

Ashford Board of Education
Regular Meeting Minutes – September 6, 2018
7:00 pm
Ashford School District Office Conference Room

Note: Per CGS 10-218, Board of Education Meeting Minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exceptions of motions and votes recorded, the minutes are unofficial until they have been read and approved by a majority vote by the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call to Order

Board Chair J. Lippert called the meeting to order at 7:02 pm. Present were members J. Urban, K. Warren, J. Calarese, S. Gamache, L. Donegan and M. Matthews. Also present were Superintendent J. Longo, Principal T. Hopkins and recording secretary J. Barsaleau. Present in the audience were R. Haeger and AEA co-president C. Busse.

Communications

- K. Warren noted that she had received communication concerning propane auto gas buses that are more efficient than conventional school buses. Members commented about the length of their children's bus rides to date.
- L. Donegan reiterated that a cost analysis of providing in-house transportation versus outsourcing has been discussed and should be done.
- J. Lippert read aloud a letter he received from retired teacher Susan Cunningham thanking the board for its gift and for their volunteerism to the community.

Opportunity for Public Comment

Mrs. Haeger said she was looking forward to hearing more about the curriculum committee. She also had some concerns about length of time on the bus and spoke with the transportation coordinator. She expressed thanks to the administration for calling early dismissals on extremely hot days. She inquired about follow up to the alumni survey response.

Approval of Minutes: 07/19/18; 08/16/18

Motion made by J. Urban to approve the regular meeting minutes of 07/19/18, with the following amendments:

- Add quotation marks to "Search Committee Update" under Old Business, beginning at the start of the third sentence and ending at the sentence ending with the word *sterling*.

Motion seconded by J. Calarese and carried as amended with two abstentions (L. Donegan, M. Matthews).

Motion made by M. Matthews to approve the regular meeting minutes of 08/16/2018, motion seconded by L. Donegan and carried with two abstentions (J. Lippert, S. Gamache).

Opening of School Report (Administrative Team)

Mr. Hopkins distributed a report from the members of the administrative team summarizing professional development plans, cafeteria recycling, change to school-wide PBIS for the new school year. Mr. Dukette is organizing a "Day of Caring" community outreach to be held on 9/29. Members of the BOE were invited to participate and to suggest locations that might benefit from a service project.

New Business

a. Staff Appointments

Dr. Longo and Mr. Hopkins reported that interviews were held for the 20-hour custodial position that was vacant at the end of last school year. They recommend the appointment of Joel Ocasio to this position. A temporary driver position was posted to help cover additional runs, trips, and to substitute for other drivers. The transportation coordinator spoke with three individuals who expressed interest and recommends Steven Mocek to this position. As mentioned at a prior meeting, a special education vacancy existed in mid August. Megan Gendron, who had worked as a special education paraprofessional in our school previously is recommended to fill the shortage area vacancy on a contracted basis.

Motion made by J. Urban to approve the appointments of Joel Ocasio, Steven Mocek and Megan Gendron. Motion seconded by S. Gamache and carried unanimously.

b. Approval of the 2018-2019 Medical Standing Orders

Members reviewed the proposed orders by the school medical advisor. These orders are confidential in nature and may not be distributed.

Motion made by K. Warren to approve the medical standing orders as presented. Motion seconded by J. Calarese and carried unanimously.

c. Schedule Three Board Meeting/BOE Budget Calendar

Dr. Longo requested that the board chair reach out to the chairs of the board of finance and board of selectmen to discuss a common date for a meeting to get things started for 2019-2020 budget planning. Dr. Longo and Mr. Hopkins will host office hours for members of the community to discuss the budget. An initial draft of the FY 20 budget will be readied for the November 1st board meeting.

Old Business

a. BOE Curriculum Committee

There was some discussion of the role of the committee, it will be advisory in nature and consist of members of the board, community and staff. The committee will be capped at a total of 10 members. The first meeting of the committee will be October 4th at 6:30 in the district conference room.

b. Friar Update

Dr. Longo received an updated proposal from Friar & Associates (attached) totaling \$24,000 for architectural services. Dr. Longo delivered a copy to the first selectman and Mr. Zambo indicated he would call a meeting of the Capital Projects Committee to discuss the proposal. Discussion followed about other items identified by the energy audit. J. Calarese will follow up with the first selectman's office on a meeting date.

c. Legal Recap

Privileged communication was received from counsel concerning the board's questions about live streaming or taping of its meetings. J. Barsaleau will check with other area boards to inquire if they follow this practice, and the technology coordinator will be asked to research means of video/audio taping of board meetings.

d. Approval of Board of Education Goals

A copy of the Board's goals was included in the agenda packet for review and discussion.

Motion made by M. Matthews to approve the goals of the Ashford Board of Education. Motion seconded by S. Gamache and carried unanimously.

Next Meeting Date/Agenda Items

Transportation Committee meeting at 6:30pm; superintendent evaluation instrument, cafeteria & salad bar follow up, video/audio taping of meetings, energy efficiency.

Second Opportunity for Public Comment

Mrs. Haeger stated there are limited choices offered with school salads for students. She reiterated that taping of board meetings would help to show that the board is transparent and spends lots of time discussing and thinking through the decisions that are made here.

Motion to adjourn the meeting (8:56pm) made by M. Matthews, seconded by K. Warren and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Ashford Board of Education
Regular Meeting Minutes – July 19, 2018
7:00 pm
Ashford School District Office Conference Room

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Call to Order

Board Chair J. Lippert called the meeting to order at 7:05 pm. Present were members J. Urban, K. Warren, J. Calarese (7:20 pm), and S. Gamache. Also present were Superintendent J. Longo and Asst. Principal G. Dukette. Present in the audience were AEA member J. Lindsay, R. Haeger, K. Johnston, S. Irvine and K. Kouatly. Unable to attend were members L. Donegan and M. Matthews.

Communications

Everyone had received the CABE booklet on the new laws passed by the General Assembly for 2018.

Opportunity for Public Comment

- K. Johnston wanted to know where to send the survey for the EO Smith students from Ashford. They only received the surveys 2 days ago and her daughter didn't have time to finish it. She would like it on the agenda again.
- R. Haeger stated she was looking forward on having the BOE start a Curriculum Committee. She also wanted to have some clarity on why Principal Hopkins's title was changed. She also wanted an explanation on social literacy.
- S. Irvine stated that she was glad to see that the survey went out.

Dr. Longo stated that he could give them their answers further down on the agenda.

J. Lippert motioned to add to the agenda item 5d, New Business, to allow Dr. Longo to give explanations to the persons that spoke during public comment and J. Calarese seconded. Motion passed unanimously.

Approval of Minutes: Special Meeting 6/28/2018

The following are the corrections to the minutes:

- *Under Year-End District and Administration Report*
4th bullets, 2nd sentence change "was discussed", to were discussed.
- *Under BOE Subcommittee Work Sessions*
- *Under Personnel – end of first sentence*
Change "in conference", to in the conference
- *Under New Business, Item c:*
2nd sentence change "must to be increased by \$.10 to \$2.85" to must be increased by \$.10 to \$2.85 as per federal mandate.
- *Under Old Business*
Item a: add the word year between 10 and capital
- *Under Second Opportunity for Public Comment*
1st bullet: 3rd sentence: change "She spoke the" to She spoke about the, AND change "classroom" to classrooms;
4th line: change "asking if is it" to asking if it is
5th line: delete the word stated

J. Calarese motioned to accept the minutes of the special meeting of June 28, 2018 and seconded by J. Urban. Passed unanimously.

New Business

a. Approval of FY 18 Year-End Budget Transfers

Lisa Dyer wants to table her report to the end of the month as PO's are still coming in from the vendors.

b. Board of Education Goals

In the future the Board wants to consider 3-year goals. Dr. Longo handed out some goals to be discussed at the retreat. The Board would like to see the bids for next year's capital projects.

c. Discuss Agenda for 8/2/18 Strategic Planning Meeting

Dr. Longo has invited Ann Littlefield, the Board's attorney, to speak at the beginning of the retreat.

d. Response to Questions from Public Comment

Principal's Title: Dr. Longo explained that by changing Mr. Hopkins' title to Principal/Asst. Supt. it would give him some experience working partly as a superintendent in case he ever wanted to leave his position at Ashford School and it will allow Dr. Longo to mentor him.

Social Literacy: Mr. Dukette stated that K-6 teachers are responsible for all subjects, with limitations due to time. In order to maximize efficiency and also support better student learning, Social Literacy combines reading instruction

with social studies. Both subjects are driven by the Common Core literacy standards so they work well together. In addition, Social Literacy provides the opportunity for students to read novels that are in context of what they are learning in social studies. For instance, if learning about Africa, students have a choice of novels about Africa. Research shows that extending learning beyond the subject and into other subjects better enables the learning to move into long-term storage. For grades 7-8, SS and ELA are still separate subjects but we are emphasizing as much interdisciplinary learning as possible.

Old Business

a. Student Survey Follow-up

Surveys were sent to all recent Ashford School graduates. The results of the survey will be given out at the BOE retreat on Aug. 2. K. Warren also wanted the surveys to go to Windham Tech and any other school Ashford students were attending.

b. Search Committee Update

Mr. Dukette gave a recap of the search committee process. The 1st round consisted of an interview and a writing component. Troy and I looked over the writing. Teachers Jen Lindsay, Darcy Compton, and Maureen Connolly, a student Shannon Connolly, Troy and myself were the interview committee. The entire committee agreed upon the same top two candidates to move to the second round. The second round consisted of a 30-minute algebra lesson focused on stations learning and differentiation. Observing the lesson were teachers Darcy Compton and Maureen Connolly, as well as Troy, Cindy, and me. In addition, we had six students, ranging from students entering 6th grade to students entering 9th grade. All students wrote reflections on the two candidates and voted on who they preferred. Helene Poppleton received the majority of the student votes (4-2). In addition, our committee unanimously selected her as our choice as well. I called all references and they were sterling. The search committee recommended Helene Poppleton for the middle school math position.

K. Warren motioned to accept Helene Poppleton to be the new middle school math teacher seconded by J. Urban. Motion passed unanimously.

c. BOE Curriculum Committee

J. Lippert stated that K. Warren mentioned to him that State Statue 10-220(e) requires the BOE to appoint a curriculum committee. The committee will consist of teachers, BOE members, and general public. Discussion was had that maybe people in the audience would volunteer at the retreat to serve on this committee once the BOE decides who and how many will be on the committee.

J. Lippert made a motion to add to the agenda under #8, salad bar, and move the rest of the agenda items down. Seconded by J. Calarese. Motion passed unanimously.

S. Gamache reported that there is a grant to get a free salad bar for the cafeteria. Discussion followed. She stated that it takes from 12-18 months from the time you apply for the grant to receive the salad bar. The cafeteria committee will meet before a BOE meeting with the janitor and kitchen crew.

Second Opportunity for Public Comment

K. Kouatly stated that she preferred a video of the BOE meetings. She also was concerned that there would be waste to the salad bar.

R. Haeger suggested having the salad bar for the upper grades only. With social literacy, she would like to see more on the student survey.

S. Irvine asked that in the future that the BOE explain what they are talking about because sometimes the audience doesn't know. She also suggested having pre-made salads then the students can have the protein added to it as they go through the line.

Next Meeting Date/Agenda Items

The next meeting is the BOE retreat on August 2 in the media center from 2pm to 7pm. Dr. Longo handed out a proposed agenda for the meeting. Discussion about live streaming or taping BOE meetings will be added to the agenda.

J. Urban motioned to go into executive session at 9:20 pm. for the Superintendent's evaluation and seconded by S. Gamache. Motion passed. Present were K. Warren, J. Lippert, J. Urban, J. Calarese and Dr. Longo. The BOE and Dr. Longo exited the executive session at 9:40 pm. The decision was to table Dr. Longo's evaluation until the retreat on Aug. 2.

K. Warren motioned to go into executive session at 9:42 pm for discussing a personnel matter and seconded by J. Urban. Motion passed. Present were K. Warren, J. Lippert, J. Urban, and J. Calarese. The BOE exited the executive session at 10:20 pm. No action taken.

J. Urban motioned to adjourn the meeting and seconded by S. Gamache. Meeting was adjourned at 10:22 pm.

Minutes taken by

Kay M. Warren, BOE Secretary

Ashford Board of Education
Regular Meeting Minutes – August 16, 2018
7:00 pm
Ashford School District Office Conference Room

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Call to Order

Board Vice-Chair M. Matthews called the meeting to order at 7:02 pm. Present were members J. Urban, K. Warren, J. Calarese and L. Donegan. Also present were Superintendent J. Longo, Asst. Principal G. Dukette, Business Manager L. Dyer and recording secretary J. Barsaleau. Chair J. Lippert and member S. Gamache were unable to attend. There was no audience.

Communications

None

Opportunity for Public Comment

None

Approval of Minutes: 07/19/18; 08/02/18

The minutes of 7/19/18 were tabled.

Motion by J. Calarese to approve the special meeting minutes of 08/02/18, seconded by L. Donegan and carried unanimously with the following amendments:

- 2nd line under STEAM and Project-Based Learning Report by Administrative Team, add letter “l” to read ...”project based learning as well as...” and same sentence the word “fir” should be “fit”.
- 21st line in same agenda item, the word publicly is misspelled.

New Business

a. Approval of FY 18 Year-End Budget Transfers

L. Dyer distributed a list of year-end budget transfers for review and board approval. Mrs. Dyer answered board member questions concerning some of the budget lines on the document including evaluations outsourced, outplacement tuition, plant equipment and technology subscriptions.

Motion made by J. Urban to approve the year-end budget transfers totaling \$66,788.01 as presented. Motion seconded by K. Warren and carried unanimously.

Mrs. Dyer left the meeting at 7:19 pm.

b. Staff Resignation

Dr. Longo received a notice of resignation from physical education and health teacher Brendan Gillotti who has taken a position in another district that is closer to his family.

Motion made by J. Calarese to accept the resignation of Brendan Gillotti. Motion seconded by L. Donegan and carried unanimously.

Dr. Longo noted that internal posting to members of the teacher’s union is required upon a certified staff resignation. As a result of this internal posting, a current special education teacher, Rob Ackerson, will be transferring to fill the physical education/health teacher vacancy. This leaves a vacancy in special education, which has been posted internally. There is a shortage of special education teachers and several vacancies in this area. A long-term sub is being considered to fill our vacancy given that school begins in two weeks.

c. Approval of School Medical Advisor

Dr. Longo reported that Ashford School would have a new school medical advisor this year. Dr. Peter McDermott of Mansfield Pediatrics will replace Dr. Kelly who had been our long-standing advisor.

Motion made by K. Warren to approve Dr. Peter McDermott as the School Medical Advisor for Ashford School. Motion seconded by L. Donegan and carried unanimously.

Mrs. Donegan suggested that going forward communication be made to families concerning seasonal illnesses that may be present in the school and spreading the word on illness prevention.

BOE Committee Worksessions (7:30pm – 8:15pm)

a. Personnel

The committee did not meet.

b. Building & Grounds

The committee did not meet. J. Calarese noted that to date there have been no additional meetings of the town’s capital committee. Dr. Longo met this week with Mike Sorano of Friar & Associates and an engineer concerning the CORR space and heating options for that space. The board needs to set its priorities in September before the town committee meets. The energy plan should be reviewed and plans made to address items that can be taken care of in the BOE budget. RFP’s for any future work must be posted in January 2019. Ms. Matthews, Mr. Calarese and Dr. Longo will meet to discuss these items.

Old Business

a. Discuss BOE Curriculum Committee

The committee needs to recruit parent and faculty volunteers before the committee can meet. Mr. Dukette asked for advanced notice as to which curricular areas the committee would review in order to give teachers the opportunity to attend. Ms. Matthews would like to begin with science. The goal is to have parent and faculty members seated by the next BOE meeting.

Next Meeting Date/Agenda Items

Curriculum committee follow up, Superintendent Evaluation document, Friar & Associates update, Cafeteria report and opening of school report by administration.

Second Opportunity for Public Comment

Mrs. Donegan requested as a parent, that fall sports tryout dates, forms and information be made available on the website and K12 Alerts before school begins. Also a reminder of bus rules and the new cafeteria recycling plans should be shared as well.

Motion to adjourn the meeting (7:56pm) made by J. Calarese, seconded by J. Urban and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Ashford School
Budget Development Calendar
FY 2019-2020 Budget

September

Initial Administrative Team meeting regarding budget

October

Meeting with faculty to introduce budget development and seek input
Public Input request in K-12, schedule opportunities for public input
Three-Board meeting to determine format of proposals

November

public opportunity for input
First draft of superintendent's proposed budget goes to BOE

December

BOE discussion of proposed budget

January

Board budget hearings
Preparation of BOE budget document

February

Continued BOE budget proposal development
Development of budget narrative document
BOE proposal to BOF

March

BOE presentation to BOF
Public Hearing

April

Town Meeting

May

Budget referendum

Mission: To support Ashford School as it prepares and inspires a community of learners to achieve the highest possible educational and personal potential as productive and responsible citizens of our diverse, global community

Goals:

Curriculum - Ensure Kindergarten to 8th grade curriculum that challenges students to use methods of inquiry to solve problems, think critically, and express themselves creatively and effectively.

Financial - Develop a budget that ensures the best possible education while being fiscally responsible to taxpayers

Culture - Foster an environment of physical and emotional health and wellness for all. Support a community that recognizes professional expertise and provides diverse opportunities that enhance teaching and learning.

Community Relations and Facilities - Provide opportunities for enhanced community engagement and serve as a leader for Ashford in enhancing energy efficiency, developing a maintenance and restoration plan that extends the school's useful life, and demonstrates environmental responsibility.

**Ashford School
Board of Education
2016-2019 Mission and Goals
FIRST DRAFT August 2018**

Mission:

It is the Mission of the Ashford Board of Education ...

To support Ashford School as it prepares and inspires a community of learners to achieve the highest possible educational and personal potential as productive and responsible citizens of our diverse, global community

Goals:

The Goals of the Ashford Board of Education are to...

Curriculum – Ensure a Kindergarten to 8th grade curriculum that challenges students to use methods of inquiry to solve problems, think critically, and express themselves creatively and effectively.

Financial - Develop a budget that ensures the best possible education while being fiscally responsible to taxpayers

Culture - Foster an environment of physical and emotional health and wellness for all. Support a community that recognizes professional expertise and provides diverse opportunities that enhance teaching and learning.

Community Relations and Facilities - Provide opportunities for enhanced community engagement and serve as a leader for Ashford in enhancing energy efficiency, developing a maintenance and restoration plan that extends the school's useful life, and demonstrates environmental responsibility.

Superintendent's 2018-2019 Goals

It is the goal of the superintendent...

Curriculum

To ensure that all Ashford School curricula are updated regularly, utilize best practices; include the school's instructional commitment to the S.T.E.A.M model and Project-Based Learning model, as well as differentiation, and (individualized) data-driven instructional model.

Budget

To develop, and submit an annual budget proposal that incorporates consultation with administration, staff and community members, as well as reflects both short and long-term goals of the board of education.

Culture

Foster and support a culture that recognizes individual differences, encourages respect and responsibility, and embraces emotional, intellectual, and social strength and security

Community

Encourage increased interaction between school personnel, students, and programs with the greater Ashford community.

Facility

Provide the board of education with the data and information needed to develop a more energy efficient facility, and develop a maintenance and restoration plan that extends the school's useful life while demonstrating a commitment to environmental responsibility.