

## Minutes

### ACES Governing Board November 8, 2018

205 Skiff Street  
Hamden, CT 06517

Present: Jana Balsamo, North Branford; Elizabeth Brown, Waterbury; Lynn Campo, Hamden; Kathy Castelli (Alternate), Wallingford; Fran DiGiorgi, Ansonia; Laura Harris, Derby; Norm Hicks, Regional District #13; Inez Kelso, Bethany; Roberta Leonard, Wolcott; Pat Libero, West Haven; Ellen Michaels, Branford; Susan O'Brien, Oxford; Samantha Parlato (Alternate), East Haven; Susan Riccio, Orange

ACES: Carol Bunk, Thomas Danehy, Valerie Fenn, William Rice, Evelyn Rossetti-Ryan, Nadine Savage, Elaine Sein

Not Present: Cheshire, Meriden, Middletown, Milford, Naugatuck, North Haven, Regional District #5,

Guests: Principal Leslie Peters, Erica Bauer Behavior Analyst; ACES Center for Autism Spectrum & Developmental Disorders

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#### 1. Call to Order

Norm Hicks called the ACES Governing Board meeting to order at 12:16 PM after determining a quorum was present.

#### 2. Pledge of Allegiance

Ms. Castelli led the Pledge of Allegiance.

#### 3. Public Participation/Communications

- a) Mr. Hicks welcomed Board Alternates Kathy Castelli (Wallingford) and Samantha Parlato (East Haven) to the meeting.
- b) Mr. Hicks shared that Ms. Grant's mother passed and a moment of silence was observed.
- c) Ms. Riccio announced that the Amity Music Department was presenting Music in Motion 2018: Motown to Mars and had tickets for sale.

- d) Mr. Hicks shared that the annual BAC dinner held in October was a great success. Community partners who employ our students and clients were recognized.
- e) Mr. Hicks reported a recent reception at ECA for teachers from Shanghai.
- f) Mr. Hicks reported that there was another meeting scheduled with Hamden to discuss WIMS.

#### 4. Approval of Minutes

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

In favor: Ansonia, Branford, Derby, East Haven, Hamden, North Branford, Orange, Regional District #13, Waterbury, Wolcott

Abstention: Bethany, Oxford, Wallingford, West Haven

Opposed: None

VOTE

#### 5. Executive Director's Report

- 1) Convocation Video: The video produced for Convocation was shared with Board.
- 2) Regional Calendars: Dr. Danehy announced that he met with superintendents to review the regional calendars for 2019-2020 and 2020-2021. ACES is required to produce the calendars and districts have the option to follow recommendations. A vote will take place later in the agenda.
- 3) Evaluation Non-Certified Administrators: Dr. Fenn shared her work with administrators and presented on the evaluation of non-certified administrators which included the mission, goals, and timelines of the plan.
- 4) Tuition, Service and Transportation Rates for 2019-2020: Dr. Danehy reviewed the rates shared with the Board and indicated that ACES performed comparisons and the increases are fair.
- 5) Wintergreen Facility Update: Dr. Danehy reported that met with the Mayor of Hamden the previous week to negotiate the purchase of the building. At current time the figures were off and discussions continue.
- 6) Salary and Benefits for Non-Bargaining Employees for 2019-2020: Dr. Danehy reviewed the recommended increases for non-bargaining employees which included a 2% salary increase plus step and a wellness plan that models the state which can reduce the cost share to 15% with wellness visits. Health Savings Account with \$2,000/\$4,000 deductible which will be half funded by ACES. The Executive Director has set aside \$30,000 annually for tuition reimbursement agency-wide. The Executive Director shall set aside \$5,000 for agency-wide to reward excellent attendance. Part-time staff who meet criteria shall have access to the same 403b match program.
- 7) Center for Autism Spectrum & Developmental Disorders – Leslie Peters and Erica Bauer presented on the Autism program which houses the Science-based Approaches to Independence and Life Skills (SAILS) program for children 11 to 21 years old. ACES SAILS services students aged 11 – 21 presenting with autism or other developmental disorders that require intensive academic, behavioral, and life skills instruction.
- 8) Goal Academic Achievement: Dr. Danehy reported that 80% of students who participate in all three iReady assessments will demonstrate growth in ELA and math by the end of the year.

6. Filing of Fiscal Report (subject to audit)  
Summary/Detail by Category

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 reported that the financial report as of November 1, 2018 showed an overall improvement in the financial position of approximately \$40,000. Revenue from special education school tuition increased during the month and it's anticipated that ACES will continue to see enrollment increases throughout the school year. ACES is waiting for final confirmation from the State Department of Education on funding for the magnet schools. Once those figures are on hand, ACES will update revenue estimates. ACES has adjusted the revenue and expenditures estimates for the new Regional Special Education Transportation program that began in September. ACES continues to visit with districts to make them aware of this offering. As always, ACES continues to monitor expenditures and look for cost savings in all of our budgets.

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

In favor: Ansonia, Bethany, Branford, Derby, East Haven, Hamden, North Branford, Orange, Oxford, Regional District #13, Wallingford, Waterbury, West Haven, 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, confirm the termination, and grant the leaves as detailed on the Human Resources Report.

Ms. Bunk reviewed the Human Resources report indicating a few new ABA Trainers hired and a Marketing Specialist, there was one termination. The remainder of report was routine.

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

Ms. Kelso seconded.

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

Abstention: None

Opposed: None

VOTE

8. New Business

1) Approval of Regional Calendars

- a) The Executive Director recommended the approval for the regional calendar for 2019-2020.
- b) The Executive Director recommended the approval for the regional calendar for 2020-2021.

Ms. Brown moved to approve the regional calendars for 2019-2020 and 2020-2021 as presented.

Ms. Riccio seconded.

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

Abstention: None

Opposed: None

VOTE

2) Approval of Tuitions, Service and Transportation Rates for 2019-2020

The Executive Director recommended the approval of the Tuition, Service and Transportation Rates for 2019-2020.

Ms. Riccio moved to approve the Tuition, Service and Transportation Rates for 2019-2020 as presented.

Ms. O'Brien seconded.

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

Abstention: None

Opposed: None

VOTE

3) Non-Certified Administrator Evaluation

The Executive Director recommended the approval of the Non-Certified Administrator Evaluation.

Ms. Brown moved to approve the Non-Certified Administrator Evaluation.

Ms. DiGiorgi seconded.

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

Abstention: None

Opposed: None

VOTE

4) Approval of ED-099 Agreement for Child Nutrition Programs

The Executive Director requested approval to sign the ED-099 Agreement for Child Nutrition Programs.

Ms. Riccio moved to approve the signing of the ED-099 Agreement for Child Nutrition Programs.

Ms. Libero seconded.

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

Abstention: None

Opposed: None

VOTE

5) Approval of Salary and Benefits for Non-Bargaining Employees

Approval of Wages, Health Plan and Insurance Premiums for non-bargaining employees effective July 1, 2019.

Ms. Riccio moved move approve the Wages, Health Plan and Insurance Premiums for non-bargaining employees effective July 1, 2019 as presented.

Ms. Libero seconded.

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

Abstention: None

Opposed: None

VOTE

6) Policy 5141.4 Update

Policy 5141.4 Reporting of Child Abuse, Neglect and Sexual Assault for updating.

Ms. Riccio moved to approve Policy 5141.4 Reporting of Child Abuse, Neglect and Sexual Assault.

Ms. O'Brien seconded.

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

Abstention: None

Opposed: None

VOTE

Ms. Riccio recommended that the policy be brought back in December for another revision to remove the verbiage of "by a school employee" as applicable. The policy will be brought in December with the recommended changes.

## 9. Old Business

### Curriculum & Instruction: Schools Update:

#### ACES ECA/ECA International

- New visual arts course in virtual reality is going well.
- Taught by an instructor from Yale and currently has 7 students.
- Visited classroom and was able to view the students work and it is phenomenal.
- Most impressed that there were 4 young women in the class.
- Secretary General of the International Shanghai Exchange Bureau - He is responsible for all Shanghai students studying overseas.
- On October 18, we begin a 10 day visit from the Children's Palace team from Shanghai - There are eight Children Palaces in Shanghai and our goal is to obtain all eight in the Visiting Scholars Program.

#### ACES Thomas Edison Middle School

- Discovery Education staff developers have completed 2 instructional visits to date.
- Next major cohort visit is on Election Day.
- Beginning in November the ELA teachers will begin professional learning with Teachers College Reading and Writing Project in collaboration with middle school ELA teachers at Wintergreen.

#### ACES Wintergreen Interdistrict Magnet School

- Arts for Learning Cultural Arts Expo 2018 that was held on September 28, 2018 from 9-2:30 pm and was a success.
- Eileen Carpinella the Executive Director of Arts for Learning indicated that the attendance at this years event surpassed the attendance of the last two years combined.
- WIMS also received a \$10,000 grant from Department of Economic and Community Development (DECD) to support Arts Integration and will be beginning that work next month with the support of a resident teaching artist.

#### ACES Mill (Middle)

- Biweekly meetings with Behavior staff about re-envisioning the behavior system
- Behavior System Committee

#### ACES Center for Autism Spectrum and Developmental Disorders (SAILS)

- Hiring to fill vacancies in programmatic staff and working on creative ways to cover leaves.

#### ACES Village School

- Fully staffed at the start of the year but due to promotions of staff they are now in the process of hiring.

#### ACES Mill Elementary

- Final external evaluation report for the TAIL program is complete.
- Findings show that:
  - Engagement in TAIL helped to increase students' feelings of safety and increased confidence levels with the adults in the room which lead to an increased willingness for students to share stories or experiences that were traumatic.
- Suggestions for improvement:
  - Roll out TAIL to the entire school to support consistency of practice/expectations
  - Provide ongoing training for all staff
  - Transition planning for students as they leave the TAIL classroom/program
  - Work on mindset shifts of adults

#### Seclusion/Restraint and Exclusionary Time-Out

- Legal counsel provided some clarity but we are still working our way through the nuances of the law and to manage it in practice.
- On October 17th, ACES legal counsel will do the same presentation that was done for the principals in an effort to get the information to staff who work directly with students.

#### 11. Early Head Start Update

##### Eligibility, Recruitment, Selection, Enrollment, and Attendance

- Monthly Early Head Start (EHS) enrollment was 60 for the period:
  - 54 children and 6 expectant families enrolled
- The program received 17 new referrals (15 Middletown, 1 Cromwell, Clinton) and completed 13 eligibility intakes
- There are 2 families pending eligibility determination.
- The program has 0 income eligible families on the wait list. There 3 Over Income families on a waitlist.
- The program has 14 children enrolled with IFSPs, meeting and exceeding the 10% requirement.
- 7 exited the program during this period. (1 child closed due to attendance issues, 5 moved out of service area, and one expectant mother delivered her baby).
- Recruitment and community outreach efforts have continued in the shoreline towns and greater Middletown area.

##### Policy Council Updates

- Policy Council (PC) did not meet in October 2018.
- PC Members will reconvene at the November 21<sup>st</sup> meeting

##### Program Updates/Activities

- Early Head Start (EHS) has brought on board a new practice based coach that will support home visitors with teaching practices. Anne Marie Davidson will be fully implementing the EHS plan starting January 2019.

- EHS Staff attended a 2 day Fiscal Cohort in Massachusetts October 24<sup>th</sup> and 25<sup>th</sup> led by Region 1 specialists. Becky Cuevas, Coordinator and Kolby Bowen, System Program Specialist participated in topics about implementing sound data management procedures, and strengthening financial management systems.
- The EHS Coordinator met with the Superintendent of Middletown Public Schools Dr. Michael Conner who expressed interest in collaborating on future expansion of services for children 3-5 years old. This came as a result of CRT relinquishing their head start grant. There is a possibility of an RFP coming soon to address the needs of children attending head start in Middlesex County. These discussions will continue in December.
- The EHS Coordinator attended Head Start's Fall Leadership Institute in Washington DC October 8-10<sup>th</sup>. The focus was policy and new regulations affecting programs, families, and communities. Two major topics were on immigration and public charge.
- Socialization playgroups have been held at 300 Washington and in Old Saybrook. The Walk & Talk groups with parents and their babies have continued to be successful.
- The Board of Directors for the CT Association of Infant Mental Health met October 8<sup>th</sup> at 300 Washington.
- The CT Birth to Three Program - Rehabilitation Associates facilitated their weekly therapeutic playgroups onsite.

Governing Board Approvals

1. None at this time

Attachments

1. Updated Fiscal Report

Ms. O'Brien moved to approve the monthly Early Head Start Reports.

Ms. Brown seconded.

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

Abstention: None

Opposed: None

VOTE

11. Other

A) Next meeting: December 13, 2018.

B) Student designers will be recognized at the December meeting.

12. Adjournment

The ACES Governing Board meeting adjourned at 1:45pm.

Sincerely,

Elaine Sein

Secretary to the ACES Governing Board