

Minutes

ACES Governing Board December 13, 2018

205 Skiff Street
Hamden, CT 06517

Present: Jana Balsamo, North Branford; Robyn Berke, Regional District #5; Lynn Campo, Hamden; Michele DeLucia, East Haven; Fran DiGiorgi, Ansonia; Ethel Grant, Naugatuck; Laura Harris, Derby; Cathy Hellreich, Cheshire; Norm Hicks, Regional District #13; Karen Hlavac, Wallingford; Inez Kelso, Bethany; Roberta Leonard, Wolcott; Pat Libero, West Haven; Dorothy Logan, North Haven; Susan Riccio, Orange

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

Not Present: Branford, Meriden, Middletown, Milford, Oxford, Waterbury

Guests: ACES Student Designers, Parents and Staff

Prior to the meeting, The ACES Governing Board, ACES Leadership and Administration acknowledged the students who designed the annual ACES holiday cards, mug and t-shirt. ACES staff, parents, and families were also in attendance to recognize the students for their art work.

1. Call to Order

Norm Hicks called the ACES Governing Board meeting to order at 12:40 PM after determining a quorum was present.

2. Pledge of Allegiance

Ms. Hellreich led the Pledge of Allegiance.

3. Public Participation/Communications

- a) Ms. Grant expressed gratitude for the expressions of sympathy after the passing of her mother.

- b) Ms. Riccio announced she had free tickets to Region 5's high school band concert if anyone was interested.

4. Approval of Minutes

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

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

Abstention: Cheshire, North Haven, Regional District #5, Wallingford

Opposed: None

VOTE

5. Executive Director's Report

- 1) Early Head Start Program Eligibility & Admissions Compliance: Ms. Rebecca Cuevas provided the annual eligibility and compliance training as required by the Federal Government. Ms. Cuevas reviewed the governing roles of ACES and Middlesex Hospital, age eligibility requirements, categorical requirements, income eligibility and income verification process along with current enrollment.
- 2) Bold Steps Update: The Executive Leadership Council provided an update on their respective steps which run through June 2019.
- 3) Wintergreen Facility Update: Dr. Danehy reported that since Hamden Board of Education has voted to take back the Wintergreen building he would bring three proposals to the January meeting for consideration which included purchasing the WIMS building from the Town of Hamden, leasing or purchasing another space, or reconfiguring an existing space. The goal is to have a final decision by January 10, 2019 to alleviate staff and parent concerns and to plan for the 2019-2020 school year.
- 4) Foundation Gala Update: Dr. Danehy reported that Jeff L. Hubbard is among the honorees for the 16th annual gala. Preparations are underway.
- 5) Ansonia Mead Update: Dr. Danehy reported that the new program between ACES and Ansonia opens on January 2, 2019. The program is designed for emotionally disabled students in grades kindergarten to grade 6 and includes current outplaced students from Ansonia attending ACES programs and possibly students from neighboring school districts in the future. Initial savings to Ansonia are transportation costs.

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 indicated that in the last month the financial position crossed over into positive territory. The fiscal bottom-line for November improved by \$601,544 over the previous month. Student enrollment in the special education schools increased and ACES received

additional contracts within the services group which enhances the surplus. As the fiscal year continues, 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. Grant seconded.

In favor: Ansonia, Bethany, Cheshire, Derby, East Haven, Hamden, Naugatuck, North Branford, North Haven, Orange, Regional District #5, Regional District #13, Wallingford, 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 and retirement, confirm the termination, and grant the leaves as detailed on the Human Resources Report.

Ms. Bunk reviewed the Human Resources report indicating hiring a variety of ABA Trainers, Individual Aides for new students as approved by PPTs, a few internal transfers and resignations. The remainder of report was routine.

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

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

Abstention: None
Opposed: None

VOTE

8. New Business

Approval of Job Descriptions

The Executive Director recommended the approval of job descriptions for School Nurse, School Assistant Principal, School Principal, and Data Management Coordinator.

Ms. Riccio moved to approve the job descriptions for School Nurse, School Assistant Principal, School Principal, and Data Management Coordinator as presented.

Ms. DiGiorgi seconded.

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

Abstention: None

Opposed: None

VOTE

Ms. Hlavac recommended clearly defining the role care coordinator and adhering to the nurse practitioner act on the School Nurse job description. Ms. Hlavac also noted there was no educational requirements for the Data Management Coordinator.

After Board discussion both job descriptions will be revised to address the noted concerns and will be brought back for another 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

1) Policy 5141.4

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

Per Ms. Riccio's recommendation last month of removing the verbiage of "by a school employee" as applicable the policy was brought forward for another vote.

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

Ms. Hellreich seconded.

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

Abstention: None

Opposed: None

VOTE

2) Curriculum & Instruction: Schools Update:

Note: Mr. Rice left the meeting unexpectedly and the report was not presented at the meeting but rather emailed to the Board.

ACES ECA/ECA International

- The newly appointed principal is transitioning well.

ACES Thomas Edison Middle School

- The school participated in coaching sessions with Discovery Education staff developers last month.
- ELA is participating in PD with Teachers College Reading and Writing Project in collaboration with middle school ELA teachers at Wintergreen.
- The Title IV grant will allow for expanded participation in ExpoFest 2019 and a week-long summer STEM Camp at no charge to students for up to 50 students.

ACES Wintergreen Interdistrict Magnet School

- School is continuing the work with Crayola as a part of the Art Integration support.
- The fall concerts were well attended.
- The first-trimester conferences were completed last week.
- The Title IV grant will allow ACES to fund a week-long summer arts camp for up to 50 students. This summer.

ACES Mill Academy

- As of Jan. 1st 2019 school will have an alternative plan to meet the mandate for Exclusionary Time-Out. School has implemented de-escalation rooms where students are allowed to go to complete work if they are struggling to regulate themselves in the classroom. The students choose this option, it is not dictated by any staff. Staff members are trained to see signs of dysregulation/recognize triggers and then ask students if they need to leave the room. Students walk to the room themselves and are being taught to recognize when they are ready to return to class.

ACES Village School

- The holiday fair was a huge success again this year.
- The winter chorus concert was held on 12/12/2018 and well attended by families.

ACES Mill Elementary

- Referrals are continuing to come in with the largest group being kindergarten students.
- Today is holiday pajama day at the school.

ACES Center for Autism Spectrum and Developmental Disorders (SAILS)

- Program is working diligently to hire staff to fill vacancies.

ACES Whitney High East/West and North

- Schools are gearing up and excited for the move. Construction management firm has worked its way back to the original move-in date.

Early Headstart

- Early Headstart coordinator will reported on the program.

10. 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 6 new referrals (6 Middletown) and completed 5 eligibility intakes
- There are 3 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 15 children enrolled with IFSPs, meeting and exceeding the 10% requirement.
- 7 exited the program during this period. (3 children closed due to attendance issues, 2 moved out of service area, and 2 expectant mothers delivered their babies).
- Recruitment and community outreach efforts have continued in the shoreline towns and greater Middletown area.

Policy Council Updates

- Policy Council (PC) met on November 28th at 300 Washington for their monthly meeting. There was a quorum and business moved forward.
- PC Members reviewed and approved the expansion grant application due on November 30th. The proposed design for expansion included discussion on 16 new infant toddler center based slots, hiring of additional staff, cost allocation and a comprehensive budget.
- PC Members reviewed current by-laws and approved minor changes centering on the ability of current and future members being able to call in via video conference through ZOOM or other video communication.
- PC Members will reconvene on January 23rd. There will be no December meeting.

Program Updates/Activities

- Early Head Start (EHS) received an onsite visit from the Region 1 program specialist. Matthew Kardonsky interviewed all EHS management staff on program management procedures. He went on a home visit with staff and interviewed members of the policy council. Mr. Kardonsky was able to meet with Tom Danehy with his impressions of the program. Overall feedback was very positive.
- EHS staff worked throughout the month engaging community partners and families around the expansion grant. Becky Cuevas kept the ELC informed and reported at two of their meetings.
- EHS Staff attended the CT Association of Infant Mental Health Conference in Branford on November 15th.
- You and Me Moving and infant massage sessions were offered to families. Thirteen families took part in the sessions. These sessions have been facilitated by the infant mental health consultant for the program.
- Socialization playgroups were held this month at 300 Washington and in Old Saybrook.
- Board of Directors for the CT Association of Infant Mental Health CT-AIMH) met November 13th 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

Presentation

1. Program Eligibility and Verification – Becky Cuevas

Ms. Leonard moved to approve the monthly Early Head Start Reports.
Ms. Kelso seconded.

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

Abstention: None

Opposed: None

VOTE

11. Request for Executive Session

The Executive Director requested an Executive Session for the purposes of discussing a student matter.

Ms. Hlavac moved to go into Executive Session for the purposes of discussing a student matter.

Ms. DiGiorgi seconded.

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

Abstention: None

Opposed: None

VOTE

Return to Regular Session.

Ms. Logan moved to approve the stipulated agreement.

Ms. Riccio seconded the motion. The motion passed unanimously.

12. Other

Next meeting: January 10, 2019.

13. Adjournment

The ACES Governing Board meeting adjourned at 2:00pm.

Sincerely,

Elaine Sein
Secretary to the ACES Governing Board