

Minutes

ACES Governing Board November 10, 2011

205 Skiff Street
Hamden, CT 06517

Present: Bruce Baker, Seymour; Debra Brackett, Naugatuck; Alicia Clapp, North Haven; Sue Cohen, Regional District #5; Marie Diamond, North Branford; Fran DiGiorgi, Ansonia; Janet Finneran, Bethany; Norm Hicks, Regional District #13; Judith Hotz, Branford; Mary Kelly, Wolcott; John Lineen, Meriden; Stephen Mrowka, Cheshire; Margaret Hamilton, Woodbridge

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

Regrets: Derby, Naugatuck (alternate attended), Oxford, Regional District #16

Prior to the meeting:

Ms. Clapp introduced and welcomed Debra Brackett and Margaret Hamilton to the ACES Governing Board. Ms. Brackett and Ms. Hamilton represent Naugatuck and Woodbridge respectively.

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

- Ms. Clapp shared that she enjoyed the ACES convocation held on November 8th and was proud of ACES for the work done on behalf of students.
- Dr. Edmondson congratulated the board members that were re-elected.

4. Approval of Minutes

Bruce Baker moved to accept the ACES Governing Board minutes of October 13, 2011.
Norm Hicks seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

5. Executive Director's Report

- a) Dr. Edmondson welcomed the ACES Governing Board.
- b) Dr. Edmondson indicated that as a result of the recent snow storm ACES and WIMS were closed for one day and TEMS was closed for five days. Make-up days have been added to end of the school year and the March professional development day had already been changed to an instructional day. Dr. Edmondson will communicate with sending school districts to determine if/when to begin to take make-up days during April vacation.
- c) Dr. Edmondson reported that the first Connecticut Technical High School System (CTHSS) Task Force meeting was held on October 17th at Eli Whitney in Hamden. The committee discussed a possible change in purpose by considering to recommend to maintain the current structure. Future meetings are pending.
- d) Dr. Edmondson reported that the annual Business Advisory Council dinner was held on October 19th. The event recognized over 80 companies that employ ACES students and clients.
- e) Dr. Edmondson reported that the ACES Strategic Plan is in its last year and work will soon begin to renew/revise the plan. Leslie Abbateillo, PDSI will be creating a steering committee and Dr. Edmondson asked the board to notify him if there was interest in serving on the committee.
- f) Dr. Edmondson reported that he has been approached by the Town of North Haven and Gateway Community College to consider options for the Gateway property as their new facility will open in the spring. Dr. Edmondson has a visit scheduled and may consider consolidating the special education high schools if the option is viable. Hamden Hall has expressed interest in the existing high school properties. The high schools have outgrown the parking and economies may be gained by the consolidation.

6. Fiscal Services

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

Janet Finneran reviewed the fiscal report and indicated that enrollment at the special education schools continue to fluctuate and overall the enrollment has remained stable from last month. As a result the deficit at these schools has remained the same but if history holds true additional referrals and placements will be made to the special education schools thereby reducing any deficit. It is expected that Open Choice transportation will receive supplemental funding from

the state to reduce the entire deficit associated with the program. Janet Finneran moved to accept the fiscal report as presented (subject to audit).
Judith Hotz seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

b) Action to Transfer Certain Funds Received in FY 10-11 to FY 11-12

The Executive Director requested that the Governing Board approve the transfer of End of Year Funds from FY 10-11 to FY 11-12 as presented and subject to adjustment by the Auditors.

Mr. Shettle discussed the need to transfer funds for projects such as the Little Theatre. Norm Hicks moved to approve transfer of End of Year Funds from FY 10-11 to FY 11-12 as presented and subject to adjustment by the Auditors.
Janet Finneran seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

c) Audit Distribution/Acceptance

TABLED

d) Audit – Management Letter

TABLED

The Executive Director requested that sections c & d of agenda item #6 be tabled to allow the auditors ample time to review the Early Head Start grant.

Judith Hotz moved to table sections c & d of agenda item #6.
Bruce Baker seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, 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 and that new hires were to back fill positions. Dr. Edmondson highlighted the retirement of Patricia Mezzanotte, a long-serving special education teacher. The remainder of the report was routine. John Lineen moved to authorize the hirings and/or transfers/position changes, accept the resignations and retirement, and grant the leaves as detailed on the Human Resources Report. Mary Kelly seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

8. Early Head Start Update and Appointment

Monthly Update:

- a) The Executive Director recommended that the ACES Governing Board approve the monthly Early Head Start update.
- Monthly enrollment for October was 70
 - Home Visiting Option -49
 - Combination Option – 20
 - Expectant Families – 1
 - Children with IFSPs – 11
- New Policy Council Members were seated (7). The names of members can be found on the Early Head Start page under Early Childhood Services. Sally Boske was appointed as a community representative on the Policy Council effective in November 2011. We are excited to have Sally continue on the Council as a voting member for 2012. Officers were elected for the 2011-12 program year beginning September 30, 2011.
 - Kelly Welsh – Chairperson
 - Tiffany Nolan – Vice Chairperson
 - Rosemary Knapp – Secretary
- Policy Council meetings will be held the second Tuesday of the month from 10:00 to 11:30 am beginning in December 2011. A Parent Committee Alliance meeting will be held at 9:30 prior to each Policy Council meeting. Location remains South Church 9 Pleasant Street Middletown CT.
- Policy Council By-Laws were amended and approved at the October 25th Policy Council. **The ACES Governing Board now needs to approve the amended By-Laws.** The following changes are noted by a # in the By-Laws:

- ARTICLE II: Membership Section 1 (Voting members must be nominated and elected by parents)
- ARTICLE II: Membership Section 1 B. (Community representative shall be recruited by parents) and C. (parents shall approve all appointments)
- ARTICLE II: Membership Section 4 (Voting Rights: Parent members must attend EHS Policy Council orientation and two consecutive Policy Council meetings before voting)
- ARTICLE III: Officers and Decision Making Sections 1 and 3. (October replaces September)
- ARTICLE IV: General, and Special and Annual Meetings Section 1 (October replaces September)
- The Policy Council approved the parent reimbursement rates and procedures for this year. Changes noted to reflect the use of the IRS mileage rates for a set distance for greater Middletown and the shoreline. See attached. **ACES Governing Board now needs to approve the rates and procedures.**
- On October 25th the Policy Council approved all ACES Human Resources policies and procedures including the hiring and firing of staff including the Early Head Start staff. Claudette Beamon attended the October 25th Policy Council meeting and provided an overview of ACES Human Resources policy, procedure and process as reflected in our organizational mission and goals. This included the code of conduct of the agency inclusive of Early Head Start.
- We had a resignation of a home visitor at Middlesex Hospital. The Policy Council Personnel Committee will be involved in the recruitment and interviewing for a replacement.
- We continue to address the health needs of our families through revising program procedures for obtaining release of information forms at intake in order to work closely with the medical community to obtain the required information on immunization, health assessment and dental health.
- The follow up program review was completed on November 3, 2011. Marina Winkler noted the following: “We felt that through our interviews and document reviews we captured everything. **We will be recommending to OHS that correction has occurred in all areas of non-compliance.** One area where correction did not occur per se was in the area of the Board not having a member who is a current or past parent; given that you are a RESC agency we are recommending that OHS consider this and your Amended Agreement Creating ACES and of course Sections 10-66a and 10-66b of the CT State Statute etc. Further, we included notes from our conversations that there is a Board liaison to the Policy Council and an opportunity for parents to present to the Board etc. “**I want to take the opportunity to thank you and your team on behalf of me and my team. Everyone on your end did an incredible job this week; managers, parents, Board members, Policy Council, partners and of course the administrative staff.**

Norm Hicks moved to approve the monthly update.

Mary Kelly seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

- b) The Executive Director recommended that the ACES Governing Board approve the amended Policy Council By-Laws. Marie Diamond moved to approve the amended Policy Council By-Laws.

Judith Hotz seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

- c) The Executive Director recommended that the ACES Governing Board approve the Parent Reimbursement Procedures. Judith Hotz moved to approve the Parent Reimbursement Procedures.

Bruce Baker seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

- d) The Executive Director requested that the ACES Governing Board appoint a member to the Early Head Start Policy Committee. Bruce Baker moved to appoint Sue Cohen to the Early Head Start Policy Committee.

Marie Diamond seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

9. Old Business

- Facilities Update – Mr. Shettle reported that ACES continues to work on the easements for the ECA Little Theatre project.
- Policy Update & Approval – Mr. Shettle reported that meetings with the student policy committee and the HR policy committee continue.
- Curriculum & Instruction – Ms. Forte highlighted the ACES annual professional development day held on November 8th. The agency wide event focused on improving school climate. The keynote speaker was Marta Koonz from One Caring Adult. Ms. Koonz is a coach, facilitator, and trainer on school climate. The day will also consisted of staff recognition, a wellness fair, and afternoon break-out sessions. Ms. Forte thanked Ms. Clapp and Mr. Hicks for attending.

Ms. Forte indicated that school climate plans will be shared at the next meeting and require approval. Ms. Finneran inquired about the hazing/bullying policy. Dr. Edmondson indicated that Shipman & Goodwin are assisting with the language for the policy.

11. New Business

- Next meeting: December 8, 2011.
- Dr. Edmondson reported that the 2011 student artists will join the next meeting to be recognized for their holiday designs.
- Dr. Edmondson reported that two more ACES Governing Board members will be leaving the board as a result of elections. Ms. Clapp and Dr. Edmondson acknowledged that the board meeting was Bruce Baker and Marie Diamond's last meeting and thanked them for their dedication to ACES and the children served.

12. Adjournment

Norm Hicks moved to adjourn the ACES Governing Board meeting at 1:25 PM.
Mary Kelly seconded.

In favor: Ansonia, Branford, Bethany, Cheshire, Meriden, Naugatuck, North Branford, North Haven, Regional District #5, Regional District #13, Seymour, Wolcott, Woodbridge

Abstention: None

Opposed: None

VOTED

Submitted by,

Elaine Sein
Secretary to the ACES Governing Board