

Ashford Board of Education
Ashford, Connecticut
Meeting Agenda
February 7, 2019
7:00 pm
Ashford School
District Office Conference Room

1. Call To Order
2. Communications
3. Approval of Minutes: 01/17/19, 01/31/19, 01/31/19
4. Authorization for Travel: National Geographic Early Career Grant
5. Opportunity for Public Comment
6. FY 20 Budget Worksession
7. Second Opportunity for Public Comment
8. Superintendent Evaluation (Executive Session Anticipated)
9. Adjournment

Ashford Board of Education Goals

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

All meetings, conferences, programs and activities at Ashford School are available, without discrimination, to individuals with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the American with Disabilities Act. Individuals with disabilities requesting relocation of this meeting should call the Superintendent at 429-1927 or e-mail a request to jplongo@ashfordct.org not later than 2 working days prior to the meeting. Hearing impaired individuals may communicate their request for accommodations by using the e-mail address above, or calling the State of CT TDD relay service (800) 842-2880 or the national relay service number (800) 855-2880.

Enclosures: Communications, Minutes

Scholarship AMERICA®

One Scholarship Way
Saint Peter, MN 56082 | 507-931-1682

417748

01/15/2019

TARGET FIELD TRIP GRANTS PROGRAM
TARGET

Carly Imhoff



ASHFORD SCHOOL
440 WESTFORD RD.
ASHFORD CT 06278

Scholarship

Check Amount: \$700.00

1 of 1

01/15/2019 417748

SEVEN HUNDRED AND 00/100 DOLLARS

\$700.00

Ashford School

1 of 1 TARGET Imhoff, Carly Scholarship 2019-000055 TARGET

743

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75-133/919

417748

CHECK DATE NUMBER
01/15/2019 417748

PAY SEVEN HUNDRED AND 00/100 DOLLARS
PAY TO THE ORDER OF
Ashford School

CHECK AMOUNT
\$700.00

NOT VALID AFTER 90 DAYS

1 of 1 TARGET Imhoff, Carly Scholarship 2019-000055 TARGET

Robert C. Ballard, President & CEO
Scholarship America

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TARGET® FIELD TRIPS

Scholarship America
One Scholarship Way
St. Peter, MN 56082

MEMORANDUM

DATE: Winter/Spring 2019

TO: 2019 Target Field Trip Grant Recipient

FROM: Sara Buechmann, Program Manager
Scholarship America

RE: Grant Check

Full Payment of Grant

The enclosed check is for your Field Trip Grant, sponsored by Target. **The check is payable to your school (or district) and should be processed and deposited as soon as possible, even if you don't need to pay for the field trip expenses right away.** *The check expires in 90 days.*

Under the terms of the grant, the trip must take place by the end of the current school year (**January – June 2019**) and the funds must be used for the allowed field trip expenses including tickets, fees, transportation, supplies, food or resource materials. Funds are not transferrable to another school and may not be used to supplant expenditures that are the normal responsibility of the school district, e.g. substitute teacher salaries.

If you are unable to execute the field trip as stated in the application, the check must be returned to Target Field Trip Grants Program, c/o Scholarship America, One Scholarship Way, Saint Peter, MN 56082.

- *If the grant amount is more than you need for the trip, the extra funds can be used to purchase supplies for your classroom.*
- *After the trip is completed, you do not need to mail any receipts or paperwork.*

Questions? Send an email to sbuechmann@scholarshipamerica.org



A Charity Profile is required to access donor information. If you have not yet done so, please register your charity at causes.benevity.org

Charity ID: 840-NCES12_090009000010



000 0000792 00000000 001 001 00785 IMS:00
 ASHFORD SCHOOL
 440 WESTFORD ROAD
 ASHFORD, CT 06278

NAME	DATE	CHECK#	CHECK AMT	DISBURSEMENT ID
ASHFORD SCHOOL	01-23-19	220989	\$500.00	2MW62PF3D1

UnitedHealth Group	
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You have received this check through the Benevity Giving Platform.

This disbursement includes donations from employees and/or matching funds from at least one of Benevity's corporate clients (listed above).

These companies and applicable privacy laws require us to confirm your organization's identity before releasing any confidential information. To see reports and donor information on this and other donations, please activate your Charity Profile at causes.benevity.org.

By accepting these funds, you are agreeing to the terms of use at the Benevity Causes Portal, located here: causes.benevity.org/terms-of-use.

CH1721 v.09 11.05 2018



PNC BANK, N.A. 070
6-12/410

NO. 0000220989

DATE 01-23-2019
MMDDYYYY

PAY: FIVE HUNDRED AND 00/100 DOLLARS

AMOUNT \$500.00

PAY TO THE ORDER OF
 ASHFORD SCHOOL
 440 WESTFORD ROAD
 ASHFORD, CT 06278

Disbursement ID 2MW62PF3D1

Authorized Signature

Authorized Signature

⑈0000 220989⑈ ⑆04 1000 124⑆ 61166 73764⑈

Ashford Board of Education
Regular Meeting Minutes – January 17, 2019
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

Chair John Lippert called the meeting to order at 7:06 pm. Present were members Lisa Donegan, Jane Urban, John Calarese, Shannon Gamache and Marian Matthews (7:15pm) Also in attendance were Superintendent Longo, Business Manager Lisa Dyer, Pupil Personnel Director Cindy Ford, Principal Troy Hopkins, Asst. Principal Garrett Dukette and recording secretary Jen Barsaleau. Unable to attend was board member Kay Warren. Present in the audience were Rebecca Haeger and Kim Kouatly.

Communications

None

Opportunity for Public Comment

- Mrs. Haeger suggested extra attention to disinfection of classrooms/doors, etc. due to illnesses going through the school. She asked that consideration be given to the addition of a writing specialist for grades 5-8.
- Mrs. Kouatly echoed the need for more cleaning with the illnesses going around, suggested that basketballs and PE equipment be cleaned as well.

It was noted that a basketball bus was late arriving to pick up and return the team to Ashford School.

Approval of Minutes: 01/03/2019

Minutes tabled – members necessary to vote are not in attendance.

District Administrative Reports (Superintendent, Business Manager)

- Dr. Longo reviewed his next Ashford Citizen article and the materials presented to the administrators and superintendents of Region #19. He noted that Ashford is really ahead of other districts in its approach, innovation and leadership. He asked members to review the materials for discussion at a later time. He stressed that February will be a difficult month for us in terms of decision-making with regard to budget.
- Mrs. Dyer distributed the following documents:
 - Proposed wage increases for per diem substitutes, as discussed at the last meeting;
 - Year to Date Actual & Budgeted Expenses & Encumbrance Report
 - Consolidated Check Register 9/14/18-01/17/19
 - Quarterly Budget Transfers

Members reviewed the documents and asked questions. Discussion followed regarding unencumbered expenses, excess cost, outplacement tuition and transfers.

Motion by John Calarese to increase substitute paraprofessional pay to \$90 per day, and to approve the other substitute wage rates as presented. Motion seconded by Marian Matthews and carried unanimously.

Motion made by Lisa Donegan to approve \$152,490 in quarterly budget transfers as presented. Motion seconded by Marian Matthews and carried unanimously.

Mrs. Dyer redistributed a draft list of budget cuts handed out on 1/3/19 for second review. Discussion followed concerning the difficulties of achieving a budget that will be reasonable and adequate to cover the needs of all students, class size and enrollment numbers. It was agreed that it is important to have continuity of programs such as WINGS and SWINGS. The board requested some changes to options 3 and 4. Mrs. Dyer will make those changes and distribute the FY 20 Superintendent's budget at the January 31st meeting. Members will review and discuss this at its first February meeting.

Motion by J. Lippert to act on the approval of minutes 01/03/2019 tabled earlier in the meeting. Motion seconded by M. Matthews and carried unanimously.

Discussion followed.

- Jane Urban clarified her statement under second opportunity for public comment. She is concerned about the number of movies shown in general, and especially leading up to the holidays.
- It was noted that the word “by” should be inserted in the motion for staff appointment.

Motion made by Lisa Donegan to approve the minutes of 01/03/2019 as amended. Motion seconded by Marian Matthews and carried with two abstentions (John Calarese, Shannon Gamache).

Administrative Reports (Principal, Asst. Principal, Director of Pupil Personnel)

- Mr. Hopkins noted that science teacher Dory Moore has been awarded a grant and will work with Trinity College in mapping pyrrhotite rock locations in town. The board was reminded of the luncheon on January 22nd in honor of Rebecca Aubrey, National Language Teacher of the Year. He reinforced Dr. Longo’s assessment of the presentation to the Region 19 group and reviewed overall SBAC test data. This could be discussed in more detail at the annual August planning meeting.
- Mr. Dukette noted that our Positive Behavior (PBIS) support program is working great in grades K-8 and that he has made over 15 calls home to report positive student behaviors. Region 19 expressed interest in our application of restorative justice practices. He shared that Ashford School is planning its first school evacuation drill for this year and a staff only version of that drill is scheduled for the January professional day. Lisa Donegan noted that the change in bus drop off procedure is working well and is pleased to see additional signage has been placed.
- Mrs. Ford’s report provided an update on staffing changes precipitated by student enrollment this past month. She also expanded on the collaboration of our school psychologists, counselor and Ashford Youth Services in helping to improve crisis team response times.

Capital Expenditure Committee Report

Marian Matthews, John Calarese and Lisa Dyer attended the Capital committee meeting on 1/16. The committee heard the expenditure requests of several departments. The CORR and library media center ceiling requests were presented for the BOE. There was some discussion of beginning to explore a bonding package for Ashford School. The board asked the Superintendent to look into some energy saving options such as clear window film applications for old, drafty windows.

New Business

a. Staff Appointment

Due to a lateral movement in the custodial department, a 20-hour position was posted internally as required and then externally. Following candidate interviews, Mr. Hopkins offered the position to Ryan Janosi. Mr. Janosi will be working from 11am-3pm each day school is in session.

Motion made by Jane Urban to approve the appointment of Ryan Janosi to the position of 20 hour per week custodian. Motion seconded by Marian Matthews and carried unanimously.

b. First Reading of Policies (Series 1000: Non-Discrimination; Series 4000: Abuse or Neglect of Disabled Adults; Child Abuse or Neglect Reporting; Employment Checks; Plan for Minority Educator Recruitment; Federal/State Notifications; Guidelines for Independent Educational Evaluation; Individualized Learning Plans; Student Data Privacy Notice)

Board members were given a summary document in their agenda packet explaining changes necessary to these policies and/or required notices from counsel. The board considers this the first reading of these policies, as they cannot be changed without the approval of counsel.

Motion made by John Lippert to add as item 8d under New Business, “Request for Board Meeting”.

Motion seconded by Lisa Donegan and carried unanimously.

c. Approval of 2019-2020 Ashford School Calendar

A draft of the 2019-2020 Ashford School calendar was presented. Some formatting errors and edits were noted on this draft and will be attached to these minutes.

Motion made by Marian Matthews to approve the 2019-2020 Ashford School calendar as edited.

Motion seconded by Lisa Donegan and carried unanimously.

d. Request for Board Meeting

Counsel has advised that a meeting is required regarding Student Expulsion from School. The meeting will be at 5pm on January 31st and held in executive session. Atty. Anne Littlefield will be representing the Board. Members John Lippert, John Calarese, Shannon Gamache and Marian Matthews will be in attendance.

This meeting will necessitate the need to move the regular meeting of the board to the library media center.

Old Business

a. FY 20 Budget

This item was discussed earlier during the report of the Business Manager.

Next Meeting Date/Agenda Items

The next regular meeting date is 1/31/19. Agenda to include teacher presentations, distribution of FY 20 Superintendent's draft budget & narrative, capital committee report, executive session for administrator negotiations and superintendent evaluation.

Second Opportunity for Public Comment

Mrs. Kouatly spoke about checking all rooms for need to address drafty windows. She also mentioned class sizes and that administrative creativity is great and Dr. Longo inviting people to discuss the budget is also great. She asked that long term planning and staffing goals be considered.

Motion made by Marian Matthews to adjourn the meeting at 9:32 pm. Motion seconded by Lisa Donegan and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary

Ashford Board of Education
Special Meeting Minutes – January 31, 2019
7:00 pm
Ashford School District Office Conference Room

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Call to Order

Chair John Lippert called the special meeting to order at 5:02 pm. Present were members Jane Urban, John Calarese and Shannon Gamache. Others in attendance were Superintendent Dr. James Longo, Principal Troy Hopkins, Asst. Principal Garrett Dukette, Atty. Anne Littlefield, a student and the parents of the student. Unable to attend were board members Kay Warren, Marian Matthews and Lisa Donegan.

Discussion Concerning a Confidential Student Matter (Proposed for Executive Session)

Motion made by John Lippert to enter into executive session (5:03pm) for the purpose of the discussion of a confidential student matter, and to invite Atty. Littlefield, Dr. Longo, Mr. Hopkins, Mr. Dukette, the student and the parents of the student into the session. Motion seconded by Jane Urban and carried unanimously.

Present in Executive Session: John Lippert, John Calarese, Shannon, Gamache, Jane Urban, Dr. James Longo, Troy Hopkins, Garrett Dukette, the student, the parents of the student and Atty. Anne Littlefield.

The board and counsel excused the parents, the student and the administration members for the purposes of deliberation. These individuals rejoined the executive session upon completion of deliberations.

All present in Executive Session exited at 6:23 pm.

Possible Action Concerning A Confidential Student Matter

Motion made by John Calarese to adopt the terms of the stipulated agreement concerning a student expulsion matter entered into between the administration and the parents of the student who is the subject of the hearing. Motion seconded by Jane Urban and carried unanimously.

Adjournment

Motion made by John Calarese to adjourn the meeting at 6:26 pm. Motion seconded by Jane Urban and carried unanimously.

Recorded by:

Troy Hopkins

Ashford Board of Education
Regular Meeting Minutes – January 31, 2019
7:00 pm
Ashford School Library/Media Center

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Call to Order

Chair John Lippert called the meeting to order at 7:00 pm. Present were members Jane Urban, John Calarese, Shannon Gamache and Marian Matthews (7:08pm) Also in attendance were Superintendent James Longo, Business Manager Lisa Dyer, Pupil Personnel Director Cindy Ford, Principal Troy Hopkins, Asst. Principal Garrett Dukette and recording secretary Jen Barsaleau. Unable to attend were board members Kay Warren and Lisa Donegan. Present in the audience were residents Kim Kouatly and Jennifer Lesczynski, teachers Danielle Boulanger (Art), Amy Capozziello (Band), Rob Ackerson (PE), Valerie Stickles (Music), Stephanie Noheimer (Health), Carly Imhoff (Science), Kate Craven (Writing/Digital Media) and classroom teacher Jason Horn.

Teacher Presentation

A. Specials & Teacher Exchange Proposal

- Each of the specials teachers shared a video presentation entitled “Specials Choice.” Each of specials teachers spoke about this choice program for grade 7 and 8 students that they put into place in September. It allows the individual student to choose specials instruction based on their interests. The video captured student comments about how much more they enjoy participating in specials classes since given this choice. Members were very pleased with the presentation and that the students are truly enjoying this opportunity.
- Carly Imhoff and Kate Craven revisited the idea of a teacher exchange program first shared with the board via communication on 1/3. Teachers from Ashford and teachers from Germany would essentially switch places for 2-3 weeks. This would be a great professional development and cultural experience for our teachers. Mr. Hopkins spoke of funding the program and felt it would essentially be the cost of plane tickets. Dr. Longo noted there is \$8,000 in professional development funds available each year as required by the AEA agreement to allow each teacher to participate in one professional development opportunity of their choice. The allotment for each teacher, approximately \$200, could be used for this purpose. Other grant funds for professional development may also be available. Discussion and questions followed.

Motion by Jane Urban to authorize the administrators and teachers to investigate and implement an international teacher exchange program. Motion seconded by Marian Matthews and carried unanimously.

Communications

John Lippert distributed a memo and map given to Dr. Longo at a recent EASTCONN meeting regarding a plan to align school districts with probate court districts and two documents containing area per pupil expenditures information. Marian Matthews attended the Legislative breakfast and reported that realignment was also discussed there.

Opportunity for Public Comment

- Mrs. Kouatly stated that the specials choice for students in grades 7 and 8 is wonderful. Her child now loves specials classes that he once disliked. She inquired about district realignment asking if Willington and Ashford middle schools have considered merging?

Distribution of FY 20 Superintendent’s Budget

Lisa Dyer handed out a first draft of the Superintendent’s FY 20 Ashford School budget. Dr. Longo noted that this a very rough draft; there is more editing to do. Also distributed was a second draft “B”, which was created today based on reductions made by Dr. Longo. Draft A represents a 6.92% increase, draft B a 5.88% increase. Both include the addition of a .5 FTE health teacher. Discussion followed with members noting some additional editing was needed. Mrs. Dyer will make those edits and the documents will be posted to the website on Friday. John Lippert directed members to review the budget documents and be prepared to have budget discussions at the next BOE meeting on February 7th.

Capital Expenditure Committee Report

John Calarese and Lisa Dyer attended the capital committee meeting on 1/30. Drawings and costs from Friar & Associates were received on time, but space renovation costs are far too great. Instead, a building committee will be formed to address Ashford School facility needs. Mrs. Dyer reported that there is support for purchasing a new financial management system that both the town and school would use. The next meeting of the capital committee is February 12th.

Second Opportunity for Public Comment

- Mrs. Kouatly briefly spoke about health teacher roles and noted she felt the chart on page 4 of the budget document needed more detail.
- Mrs. Lesczynski also noted there seemed to be a column missing on page 4 of the budget draft. She encouraged administrators to discuss and seek input from teachers who have larger class sizes.

Administrator/Board Non-Meeting (Executive Session)

Superintendent Evaluation (Executive Session)

The board took a brief recess at 8:27pm

Motion by John Lippert to enter into executive session (8:31pm) for the purposes of holding a non-meeting with administrators Cindy Ford, Troy Hopkins and Garrett Dukette. Motion seconded by Shannon Gamache and carried unanimously.

Present in executive session: John Lippert, Shannon Gamache, Jane Urban, John Calarese, Marian Matthews, Cindy Ford, Troy Hopkins and Garrett Dukette.

Mrs. Ford, Mr. Hopkins and Mr. Dukette left the session at 9:40pm.

Board members then resumed executive session (9:40pm) for the purpose of evaluation of the Superintendent.

The board exited the session at 10:32pm.

Motion made by Jane Urban to adjourn the meeting at 10:32 pm. Motion seconded by Marian Matthews and carried unanimously.

Recorded by:

Jennifer Barsaleau
Recording Secretary