

**CAACE Board of Directors Meeting**  
**J Roo's Restaurant; 243 State Street; North Haven, CT**  
**September 22, 2017**

**Present:** Mayela Aguirre, Judy Blei, Kymbel Branch, Lawrence Covino, Dave Downes, Sarah Dudzic, Paul Dzialo, Joseph Ferraiolo, Paul Flinter, LuAnn Gallicchio, Kristin Hempel, Diane Kearney, Kelley Lanahan, Joseph Lawler, Anthony Mangiafico, Reina Marasco, Antonio Musto, Heather Pelletier, Sue Pierson, Maria Pukas, Gabriel Riccio, Richard Tariff, Angela Thomas Graves, Lori Wyrebek

**1. June 2017 Minutes**

Motion to accept June 2017 was made by Richard Tariff; it was seconded by Joseph Ferraiolo. It was passed unanimously.

**2. Treasurer's Report**

Lori Wyrebek reviewed the reviewed the Treasurer's Report for July and August. Larry Covino called for its acceptance. Paul Flinter moved that it be accepted; the motion was seconded by Kristin Hempel. It was passed unanimously.

**3. SDE (Sue Pierson)**

State grants have been processed; federal grants are on the way. We are covered under state statutes, which offers us some protection.

**4. Committee Reports**

**Conference (Heather Pelletier) -**

There will be a meeting of the Conference Committee on October 22<sup>nd</sup>. The committee is working with the Marriott to streamline processes and make improvements. The theme, Better Together, speaks to the benefits of collaboration. An appeal was made for new members to join the committee.

Paul Dzialo acknowledged that the website and communications have improved greatly, which was important for advocacy. Kelley Lanahan asked that we send in success stories (important for legislators to see) especially the use of the Career Pathways Tool Kit. Sue Pierson stressed use of the LINCS website, etc. Larry Covino shared that we have been contacted to collaborate with other departments and agencies as a result of our improved communications.

**Advocacy (David Downes and Judy Blei) –**

We are hopeful for a budget resolution that can provide some guidance going forward. There's a lot in the Republican budget that goes beyond purely financial matters. We are still uncertain about the financial impact of background checks. The budget has to be reviewed by Oct.2; if the Governor doesn't veto it, it will become law.

There is a push to up the credit requirements to 25; we support it because it provides for some additional credits to be acquired without incurring additional cost. We also got rid of some other specified courses that would have been difficult to sustain (i.e. computer literacy.) It should not be of any considerable expense, depending on how it's implemented.

Another issue is credentialing; do credits transfer from one district to another, and are they of equal weight. Does it benefit the student? It could be useful for counselors.

Enrichment fees could be problematic. The various iterations of proposed budgets treat them differently. The Republican budget does change a number of statutes, so we are not sure where that is headed. The department needs to weigh in. How are districts coping with this since July 1<sup>st</sup>? Paul Dzialo felt that there are too many indefinites going forward: what are the expectations, are they the same everywhere, and what discretions are given to districts? We need to stay in touch with Glen Worthy for clarification. Do consultants need to be background checked? Larry Covino said that Human Resources should be handling this. Paul will draft a letter to Glen and share it with the other Directors. Are there any legislative reliefs in the budget proposal (i.e. reducing the amount of required testing?) There are some proposals in the offing (i.e. scaling back requirements for PD for Special education teachers, etc.) Richard Tariff suggested that CAACE request that Glen draft a letter listing the specific questions that need to be resolved. He moved that Larry Covino draft the letter. Paul Dzialo seconded the motion and it was unanimously approved.

**Membership (Kelley Lanahan) -**

Membership lists and invoices have gone out. Directors should check on their site lists to update changes.

**Finance (Lori Wyrebek) –**

Over the summer we moved to the Quick Book online program; now both she and Kelley have access to the records and documents. It will take a while to reconcile the records into the new system.

All our records for the past two years have been sent to our accountant for review,

**Nominating (Reina Marasco) -**

Over the summer we received one letter of resignation from Francine Coppola.

**5. Public Comment**

N/A

**6. Old Business**

**PD Update (Kristin Hempel) -**

Presentation slides were shown at the Policy Forum earlier. The first and the last sessions will have one session that is targeting mandated programs and one session that

is targeting enrichment. In both cases, the marketing would work well with both sides of the House.

We will be collaborating with the State for the February where the morning will be a regular PD and the afternoon part will be run by SDE.

## 7. New Business

We are using EventBrite, we signed a contract with them in July. The registration process is easy to use. It's very efficient and helps us keep track of who's coming, which organizations, etc. It costs 2% of the net ticket cost plus \$.99/ticket for the service. We will be able to download the registration data into Quick Books, saving hours of work. Tickets are easy to download, and independent notification of charges is obtainable.

The Personnel Ad Hoc Committee is set to reconvene. Reina, Heather, Lori, Kristin and Larry will schedule a meeting.

We need to bring someone in to help foster sponsorship. It's time to look for more outreach and opportunity. Could we offer a stipend (up to \$3,000) to someone who will promote sponsorship? It could be proposed as a 1-year position to reach out to organizations to support our website, conference, etc. we'll be shooting for \$5,000 to \$10,000 to be on our website or underwrite our conference. Risa Filkoff expressed an interest in the position. Paul D. made a motion that the Board sanction a stipend position of \$1,500 - \$3,000 for this position for 2017-18. Richard Tariff seconded under the provision that there be an additional incentive (15% if the goal is exceeded.) Larry questioned if, as a non-profit organization, we can do this. Kymbel Branch reported that it is already being done elsewhere. Larry will discuss it with Risa to check on the validity of incentives being offered. Clarification should be sought through one's pro bono lawyer. Upon closure of the discussion, the initial motion was seconded and approved.

Discussion was held regarding reaching out to collaborating organizations who could be members. In question is what fee(s) should we charge them? We currently have 4 levels of membership fees; it was suggested offering a 5<sup>th</sup> level for as few as 1 to 3 persons. Should we consider an Associate Membership alternative? Larry cautioned that such fees should be nominal as to not scare off them from participation in our conferences, etc. These associations can help in our advocacy work. A new Associate Membership fee of \$100 was suggested by Larry, and would entitle them to attend our PD sessions. Such memberships would also entitle them to be COABE members. It was moved that a) an Associate Membership be attainable for \$100 that does not provide adult education or continuing education services, and b) that a single membership be available for \$55, two to five for \$150, six to nine for \$250, and that higher tiers remain the same. Larry moved to accept the fee structures, and the motion was seconded by Paul Flinter and unanimously approved.

COABE holds a two-day conference every year (David Downes). We paid \$500 to attend. This year there will be a virtual conference on Oct. 25, 26. If we pay the cost of \$500 for a program registration, then everyone in CT who is a member will be able to

attend or free. It's a nice incentive for people to join CAACE; they get access to this conference for free! Kristin Hempel made the motion that we authorize the payment of \$500 for the registration. Heather Pelletier seconded and it was unanimously approved.

David Downes, Larry Covino and Fred Silverman met with three people from SDE to discuss the tracking data on student progress (i.e. how many students progress to credit-bearing courses.) SDE was not happy that they are not getting the data from the various agencies in this regard. This should be expanded to include providers from across the State for further collaboration. Funding has been received at some places, but not all districts participate.

Joe Ferraiolo purchased Smartboards from Promethean and saved an exorbitant amount of money. Larry suggested he get the contract information and send it along to Risa. Paul Dzialo commented that if our approved vendor(s) don't carry the item we want, we are free to look elsewhere.

## **8. Correspondence**

Paul Dzialo suggested that, to help all the new directors coming in, we put together a history of CAACE in adult education to show how we have grown over time. They need to understand that the path to becoming an Adult Education director is very different, and that we can have a positive impact in facilitating support for them and their programs. Larry proposed that we should provide for grant money to fund retirees as consultants to assist new Directors.

## **9. Good & Welfare**

LuAnn Gallicchio was in a bad accident several months ago. She is back at home, and has started to work part time. Please reach out to her as support.

Tina Jeter is taking a medical leave of absence due to a serious illness. We are not sure if she has officially retired or not as a result.

David Downes asked that, if anyone has started up with a new company, let him know. He'll be meeting with a group congressional people in Washington and they love this kind of information. It shows that we are part of the industry and economy of Connecticut.

Richard Tariff got invited to meet with a group from Natchaug to discuss a program they have that is training 12-15 women in certified skills areas (Customer Service, Microsoft, Serve Safe, etc.) They are looking to spend considerably as DCF will be funding it.

As discussion had closed, the motion to adjourn was seconded and approved.

Respectfully submitted,  
Gabe Riccio, 10/13/17