and indicated he will return next month with the final audit and would also submit the audit "Management Letter". The Management Letter consists of recommendations to strengthen internal controls and operating efficiency.

6. Fiscal Services

Filing of Fiscal Reports (subject to audit) Summary/Detail by Category

Janet Finneran reviewed the fiscal report and indicated that as reported last month there are continued concerns regarding enrollment at four of the special education schools. There have been slight increases in enrollment at the special education schools. Staffing and salaries have been analyzed and now appear lower than first anticipated so there have been some savings. The health benefit accounts have also been analyzed and there are projected savings as well. Although there remains a deficit in these schools the deficits have decreased substantially. The year is still in its beginning stages and using history as a guide it is expected that enrollment will continue to increase throughout the year. Janet Finneran moved to accept the fiscal report as presented (subject to audit). Sally Boske seconded.

In favor: Branford, Bethany, Cheshire, Meriden, Middletown, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wallingford, Waterbury, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

7. Human Resources Report

Dr. Edmondson reviewed the Human Resources Report indicating the report was a standard report for the month. Dr. Edmondson mentioned that Sharyn Esdaile is serving as interim principal at WIMS, there were a few resignations, and a couple of terminations. Dr. Edmondson added that the new positions were to back fill positions and that there may be a need to add staffing to Autism Center. The remainder of the report was routine. Thomas Hennessey moved to authorize the hirings and/or transfers/position changes, accept the resignations and retirement, confirm the terminations, and grant the leaves as detailed on the Human Resources Report.

James Scully seconded.

In favor: Branford, Bethany, Cheshire, Meriden, Middletown, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wallingford, Waterbury, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

8. Approval of Calendars

Due to Hurricane Irene the Executive Director recommended the approval of the revised calendars for ACES, Thomas Edison Middle School, and Wintergreen Interdistrict Magnet School. *(Both the TEMS and WIMS Steering Committees approved the revised calendars).*

Norm Hicks moved to approve the revised 2011-2012 ACES/TEMS calendar.

Judith Hotz seconded.

In favor: Branford, Bethany, Cheshire, Meriden, Middletown, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wallingford, Waterbury, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

Judith Hotz moved to approve the revised 2011-2012 WIMS calendar.

Mary Kelly seconded.

In favor: Branford, Bethany, Cheshire, Meriden, Middletown, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wallingford, Waterbury, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

9. Early Head Start Update

• Early Head Start Presentation

Dr. Alice Torres, Director of Early Childhood and the Early Head Start program provided an update on the Early Head Start program. Dr. Torres reviewed the mission and purpose of the ACES Middlesex County Early Head Start program, the partnership model, its structure, and program options. Dr. Torres invited parent representative Malisa Lucien-Yopp, who described how the program has helped her. Dr. Edmondson thanked Sally Boske for her representation on the Early Head Start Policy Committee.

• Monthly Update:

- i. The ARRA Early Head Start grant funding ended September 29th, 2011.
- ii. Our Early Head Start Expansion grant funding began September 30th, 2011.
- iii. Enrollment as of September 29th 2011 was **55** in the home visiting option, **3** expectant families and **12** in combination option (**70**).
- iv. During the month of October 2011 an additional 8 children are expected to transition into the combination option as the Greater Middletown Even Start Community Classroom enrollment expands.
- v. The remodel of the Even Start Community Classroom is nearing completion.
- vi. Our slot allocations changed with our new expansion grant start date of September 30th 2011:
 - o Home Visiting Option **44** slots
 - o Expectant Families **6** slots
 - o Combination Option **20** slots
 - This may vary month to month as children move between options as babies are born and toddlers' transition into a community classroom.
- vii. We have **9** children enrolled with IFSP's and have exceeded our 10% requirement
- viii. Our recruitment efforts continue to focus on maintaining enrollment in both of our catchment areas:
 - o Middletown, Cromwell, and Portland
 - o Shoreline: Old Saybrook, Westbrook, and Clinton
- ix. Our recruitment plan includes staff attending community events to distribute program materials, speaking at early childhood councils, distributing materials to food pantries, housing sites, schools, homeless shelters and attending Head Start parent meetings, classroom locations, and other social service agency meetings and ongoing triaging with other Middlesex Hospital prenatal and B-3 staff.
- x. Our enrollment priorities are to :
 - o maintain full enrollment after transition of children into preschool
 - o ensure combination slots are filled
 - o continue to recruit and enroll expectant families
 - o maintain our 10% of enrolled children with IFSPs
 - o **serve high need income eligible families based on established selection criteria (attached)**

- xi. The Policy Council elections were held September 27th. Four new parents were nominated and elected to serve beginning in October. Two present parent members were re-elected for a second term. Two parents represent the combination option and four parents represent the home based option. One home visiting option parent seat remains. Nominations are being sought to fill this last parent vacancy. Community representative re-appointments will be recommended and filled beginning in October 2011 until filled. Selection and appointment of Policy Council Members is directed by Policy Council By-laws approved by the ACES Governing Board.
 - xii. Policy Council approved the selection criteria developed by the interim Policy Council in April 2010 (attached) and agreed to revisit once the new members have been seated and trained in governance.
 - xiii. The Policy Council approved the Governance and Human Resource Management Plans at their September 27th 2011 meeting.
 - xiv. Policy Council was informed of the dates that the compliance review team led by Marina Winkler will visit, November 1- 3. Discussion took place regarding the process and scheduling meetings with Policy Council and ACES Governing Board members. Dates to be set by October 17th.
 - xv. New and returning ACES Policy Council members and the ACES Governing Board liaison to Policy Council will meet with the Early Head Start Director and Administrative Team prior to October 25th to prepare for the November 1-3 Office of Head Start compliance review team follow-up visit.
 - xvi. Policy Council tabled discussion on the Program Information Report and Policy Council and Parent Committee Alliance schedule for this year due to time constraints. It will be added to the October 25th 2011 Policy Council agenda.
 - xvii. The support staff restructuring plan will be presented to Policy Council at the October 25th 2011 meeting. Once approved it will be presented to the ACES Governing Board.
- Early Head Start Selection Criteria

In adherence to Federal Guidelines:

- To be eligible for enrollment in the Early Head Start program, a child must be under 3 years of age. Early Head Start also provides services to expectant families.
- 100% of all families of children enrolled in the Early Head Start program shall meet the federal income eligibility guidelines. Family income is defined as regular gross annual income. When this is equal to, or less than, the amount allotted for a family of their size, as specified by the federal Guidelines, this family is considered eligible for the program.
- A minimum of 10% of the total number of enrollment opportunities is made available to children with disabilities.
- Applications are always accepted regardless of slot option availability. Every effort is made to obtain more applications than the program's designated enrollment opportunities. Applicants are screened as part of the pre-enrollment process. Slots are filled with children scoring highest on a weighted scale of 1-5 according to the selection criteria.

- When all families making application for enrollment are within the income guidelines those scoring highest on the selection criteria shall be given preference. Additional considerations are made at the discretion of program staff.

Selection scoring is based on a weighted 1-5 scale where higher rated items are prioritized. Scale was initially approved by the interim Policy Council in April 2010 and reviewed and approved by the first elected Policy Council on September 27th, 2011. It will be updated once the new Policy Council members are seated in October 2011.

CRITERIA ITEM:	SCORE:
<i>GENERAL</i>	
• Pregnant	1
• English as a Second Language	1
• Migrant Worker	1
• Single Parent Family	1
<i>BASIC NEEDS</i>	
• Clothes	1
• Food	1
• Homeless: Mc Kinney-Vento Definition	5
<i>HEALTH & SAFETY CONCERNS</i>	
• Isolation (no phone or transportation)	3
• DCF Involved	3
• Domestic Violence	3
• Substance Abuse	3
• Mental Health	3
• Chronic Health Concerns	3
<i>Infant/Toddlers with Special Needs:</i>	
• Potential Special Needs	2
• Birth to Three Enrollment	5
<i>ADDITIONAL CONSIDERATIONS</i>	
• Receiving Care-4-Kids Assistance	NA
• Eligible/Other Home Visitation Services	NA

Judith Hotz moved to accept the Early Head Start Selection Criteria.
 Mary Kelly seconded.

In favor: Branford, Bethany, Cheshire, Meriden, Middletown, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wallingford, Waterbury, Wolcott, Woodbridge

Abstention: None
 Opposed: None

VOTED

10. Old Business

- Facilities Update – Mr. Shettle reported that the easements for the ECA Little Theatre are close to being signed expects construction to begin soon. Mr. Shettle also reported that two chillers at TEMS are down and will be repaired by the spring.
- Policy Update & Approval – Mr. Shettle reported that meetings with the student policy committee and the HR policy committee continue and the process is lengthy.
- Curriculum & Instruction – Erika Forte invited the ACES Governing Board to the ACES annual professional development day on November 8th. The agency wide event will focus on improving school climate. The keynote speaker is Marta Koonz from One Caring Adult. Ms. Koonz is a coach, facilitator, and trainer on school climate and has visited ACES schools and programs in preparation for the day. All staff, parents, and students will be surveyed on school/program climate prior to the day. The day will also consist of staff recognition, a wellness fair, and afternoon break-out sessions.

11. New Business

- Next meeting: November 10, 2011.
- Distribution of 2010-2011 Annual Report.

12. Adjournment

Norm Hicks moved to adjourn the ACES Governing Board meeting at 1:40 PM.
Mary Kelly seconded.

In favor: Branford, Bethany, Cheshire, Meriden, Middletown, Naugatuck, North Branford, North Haven, Orange, Oxford, Regional District #5, Regional District #13, Wallingford, Waterbury, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

Submitted by,

Elaine Sein
Secretary to the ACES Governing Board